



North Idaho College

MEDICAL LAB TECHNOLOGY PROGRAM

SPRING 2023 APPLICATION PACKET

The priority application period is August 1, 2022 – October 13, 2022.

**Apply by the priority deadline to ensure consideration
for the Spring 2023 Medical Lab Technology Program start.**

The application will remain open after this date *only* if program space is available
with a final November 10, 2022 application deadline.

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal
Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

In Person: Text 'Cardinal' to 208-268-6485 to get in line.

All application materials must be received by 5:00 p.m. on posted deadline dates.

Questions can be directed to:

Cardinal Central Office (208) 769-3311, or

Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu

Betsy Conery, Student Success Navigator for Health Professions (208) 625-2320, Betsy.Conery@nic.edu

Aidan McFall, Assistant Professor (208) 929-4015, Aidan.McFall@nic.edu

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Medical Lab Technology (MLT) Program Application Information and Checklist

Read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be received by the Cardinal Central Office no later than 5:00 p.m. on Thursday, October 13, 2022 to meet the priority application deadline. After this date, application materials will be processed only if program space is available. No application materials will be accepted after 5:00 p.m. on November 10, 2022. Follow application steps in order when possible.

Step 1:

Application to North Idaho College (If Applicable) Complete Incomplete

Applicants must complete a degree-seeking application to attend NIC for the Spring 2023 semester if **NOT** enrolled and attending North Idaho College (NIC) during the preceding Fall 2022 semester. Non-degree seeking students and Dual Credit enrolled students attending the Fall 2022 semester must also complete a degree-seeking application for the Spring 2023 semester to be considered for program application. Use the 'Apply Now!' link on the [NIC Cardinal Central](#) website to complete this college application process.

Step 2:

Medical Lab Technology Program Application (Page 8) Complete Incomplete

Applicants must complete and submit appropriate pages from this MLT application packet including the Spring 2023 MLT Program Application form. During open application cycle dates, the MLT application packet is located on the [NIC Cardinal Central](#) website. Appropriate signature and date information is required! No electronic signature allowed!

Acknowledgement of Vaccination Requirements (Page 9) Complete Incomplete

Applicants must complete and submit the 'Acknowledgement of Vaccination Requirement' form from the MLT application packet. Appropriate signature and date information is required! No electronic signature allowed!

Prerequisite Course/Schedule Info (If Applicable - Page 10) Complete Incomplete

Applicants (including Dual Credit enrolled students) who are enrolled in prerequisite courses during Fall 2022 at a school **other** than North Idaho College must complete and submit the **Prerequisite Course Information Sheet** and submit a copy of the applicant's **enrollment/registration schedule** to validate eligibility to meet all required prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates!

Personal Statement of MLT Program Goals/Interest Complete Incomplete

A typed personal statement stating your reason for applying to the Medical Lab Technology Program is required. Please also make your case for why you will be successful in the MLT Program. The statement should be clear, concise, and well worded with correct grammar. Criteria for the points associated with the personal statement can be found on page 6.

Previous Program Statement (If Applicable) Complete Incomplete

Applicants who have attended any Medical Lab Technology program other than NIC must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

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Step 3:

Official College & Other Required Transcripts

Complete Incomplete

ALL official college and military transcripts must be received in the Cardinal Central Office by the posted deadline dates. Courses completed at North Idaho College do not require official transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts even if transfer credits were previously posted to your NIC transcript. Only courses that appear on an originating educational institution's official transcript at the application deadline will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). An official evaluated transcript must be sent from the organization to NIC by the application deadline. It is recommended an applicant choose course-by-course evaluation and pay to have records retained with the agency in case there is a need to request the evaluated transcript again for future employment opportunities/licensure requirements.

Official High School Transcript/GED for *current Dual Credit Enrolled Students (If Applicable)*

Additionally, if HS program or GED is in progress and the applicant is accepted to the program, the final HS transcript or GED must be received prior to starting SURG program courses.

Step 4:

Medical Lab Work Experience Documentation (If Applicable)

Complete Incomplete

Submit appropriate documentation to validate medical lab or other lab work experience. Criteria for the points associated with these categories can be found on page 6.

Step 5:

Review Online Checklist/Transfer Credits (May Repeat Review As Appl Items Are Received)

Complete Incomplete

It is the applicant's responsibility to ensure that all required information is included in the application submission. Once the initial college application and the MAST program application processes are completed as noted within Step 1 and Step 2, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist!

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must log into your **MyNIC** account. Select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Medical Lab Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **View Transfer Credits**.

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Medical Lab Technology (MLT) Program Additional Information

- One online Medical Lab Technology Program Application information session will be scheduled via Zoom prior to the posted application deadline. The Zoom meeting is scheduled to begin at 1:00 p.m. on Wednesday, September 28, 2022. Use the following quick link to access the online meeting: [MLT Program Application Zoom Meeting](https://nic.zoom.us/j/83766391324) or join by using the following login detail: <https://nic.zoom.us/j/83766391324>.
- Attendance during the information session is NOT required for application; however, we welcome participation if you have any questions related to the application process. The current application and specific requirements will be reviewed during the session. Attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each application element is addressed. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Student Success Navigator for Health Professions as noted on page 1 of the application.
- Notification regarding program acceptance status will be emailed to each applicant by mid-November. Notification will be sent to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for any status updates and be ready to return required documentation/forms if requested.
- Completion of background check will be required upon acceptance.
- Completion of drug screening may be required before starting clinical placement.
- If accepted into the program, the applicant will be required to attend a **mandatory Medical Laboratory Technology Program orientation on Friday, December 16, 2022 from 8:00 a.m. - 2:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when accepted into the program.
- Acceptance packet materials will be mailed to each accepted applicant prior to program orientation. If your address changes between applying and the scheduled orientation date, be sure to notify the Student Success Navigator of your new address so program information and acceptance packet materials can be sent to the correct address.
- Registration for Spring 2023 Medical Lab Technology programmatic courses will occur during the mandatory program orientation session. If you need to complete any prerequisite or general education course(s), you may register for these courses as soon as your assigned registration time opens to ensure the best chance at course registration availability. Do not wait until program orientation to register for non-programmatic courses! Let us know if you need assistance with the registration process for any general education courses or if you have questions about registration.

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Medical Lab Technology (MLT) Program Additional Information (continued)

- The MLT Program is scheduled to begin January 9, 2023. Please know that program cohort schedules, deadlines and conditions are subject to change based upon unforeseen developments including those surrounding COVID-19.
- Expectations for program attendance are as follows: The MLT Program is taught over four instructional terms - a spring, summer, fall, and subsequent spring term. During spring and fall semesters, programmatic courses are taught in face-to-face lab settings as well as hybrid format with some online instruction. Students accepted to the program are expected to be on campus every Friday for a full day (8:00 a.m. – 5:00 p.m.) of lab work and learning. There are additional open lab hours available – generally on Thursday based on student needs. The summer term consists primarily of online learning experiences with open lab time based on student need. Additionally, the fourth semester (spring term) of the program requires a minimum of 360 clinical internship hours that are scheduled at the discretion of the off-campus clinical sites. Students will need to adjust employment and life responsibilities accordingly during internship experiences.

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Medical Laboratory Technology Sample Application Points Calculation Sheet

Name _____ Student ID _____

Shaded courses = Minimum prerequisites to apply and must be completed by application deadline.

All other prerequisite courses should be in-progress at the time of application deadline and completed by the program start. Required prerequisite courses are assigned points in the competitive-entry application process, thus an applicant with all prerequisites completed at the application deadline may have higher point eligibility than an applicant who has not yet completed necessary prerequisite course(s). **A “P” or Passing grade = 3 points.**

Total Possible Points: 61

Prerequisite Courses	Grade	Scale	Points
BIOL-175/175 Lab (Human Biology) <u>or</u> BIOL-227/227 Lab (Human Anatomy and Physiology I)		A = 8 B = 6 C = 4	
GEM MATH-143 (College Algebra) or higher GEM 3 MATH		A = 8 B = 6 C = 4	
CHEM-101/101 Lab (Introduction to Chemistry) <u>or</u> CHEM-111/111 Lab (General Chemistry I)		A = 8 B = 6 C = 4	
ENGL-101 (Writing & Rhetoric I)		A = 4 B = 3 C = 2	
BACT-250/250 Lab (General Microbiology)		A = 8 B = 6 C = 4	
COMM-101 (Fundamentals of Oral Communication)		A = 4 B = 3 C = 2	
CHEM-112/112 Lab (Princ of General College Chem II) <u>or</u> CHEM-275 (Carbon Compounds)		A = 8 B = 6 C = 4	
PSYC-101 (Intro to Psychology)		A = 4 B = 3 C = 2	

Additional Points Awarded		
Residency in Idaho's 5 Northern Counties __ Benewah __ Bonner __ Boundary __ Kootenai __ Shoshone	1	
Personal Statement indicating your interest in the program and reasons why you will be successful. 3 points = Clear, Concise, Compelling Letter 2 points = Some problems with reasoning, grammar and spelling 1 point = Poorly written	1-3	
Medical Laboratory Experience = 5 points Other Laboratory Experience = 3 points	3-5	

Total Points _____

GPA Calculation (If needed) _____

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Medical Lab Technology Program Application Point Calculation Information

- A. Prerequisite courses (see Points Calculation Sheet) with a minimum grade of C/2.0 in each course.
- B. Points will be awarded for grades earned in courses appearing on the official transcript(s) at the application deadline and that meet the requirements for the MLT Program.
- Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
 - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
 - Course in-progress at the time of the application deadline receive no points.
- C. **1 point** will be awarded to residents of Idaho's five northern counties. Residency status will be determined based on information submitted on the North Idaho College application.
- D. **1-3 points** will be awarded for a Personal Statement indicating your interest in the program and reasons why you will be successful. Please type your response.
- 3 points = Clear, concise, compelling statement
 - 2 points = Some problems with reasoning, grammar and spelling.
 - 1 point = Poorly written statement.
- E. **5 points** for Medical Laboratory Experience
3 points for Other Laboratory Experience
Work experience must be documented by a letter on official company letterhead and signed by your supervisor.
- F. Additional Information:
- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Medical Lab Technology Program, which have been completed with a grade of C/2.0 or higher.
 - In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:
 1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
 2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
 3. A random drawing of all the remaining tied applicants will be held for the final seat.

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North Idaho College

Application for Admission - Spring 2023 Medical Lab Technology Program

North Idaho College Student Identification Number _____

Name _____
Last First Middle Preferred Name

Other Names Appearing on Records _____

Current Mailing Address _____
Street Address City County State Zip

Phone _____ E-Mail _____

Education

High School Diploma: yes ___ no ___ GED: yes ___ no ___

Please list **all** Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

The Cardinal Central Office must receive official transcripts by the application deadline.

Military: Active _____ Veteran _____ Other _____
(DD 214 will be required after initial applicant screening)

Please read and sign

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the Medical Lab Technology Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Medical Lab Technology Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

Applicant Signature

Date

The Medical Lab Technology Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

Submit this page.



North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814
www.nic.edu

Health Professions and Nursing

Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

In order to meet course and program outcomes and receive the Certificate or Associate of Applied Science degree in your chosen Health Professions program and to qualify to take the licensure or certification examinations, *all Health Professions students are required to participate in clinical activities.*

The North Idaho College Health Professions programs utilize health care facilities throughout the region to achieve the external and internal clinical component of the programs. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at facilities.

Any student enrolling in any of our Health Professions programs is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then NIC may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

Student Signature

Date

Print Name

Acknowledgement of this document is required for admission to Health Professions Programs at North Idaho College. Return this document as requested within the Program application process.

Submit this page.

Prerequisite Course Information Sheet

Students (including Dual Enrolled students) currently enrolled or planning to enroll in prerequisites at schools **other than** North Idaho College must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of eligibility.

Student Name _____

Prerequisite course/s I am currently taking: _____

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before **October 13, 2022 to be considered for the priority application deadline.**

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **October 13, 2022 to be considered for the priority application deadline.**

After this date the program application will remain open if space is available. No application materials will be accepted after November 10, 2021.

If you are admitted to the program contingent upon successful completion of a prerequisite course that will be completed after the application deadline but during the Fall 2022 term preceding program start, an official transcript with final grade details must be received in the Cardinal Central Office by January 5, 2023 to validate program eligibility.

Submit this page if applicable.