



Dear Medical Laboratory Technology Applicant:

Thank you for your interest in the Medical Laboratory Technology program at Co-Lin. This is a two-year (6 semester) program with the last 24 weeks of the program spent in clinical rotation in an affiliate hospital. The mission of the Medical Laboratory technology Program at Copiah-Lincoln Community College is designed to instruct students in the theoretical and practical skills required for the entry level practice of clinical laboratory science. The Medical laboratory Technician is responsible for assuring reliable and accurate laboratory results to meet the needs of the community and the medical profession. The results of these tests are used to determine the presence, absence, extent, and causes of diseases.

Successful completion of this program qualifies the student to take the ASCP Board of Certification. The MLT Program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences; 5600 N River Rd, Suite 720; Rosemont, Illinois 60018; Phone 773-714-8880.  
[www.naacls.org](http://www.naacls.org).

Program enrollment is limited to eighteen (18) clinical students each year. In addition to meeting the college admissions requirements, you are also responsible for completing the items listed below in order to be considered for enrollment in the spring or fall.

1. If you are not currently a Copiah-Lincoln Community College student you must complete the college application and return it to the College Admissions Office by November 1 for the spring semester and April 1 for the fall semester.
2. Complete the Medical Laboratory Technology Application on-line. It is located on the Medical Laboratory Technology web page on the CO-LIN website.
3. Complete and return an Essential Functions & Background Information Signature forms by November 1 for the spring semester and April 1 for the fall semester.
4. Must be 18 years of age upon entrance into the program.
5. Request your ACT score be sent to the Medical Laboratory Technology program. An **ACT of 18** is recommended.
6. Developmental courses must be successfully completed prior to entrance into the program.
7. Request official transcripts of all your college work (including Co-Lin transcripts) be sent to the Medical Laboratory Technology Program.  
If no previous college work:  
Request your high school official transcript be sent to the Co-Lin Admissions Office and the Medical Laboratory Technology Program.

8. Have two persons write letters of recommendation for you and indicate relationship to you (employer, etc.). These may be sent directly to program or submitted with application.
9. Completion of Health Examination form **prior to admission**.
10. Successful completion of CPR for health care workers **prior to admission**.
11. Interview or file review and acceptance by the Medical Laboratory Technology Selection Committee.
11. Acceptance will be based on completed MLT Application Packet, ACT score, GPA, and an interview or file review by the selection committee. Admission to the program is on a competitive basis.
12. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.

**NOTE:** All records from items 1, 3, 5, and 6 must be received by November 1 for the spring semester and April 1 for the fall semester.

**All applications received after April 1 and before June 1 will be considered for late acceptance into the Fall semester dependent upon the number of open spots available in the Fall class.**

Items needing to be mailed may be sent to:

Medical Laboratory Technology Program  
 Copiah-Lincoln Community College  
 P.O. Box 649  
 Wesson, MS 39191

The course of study includes five (5) academic courses which are listed below:

CHE1213/CHE1211 or CHE1313/CHE1311	General Chemistry I w/ Lab or Principles of Chemistry w/ Lab
BIO 2923/BIO2921	General Microbiology w/ Lab
HUMANITIES/FINE ARTS ELECTIVE	Art Appreciation or Music Appreciation or HIS or LIT
SOCIAL/BEHAVIORAL SCIENCE ELECTIVE	Gen. Psychology or Intro. to Sociology or American National Government or Psychology of Personal Adjustment
MAT 1313	College Algebra

These courses are not prerequisites to entering the program, but it will be to your advantage to successfully complete as many as possible prior to the beginning of the selection process. We will contact you to schedule your interview.

If an ACT score indicates the need for developmental courses or grades indicate academic probation, these conditions must be successfully completed or corrected prior to applying to the program.

**Please keep this letter for reference to important dates and deadlines.**

Again, thanks for your interest in Medical Laboratory Technology. I hope this letter and the enclosed information will help you in making career choices.

Sincerely,

*Paula Yarborough, M.T. (ASCP), MS*

Paula Yarborough, M.T. (ASCP), MS  
Medical Laboratory Technology Program

**Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquires and complaints regarding the non-discrimination policies of Copiah-Lincoln Community College.**

**Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Tiffany Perryman, Ewing Administration Building, 1001 Co-Lin Lane, Wesson, MS 39191, (601) 643-8411.**

**Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Tiffany Woods, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Nicole Cherie, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.**

**Questions, complaints, or requests in regard to ADA compliance or non-discrimination in employment practices should be made to the Director of Human Resources, Julia Parker, Ewing Administration Building, 1001 Co-Lin Lane, Wesson, MS 39191, (601) 643-8308.**



**COPIAH-LINCOLN COMMUNITY COLLEGE  
MLT PROGRAM  
BACKGROUND INFORMATION SIGNATURE FORM**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment in a health care agency if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Students are asked to submit a signed, notarized Healthcare Criminal History Background Affidavit as part of the admission requirement. If a student is unable to sign the affidavit and would like to continue with the application into the MLT Program, an appointment should be made with the MLT Program Director to discuss the circumstances of the felony.

Once accepted into the program, it is the student's responsibility to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the Affidavit has been notarized or after the Criminal Background Check has been completed. Failure to do so may result in immediate withdrawal from the program.

Students admitted to the MLT Program may be required to complete additional paperwork and pay additional fees related to the background check requirement.

Students assigned to some clinical affiliates may also be required to have additional background checks to comply with specific clinical affiliation contracts which may include criminal record check, credit check, driving history check and license check.

Students must be able to attend clinical affiliation sites in order to meet the requirements of the MLT Program. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

I have been informed of the above information regarding the MS State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

I hereby give permission for Copiah-Lincoln Community College to conduct background checks with the Mississippi Department of Public Safety, Federal Bureau of Investigation, and any other persons to determine my suitability in working in Health Occupations.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date of Signature

\*Completed form turned in with your application information.

\*\*This form must be signed by a witness to the applicant's signature for this form to be complete. I hereby give permission for Copiah-Lincoln Community College to conduct background checks with the Mississippi Department of Public Safety, Federal Bureau of Investigation, and any other persons

Falsification of any information on this application will constitute grounds for nonacceptance into this program or dismissal from the program if applicant has been accepted.

**I certify that all of the information given here is truthful.**

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SIGNATURE OF APPLICANT

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DATE

# **Copiah-Lincoln Community College**

## **Essential Functions for Medical Laboratory Technology**

The following Essential Functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Medical Laboratory Technology Program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Essential Functions for Admission and Progression.

In order to successfully complete the Medical Laboratory Technology, an applicant/student must be able to do the following:

### **Essential Observation Functions**

#### **The MLT student must be able to:**

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products. Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens. (Visual acuity to discern colors.)
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

### **Essential Movement Functions**

#### **The MLT student must be able to:**

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record evaluate, and transmit laboratory information.

### **Essential Communication Functions**

#### **The MLT student must be able to:**

- Read and comprehend technical and professional materials
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Essential Intellectual Functions**

#### **The MLT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- To exercise sufficient judgment to recognize and correct performance.

### **Essential Behavioral Functions**

**The MLT student must:**

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals.
- Realize that promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible.
- Be forthright about errors or uncertainty.
- Be able to critically evaluate his/her own performance, **accept constructive criticism**, and look for ways to improve.
- Be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Be able to show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Be able to exercise independent judgment and accept responsibility for own work.

In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites.

I understand the Essential Functions and feel that I can achieve the Essential Functions described above for the Medical Laboratory Technology Program.

**PLEASE CHECK:**

\_\_\_\_\_ I do not require special accommodations for the above Essential Functions requirements.

\_\_\_\_\_ I will need the following accommodations to meet the above Essential Functions.

Please list: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# COPIAH-LINCOLN COMMUNITY COLLEGE

## HEALTH OCCUPATIONS EXAMINATION REPORT

Direction to Health Care Provider: I am an applicant for the Health Occupations Education Program at Copiah-Lincoln Community College, Wesson, MS. This is to authorize you to send to the school all the information requested.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_  
Name of Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Past Health History: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### HEALTH EXAMINATION

Ears: Condition: R \_\_\_\_\_ L \_\_\_\_\_ Hearing: R \_\_\_\_\_ L \_\_\_\_\_

Eyes: W/glasses: R \_\_\_\_\_ L \_\_\_\_\_ Without Glasses: R \_\_\_\_\_ L \_\_\_\_\_

Nose: \_\_\_\_\_ Sinuses: \_\_\_\_\_ Throat: \_\_\_\_\_

Thyroid: \_\_\_\_\_ Lungs: \_\_\_\_\_ Heart: \_\_\_\_\_ B/P: \_\_\_\_\_

Skin: \_\_\_\_\_ Abdomen: \_\_\_\_\_ Hernia: \_\_\_\_\_

Posture: \_\_\_\_\_ Feet: R \_\_\_\_\_ L \_\_\_\_\_ Back: \_\_\_\_\_

TB Test: (2-step)

Date: \_\_\_\_\_ Findings: \_\_\_\_\_

Date: \_\_\_\_\_ Findings: \_\_\_\_\_

(If positive, must complete a pulmonary history survey attached.)

**NOTE: SEE NEXT PAGE TO COMPLETE**

Immunizations: Hepatitis #1 Date: \_\_\_\_\_

Hepatitis #2 Date: \_\_\_\_\_

Hepatitis #3 Date: \_\_\_\_\_

# 1 MMR Date: \_\_\_\_\_

# 2 MMR Date: \_\_\_\_\_

Varicella Date: \_\_\_\_\_

(Document titer or vaccination)  
(May attach copies of TB skin test and immunization records)

Does the applicant have a history of drug abuse? Yes \_\_\_ No \_\_\_

Does the applicant have a history of alcohol abuse? Yes \_\_\_ No \_\_\_

Does the applicant have a history of mental or emotional illness? Yes \_\_\_ No \_\_\_

Explain any physical findings or conditions that would prevent applicant from rendering service in health occupations education.

\_\_\_\_\_  
\_\_\_\_\_

Is applicant taking any routine prescribed medications?

\_\_\_\_\_

Is applicant's health satisfactory to perform duties in the field for which application is made?  
Yes \_\_\_ No \_\_\_

Signed: \_\_\_\_\_ M.D./N.P. Date: \_\_\_\_\_

Address: \_\_\_\_\_