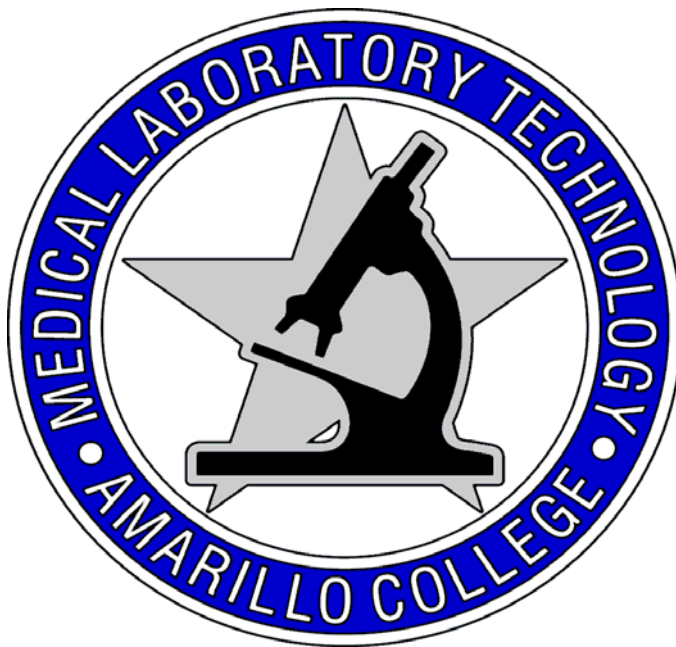


Amarillo College Allied Health Sciences



Medical Laboratory Technology A Health Science Career

"The Medical Laboratory Technology program at Amarillo College is dedicated to providing students with the academic knowledge, the technical training, and the professional skills to enable them to serve as vital members of the healthcare team, within the framework of the Medical Laboratory Technician, in order to enhance the quality of life for individuals in and beyond our service area."

Contact:

Jan Martin

(806) 354-6059

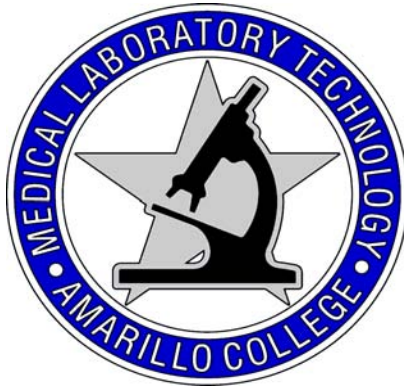
Jan.Martin@actx.edu

Or

Kim Boyd

(806) 354-6059

Kim.Boyd@actx.edu



**P.O. Box 447
Amarillo, Texas 79178-0001
(806) 354-6059 or (806) 354-6060**

Dear Prospective Student,
Thank you for your interest in the Medical Laboratory Technology Program. Our program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences and accepts 20 students annually.

Students in the program serve a practicum in medical laboratories within the city of Amarillo, as well as in the surrounding communities. Students are required to successfully complete their classroom instruction and practicum prior to graduation.

Each new class begins once a year, with the start of the Fall semester. Twenty students are accepted according to the criteria stated elsewhere in this application packet. Applications are accepted year around, however, students are encouraged to submit their applications in the Fall semester or at the beginning of the Spring semester in order to ensure a slot in the class beginning the following year.

If you are interested in applying for this program, please begin now to assemble your portfolio of application materials. Read through the materials in this packet very carefully. If you should have any questions, please feel free to call us.

Sincerely,

The Faculty of the Medical Laboratory Technology Program

NOTE: After you have completed your portfolio, please sign and submit all of the required forms, transcripts, and immunization records, either by mail or in person, to the MLT Program Director, the MLT Education Coordinator, or to the Allied Health Division Secretary.

Amarillo College is an Equal-Opportunity Community College that does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.

The Amarillo College Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Rosemont, IL 60018-5119; (773) 714-8880

MEDICAL LABORATORY TECHNOLOGY PROGRAM

QUESTIONS & ANSWERS

WHAT IS MEDICAL LABORATORY TECHNOLOGY?

Medical Laboratory Technology is an Allied Health specialty concerned with the diagnosis, treatment and prevention of disease through the use of clinical laboratory tests.

WHAT DOES A MEDICAL LABORATORY TECHNICIAN DO? Medical Laboratory Technicians are midlevel laboratory workers who function under the supervision of a Pathologist, Medical Technologist or Laboratory Supervisor. They perform various complicated hematological, chemical, immunological and microbiological tests on blood and body fluids.

IS WORKING WITH BLOOD AND BODY FLUIDS DANGEROUS?

All blood and body fluids have the potential to be infectious, however our program emphasizes the safe handling and disposal of all biohazardous materials through the use of gloves, laboratory coats and protective eyewear and other safety equipment. In addition, students are trained in the safe use and disposal of chemical agents, and the safe use of equipment commonly used in the clinical laboratory.

WILL I BE REQUIRED TO TAKE THE HEPATITIS B VACCINE SERIES?

Yes. The Hepatitis B vaccine series is required for all persons who will, or who are likely to, have contact with blood and body fluids. By completing the three shot series, students are able to build-up antibodies against the Hepatitis B virus, and they will be immune to the virus if they should be exposed to it. Students will not be permitted to begin their Clinical or Practicum rotations until they have completed the three shot series. Declining to take the full three shot series is not an option unless contraindicated for medical reasons. Under these conditions, the appropriate medical documentation must be submitted to the MLT program faculty. The student should keep in mind, however, that this immunization series is for the student's protection!

ARE JOBS AVAILABLE FOR MEDICAL LABORATORY TECHNICIANS?

Although it is impossible to guarantee employment for all of our graduates, the current and future outlook for positions in the field of Medical Technology is excellent. Job opportunities are available in Amarillo as well as the surrounding areas. The greater demand, however, is increasing in the rural and metropolitan areas in other parts of the United States. A survey conducted by the American Society for Clinical Laboratory Science indicates that out of 3,623 laboratories, 92% were currently having serious difficulty in filling new and vacant positions with qualified personnel. In another study, it has been projected that, given the present circumstances, the shortage of qualified Medical Laboratory Technicians and Technologists will reach the critical level of approximately 53% between the years 2008 and 2015!

WHAT TYPE OF JOB OPPORTUNITIES ARE AVAILABLE FOR MEDICAL LABORATORY TECHNICIANS?

Medical Laboratory Technicians may be employed in a variety of settings including hospital laboratories, physician's office laboratories, research laboratories, public health offices, pharmaceutical companies, criminal investigation agencies and veterinary reference laboratories.

WHAT KIND OF SALARY CAN I EXPECT TO EARN AS A MEDICAL LABORATORY TECHNICIAN?

The salaries for Medical Laboratory Technicians are competitive with other health care professionals with similar educational credentials. Salaries will vary according to the supply and demand of the area, but will average \$15.50 to \$17.00 per hour for new graduates. Salary increases usually follow the successful

completion of a national Board of Registry examination, and subsequent certification as a Medical Laboratory Technician/Clinical Laboratory Technician.

HOW CAN I PREPARE FOR A CAREER IN MEDICAL TECHNOLOGY?

The Medical Laboratory Technology program at Amarillo College accepts up to 20 new students each year, and provides the necessary training to be eligible to write the national examination for certification for Medical Laboratory Technicians. This program is 24 months long, and requires the successful completion of 72 semester hours of college level courses, after which the student is awarded an Associate in Applied Science degree.

HOW MUCH DOES IT COST TO COMPLETE THIS PROGRAM?

This is a very complex question. The total and semester-to-semester costs of the program will vary from student-to-student depending on:

- The residency status of the student
- The number of semester hours and accepted, transferable course hours already taken by the student
- The number and order of general education courses that the student chooses to take in a given semester
- The cost of books required/recommended for a given course, and
- Any associated fees for online courses taken

Students are strongly advised to consult the current Amarillo College General Catalog to determine the general tuition and fees, laboratory fees, special supply and equipment fees, and also to contact the bookstore on their home campus, each semester, to determine their final costs. In addition, many clinical affiliates require students to submit to a drug screen prior to beginning their Clinical/Practicum rotations. In some cases, the student may be required to pay all costs associated with drug screening.

WILL I HAVE TO HAVE A CRIMINAL BACKGROUND CHECK?

Yes. A criminal background check affecting ALL students majoring in any allied health or nursing profession in any U.S. college, is required. This criminal background check is mandated by the Joint Commission on Accreditation of Hospital Organizations (JCAHO) and is based on JCAHO Standard H.R. 1.20. (Please refer to the Health Science Division Policy For Criminal Background Checks)

DO I NEED TO HAVE ALL OF MY “BASICS” OUT OF THE WAY BEFORE APPLYING TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM?

No. The curriculum for the Medical Laboratory Technology Program includes all courses, including the “basics”, that are required for completing the Associate in Applied Arts and Sciences degree. Some students choose to complete their general education courses prior to entering the program, in order to reduce their academic workload each semester. This choice, however, results in the student having to attend additional semesters, beyond the six semesters required by the program. In addition, part of the process for selecting students each year is based on a point system, whereby students receive points for courses completed prior to enrolling in the program (See Criteria for Admission).

DO THE CLASSES LISTED IN THE CURRICULUM HAVE TO BE TAKEN IN A CERTAIN ORDER?

The answer is actually “yes” and “no”. All courses with the MLAB and PLAB prefixes must be taken in the order and sequence listed. All other courses can be taken in any order, subject to the prerequisite/corequisite requirements of each course. The order of the courses listed in the Medical Laboratory Technology curriculum, other than MLAB and PLAB courses, is simply the suggested order that the program faculty feel is most likely to result in successful outcomes for students in the program.

WILL I HAVE TO GO OUT OF TOWN FOR MY CLINICAL/PRACTICUM ROTATIONS?

Yes. ALL students should be prepared to one to two clinical/practicum rotations at an out-of-town site, however all rotations are scheduled within driving distance to our campus therefore students can commute to their facilities each day. These out-of-town rotations will range from one to three weeks. Students should be prepared to perform these out-of-town rotations when they enter into the Sophomore

year of the program. Students should also keep in mind that it is their responsibility to make personal arrangements for transportation, childcare, etc... when assigned to an out-of-town rotation.

HOW CAN I APPLY FOR ADMISSION TO THE MEDICAL TECHNOLOGY PROGRAM?

Students must apply to Amarillo College and also make a separate application to the Medical Laboratory Technology program. All the forms and materials necessary for admission to the MLT program may be obtained online. Application forms for Amarillo College may be found on the college website (www.actx.edu) as well as from the Registrar's Office on any of the Amarillo College campuses. If you need additional information, please contact the West Campus Health Science Advisor at (806) 354-6007.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

CRITERIA FOR ADMISSION

1. The applicant must have earned a high school diploma or a GED equivalent. Students who have not met this criteria at the time of application to the program must do so by the first day of class in the MLT program, or they will be dropped from the program and will have to re-apply the following year.
2. The applicant must be admitted to Amarillo College and have all transcripts on file with Amarillo College and with the MLT program officials.
3. The applicant must complete and submit an application portfolio to the MLT Department at Amarillo College.
4. The applicant must take either the Texas mandated THEA or ACCUPLACER test prior to application to the program, unless exempted by the appropriate official at the college. These assessments measure English, Math and Reading skills. All students should contact the Testing Center at 371 -5445 for the assessment schedule.
5. The applicant must meet the Essential Requirements for Admission and Progression in the Program and sign the attached form. (Included in this packet)
6. The applicant must make an appointment to meet with the MLT Program Director or Education Coordinator, after submitting the application packet.
7. The applicant's GPA must be competitive with the rest of the applicants to the program (generally, 2.00 on a 4.00 basis).
8. The applicant must sign the Amarillo College "Student Release and Waiver of Liability" form. (Included in this packet)
9. The applicant will have completed all of the required remedial Math, English, and Reading classes, and passed each with a "C" or better prior to entering the second semester of the Freshmen year of the program.
10. The applicant will submit proof that they have been immunized with the following vaccines:
 - a. Tetanus/Diphtheria - Must have had one dose of vaccine within the past 10 years.
 - b. Measles - Those born since January 1, 1957, must have had at least two doses of vaccine since 12 months of age. The two doses must have been at least 30 days apart. Alternatively, students may submit a positive Measles IgG test result, indicating immunity to Measles.
 - c. Mumps - Those born since January 1, 1957, must have at least one dose since 12 months of age. Alternatively, students may submit a positive Mumps IgG test result, indicating immunity to Mumps.
 - d. Hepatitis B - A three dose series that must be complete prior to March 1st of the second semester of the Freshmen year of the program. Alternatively, applicants may submit a positive HBsAb test result, indicating immunity to Hepatitis B. Applicants who received the Hepatitis B vaccine series 5 or more years ago will be required to submit proof of current, continued immunity to Hepatitis B by submission of a positive HBsAb test result performed within the last 12 months.
 - e. TB test or chest x-ray within the last 12 months.
 - f. Varicella – Students must submit proof of two doses of Varicella vaccine, no less than two months apart. Students may also submit a positive Varicella IgG test result, indicating immunity to Varicella.
 - g. Bacterial Meningitis - All new Amarillo College students under the age of 30 are required to show proof of Bacterial Meningitis vaccinations no less than 10 days prior to starting classes
11. The applicant must have completed a criminal background check with PreCheck, Inc., signed the Criminal Background Check Statement of Understanding and Agreement, and notify program officials when application for the background check has been completed.

12. During the month of March of each year, the MLT Program Director and Education Coordinator will review all applicants that have submitted complete application packets since September 1st of the previous calendar year. During this review process, points earned by each applicant will be totaled. The applicants with the highest total points will fill the 20 allotted openings for students to be admitted into the MLT class that will begin training with the start of the next Fall semester.

Points are earned in the following manner:

- a. Completion of MLT required General Education, related and elective courses as listed in the current Amarillo College General Catalog - 1 point for each class completed with a "C" or better
- b. Completion of all General Education, related and elective courses with a "C" or better - 5 additional points
- c. Completion of any Bachelor or higher degree, or an Associate of Science or Associate of Applied Science degree in any Allied Health discipline - 10 points
- d. Reapplication to the program - 5 points

During April of the same year the program officials will contact each applicant who submitted an application packet. If the applicant's points rank within the highest number of points for those applicants applying for admission for the following year, he or she will receive an appointment for an interview for those who will begin the Medical Lab Technology program during the Fall semester. If the applicant's points are less than those of the highest ranking applicants, he or she will be advised that they can either be placed on the waiting list and/or reapply for the following year.

If one of the applicants selected for the program cannot begin the training program with the start of the next Fall semester, he or she will forfeit their position in the class and will be required to follow the process for re-application if they wish to be considered for the next Fall semester.

In such a case, the applicant with the next highest number of points will be contacted to determine their readiness for admission into the program. Each person in the applicant pool will be moved forward accordingly. This process will be repeated until all 20 positions in the class have been filled.

NOTE: All courses that are required for the MLT curriculum can be completed within two years. Many students that work and/or have dependents find it preferable to complete their general education requirements prior to entering the MLT program, thereby reducing the total number of semester hours each semester. This option results in a commitment of three or more years for the completion of the MLT program, depending upon the number of semester hours in which the student is enrolled. It is up to the individual student to decide which option is the best for him- or herself.

At the present time, most eligible applicants are accepted on a first come, first served basis, pending the results of the personal interview. If one of the applicants selected for the program cannot begin the training program with the start of the next Fall semester, he or she will forfeit their position in the class and will be explained the process for re-application, if they wish, for the next Fall semester. In such a case, the person with the next highest number of points will be moved into the class. Each person in the applicant pool will be moved forward accordingly. This process will be repeated until all positions in the class have been filled.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

ADMISSIONS PROCESS

The applicant will complete and submit an application portfolio. The portfolio will contain each of the following:

1. Medical Laboratory Technology application form.
2. AC student "Release and Waiver of Liability" form.
3. Transcripts of all previous high school or college work (whichever is most recent) or GED certificate.
4. Results of the required college placement tests.
5. Proof of the required vaccines.
6. Functional Requirements for Admission and Progression in the Program form.
7. Criminal Background Check Statement of Understanding form and written notification that the student has applied for and/or has completed the required criminal background check through PreCheck, Inc.

Once the portfolio is complete, the student must contact the Education Coordinator at (806) 354-6060. Official application for admission to the MLT program will be complete only when the above documentation has been received and reviewed by the MLT program officials.

Students who have been selected for the program will be contacted in early May through June, and will be asked to send in notification that they are accepting a slot in the class beginning the following Fall semester. Applicants are also asked to notify the program officials if they must decline their acceptance into the program or if they change their mind regarding their acceptance of a position in the class.

It is the sole responsibility of the applicant to keep the MLT program officials updated of in the applicant's name, address and/or telephone number. The MLT program officials accept no responsibility for program information that is misdirected due to incorrect/outdated student information.

MEDICAL LABORATORY TECHNOLOGY PROGRAM

CRITERIA FOR PASSING, FAILING AND PROGRESSION IN THE PROGRAM

The MLAB/PLAB courses are to be taken in sequential order unless special permission has been granted, in advance, by the Program Director or Education Coordinator. A grade of "C" or better must be earned in all math, science and MLT courses, in order to receive credit for those courses. To continue in the program, a student may repeat a MLAB/PLAB course only one time, and may repeat no more than two courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade from a class. Students who are forced to completely withdraw from the college during a given semester may re-apply for admission to the program. Once the student has actually begun the program, he/she must complete all MLAB major courses within 36 months. A student seeking entry into Medical Laboratory Technology must file a specific program application form with the department and complete additional admission procedures as required.

Core curriculum/general education requirements are given in a suggested order but may be taken in any sequence.

REQUIREMENTS FOR GRADUATION

The student must have completed all required courses in the official Medical Laboratory Technology program curriculum. In some cases, course substitutions are possible with permission of the Program Director, the Chairman of the Division of Allied Health, and the Dean of Instruction. Requests for course substitutions must be made in writing to the Vice President of Instruction through the Program Director. A request for course substitution is not a guarantee that the substitution will be approved.

The student must have an over-all Amarillo College "C" average (2.0 GPA) for all courses taken.

The student must have discharged all financial obligations to Amarillo College including on-campus traffic citations and library fines.

The student must make a formal application for graduation during October for those students graduating at the end of the Fall semester, and in February for those students graduating at the end of the Spring or Summer semesters. The majority of Medical Laboratory Technology students complete all of their academic requirements and graduate at the end of the Summer semester following their Sophomore year in the program. Specific dates for filing for graduation are in the Amarillo College General Catalog, and in each course syllabus.

If a student applies for graduation and fails to complete the program requirements by the end of the semester, he or she will be required to re-apply for graduation when all requirements are met.

Upon satisfactory completion of the total curriculum, and after meeting all other graduation requirements, the graduate will receive the Associate in Applied Science Degree (A.A.S.).

After the degree has been earned, the student is eligible to write a national certification examination. Various agencies offer certification exams. These include, but are not limited to the following:

- 1 Medical Laboratory Technician (American Society of Clinical Pathologists - MLT (ASCP))
- 2 Medical Laboratory Technician (American Medical Technologists - MLT (AMT))

Note: Issuance of the Associate in Applied Science Degree in Medical Laboratory Technology IS NOT contingent upon taking or passing any type of external certification or licensure examination.

Medical Laboratory Technology (MLAB.AAS)

First Semester (Fall, Freshman Year)

- ☐ MATH 1332: Contemporary Mathematics 1 – 3 semester hours
- OR
- ☐ MATH 1314: College Algebra – 3 semester hours
- ☐ MLAB 1201: Introduction to Clinical Laboratory Science – 2 semester hours
- ☐ MLAB 1227: Coagulation – 2 semester hours
- ☐ MLAB 1415: Hematology – 4 semester hours
- ☐ Various XXXX: Any Social/Behavioral Science course from the General Education Course List – 3 semester hours

SEMESTER TOTAL – 14

Second Semester (Spring, Freshman Year)

- ☐ CHEM XXXX: Any Chemistry Lecture/Lab Combination from the General Education Course List – 4 semester hours
- ☐ MLAB 1211: Urinalysis/Body Fluids – 2 semester hours
- ☐ MLAB 1235: Immunology/Serology – 2 semester hours
- ☐ MLAB 2431: Immunohematology – 4 semester hours
- ☐ PLAB 1163: Clinical – Phlebotomy/Phlebotomist – 1 semester hour
- ☐ PLAB 1223: Phlebotomy – 2 semester hours

SEMESTER TOTAL – 15

Third Semester (Summer, Freshman Year)

- ☐ HITT 1305: Medical Terminology 1 – 3 semester hours
- ☐ MLAB 2534: Microbiology - 5 semester hours

SEMESTER TOTAL – 8

Forth Semester (Fall, Sophomore Year)

- ☐ BIOL 2401: Anatomy and Physiology 1
- ☐ ENGL 1301: Freshman Composition 1
- ☐ MLAB 2266: Practicum 1 – 2 semester hours
- ☐ MLAB 2501: Chemistry – 5 semester hours

SEMESTER TOTAL – 14

Fifth Semester (Spring, Sophomore Year)

- ☐ BIOL 2402: Anatomy and Physiology 2
- ☐ MLAB 1331: Parasitology/Mycology – 3 semester hours
- ☐ MLAB 2267: Practicum 2 – 2 semester hours
- ☐ MLAB 2271: Seminar 1 – 2 semester hours
- ☐ SPCH XXXX: Any Speech course from the General Education Course List – 3 semester hours

SEMESTER TOTAL – 14

Sixth Semester (Summer, Sophomore Year)

- ☐ MLAB 2472: Seminar 2 – 4 semester hours
- ☐ Various XXXX: Any Visual/Performing Arts or Humanities course from the General Education Course List – 3 semester hours

SEMESTER TOTAL – 7

Total Semester Hours = 72

MEDICAL LABORATORY TECHNOLOGY PROGRAM

ESSENTIAL REQUIREMENTS FOR THE PROGRAM

Amarillo College and the Medical Laboratory Technology Program, does not discriminate on the basis of race, color, national origin, sex, age, religion or disability when selecting students for admittance to the MLT program. There are, however, minimal skills and abilities that a student must possess in order to successfully perform the tasks essential to the study of Medical Laboratory Technology. The following is used as a guideline for the prospective student so that he/she may understand the physical requirements and essential functions necessary for successful completion of the Medical Laboratory Technology Program. This list is not intended to be all inclusive, but rather a detail of the basic physical, mental, and psychomotor demands that are necessary for this educational endeavor.

(Place a ✓ in the yes or no box to indicate your ability to perform each essential function)

Essential Function	Technical Standard	Examples of Necessary Activities	Yes*	No
Critical Thinking	Critical thinking ability sufficient for making sound clinical judgments.	Identify cause-effect relationships in clinical laboratory situations or in instrument responses to laboratory values; synthesize data based on knowledge and draw sound, reasonable conclusions.		
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients, physicians, and colleagues. Function, consult, negotiate, share, and communicate as part of a health care team.		
Communication Ability	Communication abilities sufficient for effective interaction with others in written and spoken English.	Use professional oral and written communication, and positive body language, while exhibiting self-control and a positive attitude. Document and interpret instructions. Listen attentively.		
Mobility	Physical abilities sufficient to move from one room to another, and to maneuver in small spaces, without the assistance of another individual. Full range of motion in the upper extremities. Possess manual and finger dexterity, and hand-eye coordination.	Move freely about the laboratory work area to multitask, as necessary. Accurately pipette from one tube to another and be able to perform venipuncture with accuracy.		
Visual Acuity	Normal or corrected visual ability and depth perception sufficient to perform laboratory procedures. Ability to distinguish between subtle changes in density and depth. Ability to accurately distinguish between colors and varying shades of colors.	Observe instrument readings and changes in reagent and chemical reaction colors. Read thermometers, charts, computer print-outs and screens, and labels. Fully utilize binocular microscopes, monitoring the depth and field of vision. Distinguish between colors of cells on blood films.		
Motor Skills	Gross and fine motor skills sufficient to provide safe health care and operation of equipment.	Use of laboratory equipment and instruments with the necessary fine motor coordination and dexterity.		
Strength	Ability to lift objects and equipment of at least 40 lbs, from the floor to the level of a standard countertop.	Unload/unpack laboratory equipment and supplies, and transport them to their proper areas.		
Tactile Ability	Tactile ability sufficient for palpation of arteries and veins, while wearing protective equipment (gloves).	Perform accurate palpation of arteries and veins for successful arterial blood draws/venipunctures.		
Olfactory Ability	Olfactory sense (smell) sufficient for maintaining environmental and patient safety.	Distinguish smells that are essential for maintaining the safety of the work/hospital/clinical environment (ie; smoke, natural gas, chemicals, etc).		

Essential Function	Technical Standard	Examples of Necessary Activities	Yes*	No
Professional Attitude and Demeanor	Ability to present a professional appearance and implement measures to maintain one's own physical and mental health, and emotional stability.	Work calmly under stressful conditions. Ability to multitask under pressure. React effectively and efficiently in emergency situations. Demonstrate flexibility and the ability to make changes as the workplace demands. Show compassion and concern for others.		

Adapted from: Red Alert: The Americans With Disabilities Act-Implications for Nursing Education March 1993.

*NOTE: Students who, because of a documented disabling condition, require reasonable accommodations to perform any of the essential functions, must contact the Office of Disability Services at (806) 371-5436 AS SOON AS POSSIBLE after applying to the program. No accommodations can be made for students until the office of Accessibility receives the necessary documentation, and until they determine the appropriate accommodations, if any, that need to be made.

By my signature on this document, I acknowledge that I am able to perform the essential functions for admission and continuation in the MLT program, either unaided or by utilization of reasonable accommodations. I understand that if I am accepted into the program, and am subsequently unable to perform these functions, aided or unaided, I will be asked to withdraw from the program.

Furthermore, as Amarillo and the Medical Laboratory Technology Program do not discriminate on the basis of disability, I understand that I must contact the Amarillo College Office of Disability Services, with the proper documentation, in order that the necessary accommodations can be made, as required by the Federal Disabilities Act. If I make the decision not to contact the Office of Disability Services, or if the Office of Disability Services finds that no accommodations are necessary, I understand that accommodations cannot legally be made by either Amarillo College or the faculty of the Medical Laboratory Technology Program.

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Signature Of Applicant

Date

HEALTH SCIENCE DIVISION POLICY FOR CRIMINAL BACKGROUND CHECKS

It is the policy of the Health Science Division (HSD) of Amarillo College that all applicants seeking admission to a HSD program submit to a criminal background check as part of the acceptance process into the program. This policy is based on requirements of The Joint Commission Standard H.R. 1.20. This Joint Commission standard requires accredited healthcare organizations to verify criminal background information on hospital staff as well as students who provide care, treatment, and services to patients/clients.

Timing

All criminal background checks will be conducted prior to full acceptance to the respective HSD program. The results will be honored for the duration of the student's enrollment if the student has not had a break in enrollment at the college and if the student has had no disqualifying convictions while enrolled. A break in enrollment is defined as nonattendance of one full semester or more. Attendance must be verifiable through program attendance records. If a student withdraws from or fails to successfully complete the respective HSD Program and applies for re-admission to the program, the original criminal background check completed for admission to the program is valid for one year from the date it was processed. The same length of validity for the criminal background check applies if a student withdraws from or fails to complete the HSD Program and applies for admission to a different HSD program.

Cost

The cost of the criminal background check is an applicant/student responsibility. This expense is non-waiverable and non-refundable.

Process

- Criminal background checks will be performed by an external vendor selected by the college. At present, that vendor is Precheck, Inc.
- The name and electronic archive number of any applicant/student, that is returned from the external vendor with an "alert" status indicating a potential barrier to clinical eligibility, will be made available to a designated official(s) of the affiliated healthcare organizations requiring verification of criminal background information of applicants/students.
- This designated official(s) will access these individual applicant/student criminal background checks through the protected electronic archive, make a determination as to clinical eligibility in the healthcare organization, and communicate that determination to the appropriate director of the HSD program.
- The inability of any applicant/student to participate in clinical (practicum) activities will prohibit successful completion of required clinical (practicum) courses. Successful completion of clinical (practicum) courses is necessary for progression in all HSD programs.
- Clinical activities are completed at specific healthcare organizations affiliated with Amarillo College. Amarillo College will not locate or provide alternative sites for applicants/students ineligible to participate in clinical activities at affiliated healthcare organizations.
- Successful completion of a criminal background check does not guarantee professional certification and/or licensure following program completion.
- In the event that a student enrolled in a HSD Program is convicted of a criminal offense at any time while enrolled in the program, the program director may require the student to repeat the criminal background check with the designated external vendor (Precheck, Inc.). The results of this repeat criminal background check will be made available to affiliated healthcare organizations requiring criminal background check information, for a determination of eligibility for

continued clinical privileges. If any affiliated healthcare organization denies clinical privileges based on this repeat criminal background check, the student will not be allowed to continue enrollment in clinical (practicum) courses. The inability to continue in clinical (practicum) courses prohibits student progression and successful completion of the respective HSD program.

Procedure

- **Each applicant/student must complete the respective HSD program Student Disclosure and Release forms** at www.precheck.com, the current designated external vendor selected by the HSD, at the time of conditional acceptance to the respective program.
- The applicant/student will pay the criminal background investigation fee directly to Precheck.Inc.
- Precheck, Inc. will perform a background check based upon the applicants/student's verified social security number consisting of:
 - Criminal History County Level (three counties)
 - Sexual Offender Registry/Predator Registry
 - Social Security Number Verification
 - Positive Identification National Locator with Previous Address
 - Maiden/AKA Name Search
 - Medicare/Medicaid Sanctioned, Excluded Individuals Report
 - Office of Research Integrity (ORI) Search
 - Office of Regulatory Affairs (ORA) Search
 - FDA Debarment Check
 - National Wants & Warrants Submission
 - Investigative Application Review (by Licensed Investigator)
 - Adverse Action Letter (to Comply with the Fair Credit Act)
 - State Mandated Requirements
 - Misconduct Registry Search
 - Executive Order 13224 Terrorism Sanctions Regulations
 - Fiscal Intermediary Personnel Search
- Precheck.Inc will produce an individual criminal background report for each applicant/student within 72 hours.
- Precheck.Inc will maintain the protected criminal background check results on-line for the for the respective HSD program for a period of 10 years.
- Any questions or concerns about the contents of an individual criminal background check must be directed to Precheck.Inc by the applicant/student involved.

CRIMINAL BACKGROUND CHECK STATEMENT OF UNDERSTANDING AND AGREEMENT

I _____
Print Full Legal Name

have read the Amarillo College Health Science Division Policy for Criminal Background Checks, and I am aware that all program applicants must submit to a criminal background check as part of the admission process to any HSD program. I am aware that my signature provides consent for the results of my criminal background history to be released to the respective HSD program at Amarillo College and to the affiliated Joint Commission accredited healthcare organizations for determination of my eligibility to participate in clinical activities. I acknowledge that if my criminal background history would prohibit me from participating in clinical activities at these affiliated healthcare organizations or agencies, I will not be offered program admission to either the respective HSD Program. I am fully aware that the cost of the criminal background check is my responsibility. Further, I acknowledge that a clear or successful criminal background check does not guarantee professional certification and/or licensure or employment after program graduation.

I acknowledge that in the event that I am convicted of a criminal offense while enrolled in a HSD Program, I may be required to repeat the criminal background check with the designated Amarillo College external vendor. I am aware that this repeat criminal background check will be made available to affiliated healthcare organizations for a determination of my eligibility for continued clinical privileges. I am also aware that denial of clinical privileges by any affiliated healthcare organization based on the repeat criminal background check will prohibit my participation in clinical (practicum) courses and therefore progression in and completion of the respective HSD program.

I have received a copy of the Health Science Division Policy for Criminal Background Checks, and I have had the opportunity to ask questions.

Signature

Date

Printed Name

AMARILLO COLLEGE DIVISION OF ALLIED HEALTH

STATE OF TEXAS

§

COUNTY OF POTTER

§

RELEASE AND WAIVER OF LIABILITY

AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT ("Amarillo College") and _____ ("Student").
Name of Student

In consideration of Student being permitted to enroll at Amarillo College in the Medical Laboratory Technology program and the acknowledgement of Student of the following facts:

1. That Student will be required, as part of the normal educational process towards Student's degree to be placed in a teaching environment including, but not limited to, local medical institutions, offices of local practitioners, ambulances, medical laboratories, and other environment (hereinafter called medical affiliates), all of which are affiliated with Amarillo College for these purposes and that while in these medical affiliates, Student may be exposed to conditions which could cause bodily injury and/or death and may be exposed to patients afflicted with fatal or potentially fatal diseases processes which may be of a contagious nature; and,
2. That Student will be first provided as part of the normal educational process toward Student's degree or certificate of completion with detailed information about the nature, risks and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to assignment of Student; and,
3. That Student could be exposed to high risk toxic substances in the medical affiliates, but will be first provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to place Student into the respective medical affiliates as they deem necessary for the successful completion of Student's specific educational program;
2. Release, waive, and covenant not to sue Amarillo College, its officers, agents, employees, and persons or entities acting together with Amarillo College in its educational programs (hereinafter collectively called Releasees) from all liability to Student for any and all loss or damage, and any claims or demands whatsoever therefore on account of injury to the person or property or resulting in death of Student or emanating from exposure to said disease processes and toxic substances, or any of these, whether caused by the negligence of Releasees or otherwise while the Student is on or within any of the medical affiliates;
3. Indemnify and hold harmless Releasees from any loss, liability, damage or cost that Student may incur due to the presence of Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates; and,
4. Assumes full responsibility, including an medical treatment and cost thereof, for any and all risks of exposure to communicable diseases, bodily injury, death or property damage due to negligence of Releasees or otherwise, due to Student participation in the normal educational process in the medical affiliates, or being transported to and from said affiliates.

The UNDERSIGNED expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of illness, injury and/or death and/or contracting fatal or potentially fatal disease processes and exposure to high risk toxic substances.

The UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The UNDERSIGNED has read and voluntarily signed the Release and Waiver of Liability and Indemnity Agreement, and agrees that no oral representations, statements or inducements apart from the foregoing written Agreement have been made.

I have read this document. I understand it is a release of all claims. I understand I assume all risks inherent in the educational process and clinical experience conducted in the medical affiliates of Amarillo College as part of my progressing toward a degree as set out above.

I voluntarily sign my name evidencing my acceptance of the above provisions.

Dates this _____ day of _____ 20 ____

Signed: _____
Full Legal Name of Student

Medical Laboratory Technology Program

APPLICATION FOR ADMISSION

1. Full Name: _____
Last First Middle Maiden
2. Social Security # _____ - _____ - _____ Telephone # (_____) _____
3. Home Address _____
Number & Street City State Zip

It is the sole responsibility of the student to ensure that the faculty of the MLT program are notified, in a timely manner, in the event of changes in the information stated above.

4. Person to notify in case of emergency:

Name _____ Telephone (_____) _____

Address _____
Number & Street City State Zip

5. Have you ever made an application to any Amarillo College Allied Health program?

☐ Yes ☐ No If yes, what program? _____

6. Did you receive a high school diploma or G.E.D.?

☐ High School Diploma ☐ G.E.D.

If you check High School Diploma, please supply the following information:

Name of School Where the Diploma was Received City & State Date of Graduation

If you checked G.E.D., please supply the date you received your G.E.D. _____
Month/Day/Year

You will be required to submit an official copy of your high school diploma or G.E.D. certificate to the Registrar's Office at Amarillo College as well as to the Medical Laboratory Technology Program office.

7. Give information concerning colleges, universities, military specialist training, and/or vocational schools attended:

Name of Institution	City & State	Major	Number of Credits Earned (Specify Semester or Quarter Hours)
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You will be required to submit an official copy of all transcripts/certificates of completion to the Registrar's Office at Amarillo College as well as to the Medical Laboratory Technology Program office.

Medical Laboratory Technology Program

APPLICATION FOR ADMISSION

(Continued)

8. Do you hold any professional licenses or certifications?

☐ Yes ☐ No

If you answered Yes, please list the type of license/certification and the expiration date:

9. How did you first hear about the Medical Laboratory Technology Program?

- | | |
|---|--|
| <input type="checkbox"/> High school counselor | <input type="checkbox"/> Through Work |
| <input type="checkbox"/> College counselor/instructor | <input type="checkbox"/> Your own research |
| <input type="checkbox"/> Newspaper/T.V. | <input type="checkbox"/> Career day |
| <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Other _____ |

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 the program and from the College.

Signature of Applicant

Date

Amarillo College is an equal opportunity community college that does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.

MEDICAL LABORATORY TECHNOLOGY PROGRAM
ACKNOWLEDGEMENT OF RECEIPT OF PROGRAM INFORMATION

Name Of Applicant: _____
Last First Middle Maiden

Date: _____ Soc. Sec. Number _____ - _____ - _____

By my signature on this document, i acknowledge that i have been provided with written documentation for admission into the medical laboratory technology program at Amarillo College.

In particular, I have received each of the following:

1. The Medical Laboratory Technology Program Curriculum
2. Criteria for Admission into the Medical Laboratory Technology Program
3. An explanation of the admissions process for the Medical Laboratory Technology Program
4. Criteria for passing, failing, and progression in the program, as well as the requirements for graduation
5. The current program curriculum
6. Essential Requirements for the Program
7. Health Science Division Policy for Criminal Background Checks and the accompanying Statement of Understanding.
8. Amarillo College Division of Allied Health Release and Waiver of Liability
9. Application form for admission to the Medical Laboratory Technology Program

I further understand that certain p rocedures within the selection process may be subject to change however the specific criteria for admission that I have been provided is NOT subject to change relative to my application.

Signature

Date