



Medical Laboratory Technician Program

Student Information Packet

Thank you for your interest in the Medical Laboratory Technician (MLT) program at New River Community and Technical College. This information packet will provide you with detailed information regarding the MLT program.

All students pursuing the MLT program are required to seek guidance from an MLT advisor for registration and their signature on the registration form each semester.

Please call 304-929-3324 once you are ready to schedule an advising appointment with an MLT advisor.

Thank you.

There are two stages of admission:

- **General College Admission** – A student applies to the College and is in the prerequisite stage of pursuing the MLT program. *Students may be conditionally admitted to the College to register for prerequisite courses.* Visit “Ready to Apply” for application and more information on general admission. <https://www.newriver.edu/ready-to-apply/>

- **Program Application & Admission Stage** – A student has completed all needed steps to apply to the program. *Students must be fully admitted to the College in order to apply to the MLT program.* (refer to page 3 of the information packet)

Please keep in mind that it is your responsibility to ensure your admission file is complete. If you have any questions regarding your admission status, please contact the Office of Admissions on your campus. The MLT program is offered only at the Raleigh County Campus but students may take their general study and prerequisite courses at any campus in which the courses are offered. The Office of Admissions may be reached by emailing admissions@newriver.edu or:

Greenbrier Valley Campus (304) 647-6565	Mercer County Campus (304) 818-2012	Raleigh County Campus (304) 929-5469	Nicholas County Campus (304) 883-2437
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Steps to Get Started

1. [Apply for admission.](#)
2. Send official transcripts to New River CTC: high school or high school equivalency official transcripts and other official college transcripts (*if applicable*).
3. Submit ACT or SAT scores taken within the past 5 years or call a location listed below to schedule an appointment to complete your placement test:

Advanced Technology Center	304-929-3315
Greenbrier Valley Campus	304-647-6710
Mercer County Campus	304-818-2014
Nicholas County Campus	304-883-2437
Raleigh County Campus	304-929-5016
4. Apply for financial aid (FAFSA) online at <https://fafsa.gov/>. New River CTC’s school code is 039603 (*if applicable*).
5. Complete your [Student Orientation online](#) to register for classes. Also, plan to attend an on campus orientation.
6. Call 304-929-3324 to schedule an advising appointment with an MLT advisor and to register for classes.
7. [Pay tuition and fees.](#)
8. [Purchase your books online](#)
9. Attend classes.

Student Advising

The program faculty serve as the advisors for prospective program students. Students should contact the program directly for questions, additional information, and course scheduling. Advising is essential to assuring accuracy of information, clarification of questions, and for scheduling required prerequisite courses. Please call 304-929-3324 to schedule an advising appointment.

MLT Program Overview

The Associate of Applied Science Degree in Medical Laboratory Technician (MLT) is an intensive program designed to provide the student with the technical education required to sit for the MLT national board certification examination and to become a licensed MLT in the State of West Virginia. The program is 2 ½ years in length on average, which includes all prerequisite and general education courses, 1 year of didactic and technical education followed by 16 weeks of clinical practicum education and capstone.

The Medical Laboratory Technician (MLT) program was designed and created in order to address the needs of students, the community and the laboratory-related industry by providing a resource for competent, skilled, and knowledgeable Medical Laboratory Technicians. These technicians will be working alongside and under the direction of the licensed Medical Laboratory Scientist.

Our program's genesis was a concern, addressed by local Laboratory Managers, on the critical shortage of trained and certified laboratory professionals in the southern region of West Virginia. These laboratory professionals are vital for the community healthcare institutions to continue to be competitive in the health care industry and to provide cost effective laboratory testing while maintaining high standards of patient care.

The MLT program includes preparatory pre-requisite courses in areas of general biology and chemistry. Students must also complete the general education and graduation requirements for the Associate of Applied Science in Medical Laboratory Technology (AAS) degree. The MLT program courses are a combination of traditional lectures and laboratory experience as well as clinical rotations coordinated by the Program Director or Program Clinical Coordinator. Classes provide specific theoretical and laboratory experiences in Clinical Chemistry, Molecular Diagnostics, Immunology/Serology, Clinical Microbiology, Parasitology, Mycology, Hematology, Hemostasis, Immunohematology, Urinalysis and Body Fluids, Phlebotomy and Specimen Processing/Receiving. During the 16 weeks of clinical rotations, students learn to apply theoretical knowledge, learn testing procedures and gain practical exposure to laboratory operations in all sections of the clinical laboratory.

After successfully completing all academic and clinical requirements of the program, students graduate with an Associate of Applied Science degree from New River Community and Technical College and are eligible to sit for the national certification examination for Medical Laboratory Technicians. The following are the national certification agencies for Medical Laboratory Technician recognized by the State of West Virginia; however, ASCP is the most recognized throughout the United States and internationally.

1. ASCP - American Society for Clinical Pathology, 33 West Monroe, Suite 1600, Chicago, IL 60603-5617; www.ascp.org; 1-800-267-2727.
2. AMT - American Medical Technologists, 10700 West Higgins Rd., Suite 150, Rosemont, IL 60018; www.americanmedtech.org; 1-800-275-1268.
3. AAB – American Association of Bioanalysts, 906 Olive Street - Suite 1200, St. Louis, MO 63101-1448 www.aab.org; 314-241-1445.

Accreditation

New River Community and Technical College was approved to begin the MLT program by the Higher Learning Commission (HLC) in Fall of 2016. The MLT program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773-714-8880). The Committee on Allied Health and Accreditation and NAACLS accredit all Medical Laboratory Technician programs.

The Profession

As members of a health care team, Medical Laboratory Technician's provide clinical information for disease prevention, medical diagnosis, and treatment of the patient by processing specimens, performing complex laboratory tests and reporting out the patient results to the patient's physician or provider. They may work in all areas of the clinical laboratory to include hematology, coagulation, urinalysis, chemistry, blood bank, immunology, microbiology and molecular. Using sophisticated laboratory equipment and microscopes, MLT's test for microorganisms, analyze the chemical content of body fluids, cross-match

blood for transfusion, test for drug levels in blood and urine, and quantitate and identify blood cells. This analysis is imperative for proper diagnosis and treatment of patients. Students will also learn about instrument and test parameters, preventive maintenance and problem solving for instrument malfunction, quality control and calibration, and preparing and analyzing blood and other specimens for analysis.

MLT's are self-reliant, dedicated to quality patient care, possess excellent critical thinking skills and are detail oriented. They possess a solid background in biology, anatomy and physiology, chemistry, math and computer skills. Students who become MLT's can work in hospital laboratories, physician office laboratories, commercial or reference laboratories, bio-technology, research laboratories, pharmaceutical companies, fertility clinics, technical service and sales, veterinary laboratories and blood banks such as the American Red Cross.

Program Application and Admission

The MLT program is selected enrollment, meaning that students must apply to and be accepted before enrolling in any course with an MLTN prefix. Acceptance to New River Community and Technical College and meeting the program application requirements do not guarantee admission. Potential students will undergo an interview process and a written essay to establish their rapport with staff and demonstrate writing skills.

The application process includes submission of a program application **AND** a one to two page, typed statement of interest describing your reasons for choosing MLT as a career and your plans after graduation. All program application materials are due to the Medical Laboratory Technician Program postmarked on or before May 20th of the year applying to the program (planned start of the MLT program that fall semester). These materials must be enclosed in a single, sealed envelope and hand delivered or mailed to the MLT program; or emailed with both application and essay in the **SAME** email. Applications and essays in **separate emails**, or **faxed** information will not be considered for application into the program.

Students must be fully admitted to the College and have completed or be enrolled in the program's 18 credit hours of prerequisite courses (*listed below*) when applying for admission to the program. Equivalent pre-requisite courses may be completed at any college or university; New River CTC students are not given preference during the selection process. Students must take all courses with an MLTN prefix in sequence, with a minimum grade of "C" in all program courses (both didactic and laboratory portions) while maintaining at least a 2.50 GPA for all college-level work. Exception to the GPA may be issued by the Program Director and the Dean of Transfer & Pre-professional Programs only in certain extenuating circumstances concerning a grade or overall GPA.

First Semester		
NRCTC Course Number	Title	Hours
ENGL 101	Composition	3
BIOL 231/233L	Human Anatomy & Physiology 1 with Lab	4
CHEM 101/103L	General Chemistry 1 with Lab	4
MATH 109	Algebra (or higher)	3
COSC 101 OR BUSN 130	Microsoft Office Applications OR Microsoft Word and PowerPoint	3
TOTAL SEMESTER CREDIT HOURS		17

Second Semester		
NRCTC Course Number	Title	Hours
ENGL 102	Research	3
BIOL 232/234L	Human Anatomy & Physiology 2 with Lab	4
CHEM 102/104L	General Chemistry 2 with Lab <i> May be taken during the First Semester of the Program</i>	4
COMM 208 OR BUSN 232	Fundamentals of Speech OR Business and Prof Communication	3
TOTAL SEMESTER CREDIT HOURS		14

Students must be accepted into program before starting MLTN courses.

Program First Semester - Fall		
Course Number	Title	Hours
MTLN 210/212L	Intro to Clinical Lab with Laboratory	3
MLTN 214/216L	Immunology & Molecular Diagnostics with Laboratory	3
MLTN 226/228L	Urinalysis & Body Fluids with Laboratory	2
MLTN 220/222L	Hematology & Hemostasis with Laboratory	4
	TOTAL SEMESTER CREDIT HOURS	12

Program Second Semester - Spring		
Course Number	Title	Hours
MLTN 230/232L	Immunohematology with Laboratory	4
MLTN 233/235L	Clinical Chemistry & Lab Math with Laboratory	4
MLTN 236/238L	Clinical Microbiology with Laboratory	4
	TOTAL SEMESTER CREDIT HOURS	12

Third Semester - Summer		
Course Number	Title	Hours
MLTN 240	MLT Practicum	12
MLTN 245	MLT Capstone Seminar	2
	TOTAL SEMESTER CREDIT HOURS	14

Total minimum hours for the associate degree	69
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Medical Laboratory Technician Program

Estimated Cost of Program* (based on 2023-24 tuition)

Estimated Total Core Tuition:

Resident (full-time, \$2,410 per semester)	\$ 12,050.00
Non-Resident (full-time, \$3,804 per semester)	\$ 19,020.00

Fees:

MLT Course Fee (\$25 per credit hour/MLTN courses only)	\$ 950.00
MLT Program Fee (\$375 per semester, includes 3 sem)	\$ 1,125.00
Drug Screening	\$ 50.00
Criminal Background Investigation	\$ 50.00

Estimated Additional Cost:

Basic Life Support certification	\$ 30.00
MLT Program Text Books	\$ 1300.00
Certification Prep & Review Materials	\$ 160.00
Licensure Application & Fees (WV)	\$ 25.00 (1 yr)
National Certification Examination (ASCP)	\$ 225.00
ASCLS Student Membership Fee	\$ 25.00
ASCP Student Membership Fee	\$ Free

Estimated Total Cost:	Resident	\$15,990.00
	Non-Resident	\$22,960.00

** Estimated cost provided above is based on the 23-24 academic year and does not include pre-requisite course tuition and fees.*

Required immunizations, gas, tolls, and housing arrangements (if applicable) required for clinical education affiliations are the responsibility of the student and cannot be estimated by the MLT program.

Proof of current medical insurance coverage is mandatory for all students throughout their enrollment in the MLT Program. Students that do not have current medical coverage can obtain information regarding student insurance policy coverage through the Office of Student Services.

A total of 69 credit hours are needed for the Associate of Applied Science Medical Laboratory Technician degree. Please see the College catalog and/or the Medical Laboratory Technician suggested sequence of study sheet for additional information.

Estimates are based on program completion as a full-time student as outlined by the program curriculum. This information is strictly to be used as an estimate to assist students in financial planning and may change at the discretion of New River Community and Technical College or the MLT program.



Medical Laboratory Technician Program

Program Application

Date _____ SS # *** - ** - _____ Date of Birth ____/____/____
last 4 digits mm dd yr

Name _____
Last First MI Maiden

Mailing Address

City State Zip

Telephone _____(C) _____(H) _____(W)

E-mail Address _____

High School Attended _____

Date of Graduation ____/____/____ Date of GED (if applicable) ____/____/____
mm dd yr mm dd yr

Have you applied for admission to New River Community and Technical College?

If yes, have you been accepted? yes no

If yes, what is your student ID# _____

Have you applied for financial aid? yes no

Are you a veteran? yes no *If yes, please submit a copy of your identification card to the MLT Program along with your application. Points will not be awarded on admission scale for dishonorable discharge.*

Have you ever been arrested? yes no

If yes, give date and reason.

Have you ever been convicted of a crime? yes no

If yes, give date and reason. _____

Was this a misdemeanor or felony conviction? _____

* A misdemeanor or felony conviction may prevent the student from clinical placement and/or employment.

List additional college(s) and/or university(s) attended or currently attending

Name of Institution	State	Dates Attended	Major	Degree

List any college organizations, awards or honors received:

How did you learn about the Medical Laboratory Technician program at New River Community and Technical College?

Name of Professional Reference	Association	Phone Number	Current E-mail Address

Student Signature

Date

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For Office Use Only

Date Received: ____/____/____
mm dd yr

initials

APPLICATIONS ARE DUE BY May 20th



Medical Laboratory Technician Program

Fact Sheet

HOW LONG IS THE PROGRAM & WHEN CAN I APPLY?

The technical phase of the program consists of 3 semesters. Students who are accepted into the MLT program begin in the Fall semester, complete their 2nd semester in Spring and finish their last semester in the Summer. The deadline to apply is May 20th.

WHAT DO I NEED TO SUBMIT TO APPLY?

- MLT Program Application
- Letter of Interest (max. of 2 pages). This should include why you are choosing MLT as a career and your plans after graduation

**** Application materials must be submitted at the same time.***

ARE THERE MINIMUM GPA EXPECTATIONS WHEN APPLYING TO THE PROGRAM?

Yes. Students must demonstrate a minimum cumulative GPA (all previous college coursework) of **2.50**. Only under extenuating circumstances will exceptions be made for the GPA with approval from both the Program Director and Dean of Transfer & Pre-Professional Programs.

DO I NEED TO COMPLETE ANY PREREQUISITE CLASSES BEFORE BEING ADMITTED?

Yes.

ENGL 101	Composition
BIOL 231/233L	Anatomy & Physiology I Lecture & Lab
MATH 109	Algebra
CHEM 101/103L	General Chemistry 1 Lecture & Lab
BIOL 232/234L	Anatomy & Physiology 2 Lecture & Lab
*CHEM 102/104L	General Chemistry 2 Lecture & Lab

**CHEM 102/104L may be completed during the 1st semester of the MLT program; however, it is highly encouraged to complete this course prior to the start of the program.*

Since the deadline to submit application material is during the Spring semester, there may be instances where students are applying to the program without final grades. However, the application review process will not conclude until final grades are posted.

HOW MANY STUDENTS ARE ADMITTED INTO THE PROGRAM?

The program can accept up to fifteen (15) students each Fall semester, but final number of students is determined by the program director (may be based on availability of clinical sites).

WHEN WILL ADMISSION NOTIFICATIONS BE SENT OUT?

Admission files will only be reviewed after final Spring semester grades have been posted to the transcripts. Students will be notified of their admission status by the end of June.

WHAT HAPPENS IF I DO NOT GET ACCEPTED?

Students may reapply to the program by completing an updated application and submitting a new letter of interest. Students may also contact the Student Success Center to discuss other possible degree options.

IS THE MEDICAL LABORATORY TECHNICIAN PROGRAM ACCREDITED?

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Statement of Nondiscrimination and Affirmative Action

New River Community and Technical College does not discriminate in its educational programs or in admission to, access to, treatment in, or employment on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information or any other status or condition protected by applicable federal or state laws.

The office listed below has been designated to handle inquiries regarding the College's non-discrimination policies relating to disabilities, sex or other forms of discrimination.

Americans with Disabilities Act of 1990, Section 504 of The Vocational Rehabilitation Act of 1973, and Title IX

Peter Hoeman, Director of Student Success
New River Community and Technical College
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Beaver, WV 25813
Telephone: 304-929-5027
phoeman@newriver.edu