



**PROCEDURE:** APPLICATION AND ADMISSION PROCESS  
**EFFECTIVE DATE:** 11/10  
**REVISION DATE:** 9/13, 6/15, 10/15, 10/16, 7/17  
**REVIEW DATE:** 10/14

The Oklahoma Consortium of Clinical Laboratory Science Affiliates (OCCLSA) supports the student application procedure for admission to an affiliated hospital medical technology/medical laboratory science program.

**Please note** that medical technology (MT) and medical laboratory science (MLS) are synonymous. Preferred terminology currently is medical laboratory science.

### **Affiliated Oklahoma Hospitals**

Comanche County Memorial Hospital	Lawton, Oklahoma
Mercy Hospital Ada	Ada, Oklahoma
Mercy Hospital Ardmore (clinical affiliate of Mercy Hospital Ada)	Ardmore, Oklahoma
Saint Francis Hospital	Tulsa, Oklahoma

### **PURPOSE**

To provide a standardized, systematic process in applying for admission to a hospital-based Oklahoma school of medical laboratory science program.

### **POLICY**

1. Applicant must meet one of the following two requirements:
  - 1.1. 3+1 Option: Applicant must be a baccalaureate candidate at an affiliated university. Applicant must have completed all prerequisite courses required by the university/college and the hospital-based MT/MLS program.
  - 1.2. 4+1 Option: Applicant must have a bachelor degree (post baccalaureate candidate) and have completed all of the prerequisite courses required by the hospital-based MT/MLS program.



2. Applicant must complete all Program Prerequisite Courses at the university prior to entrance into the program:

Program Prerequisite Courses

Biological Sciences (minimum of 16 credit hours)

Microbiology (Bacteriology)  
Immunology  
Physiology or Anatomy  
Biological Sciences Elective

Chemistry (minimum of 16 credit hours)

Inorganic Chemistry (2 courses)  
Organic Chemistry  
Biochemistry

Mathematics (minimum of 3 hours)

College Algebra or Higher

Introductory survey courses do not fulfill the requirement of Program Prerequisite Courses. (Note: "Survey of Biochemistry" offered at Oklahoma State University meets the requirements of Biochemistry, as it is not a true survey course.)

3. Grade Point Average (GPA) Requirements

Student transcripts are evaluated using the 4.0 grading scale

Cumulative GPA

Applicant must have a minimum 2.5 cumulative GPA. Cumulative GPA will be obtained from the transcript of the university granting the degree.

\*Comanche County Memorial Hospital will only grant interviews to students with a minimum cumulative GPA of 2.8 on a 4.0 scale.

Science GPA

Applicant must have a minimum 2.5 GPA in biology and chemistry courses. Science GPA will be calculated by the program director and will include all attempts of biology and chemistry courses by the applicant, excluding withdraws. If applicant repeats a course, both the original grade and repeated grade will be included in the GPA calculation.



### Minimum Grade

Applicant must receive a C or better in the following courses:

Microbiology  
Immunology  
Physiology or Anatomy  
General Chemistry I  
General Chemistry II  
Organic Chemistry I  
Biochemistry I  
College Algebra

Any grade below a C in the above courses will need to be retaken prior to entry. If another class is used as a substitute in one or more of the above courses, applicant must receive a C or better in that course.

### Coursework Update

Applicants who received their degree seven or more years before application are to update coursework. At minimum, applicant must retake Microbiology, Immunology, and Biochemistry with a C or better in each course.

4. Applications shall be postmarked on or before the October 15<sup>th</sup> deadline.

**Late applications will not be considered for that year's class unless there are positions available after the matching process has occurred.**

5. Program director will grant an interview only to applicants who have met or will meet the academic requirements and complete the application process by October 15<sup>th</sup>.
6. Final acceptance is contingent upon successfully completing all university coursework for classes prior to entrance into the program.
7. Final acceptance is contingent upon applicant successfully passing the background check performed by [www.castlebranch.com](http://www.castlebranch.com).
8. Final acceptance is contingent upon successful completion of safety requirements of the individual program if applicable (i.e., physical examination, urine drug screen, TB skin test, and proof of immunizations).



## PROCEDURE

### Baccalaureate Candidate (3+1 Option)

Note: 3+1 Option = 3 years of college + 1 year Medical Laboratory Science (MLS) program.

1. Consult university advisor about MLS major requirements. All MLS major requirements are to be completed prior to entry with the exception of 30 credit hours obtained from the internship.
2. Obtain an application packet from your university advisor or the hospital MLS program director.
3. Contact hospital program director for background check instructions to complete the required online background check performed by [www.castlebranch.com](http://www.castlebranch.com).
4. Submit the following information to the hospital program director:
  - Completed and signed application form including application fee
  - Official transcript(s) from all universities/colleges attended
  - List of planned courses (current and upcoming semesters)
  - Two completed academic reference forms
  - Employer reference (if applicable)
  - Essential Functions for Admission form
  - Release of Confidential Information form
  - Online background check report performed by [www.castlebranch.com](http://www.castlebranch.com).
5. Program director will contact student to schedule an interview once all required documents have been submitted.
6. Complete and submit Matching Form by January 20<sup>th</sup> to OCCLSA Matching Committee. (Note: mail your Matching Form by certified mail to assure its arrival.)
  - Selection of students will be the last Friday in January.
  - Notification letter to student(s) matched with a MLS program will be sent by program director on or before February 7<sup>th</sup>.
  - Notification letter to student(s) not matched with a MLS program will be sent by OCCLSA Matching Chairman on or before February 7<sup>th</sup>.
7. Submit a typed acceptance letter to the program director by February 15<sup>th</sup> if matched with a MLS program.
8. Consult university advisor for clinical courses enrollment and tuition payment.
9. Contact program director about other expenses (books, uniforms, professional liability insurance, and national certification exam).



### Post-baccalaureate Candidate (4+1 Option)

Note: 4+1 Option = Baccalaureate Degree + 1 year Medical Laboratory Science (MLS) program.

1. Consider contacting university advisor about the option of obtaining second degree in medical technology/medical laboratory science and applying as a 3+1 applicant.
2. Contact hospital MLS program director for the program requirements.
3. Request a MLS application packet and Background Check Instructions from the program director.
4. Submit all required documents to program director as described in Baccalaureate Candidate (3+1 option) Section, Item 4, as well as a copy of university/college degree certificate.
5. 4+1 applicants who possess a foreign baccalaureate degree are to have their transcript evaluated by an ASCP approved agency.
6. Program director will contact student to schedule an interview.
7. Complete and submit Matching Form by January 20<sup>th</sup> to OCCLSA Matching Committee. (Note: mail your Matching Form by certified mail to assure its arrival.)
  - Selection of students will be the last Friday in January.
  - Notification letter to student(s) matched with a MLS program will be sent by program director on or before February 7<sup>th</sup>.
  - Notification letter to student(s) not matched with a MLS program will be sent by OCCLSA Matching Chairman on or before February 7<sup>th</sup>.
8. Submit a typed acceptance letter to the program director by February 15<sup>th</sup> if matched with a MLS program.
9. Contact program director for expenses of the clinical training (clinical education fee, books, professional liability insurance, uniforms, and board of certification exam).

### **REVIEWED BY:**

Oklahoma Consortium of Clinical Laboratory Science Affiliates