



Medical Laboratory Assistant

Spring 2023

Program Application

Application Deadline: November 15, 2022

ADMISSION REQUIREMENTS

To become a candidate for selection to the Anne Arundel Community College Medical Laboratory Assistant (MLA) Program, please complete and return the attached application by email to healthsciencesadmissions@aacc.edu (preferred) or mail application to:

Anne Arundel Community College
ATTN: Health Sciences Admissions, HLSB 174
101 College Parkway
Arnold, MD 21012

Priority will be given to candidates who are currently in or have recently completed the AACC Phlebotomy Technician Letter of Recognition Program in the past three years prior to the date the application is submitted or who have worked at least one year as a phlebotomist.

Applicants who have phlebotomy experience but not through AACC's Phlebotomy Technician Program must make an appointment with the MLA Program Academic Chair prior to submitting an MLA Program application.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- Attend a mandatory face-to-face information session prior to submitting application. Real-time virtual information sessions will be considered face-to-face.
- Please visit <https://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/> for dates and times.
- High school graduate or equivalency: high school transcripts or GED equivalency certificate to verify high school graduation or equivalency.
- The application will not be considered complete if required transcripts are not submitted with the application or previously submitted to the AACC Records Office.
- Demonstrate eligibility for ENG 101/ENG 101A.
- Demonstrate eligibility for general education mathematics or have a score of 27 or better on the Arithmetic Placement Test or a grade of B or better in Arithmetic (MAT 005).
- Official transcripts are required for course evaluation and transfer. Official transcripts are to be received by AACC Records and Registration office in the sending institution's original sealed envelope or through an acceptable electronic method; visit <https://www.aacc.edu/apply-and-register/credit-application/apply/transfer-credit-to-aacc/> for details.
- Must be 18 years of age or older by the first day of class.
- Have a minimum adjusted grade point average (GPA) of 2.0 at this college.
- Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org, WES (World Education Services) at www.wes.org or SpanTran: The Evaluation Company at www.spantran.com.
- Foreign educated students: must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 101 /ENG 101A and ENG 102 course sequence with grades of C or better prior to applying to the Medical Laboratory Assistant cap Program.

Eligible applicants will receive a selection packet assigning them to one of the following categories:

- **Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected into the Medical Laboratory Assistant Program. With the selection packet, conditionally accepted students will receive the health examination record, criminal background check and CPR instructions to be completed by a designated deadline. Conditional acceptance candidates who do not meet this deadline will not be considered for admission and the next person on the list will be contacted.
- **Wait List:** In the event there are more qualified applicants than seats available, qualified applicants not initially conditionally accepted will be placed **on a list** in rank order and notified of selection if and when seats become available. If applicant declines the seat, they will need to reapply for a future seat in the program.

- **Final Acceptance:** Applicants who have been selected conditionally and have submitted complete health examination records, submitted a satisfactory criminal background check, and verification of a valid American Heart Association BLS CPR certification.

IMPORTANT INFORMATION

1. Direct all inquiries regarding the application process to healthsciencesadmissions@aacc.edu. Following review of all applications, students will receive an email regarding the status of their application. Any applicant having a change of mailing address, email address, or telephone number during the application process must notify the Admissions Office by email at healthsciencesadmissions@aacc.edu.
2. AACC will only accept criminal background checks performed by college approved vendor. Criminal background checks are completed online and must be paid for by the student. Information and instructions are given to applicants once accepted into the program.
3. All health sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check. All student applicants' final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check. <https://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/background-checks/>
4. To review the School of Health Sciences Influenza, COVID-19, and other vaccine requirements visit our website: <https://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/health-exam/>
5. Due to COVID-19, program requirements, delivery modes, and clinical experiences may be different from what was explained at the information session. Please review the link for COVID-19 guidelines, <https://www.aacc.edu/riverhawks-reunite/health-and-safety/clinicals/> for the most up-to-date information. Students will be expected to meet course and program requirements and remain flexible as the college works to ensure student safety while preparing students for their chosen health care profession.

MEDICAL LABORATORY ASSISTANT

Spring 2023

Application Deadline – November 15, 2022

Program Application

Submit completed application to healthsciencesadmissions@aacc.edu (preferred) or via mail to Anne Arundel Community College, ATTN: Health Sciences Admissions, 101 College Parkway, Arnold, MD 21012.			
DEMOGRAPHIC INFORMATION			
Last Name	First Name	Middle	
Address			
City	State	Zip Code	County
Last 4 digits of social security #		College ID #	
The mailing address you provide will be your address of record. It is your responsibility to notify the Health Sciences Office as well as the Records Office of name, address and phone number changes during the application process. Applicants are advised to check their AACC email account periodically for placement updates and notices.			
Phone	AACC Email Address _____@mymail.aacc.edu		
Your AACC Email Address is required. No other email is acceptable.			
I understand that by filling in my name below, it will be considered my signature.			
<ol style="list-style-type: none"> 1. I have an active admission status at AACC and am in Good Standing (2.0 GPA>) with the college. 2. All admission requirements, including testing and eligibility, must be completed by the application deadline. 3. I have submitted a copy of my high school transcripts or GED equivalency certificate to the AACC Records Office or have confirmed that it is on file with AACC Records office. 4. If applicable, I must submit final official transcripts from previously attended colleges from which I am transferring courses toward the Medical Laboratory Assistant Program by the stipulated deadline. International students must submit official transcript evaluation report from ECE, WES or SpanTran to verify/authenticate high school/college transcripts by the stipulated deadline. 5. I am or will be at least 18 years of age or older by the first day of class. 6. I have attended a <u>mandatory</u> Medical Laboratory Assistant Program information session. Date: _____ 7. I have submitted a phlebotomy experience form, signed by my employer, if applicable. 8. I am ENG 101/ENG 101A eligible. 9. If information is incomplete/missing from my application or file, it will NOT be processed and will be returned to me. 10. Transcripts are considered official only when received by Anne Arundel Community College in the sending institution's original sealed envelope or by acceptable electronic submission. 11. I reviewed and acknowledge the technical standards. 			
SIGNATURE: _____ DATE: _____			

ADMISSION/ACADEMIC REQUIREMENTS

I have demonstrated eligibility for general education mathematics or a score of 27 or better on the Arithmetic Placement Test or a B or better in Arithmetic (MAT 005) in order to be eligible for BIO 231 or BIO 233.

Yes, I am general education mathematics eligible. **OR**

ARITHMETIC PLACEMENT TEST - This is not the same as the Mathematics Placement.

This test may only be taken two times. Failure to achieve a passing score (27 or better) after two attempts will require completion of MAT 005 with a grade of B or better prior to application submission.

Note: *The APT must be taken within 7 years from date of application submission. There is no time limit on MAT 005.

APT SCORE: _____

MAT 005 - Must provide official transcript if taken at institution other than AACC:

GRADE: _____ WHERE TAKEN: _____

INTERNATIONAL STUDENTS

TRANSCRIPTS

I acknowledge that that I have submitted an official transcript evaluation report from ECE, WES, or SpanTran for verification of my high school and/or college transcripts to the Records office prior to this application submission.

I used the above listed agency: _____

TOEFL TEST

All international students whose native language is not English must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet-Based score) OR must completed ENG 101/101A and ENG 102 course sequence with grades of C or better prior to applying to the Medical Laboratory Assistant Program. AACC's code for TOEFL is 5019.

Semester/Year: _____ Total Score: _____ Where completed: _____

PHLEBOTOMY EXPERIENCE (IF APPLICABLE)

Yes	No	I have successfully completed the Phlebotomy Technician Letter of Recognition Program at Anne Arundel Community College with a GPA of 2.0 or higher. Students must complete all required courses with a grade of C or better.
-----	----	---

Completion Date: _____

Yes	No	I am currently enrolled in the Phlebotomy Technician Letter of Recognition Program at Anne Arundel Community College.
-----	----	---

Yes	No	I have phlebotomy experience but not through Anne Arundel Community College and I have provided official transcripts to the Records office.
-----	----	---

Yes	No	I am decelerating from the MLT Program at Anne Arundel Community College into the MLA Program.
-----	----	--

CERTIFICATE REQUIREMENTS

Please complete the following information (if applicable).

Must be completed with a grade of C or better prior to graduation from Medical Laboratory Assistant program. Due to the selection process, the Medical Laboratory Assistant Program cannot accept Pass/Fail as a replacement for letter grades in the required courses.

COURSE	GRADE	CREDITS	COLLEGE/UNIVERSITY WHERE COMPLETED	TERM AND YEAR COMPLETED
MLT 125 Phlebotomy				
MLT 275 Phlebotomy Practicum				
MLT 103 Entry Level Clinical Laboratory Testing				
MDA 110 Professionalism in Health Care				
MDA 100 Introduction to Medical Terminology or MDA 113 Medical Terminology				
MLT 102 Quality Assurance & Quality Control				
BIO 231 Human Biology 1 or BIO 233 Anatomy & Physiology 1				
CTA 100 Computing and Information Technology or CTA 103 Theories and Applications of Digital Technology				
MLT 100 Introduction to the Medical Laboratory				
MLT 101 Urinalysis and Body Fluids				

BACKGROUND INFORMATION

Submit explanation of questions for which you answer "yes" and provide documents relating to your answer emailed to tdneall@aacc.edu or mailed separately to address on first page of this application, ATTN: Tammie Neall.

Do not write explanation(s) on the application

Yes	No	Were you ever disciplined for any academic or behavior/conduct issue by any college, university, or any other educational institution after High School including, but not limited to, probation, dismissal, suspension, disqualification, or imposition of a failing grade as a disciplinary sanction? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever been convicted of a crime, driving while intoxicated or impaired (either by alcohol or drugs), had your driving privileges suspended or revoked, and/or are there any pending charges regarding any of the above? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever surrendered your driver's license or had such license suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever surrendered a professional license, certification or registration, or had one restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever been placed on professional probation, had conditions or limitations placed on your ability to work even if your license had not been restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever had your clinical privileges at any office or facility restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.

NOTE: Licensing boards for certain health care occupations, including Medical Laboratory Assistant, may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work, if it is determined that an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. If applicable, it is recommended to contact national certifying boards for your program of interest.

I certify that the information on this application is true and accurate to the best of my knowledge. I am aware that falsification or misrepresentation may result in being denied admission, or if enrolled, dismissed from this program. I understand that final acceptance into the Medical Laboratory Assistant Program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

Please review prior to submitting this application. This application must be completed in its entirety.

I understand that by filling in my name below, it will be considered my signature.

Signature: _____

Date: _____

PRINT NAME: _____

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.