

# OZARKS TECHNICAL COMMUNITY COLLEGE

## Medical Laboratory Technician

### Application Checklist

#### APPLICATION DEADLINE:

- February 15 – This cohort begins in the summer semester (June)
- Location: Richwood Valley campus, located on Highway 14, approximately 1.5 miles west of Highway 65, at 3369 W. Jackson St., Nixa, MO 65714

*The Medical Laboratory Technician Program is a selective admission program and admission is determined by a points-based system. Points are awarded on academic preparedness and references.*

*<sup>1</sup>Phlebotomy certification is required to apply. See page 2 for additional information.*

*An incomplete file will not be considered – Complete the following by the application deadline*

- Complete the OTC admissions process. Visit [www.otc.edu/start-here](http://www.otc.edu/start-here)
- Attend an informational session. Visit [here](#) for dates and times. This is recommended but not required.
- Complete preadmission courses. See the Preferred Course Sequence [here](#) for specific requirements. **Official transcripts from accredited schools attended other than OTC must be received before the application deadline.**
- Submit a Medical Laboratory Technician application to the Allied Health office **by the application deadline (February 15)**. Instructions are on the application. Find application information [here](#).
- Submit 3 professional references **by the application deadline (February 15)**. The form may be found [here](#) with instructions:

#### INTERVIEW PROCESS:

- ✓ Applicants who have met all of the requirements are considered for an interview.
- ✓ Letters regarding the date, time, and location of the Allied Health interview are sent out approximately two weeks in advance. Please notify Allied Health of any change in name, address, or phone number.
- ✓ The interview is approximately 15 minutes in length. The applicant is asked questions by a group of interviewers.

#### NOTIFICATION OF ACCEPTANCE:

- Based upon the program's admission scoring system, the top 20 applicants will be offered a position in the program and will receive information on the necessary steps to complete the program admission.
- Letters are mailed out to the address on the application, by USPS, indicating acceptance or non-acceptance into the program.
- The accepted students will receive an acceptance packet through their OTC email account to complete the admission process.

#### REAPPLICATION:

- ✓ Applicants and alternates not selected for admission are requested to notify the Allied Health office at their earliest convenience to move their file to the next available deadline.
- ✓ Applications must be renewed annually.
- ✓ Inactive application files will be shredded after 12 months.

Contact the Allied Health Office with any questions at (417) 447-8803 or [alliedhealth@otc.edu](mailto:alliedhealth@otc.edu)

## **<sup>1</sup>Phlebotomy is a pre-requisite for the MLT program.**

The Phlebotomy course may be taken in two ways.

- #1 PLB 100 Introduction to Phlebotomy Spring semester, A block
  - PLB 101 Phlebotomy Clinical Spring semester, B block\*

### **\*Option One is open to both MLT and non-MLT students.**

- #2 PLB 100 Introduction to Phlebotomy Spring semester, B block
  - PLB 101 Phlebotomy Clinical Summer semester\*\*

### **\*\*Option Two is only available for students accepted into the MLT program.**

If you are interested in option ONE, email [mlt@otc.edu](mailto:mlt@otc.edu) to discuss requirements and scheduling. You may also call the MLT office at (417) 447-7420.

PLB 101 is the clinical portion of the course that is required for the ASCP phlebotomy certification exam and entails practice of phlebotomy skills at a clinical facility for a total of 100 hours. This requires four or more hours of availability at least twice a week. PLB 101 is offered during the second block of the spring semester and the summer semester.

**Phlebotomy is a pre-requisite for the MLT program.**

- **Graduation from the MLT Program is not contingent upon passing a certification or licensure examination.**

***OTC cannot guarantee that students classified under the Deferred Action for Childhood Arrivals (DACA) program will receive approval to take the licensure exam after program completion. Please contact the state or national agency that administers the professional licensure exam to inquire about licensure exam requirements.***

***Background Check – Students with a felony or a significant criminal history may not be able to participate in clinical experiences at some of our sites and may not be able to apply for a license to practice. Contact the Allied Health Office for additional information ([alliedhealth@otc.edu](mailto:alliedhealth@otc.edu)).***

Updated 8/1/18