



# North Idaho College

## MEDICAL LAB TECHNOLOGY PROGRAM

### SPRING 2022 APPLICATION PACKET

**The priority MLT application period is set for July 26, 2021 to October 14, 2021. After this date the MLT program application may remain open until all seats are filled. Only complete applications will be considered. No applications will be accepted after 5:00 p.m. on November 11, 2021.**

**Application materials must be submitted as follows:**

Email application materials to: [HPN@nic.edu](mailto:HPN@nic.edu)

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

**Questions can be directed to:**

Cardinal Central Office (208) 769-3311, or

Health Professions & Nursing (HPN) Admissions – email: [HPN@nic.edu](mailto:HPN@nic.edu)

Betsy Conery, Health Professions Advisor (208) 625-2320, [Betsy.Conery@nic.edu](mailto:Betsy.Conery@nic.edu)

Sonja Nehr-Kanet, Program Director (208) 929-4015, [Sonja.Nehr-Kanet@nic.edu](mailto:Sonja.Nehr-Kanet@nic.edu)

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# North Idaho College Medical Lab Technology (MLT) Program Application Checklist

This sheet is provided to ensure your application is complete. The checklist does not need to be included with your application. All application materials must be emailed to [HPN@nic.edu](mailto:HPN@nic.edu) or received in the Cardinal Central Office **no later than 5:00 p.m. on Thursday, October 14, 2021 to meet the priority application deadline**. After this date the program application will remain open if space is available. No application materials will be accepted after November 11, 2021.

## Application to North Idaho College

Complete       Incomplete

If you are not an enrolled student at North Idaho College (NIC) in Fall 2021, you must complete a degree-seeking application to NIC for the Spring 2022 semester via the 'Apply Now!' link on the [NIC Cardinal Central](#) website.

## Medical Lab Technology Program Application

Complete       Incomplete

This MLT program application must be complete. You can find and download the printable Medical Laboratory Technology application packet on the [NIC Cardinal Central](#) website.

## Official High School Transcript/GED for *current Dual Enrolled Students*

Complete       Incomplete

If HS program or GED is in progress, then the final HS transcript or GED must be received prior to starting MLT courses, if accepted to the program.

## College Transcripts

Complete       Incomplete

**ALL** official college and military transcripts must be received in the Cardinal Central Office. Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using ACT, SAT, or NIC English placement assessment scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date.

## Personal Statement

Complete       Incomplete

A typed personal statement stating your reason for applying to the Medical Lab Technology Program is required. Please also make your case for why you will be successful in the MLT Program. The statement should be clear, concise, well worded with correct grammar.

## Current Schedule

Complete       Incomplete

Applicants (including Dual Enrolled students) who are enrolled in prerequisite courses in Fall 2021 in a school **other than** North Idaho College must submit a copy of their current schedule and complete the enclosed **Prerequisite Course Information Sheet**. This will validate eligibility to meet all prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates.

## Statement from Medical Lab Technology Program

Complete       Incomplete

Applicants who have attended any Medical Lab Technology program other than NIC must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program(s).

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## IMPORTANT ADDITIONAL INFORMATION:

It is the applicant's responsibility to ensure that all required information is submitted and received in the Cardinal Central Office and that documentation of all requirements is included in the application. All materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, October 14, 2021 to meet the priority application deadline. After this date the program application will remain open if space is available. No application materials will be accepted after November 11, 2021.

Applicants may verify documents received on their **MyNIC** account. Once you log into your **MyNIC** account, select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

- It is highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Medical Laboratory Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **View Transfer Credits**.
- Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. SAT or ACT Test scores are valid for four years from the test date.
- Completion of background check will be required upon acceptance.
- Completion of drug screening may be required before starting clinical placement.
- If accepted into the program, the applicant will be required to attend a **mandatory Medical Laboratory Technology Program orientation on Friday, December 10, 2021 from 8:00 a.m. - 2:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when accepted into the program. Spring 2022 program registration will be completed during the orientation session. The spring semester is scheduled to begin January 10, 2022.
- Please know program numbers, schedules, deadlines and conditions are subject to change based upon unforeseen developments surrounding COVID-19.

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# North Idaho College

## Application for Admission - Spring 2022 Medical Lab Technology Program

North Idaho College Student Identification Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Preferred Name

Other Names Appearing on Records \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
Street Address City County State Zip

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### Education

High School Diploma: yes \_\_\_ no \_\_\_ GED: yes \_\_\_ no \_\_\_

Please list **all** Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

**The Cardinal Central Office must receive official transcripts by the application deadline.**

Military: Active \_\_\_\_\_ Veteran \_\_\_\_\_ Other \_\_\_\_\_  
(DD 214 will be required after initial applicant screening)

### Please read and sign

- 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 college.
- I understand that upon acceptance into the Medical Lab Technology Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Medical Lab Technology Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Medical Lab Technology Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

**Submit this page.**

# Prerequisite Course Information Sheet

Students (including Dual Enrolled students) currently enrolled or planning to enroll in prerequisites at schools **other than** North Idaho College must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of eligibility.

Student Name \_\_\_\_\_

Prerequisite course/s I am currently taking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of college \_\_\_\_\_

Course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before **October 14, 2021 to be considered for the priority application deadline.**

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **October 14, 2021 to be considered for the priority application deadline.**

After this date the program application will remain open if space is available. No application materials will be accepted after November 11, 2021.

If you are admitted to the program contingent upon successful completion of a prerequisite course that will be completed after the application deadline but during the Fall 2021 term preceding program start, an official transcript with final grade details must be received in the Cardinal Central Office by January 5, 2022 to validate program eligibility.

Submit this page if applicable.

## North Idaho College Medical Lab Technology Program Point System for Admission Selection – Spring 2022

- A. Prerequisite courses (see Points Calculation Sheet) with a minimum grade of C/2.0 in each course.
- B. Points will be awarded for grades earned in courses appearing on the official transcript(s) at the application deadline and that meet the requirements for the MLT Program.
- Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
  - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
  - Course in-progress at the time of the application deadline receive no points.
- C. **1 point** will be awarded to residents of Idaho's five northern counties. Residency status will be determined based on information submitted on the North Idaho College application.
- D. **1-3 points** will be awarded for a Personal Statement indicating your interest in the program and reasons why you will be successful. Please type your response.
- 3 points = Clear, concise, compelling statement
  - 2 points = Some problems with reasoning, grammar and spelling.
  - 1 point = Poorly written statement.
- E. **5 points** for Medical Laboratory Experience  
**3 points** for Other Laboratory Experience  
Experience must be documented by a letter on official company letterhead and signed by your supervisor.
- F. Additional Information:
- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Medical Lab Technology Program, which have been completed with a grade of C/2.0 or higher.
  - In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:
    1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
    2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
    3. A random drawing of all the remaining tied applicants will be held for the final seat.

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## Medical Laboratory Technology Sample Application Points Calculation Sheet

Name \_\_\_\_\_ Student ID \_\_\_\_\_

**Shaded courses** = Minimum prerequisites to apply and must be completed by application deadline.

All other prerequisite courses should be in-progress at the time of application deadline and completed by the program start. Required prerequisite courses are assigned points in the competitive-entry application process, thus an applicant with all prerequisites completed at the application deadline may have higher point eligibility than an applicant who has not yet completed necessary prerequisite course(s). **A "P" or Passing grade = 3 points.**

### Total Possible Points: 61

Prerequisite Courses	Grade	Scale	Points
BIOL-175 (Human Biology) <b>or</b> BIOL-227 (Human Anatomy and Physiology I)		A = 8 B = 6 C = 4	
GEM MATH-143 (College Algebra) or higher GEM 3 MATH		A = 8 B = 6 C = 4	
CHEM-101 (Introduction to Chemistry) <b>or</b> CHEM-111 (General Chemistry I)		A = 8 B = 6 C = 4	
ENGL-101 (Writing & Rhetoric I)		A = 4 B = 3 C = 2	
BACT-250 (General Microbiology)		A = 8 B = 6 C = 4	
COMM-101 (Fundamentals of Oral Communication)		A = 4 B = 3 C = 2	
CHEM-112 (Principles of General College Chemistry II) <b>or</b> CHEM-275 (Carbon Compounds)		A = 8 B = 6 C = 4	
PSYC-101 (Intro to Psychology)		A = 4 B = 3 C = 2	
<b>Additional Points Awarded</b>			
Residency in Idaho's 5 Northern Counties __ Benewah __ Bonner __ Boundary __ Kootenai __ Shoshone		1	
Personal Statement indicating your interest in the program and reasons why you will be successful. 3 points = Clear, Concise, Compelling Letter 2 points = Some problems with reasoning, grammar and spelling 1 point = Poorly written		1-3	
Medical Laboratory Experience = 5 points Other Laboratory Experience = 3 points		3-5	

**Total Points** \_\_\_\_\_

**GPA Calculation** \_\_\_\_\_

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