

# Medical Laboratory Technician Program

## Admissions Checklist

**Program filing deadline is February 1 – classes begin in August (fall semester) of each year.**  
*Introduction to Phlebotomy, PLB 100, and Introduction to the Medical Lab, MLT 100, must be taken in the spring semester before applying to the program.*

**Begin the admissions process early. You will NOT be granted an interview if your file is incomplete.**

**Please call (417) 447-8954 before the deadline to confirm that your file is complete!**

### Overview of checklist:

- Step 1. Complete and submit an OTC application if not currently enrolled. Take ASSET or COMPASS placement test if ACT scores are not available.
- Step 2. Complete an application for the MLT program.
- Step 3. Request transcripts.
- Step 4. Distribute three reference forms.
- Step 5. Complete prerequisite courses with a "C" or better and a minimum overall GPA of 2.5.
- Step 6. Applicants who have met all requirements receive an interview letter.
- Step 7. Interview will be in the Allied Health Office, Lincoln Hall.

**The Medical Laboratory Technician Program is offered at the 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, with a maximum yearly enrollment of 20 students. The courses listed (Human Anatomy, Human Physiology, Microbiology, and Introductory Chemistry) must have been completed within five years of beginning the program. A minimum prerequisite GPA of 2.5, and a minimum grade of "C" in the required prerequisite coursework is required for consideration of acceptance into the program. Grades below a "C", pass/fail grades, and/or incomplete grades in the prerequisite coursework are not acceptable.

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

**Step 1.** Complete an Ozarks Technical Community College application. The application is available online ([www.otc.edu](http://www.otc.edu)) and at Student Services – ICW.

Take the ASSET or COMPASS placement test as required by the OTC Admissions policy if ACT scores are not available. Picture ID is required. Depending on test results, some additional developmental course work may be required before acceptance into the program.

**Step 2.** Complete an application for the MLT program. Submit it with a \$15 nonrefundable application fee (check, money order or cash) to the Allied Health Office. Make check payable to OTC.

**Step 3.** Request high school transcript if a first-time student; otherwise, request all college transcripts. Send **ALL** transcripts to:

Allied Health Office  
Ozarks Technical Community College  
1001 East Chestnut Expressway  
Springfield, MO 65802-3625

Transcripts must be official, which means they must be sent from the schools directly to us; they cannot be delivered by students. GED recipients need to bring in a copy of their certificate to the Allied Health Office.

**Step 4.** Distribute the three reference forms to individuals who are able to comment on your academic performance, work performance, and/or potential to function in a healthcare field. The references need to be mailed, faxed or brought in by you to OTC's Allied Health Office. If we do not receive your application by the deadline, we will only keep your references for six months.

**Step 5.** Complete or be currently enrolled, with satisfactory progress (minimum of a "C" or better and an overall GPA of 2.5.), in the required general education courses in the Preferred Course Sequence. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students currently enrolled in the required coursework during the spring semester must provide documentation of current grades at the interview, which may be in the form of a statement of midterm grade performance signed by the instructor(s) of the required course(s) or a class printout accessible on MyOTC.

**Anatomy and physiology, chemistry, and microbiology must be completed within five years of beginning the selective admissions portion of the program.** Any science course that falls outside of this time period will need to be taken again.

If a passing grade is not achieved **after two attempts** in any program prerequisite course(s), an applicant will not be considered for the program.

**Step 6.** Applicants who have met all of the above 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.

**Step 7.** The interview is approximately 15 minutes in length. The applicant is asked questions by a group of interviewers. Letters are mailed out shortly thereafter indicating acceptance/non-acceptance into the program. Based upon the MLT program's admission scoring system, the most qualified students are offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing.

Alternates will be notified. Applicants and alternates not selected for admission need to notify the Allied Health office if they wish to pursue admission into the program the following year.

OTC reserves the right to modify course titles, sequences, and content in accordance with procedures.