



Medical Laboratory Technology AAS

FY2025 MLT Application Instructions, and Signature Form

Applications are **due Friday April 25th, 2025** by 4:00 PM. Once applicants have met all the program criteria, selected students will be interviewed.

- Interviews will be held **May 8th-May 16th**.
- Each student will be objectively assessed on a rubric then notified of their admission status into the MLT Program by June 2nd.

E-mail required documents to:

Denise Pacovsky dpacovsky@fvcc.edu and Amanda Eney aeney@fvcc.edu

Any Questions, Contact: Amanda Eney, MLT Clinical Coordinator, RH 106, aeney@fvcc.edu

Dear Medical Laboratory Technology Program Candidate:

We are excited you are considering Flathead Valley Community College (FVCC) to pursue your medical laboratory technology degree!

The FVCC faculty, staff, and administration are committed to your success. FVCC's Medical Laboratory Technology Program will provide you with a solid foundation on which you can grow and develop a promising future as a medical laboratory technician (MLT). Our goal is to provide you with education and clinical experiences to prepare you for successful entry into the workforce. In addition to the acceptance of distance students at host facilities, we accept four to five students per year to the on-campus facility, plus two who are placed on a waiting list. The small class size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. In accordance with our national accrediting agency standards, we cannot accept more students than we have clinical spots for.

This program is designed for students with high levels of motivation and professionalism. The program coursework and clinical rotations are challenging, demanding, and time consuming. It is your responsibility to reap full benefit from your coursework and clinical education by actively participating and dedicating your time and efforts to the program to be successful. Exceptional time management is crucial for successful completion of the program. We encourage students to work hard, demonstrate the highest level of skill possible during the laboratory rotations, treat everyone with respect, and behave with integrity. The effectiveness of your education and skills is determined not only by constant practice and study, but also by your attitude and behavior. A sense of professionalism should be incorporated into all classroom, laboratory, and clinical experiences.

Finally, part of our job at FVCC is to teach you that learning is a lifetime process. Graduating from this program, passing your certification exam, and successfully working your first job isn't the end. Our profession is changing and growing rapidly. To meet the changing health care needs and to provide quality service, you must keep learning. The faculty will inform you of the many ways you can keep current in the profession by: joining and maintaining membership in the American Society of Clinical Pathology (ASCP), participating in continuing education courses, reading journals, asking questions, and consulting with others. Proof of professional development is required to maintain your certification. Develop a desire for lifelong learning!

Please review the Medical Laboratory Technology Student Handbook for detailed program information.

Best wishes as you take the next step to enter the FVCC Medical Laboratory Technology Program.
Sincerely,

Denise Pacovsky, MS, MLS (ASCP) ^{CM} Program Director Medical Laboratory Technology Flathead Valley Community College dpacovsky@fvcc.edu	Janice Alexander, Ph.D. Program Coordinator & Faculty Advisor Medical Laboratory Technology Flathead Valley Community College jalexand@fvcc.edu	Amanda Eney, MEd, MLS (ASCP) ^{CM} Assistant Professor, Clinical Coordinator, and Faculty Advisor Medical Laboratory Technology Flathead Valley Community College aeney@fvcc.edu
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Applications must be submitted via email to Denise Pacovsky dpacovsky@fvcc.edu with cc. to Amanda Eney aeney@fvcc.edu. Contact information will be entered into the tracking system. It is the individual's responsibility to contact the MLT faculty advisor with changes in address or phone number.

All documents must be filled in electronically. Handwritten documents are oftentimes hard to read. If you send a handwritten document, it will be returned to you to be completed correctly.

Attach the following required documents to a single email which will include:

1. The grade point average (GPA) Google Sheet calculator.
2. The completed MLT Signature (Initials) section of the MLT Instructions and Signature document.

The following will be available to complete via Google Forms:

1. The completed MLT Application/Essential Functions form.
2. Student essay (as an uploaded document).

Additional documents:

1. Send the recommendation form to the individuals you wish to complete it. You must have two individuals complete the form and send the form directly to the individuals listed above.
2. If student transcripts from all current and prior institutions are on file at the FVCC admissions office transcripts do not need to be submitted, otherwise transcripts must also be submitted.

FULFILLMENT OF THE MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM.

- All candidates who meet MLT application requirements will be **considered** for acceptance.
- An objective point system using a scoring rubric will be used to determine the score for final acceptance into the program and will include points awarded for:
 - Completed application form
 - GPA
 - Essay
 - Phlebotomist or clinical laboratory assistant job verification (if appropriate)
 - Interview performance
 - Reference forms
 - Prior education
- Any discrepancies in application criteria must be discussed and signed off with the Program Director prior to the assumption of meeting admission criteria.
- Students who have taken courses more than one time, the highest grade will be used for GPA calculation.
- Students who have taken a higher-level course than a pre-requisite course may utilize the grade for admission purposes, if the grade received was a C or higher and is approved by the Program Director.
- If the number of qualified applicants exceeds available spaces, **not** all qualified applicants will be accepted. The tie will be broken down by combined rubric score of selective GPA and interview total followed by combined Microbiology for Health Science and Introduction to Organic & Biochemistry GPA.

Application Completion Check Off Form

Carefully read each statement and initial to indicate that this has been completed. Submit with your application materials.

#	Initials	INSTRUCTIONS
1.		<p>I have completed the FVCC Application for Admission (degree seeking) and followed the steps for enrolling at FVCC.</p> <p>IMPORTANT: Admission to Flathead Valley Community College does not guarantee acceptance into the Medical Laboratory Technology Program. Students entering FVCC with the intent to becoming an MLT may declare an Associate of Science in MLT upon admission but are not accepted into the MLT Program until after a formal application, interview, and selection process occurs.</p>
2.		<p>I have completed the MLT Application Form: A completed Medical Laboratory Technology application form with your signature. NOTE: Incomplete or improperly completed applications will not be accepted.</p>
3.		<p>I have completed or am currently enrolled in the required prerequisite courses:</p> <ol style="list-style-type: none"> 1. You must earn a grade of C (2.0) or higher in all MLT pre-requisite classes. 2. Credits are accepted for prerequisites only if a letter grade appears on the official college transcript. If a college grade is not assigned to the course, the course needs to be completed to complete the prerequisite unless otherwise approved by the program director (e.g. AP courses). 3. The FVCC MLT program assumes that students applying for the program have had experience with basic computer skills and keyboarding. Students are responsible for obtaining these skills independently if they do not meet this technical requirement. 4. Phlebotomy requirement may be met by the FVCC AHMA 220 course; current certification as a Phlebotomist by the ASCP or equivalent nationally recognized organization; completion of a NAACLS approved Phlebotomy program; completion of a formal two-part training program in phlebotomy which contains a minimum of 40 clock hours of classroom training including: anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, laboratory operations, and hands on blood draws; completion of at least three months of full time (32 hours per week) work experience as a phlebotomist or equivalent within the last five years. If prior to the last five years the experience may be accepted pending proof of skills.
4.		<p>I have provided transcripts and evaluations of transfer courses. You must include copies of transcripts from other colleges or universities that you have attended and are requesting to be considered for transfer of credit. If the official transcripts are on file with the FVCC registrar, transcripts do not need to be submitted. Official transcripts must be on file in the FVCC registrar's office for transfer of credit to be considered.</p>
5.		<p>I have completed the GPA Google Sheet calculator and will send as an attachment with my completed application. This is checked for accuracy. If you are completing classes for spring semester, please leave class grade blank.</p>

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6.		Ensure Professional References (2) complete the professional reference forms, and the references email the forms directly to Denise Pacovsky, copy to Janice Alexander. Email the form to the individuals you wish to complete it.
7.		Official documentation of previous degrees or health related certifications or health work experience (if applicable): 1. Letter from employer on company letterhead documenting work experience as phlebotomist or clinical laboratory assistant (if applicable). 2. Certificates of completion.
8.		Completed Autobiographical Essay: Submissions must be in a word-processed/typed format no more than 3 pages long, double spaced, no smaller than Times New Roman 11-point font.
		Applicants will be graded upon the following content areas: 1. Content must include each of the following: a. Interests and goals in pursuing a career as a medical laboratory technician, b. Experience in any health care field or in your life which directly relates to your knowledge of and interest in medical laboratory technology, c. Personal strengths which will allow you to successfully complete the program and function effectively as an MLT. 2. Structure - spelling, grammar, punctuation and outline 3. Composition - theme, flow of thought processes, and expression
9.		IMPORTANT: I understand that final admission to the program is contingent upon completing a successful criminal background check and all immunizations required for classroom access and clinical rotations by facility partners.
		1. After initial acceptance into the program, students will be given instructions and a link to create a CastleBranch account. Other medical and/or hospital facilities may have additional clearance processes and requirements. Costs are the responsibility of the student. 2. CastleBranch will conduct a criminal background check. Clinical facilities require backgrounds check for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. Laboratory exercises and clinical rotations are an essential part of the program. Students who cannot participate in laboratory exercise and clinical rotation due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. This decision is made solely by the healthcare facility partner and not FVCC. Additionally, licensing agencies may require individuals to pass a criminal background check as a condition of licensure. Therefore, it is in everyone's interest to resolve these issues prior to final acceptance into the program. Discrepancies may result in students being denied final acceptance into the program. 3. While FVCC does not require drug screening as a condition for admission into the program, many contracted clinical facilities require a

	<p>drug testing prior to accepting students for clinical experience. Since clinical experiences are an integral and mandatory part of MLT education, both a criminal background check and drug testing will be completed by accepted students prior to the start of fall semester of the MLT program. experience. If a student refuses such testing, he/she may be unable to complete the required clinical experiences, which would prevent the student from progressing in the program.</p> <p>Results of student background checks and drug screens will be kept confidential. All results are sent to the FVCC Human Resources Department and details are accessible only to the student. The MLT Program Director will only be informed if the drug screen is passed or failed and whether the background check is clear or if there is a discrepancy. Some clinical sites require that academic programs notify them of results; therefore, students must sign a form provided by the MLT program (and may be required to sign one for the clinical facility as well) in order for the MLT program to release relevant information to the clinical site. This may include the results of the drug screen, background check, immunization records, and academic standing in the program. If a student refuses to sign the release of information form, clinical placement is not guaranteed, and he/she may be unable to progress in the program.</p> <p>FVCC is NOT obligated to make special accommodations if discrepancies are found in background check results or failed drug screen and will not find an alternative clinical site if disqualified based on the site's policy. Students that are not able to complete the clinical aspect of the course will NOT be able to satisfy the requirements of the MLT program.</p> <p>Drug screens may also be required during the course if there is reasonable suspicion that faculties are impaired at clinical sites or in classrooms as a result of the use of a controlled substance or alcohol consumption.</p> <p>Students may be tested if a preceptor, class instructor, and/or clinical instructor make specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of a student which indicates reasonable suspicion of impairment by either chronic, acute, or withdrawal effects of alcohol or controlled substances.</p> <p>Screening may also be required if there is reason to believe a student's action or failure to act is a cause of an accident at a clinical site that causes personal injury or property damage.</p> <p>4. CastleBranch and/or other clearance houses will prompt students what to submit which may include the following immunizations and documents for classroom and clinical rotations:</p> <ol style="list-style-type: none"> Two (2) Measles, Mumps, Rubella (MMR) or titers Two (2) Varicella vaccines, positive titer or physician documented record of having chickenpox (recommended) Positive Hepatitis B titer or signed declination (recommended) Tetanus, Diphtheria, Pertussis (Tdap) -this cannot be TD or other combination must be Tdap and within the last 10 years (recommended) Yearly flu shot (recommended) COVID-19 vaccination series (recommended) Tuberculosis (TB) testing – two options. <ol style="list-style-type: none"> Two-step TB skin test requires four visits. Give the first test and
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		<p>return in 48-72 hours to read. Return within 7-21 days to receive a second test. Return in 48-72 hours to have it read.</p> <p>b. The Quantiferon TB blood test may be done in place of the skin test. Either option must be completed within the last 12 months.</p> <p>h. CPR recommended, but not required.</p> <p>i. If there are any questions regarding immunizations call Margaret Stell at 406-756-3813. Students taking more than 6 credits have the option to utilize the Student Health Clinic and can contact them at 406-756-4331 for information on costs, billing, and appointments.</p>
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10.		<p>I acknowledge, by initialing here, that if accepted into the MLT program I may be required to provide a photo and complete other online forms through the host facility. The photo will be required for a student ID badge that the facility will provide once cleared for clinical rotations and classroom access.</p>
		<p>Students participating in lab and clinical work at sponsoring facilities will be required to read through the facility information packets including items such as student checklist and orientation manuals, disclaimers and policies, and may be required to use a parking sticker to park at the facility.</p>
#	Initials	INSTRUCTIONS
11.		<p>I understand that I will be notified in writing by June 2nd whether I have been accepted into the MLT Program for Fall Semester. <i>Students must respond to the FVCC MLT Program Director by email to accept or decline their position in the MLT program within one week of being accepted into the program.</i> Students who are put on the waiting list will be accepted if and only if an opening occurs. The waiting list is maintained only until the first week of Fall Semester. Students who are not accepted may reapply for acceptance into a following year program during the open application process.</p>
12.		<p>I understand that acceptance into the FVCC MLT Program is dependent upon sufficient financial, faculty, and clinical resources.</p>
13.		<p>I understand that upon withdrawal from the program for any reason, re-entry into the program is not guaranteed.</p>
14.		<p>I have retained a copy of this application for my records. It is my responsibility to make my own copies, and I understand that my application and its contents are property of FVCC MLT program.</p>
15.		<p>I have signed the Essential Functions Verification Form (Google Form).</p>