Dear Prospective Medical Laboratory Technician Student,

Congratulations on considering Medical Laboratory Technician (MLT) as a career possibility! This program is designed to allow the student to complete the requirements in two years. Employment opportunities are available nationwide and offer flexible scheduling, competitive wages, and benefit packages.

We will admit students to this selective admission program once a year. Applicants wishing to begin the program in the fall must apply by the April 15 deadline for consideration. (When the application deadline falls on a weekend, applications will be accepted until the close of business on the next business day.)

The first step in the admission process is attendance at an MLT degree program information session. At the session, we will review the academic and admission requirements, the sequence of Medical Laboratory Technician courses, and the projected time commitment.

Sincerely,

Lorraine J. Doucette, M.S., MLS (ASCP)CM  
MLT Program and Phlebotomy Coordinator  
School of Health Sciences  
Email: ljdoucette@aacc.edu

Tammie D. Neall, M.S., MT (ASCP)  
Manager, Admissions and Advising  
School of Health Sciences  
Email: tdneall@aacc.edu
MEDICAL LABORATORY TECHNICIAN PROGRAM GOALS/MISSION

Vision

To recruit, retain and graduate self-directed, self-determined, market- and career-ready citizens of the world who are “change leaders” in the field of clinical laboratory science.

Mission

To attract, nurture and prepare market- and career-ready medical laboratory technicians through excellence in program curricula, high-quality instructors and meaningful learning and clinical experiences that enhance student knowledge and meet market demands, enhance the health of the community, and promote lifelong learning.

Program Goals

1. To prepare competent entry-level medical laboratory technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

2. To develop a curriculum in medical laboratory technology that prepares entry-level practitioners for the market place.

3. To develop a curriculum in medical laboratory technology that prepares graduates to progress to bachelor’s degree medical technologist (clinical laboratory scientist) programs.

4. To establish, maintain and nurture relationships with clinical sites and preceptors that provide for a variety of quality experiential learning opportunities and entry-level employment opportunities.

5. To create shared interdisciplinary learning experiences for students with an emphasis on ethical and diversity issues.

6. To emphasize a holistic approach in the management of client care.

7. To form linkages with professional organizations that will accept students as members.

8. To provide experiences for students that create opportunities for communication among other health care providers, the community and the lay public.

9. To identify, within the community, the internal and external stakeholders, such as students, graduates, faculty, administration, employers, and physicians; and identify current needs, both in academia and cultural contexts.

10. To conduct program quality analysis and outcome measures in all learning domains.
Upon completion of the Medical Laboratory Technician program graduates will be able to:

1. Utilize technical, critical thinking and problem-solving skills in their didactic and clinical experiences.

2. Practice their profession within the clinical laboratory legal framework, utilizing sound ethical values.

3. Promote and maintain cooperative and successful relationships between clients, patients, physicians, allied health providers, and the health care community.

4. Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.

5. Obtain eligibility to sit for certification and/or registration exams.

6. Practice the profession of medical laboratory technology with the recognition of, and sensitivity to, cultural and socioeconomic differences.

7. Demonstrate effective written, oral, and nonverbal communication with colleagues, other health care providers, and the public.

8. Participate in continuing education and the development of new knowledge and skills.

9. Make a substantial contribution in the United States and globally to the quality of health care.

Code of Ethics

The following Code of Ethics has been modified from the American Society for Clinical Laboratory Science.

Laboratory professionals have a:

Duty to the Patient

Duty to Colleagues and the Profession

Duty to Society
ADMISSION INFORMATION

College Admission

Students who wish to apply for the Medical Laboratory Technician Program at Anne Arundel Community College should indicate the Medical Laboratory Technician Field of Study on the College Admission Application or Student Academic Program/Curriculum Change Form available online and in Academic and Transfer Advising. To facilitate enrollment bring a copy of ACT, SAT, or advanced placement scores and unofficial high school/college transcripts to Advising. Application to the Medical Laboratory Technician course sequence is a separate process. Students must apply to the program and go through the admission process.

Advising

New students should contact Academic and Transfer Advising at 410-777-2307 for advising and select option 1. Current students should follow the instructions below:

- Log into MyAACC https://portal.aacc.edu
- Click on MENU
- Select SELF SERVICES
- Locate and click on OASIS in the Self Services Resource Links section

Students who are transferring general education requirements should have official transcripts sent directly to the college Records office. In order to facilitate evaluation of transfer credits to meet academic requirements, official transcripts from ALL previously attended institutions of higher education must be submitted in a timely manner.

ADMISSION/ACADEMIC REQUIREMENTS

Address Verification

First consideration of selection will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline (address verification is required). Out-of-county applicants will be reviewed only when space is available.
Application Deadline

- Application deadline is April 15th. If application deadline falls on a weekend, then applications will be accepted until the close of business on the next business day. Applications are available in December of each year.

Information Session

Attendance at an information session is required. Please call 410-777-7310 for dates and times or view the schedule by visiting www.aacc.edu/apply-and-register/credit-application/health-science-applicants or you may view the online information session at https://ola.aacc.edu/ID/Multimedia/MLT-OnlineInformationSession/story_html5.html.

There is no cost to attend.

Photo Identification

Applicants are required to submit a photocopy of their Maryland driver's license, other government-issued photo ID, or AACC photo ID attached to program application.

Satisfactory Academic Standing

Students must have a minimum adjusted grade point average (GPA) of 2.0 at this college to be considered for selection to the Medical Laboratory Technician Program.

English

Students must demonstrate eligibility for ENG 101/ENG 101A.

There are a number of ways that can be used to determine English eligibility:

- Qualifying SAT/ACT scores
- Appropriate score on the English placement test
- Unweighted high school GPA (if you graduated in the last 5 years)
- Successful completion of developmental courses, if applicable
- Transfer of credits for ENG 101
- Appropriate score on an AP exam
- Appropriate score on a CLEP test
- Appropriate score on GED test

Please see an academic advisor for details and more information. Visit: https://www.aacc.edu/apply-and-register/credit-application/determine-placement/.
Mathematics

Students must demonstrate eligibility for MAT 137, College Algebra.

There are a number of ways that can be used to determine MAT 137 eligibility:

- Qualifying SAT/ACT scores
- Appropriate score on the Mathematics placement test
- Unweighted high school GPA plus course work (if you graduated in the last 5 years)
- Successful completion of developmental courses, if applicable
- Transfer of credits for a MAT 137 course
- Appropriate score on an AP exam
- Appropriate score on a CLEP test

Note: MAT 145, MAT 151, MAT 191 or MAT 230 satisfies the MAT 137 requirement. (Former MAT courses MAT 121, MAT 131, MAT 141, or MAT 142 will also satisfy the MAT 137 requirement.)

Please see an academic advisor for details and more information.
Visit: https://www.aacc.edu/apply-and-register/credit-application/determine-placement/

College Credit Transfer

- Applicants who have program prerequisite courses or other equivalent general education required courses completed from a nationally recognized institution must submit official transcripts with the program application for review.
- A transcript is considered official when it is enclosed in a sealed envelope from the institution; the transcript also includes a graduation date (if applicable) and a school official's signature.
- The program application will not be considered complete if required transcripts are not submitted with the application or have not been previously submitted to and received by Anne Arundel Community College.

International Students

- 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
  - SpanTran: The Evaluation Company at www.spantran.com

This evaluation must be done PRIOR to evaluation by the Records office at Anne Arundel Community College. Please be advised that this process may take several weeks.
• **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 have completed the ENG 101/ENG101A and ENG 102 course sequence with grades of C or better prior to applying to the program. Anne Arundel Community College’s code for TOEFL is 5019.

• Valid Immigration Documentation for Non-U.S. Citizens
  ♦ Non-U.S. Citizen applicants must submit valid immigration documentation to the AACC Admissions and Enrollment Development Office in order to complete the required College Application. For assistance regarding immigration documentation needed, please call 410-777-2152. Incomplete college applications may result in non-selection of a Health Sciences program.
  ♦ Please note: Students without a Social Security number may not be permitted at some clinical rotation sites; site availability may delay or inhibit progression in the program. An International Student Admission Specialist in the AACC Admissions and Enrollment Development Office may be able to assist international Students with F-1 visa status to obtain a Social Security number through Practical Training; please contact them at 410-777-2677. For detailed information please refer to the college catalog (available on campus or online at [http://catalog.aacc.edu/](http://catalog.aacc.edu/)).

• For more information visit: [https://www.aacc.edu/apply-and-register/credit-application/international-students/toefl-score-requirement/](https://www.aacc.edu/apply-and-register/credit-application/international-students/toefl-score-requirement/)
ADDITIONAL INFORMATION

- Students eligible to submit applications for the fall class are those who have completed all of the academic and admission requirements by the appropriate deadlines.

- The Anne Arundel Community College Medical Laboratory Technician department reserves the right to revise the admission requirements, the selection criteria and procedures, and the Medical Laboratory Technician curriculum as deemed necessary without prior notification.

- Students are responsible for obtaining updated admission and academic requirements while preparing for application to the Medical Laboratory Technician Program.

**AACC MLT Program ASCP-BOC Pass Rate**

The American Society for Clinical Pathology Board of Certification (ASCP-BOC) Medical Laboratory Technician (MLT) credential is awarded to candidates who pass the ASCP-BOC MLT certification examination. However, the issuing of the degree of the Associate of Applied Science in Medical Laboratory Technology after successful completion of all course work for the Medical Laboratory Technology Program IS NOT contingent upon the students passing any one or more of these national certification examinations. The cumulative MLT Program pass rate for students who graduated from the AACC MLT Program from 2014 to 2017 for the ASCP exam is 91.3%. The national pass rate average is 76%. Students in years 2014 and 2016 had a 100% pass rate.

**Health Manpower Shortage Program**

This program may be designated as a Health Manpower Shortage Program; therefore, some residents of Maryland (see college catalog) enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

**Registration for MLT Course Sequence**

Only students who have been selected may register for MLT 100.

**Readmission**

Students seeking readmission to the MLT Program must petition the department coordinator in writing.
Accreditation

The Anne Arundel Community College Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119, 773-714-8880.

As required by NAACLS, the MLT Program has developed a teach-out plan should accreditation of the MLT Program be lost or the ability to offer the program at AACC occur due to natural disaster.

**REQUIRED COURSES**

**Medical Laboratory Technician Course Sequence**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>TERM</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<tr>
<td>MLT 100 Introduction to the Medical Laboratory 1</td>
<td>4</td>
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<tr>
<td>BIO 231 or 233 Human Biology 1 or Anatomy &amp; Physiology 1</td>
<td>4</td>
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<tr>
<td>CHE 111 General Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101/ENG101A* Academic Writing and Research 1</td>
<td>3</td>
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<tr>
<td>ENG 102 Academic Writing and Research 2</td>
<td>3</td>
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<tr>
<td>MLT 101 Urinalysis and Body Fluids</td>
<td>3</td>
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<tr>
<td>MLT 102 Quality Assurance and Quality Control</td>
<td>1</td>
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<tr>
<td>BIO 223 General Microbiology</td>
<td>4</td>
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<tr>
<td>MAT 137+ College Algebra</td>
<td>3</td>
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<tr>
<td>SOC 111 Introduction to Sociology</td>
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<tr>
<th>SUMMER TERM</th>
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<tr>
<td>COM 111 Fundamentals of Oral Communication</td>
<td>3</td>
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<tr>
<td>or COM 116 Fundamentals of Oral Communication for Non-Native Speakers</td>
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<tr>
<td>CTA 100 (formerly CSI 112) Computing and Information Technology</td>
<td>3</td>
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<tr>
<td>or CTP 103 (formerly CSI 113 or CTA 103) Theories and Applications of Digital Technology</td>
<td>6</td>
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<th>SECOND YEAR</th>
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<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
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<tr>
<td>MLT 202 Clinical Microbiology</td>
<td>4</td>
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<tr>
<td>MLT 203 Clinical Chemistry</td>
<td>4</td>
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<tr>
<td>MLT 204 Clinical Immunology/Immunohematology</td>
<td>4</td>
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<tr>
<td>MLT 205 Clinical Hematology</td>
<td>4</td>
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<tr>
<td>MLT 206 Advanced Clinical Chemistry</td>
<td>2</td>
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</table>
MLT 208  Clinical Review  2
MLT 276  Clinical Hematology Practicum  2
MLT 277  Clinical Chemistry Practicum  2
MLT 278  Clinical Microbiology Practicum  2
MLT 279  Clinical Immunohematology Practicum  2

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<th>12</th>
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**Total Credit Hours:** 66

*All students must receive a minimum grade of C or better in each general education course, each MLT course and a mark of satisfactory in the clinical laboratory to proceed in the program.*

Please note: BIO 231 or BIO 233, CHE 111, and ENG 101/ENG101A must be completed with a C or better prior to taking MLT 101, and BIO 223 must be completed with a C or better prior to taking MLT 202.

* Students who have previously completed the English Composition general education requirement sequence ENG 111/ENG 112 or ENG 115/ENG 116 or ENG 121 with a grade of C or better have fulfilled the ENG 101/ENG 101A and ENG 102 requirements. Students who previously completed ENG 111 or ENG 115 and have NOT taken ENG 112 or ENG 116 by Fall 2019 will have to take ENG 101/101A to fulfill the new English requirement.

** BIO 101 or BIO 103 or BIO 231 or BIO 233 is a college prerequisite for BIO 223, General Microbiology.

+ MAT 145, MAT 151, MAT 191 or MAT 230 satisfies the MAT 137 requirement. (Former MAT courses MAT 121, MAT 131, MAT 141, or MAT 142 will also satisfy the MAT 137 requirement.)
APPLICATION/SELECTION PROCESS

- Medical Laboratory Technician Program applications are available the first week of December on campus in Florestano room 100 and on the college website.
- Eligible students desiring entry must return the completed application to the School of Health Sciences information desk (FLRS 100) by April 15th. Late applications will be rank ordered according to the date received and reviewed on a space-available basis.
- Students eligible to submit applications for selection are those who have completed all the admission and academic requirements by the appropriate deadlines.
- The applications will be reviewed and students will receive a letter regarding the status of their applications.
- Selection for the MLT program will be made in late May.
- Eligible applicants will receive a letter after the spring selection assigning them to one of the following categories: Conditional Acceptance or Wait List Status.
  - **Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected for the MLT Program. Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, health examination record and submission of current American Heart Association Basic Life Support (BLS) CPR certification. With the acceptance 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 wait list will be contacted.
  - **Wait list:** In the event that there are more qualified applicants than seats available, qualified applicants not initially chosen for conditional acceptance will be placed on a wait list in rank order and notified of selection if and when a seat becomes available.

**Technical Standards**

1. Students conditionally accepted to the program will be required to complete the health examination record. Once a physician certifies that the candidate meets the technical standard requirement (defined below) as established by the department within the scope of practice of the profession, and the department receives and concurs with the physician’s certification, the candidate will be considered as having met the technical standard requirement.

2. Qualification: Good physical and mental health.
Admission Criteria: Student must be free of contagion and possess sufficient stamina with or without reasonable accommodations and mental stability to fulfill the requirements of the program and the customary requirements of the profession:

- Work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating patients.
- Perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.
- Establish and work toward goals in a consistently responsible, realistic manner.
- Have auditory ability sufficient to monitor and assess health needs (for example: communicate verbally, in an effective manner, with patients and other personnel).
- Have visual ability sufficient for observation and assessment necessary for patient care (for example: read and process patient-related information like patient charts and requisitions).

**Criminal Background Checks and Drug Screening**

All Health Sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants’ final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen—as may be required by the program—that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any Health Sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions 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 has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.
Successful completion of a Health Sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciencesadmissions@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs and clinical sites will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.

PLEASE NOTE: AACC will only accept criminal background checks performed by a college approved vendor. Criminal background checks are completed online and paid for by the student. Please do not do the criminal background check prior to being instructed to do so. Information and instructions are given to applicants once accepted into the program.

**CPR**

Conditionally accepted students must successfully complete the American Heart Association Basic Life Support (BLS) CPR course. CPR certification must be valid through graduation.
SELECTION CRITERIA

The criteria used to select the Conditional Acceptance and Wait List candidates will be applied in the following order:

1. First consideration for selection will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the application deadline. The Address Verification Form is part of the application packet and must be completed in its entirety with two supporting documents. Applications received without this form and documentation will be considered incomplete and will be returned to the applicant. Questions pertaining to this form can be addressed to Melissa Mumma in the Records Office at 410-777-2721.

2. Satisfactory completion of all academic and admission requirements.

3. Students who have completed the largest number of required general education courses with a grade of C or better.

4. Grade point average (GPA) in all general education courses (to include AP and transfer grades) required in the program.

5. GPA in math and science courses required in the program or high school math and science courses.

6. Students who have the longest continuous enrollment at this college. Students who have completed all required courses and are not currently taking classes will be considered as having continuous enrollment.

7. Final acceptance is contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

Students not selected for the Medical Laboratory Technician Program may wish to reapply for the following year. A new application must be submitted by the application deadline of the following year. A new application will void all prior applications and ranking. In addition, students should continue to see an academic adviser for advisement to ensure awareness of important selection information.

Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.

April 2019

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 conduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.
Testing Centers

Arnold- SUN 240
Tel: 410-777-2375
Fax: 410-777-4007
testing-arnold@aacc.edu

Arundel Mills- Room 112
Tel: 410-777-1915
Fax: 410-777-4009
testing-amil@aacc.edu

Glen Burnie Town Center- Room 208
Tel: 410-777-2906
Fax: 410-777-4008
testing-qbtc@aacc.edu

Hours

Monday-Thursday
8:30 a.m. – 8:00 p.m.

Friday
8:30 a.m. – 4:30 p.m.

Saturday
9:00 a.m. – 1:00 p.m.

Hours

Monday-Thursday
11:00 a.m. – 7:00 p.m.

Friday
10:00 a.m. – 2:00 p.m.

Saturday
9:00 a.m. – 1:00 p.m.

Hours

Monday
9:00 a.m. – 5:00 p.m. (12:00-1:00 p.m. break)
Tuesday- Thursday
12:00 p.m. –8:00 p.m. (4:00-5:00 p.m. break)
Friday
Closed.
Saturday
9:00 a.m. – 1:00 p.m.
ACCUPLACER PREPARATION

The placement test at AACC is used to assess-college level skills in mathematics, English and reading. The computerized placement test (ACCUPLACER) is offered to new students to assist AACC staff in determining course placement. This is not a college admissions test.

After the test has been completed and scored, an advisor will review the results with the student and offer suggestions for appropriate courses.

There are three types of placement tests described below:

- ACCUPLACER Placement (native English speakers).
- ESL Placement (non-native English speakers).
- Arithmetic Placement (Health Professions and biology students only).

For additional information visit: 
https://www.aacc.edu/apply-and-register/credit-application/determine-placement/accuplacer-preparation/

AACC PLACEMENT PREP GUIDE

This free resource offers general information on college admission, testing and retake options. The guide provides sample questions for the ACCUPLACER English, reading, math and ESL placement tests. You also will find sample questions for the Arithmetic Placement test.

For additional resources and to download the AACC Prep Guide visit; https://www.aacc.edu/apply-and-register/credit-application/determine-placement/accuplacer-preparation/

ACCOMMODATION TESTING

All students requiring accommodations need to apply each semester through Disability Support Services (DSS). DSS can provide detailed information on how to receive services and additional support provided at Anne Arundel Community College. You must contact DSS before any accommodations can be provided.

All AACC testing proctors have been trained to work with students needing accommodations while taking their exams. Proctors are able to offer accommodations for extra time, minimal distraction rooms, reading and scribing to those eligible.

Students needing accommodations other than extra time must contact the testing office 48 hours in advance to schedule an appointment.

Students that are taking a certification exam through a specific vendor like Certiport, Pearson Vue, GED, or Castle Worldwide are required to contact the vendor. Each vendor has their own accommodation approval process.

For additional information visit: https://www.aacc.edu/resources/academic-services/testing/testing-accommodations/