



Medical Laboratory Technology Program INFORMATION PACKET & APPLICATION

Application Period:
March 2, 2024 – March 1, 2025

GENERAL INFORMATION

- **Read all instructions carefully as procedures may change between application cycles.**
 - **Complete all applicable information and submit by the deadline.**
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APPLICATION DEADLINE

Begin Medical Laboratory Technology coursework in **Fall 2025 (August 2025)**,
Deadline to submit Medical Laboratory Technology admission application:
March 1, 2025

(All prerequisites must be completed prior to this deadline for priority consideration)

NOTICE OF ADMISSION

Students will be notified via their Manhattan Tech email address of their admission status approximately 4-6 weeks after the deadline date.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX, and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

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Letter of Greeting Medical Laboratory Technology Program

Dear Prospective Medical Laboratory Technology Student,

The faculty and staff of Manhattan Area Technical College and the Medical Laboratory Technology (MLT) program appreciate your interest in our program. This packet will help guide you through the Application Process and provide you with information about our Admissions Criteria and Selection Process.

The MLT program is accredited by the [National Accrediting Agency for Clinical Laboratory Sciences](#). The program is one year in length after 24 credit hours of prerequisites are completed. Upon completing the program, students earn an AAS in Medical Laboratory Technology and qualify to sit for a Medical Laboratory Technician certification exam.

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Medical Laboratory Technology program for admission to Manhattan Area Technical College's MLT program.

Your Manhattan Tech Admissions Application, as well as the required Medical Laboratory Technology Admissions Application and the documents listed within, must be received on or before the 1st business day of March to be considered for admission into the Medical Laboratory Technology program. Any packets not meeting the contained criteria will be reviewed at the discretion of the MLT Program Coordinator or designee and based upon program capacity. Additionally, Manhattan Tech encourages students to complete an advising appointment before the first business day in December.

Enclosed is information that is critical for a successful application—please read the entire packet carefully. We encourage you to make an initial campus visit appointment by [scheduling online](#), for information about college admissions and the Medical Laboratory Technology program. The college website at <https://manhattantech.edu/mlt/admissions> also provides additional information.

Please review the contents of this packet to get an overview of the admission process. It is encouraged you contact the admissions office at admissions@manhattantech.edu if you have questions.

Specific program requirements, program selection, and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Marcey Fickbohm MS, MT (ASCP)
MLT Program Coordinator

Neil Ross MS
Dean of Student Services

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Admission Checklist Medical Laboratory Technology Program

Completed	Task to Complete
	<p>APPLY TO MANHATTAN AREA TECHNICAL COLLEGE</p> <ul style="list-style-type: none"> Submit an undergraduate admissions application and pay the applicable application fee. Applications can be completed online: APPLY NOW.
	<p>SEND OFFICIAL TRANSCRIPTS</p> <ul style="list-style-type: none"> Send Official high school transcript or GED transcript. Send Official transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated. <i>Official transcripts must be sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu. Please apply to the college before sending transcripts.</i>
	<p>SCHEDULE AN APPOINTMENT WITH AN ACADEMIC ADVISOR</p> <ul style="list-style-type: none"> This is recommended to ensure that you have met all requirements for application and understand the application process thoroughly. Additional meetings can be set up throughout the application process to answer any questions. To schedule an advising appointment book online.
	<p>COMPLETE PREREQUISITES (must attain a minimum grade of "C") (*Completed within a 5-year limit of acceptance)</p> <ul style="list-style-type: none"> Anatomy & Physiology*, Microbiology with lab*, Chemistry I with lab*, English Composition I, Public Speaking or Interpersonal Communication, and Intermediate Algebra or College Algebra. Additional information can be found on page 5.
	<p>ACQUIRE IMMUNIZATIONS</p> <ul style="list-style-type: none"> MMR, Varicella, Tdap, Hepatitis B, and COVID Documentation OR religious/medical exemption process has been completed.
	<p>MEDICAL LABORATORY TECHNOLOGY PHYSICAL & ENVIRONMENTAL REQUIREMENTS</p> <ul style="list-style-type: none"> Review the Medical Laboratory Technology Physical and Environmental Requirements and sign off acknowledging that you can meet the requirements on the online MLT Application.
	<p>COMPLETE ONLINE SELECTIVE ADMISSION APPLICATION – SEPARATE FROM COLLEGE APPLICATION</p> <ul style="list-style-type: none"> Fill out and upload the appropriate information on the online MLT admissions application after completion of all requirements. <p><i>Note: This form is online and completed only when all applicable materials are able to be uploaded and prerequisites are completed or in progress.</i></p>
<p>All application materials must be received BY THE APPLICATION DEADLINE to be considered for that application cycle. Late or incomplete applications will be reviewed based upon program capacity and at the discretion of the MLT Program Coordinator.</p>	

It is the responsibility of the student to ensure that all required materials for application are received by the application deadline date. Reminder calls will not be made if something is missing or if it does not meet criteria, and the application may be invalid. The responsibility for a complete and accurate application is the students. Any packets not meeting the above criteria will be reviewed at the discretion of the MLT Program Coordinator or designee and based upon program capacity.

Academic Criteria

To be considered for admission in the Medical Laboratory Technology program, applicants must meet the following criteria and submit all requested credentials and documentation:

Prerequisite courses must be COMPLETED OR IN PROGRESS PRIOR TO THE APPLICATION DEADLINE to be considered for admission. Any exceptions to prerequisite course completion dates would be at the discretion of the MLT Program Coordinator or designee.

Course Number	Course Title	Credit Hours	Notes
BSC 125*	Anatomy and Physiology	5	Anatomy and Physiology must have been taken within 5 years of acceptance into program. Biology OR Secondary Anatomy and Physiology is a pre-requisite for enrollment into Anatomy and Physiology.
BSC 205*	Microbiology with Lab	5	Microbiology with lab must have been taken within 5 years of acceptance into program and must include a lab. Biology OR Instructor Permission is a pre-requisite for enrollment into Microbiology with Lab.
CHM 110^	Chemistry I	5	Chemistry I must have been taken within 5 years of acceptance into program. Introduction to Chemistry OR Secondary Chemistry AND Secondary Algebra OR Beginning Algebra within 5 years are pre-requisites for enrollment into Chemistry I.
COM 105^	English Composition I	3	
COM 115 OR COM 116	Public Speaking OR Interpersonal Communication	3	
MAT 110^ OR MAT 135^	Intermediate Algebra OR College Algebra	3	
Total Credit Hours		24	

**Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours.*

^College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information and check well in advance of the semester when you plan to enroll in a course.

Any grades of "P" will be reviewed for transfer credit at the Registrar's discretion.

Prerequisites exist for some courses. Check the Manhattan Tech catalog and contact your advisor for more information.

Non-Academic Criteria

The following criteria applies to **ALL** applicants:

Immunizations

Per Occupational Safety and Health Administration (OSHA) standards and for the health and safety of Manhattan Tech MLT students, all students participating in the MLT program must meet the following requirements. Refer to the [CDC's Recommended Child and Adolescent OR Adult Immunization Schedule](#) for additional guidance. Additional immunizations might be necessary in order to complete internship(s).

Students may seek a medical or religious exemption from the immunization requirement(s). Refer to the [Vaccination and Exemption Webpage](#) for more information.

1. **Measles, Mumps, Rubella (MMR) Documentation**
 - a. Two (2) doses or proof of immunity by titer
2. **Varicella (Chickenpox)**
 - a. Two (2) doses or proof of immunity by titer
 - b. Will NOT ACCEPT HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
3. **Tetanus, Diphtheria, and Pertussis (Tdap)**
 - a. One (1) dose taken less than 10 years ago
4. **Hepatitis B (Hep B)**
 - a. Three (3) doses or proof of immunity by titer. If your titer is low or no immunity, you should get the vaccine. Paperwork for a low titer will not be accepted. It could take up to 6 months to complete the series as required.
5. **COVID-19 Documentation**
 - a. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart **OR**;
 - b. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart **OR**;
 - c. Janssen COVID-19 Vaccine single dose

Medical Laboratory Technology Physical and Environmental Requirements

[Physical and Environmental Requirements](#) are the essential functions, which every MLT student is expected to perform and are necessary for successful participation in the MLT program. This form will be completed online at the time the application is submitted. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in the MLT Program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The MLT program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).

Background Check - COMPLETED UPON ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM

The completion of a criminal background check is one of the admission requirements to the MLT program. Specific requirements in regards to the background check will be given at orientation. The background check is required to ascertain:

1) The ability of students to attend mandatory rotations at external facilities in accordance with the requirements of the program. Because a criminal history can have different effects at the educational and employment levels, when a person is considering pursuing a health career, it is best to have as much information as possible prior to deciding to enroll in a health program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a health career to:

- 1) Contact approved MLT education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
- 2) **AND** Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Acceptance Process

Admission to the Manhattan Tech Medical Laboratory Technology program is determined through a competitive selection process. Submission of an application does not guarantee acceptance in the program. Refer to page [eight \(8\)](#) for the Medical Laboratory Technology Admissions Scoring Rubric.

Interviews will be conducted by the MLT Coordinator if the number of applicants exceeds the total seat allotment for the program.

If you are admitted into the MLT program without having all required prerequisite courses completed at the time of the application deadline, you will be required to have the remaining prerequisite courses completed with a “C” (2.0) or better before the MLT program starts. Official transcripts will need to be submitted to the Registrar for these courses. This also applies to those who are placed on the alternate list and then asked to join the MLT program.

After the application deadline, files will be scored utilizing the MLT scoring rubric and applicants that completed an online MLT application will be notified of their acceptance, alternate, or denied status. **Notification will be emailed via MATC email during the first week of April.** Students should make sure the MATC email is working for application status. This is the official form of communication for the college.

Applicants offered a seat in the program must complete an online letter of intent indicating their plan to accept or decline enrollment in the MLT program by the date designated in the notification letter.

Failure to respond will result in forfeiture of a seat in the MLT Program.

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation (**generally held in May**). Students will be notified of the date and time of the orientation in the acceptance letter.

Specific information about the requirements bulleted below will be provided at program orientation and will need to be completed by the first day of classes. Please do not submit the information below until you are accepted and receive information at the program orientation. All the information below is required to be submitted to the MLT Program Coordinator.

- ✓ **TB (Tuberculosis) Test** - Not due until end of August once accepted into program.
- ✓ **Background Check** – The student is responsible for the additional fee.
- ✓ **Health Insurance** — Students are required to hold health insurance during their enrollment at Manhattan Tech in the MLT program
- ✓ **Home Computer and Internet Access** - Students should have a reliable home computer with high-speed Internet access.

Failure to provide the items listed above may result in dismissal from the program.

Reapplication

Applicants who are not selected for admission are encouraged to submit a new MLT packet for the following year. Manhattan Area Technical College Admissions Applications are good for three (3) years. No documents submitted in previous application cycles are available for students and will need to be resubmitted. Those not selected for admission are encouraged to talk with an advisor about how to increase their admissions scores.

Medical Laboratory Technology Admissions Scoring Rubric

Since the Medical Laboratory Technology program is a selective admission program, the scoring rubric (located below) will be used to determine the applicants selected. The completion of the online selective admission application does not guarantee a position in the program. Students that do not qualify for admission are encouraged to follow up with an advisor to see what they can do in order to improve their score. **Any exception to the rubric below will be at the discretion of the MLT Program Coordinator. Interviews will be conducted by the MLT Coordinator only if the applicant numbers exceed the total seat allotment for the program.**

Part A - Prerequisite Grades:				
Points	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	C	B	A	
Letter Grade for: • Microbiology with lab	C	B	A	
Letter Grade for: • Chemistry I with lab	C	B	A	
Letter Grade for: • Intermediate Algebra or College Algebra	C	B	A	
GPA on all required courses (includes Public Speaking and English Composition I)	2.0-2.9	3.0-3.4	3.5-4.0	
Total of Section A				
Part B – Additional Points:				
Points	2	3	4	Scores
BS in a Science Field of Study	N/A	N/A	Yes	
Years of Work Experience in Medical Field	N/A	1+ Years	N/A	
Shadowed/Volunteered in a Clinical Laboratory	Yes	N/A	N/A	
Total of Section B				
Total of Sections A and B				
Part C – Interview with MLT Program Coordinator:				
<i>(Conducted only if applicant numbers exceed program capacity)</i>				
Points	0	1	2	Scores
Interviews will be conducted if there are more applicants than program capacity	Doesn't Meet Expectations	Partially Meets Expectations	Meets Expectations	
Total of Section C				
Total of Sections A, B, and C				

Any transfer credit granted with a grade of "P" will be awarded "C" (2 points).

Any applicant utilizing a class higher than Intermediate Algebra on this rubric will score a bonus point in the math section.

Deadline: Your Manhattan Tech Admissions Application **AS WELL AS** the required online Selective Admission Application and corresponding documents must be received on or before the application deadline to be considered for admission into the MLT program. **Any packets not meeting the above criteria, or the deadline, will be reviewed at the discretion of the MLT Program Coordinator or designee and based upon program capacity.**

Explanation of Immunization Requirements

If any immunization documents are incomplete or missing at time of application, they must be completed and submitted after acceptance into the MLT program. Religious or Medical Exemption procedures are noted [HERE](#).

Refer to the [CDC's Recommended Child/Adolescent](#) OR [Adult Immunization Schedule](#) for additional guidance.

MMR (Measles/Rubeola, Mumps, & Rubella)

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the MLT admissions application.
 - b. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your MMR series. After the first shot, you will be required to complete the second MMR after 28 days and submit proof to Manhattan Tech.

OR

2. Show proof of or complete one series of MMR immunizations. One "series" of immunizations includes immunization for each disease on separate dates at least 28 days apart.

Varicella (Chickenpox)

Options to meet this requirement:

1. Provide a copy of proof of positive IgG antibody titer for Varicella.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the MLT admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your first Varicella vaccination and the second Varicella must be completed after 30 days and proof submitted to Manhattan Tech.

OR

2. Show proof of or complete one series of Varicella immunizations. One "series" of immunizations includes two shots separated at least 30 days apart.

Tetanus/Diphtheria/Pertussis (Tdap)

Options to meet this requirement:

1. You must provide proof of Tdap vaccination, followed by a Tdap booster every 10 years.

Hepatitis B (Hep B) - series could take 6 months to complete so plan accordingly.

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Hep B.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the MLT admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your Hep B Booster.

OR

2. Show proof of or complete one "series" of Hep B immunizations. You must obtain the first injection, then the second injection is given 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose.

COVID-19 Documentation

Options to meet this requirement:

1. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart

OR

2. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart

OR

3. Janssen COVID-19 Vaccine single dose



**Medical Laboratory Technology
Physical and Environmental Requirements***

The following abilities are *essential functions* of this position:

Near Vision	The ability to see details at close range (within a few feet of the observer).
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Finger Dexterity	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Category Flexibility	The ability to generate or use different sets of rules for combining or grouping things in different ways.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
Flexibility Closure	The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Selective Attention	The ability to concentrate on a task over a period of time without being distracted.
Speech Clarity	The ability to speak clearly so others can understand you.
Speech Recognition	The ability to identify and understand the speech of another person.
Visual Color Discrimination	The ability to match or detect differences between colors, including shades of color and brightness.
Written Expression	The ability to communicate information and ideas in writing so others will understand.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Mathematical Reasoning	The ability to choose the right mathematical methods or formulas to solve a problem.
Number Facility	The ability to add, subtract, multiply, or divide quickly and correctly.
Perceptual Speed	The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Notice: When submitting the online application, you will agree to the essential functions of the Medical Laboratory Technology program. You can meet all requirements of the vital functions necessary for success in laboratory medicine. If unable to, you will immediately notify the MLT program coordinator if your physical capabilities and behavioral skills deteriorate. If the essential functions are not met at any time, your candidacy in the program will be reviewed. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).

* Reference: National Center for O*NET Development. 29-2012.00 - Medical and Clinical Laboratory Technicians. O*NET OnLine. Retrieved June 16, 2023, from <https://www.onetonline.org/link/summary/29-2012.00>.