



DEPARTMENT OF MEDICAL TECHNOLOGY

APPLICATION BROCHURE

Application Deadline: April 1 or until class is full

Revised June 2007

General Information

Medical technologists perform and/or supervise the testing of blood, urine, spinal fluid, and other body specimens. Applying knowledge of chemistry, mathematics and biology, the medical technologist uses both manual and automated techniques to provide diagnostic data to physicians.

A goal of the AASU Medical Technology department is to prepare competent clinical laboratory practitioners. Therefore, academic policies and procedures are established to assure that program graduates have minimal competencies to be able to successfully pass professional certification examination(s) and qualify for knowledge and employment.

The Medical Technology curriculum is divided into two parts, the pre-professional phase and the professional phase. Students first complete the pre-professional phase by enrolling in pre-requisite courses, such as humanities, social sciences, chemistry, biology, and mathematics. This phase may be completed at AASU or another accredited academic institution. Near the completion of the pre-professional course work, the student applies to the Medical Technology Department for the professional sequence composed of didactic courses in major laboratory areas and clinical practicum. The professional phase of the Medical Technology curriculum begins in the Fall semester of each year. Before enrollment in the professional phase of the program, students must have completed the necessary prerequisite college courses and be eligible for a degree upon completion of the Medical Technology curriculum or already possess a baccalaureate degree.

Upon completion of the program, graduates are eligible to take the certification examination of the Board of Registry (BOR) for Medical Technologists (MT) of the American Society of Clinical Pathology (ASCP), and the Clinical Laboratory Scientist (CLS) examination of the National Certification Agency (NCA) for Medical Laboratory Personnel. Issuing of the BS degree or the post BS certificate is not contingent upon the students passing any type of external certification or licensure examination.

Accreditation

The Department of Medical Technology at Armstrong Atlantic State University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL, Phone: (773) 714-8880.

College of Health Professions Statement of Professional Standards Related to Applicants

All applicants to and students enrolled in the College of Health Professions (CHP) must meet and continue to meet the approved professional standards of the College and respective programs.

1. In order to meet the intellectual, physical and social competencies necessary to meet professional requirements, all applicants and students must possess the needed physical attributes, and exhibit qualities of good judgment, mental strength and emotional stability.
2. No applicant who may jeopardize the health and/or the well being of a patient, client, coworker, or self may be accepted into the CHP program or continue as a student within a program.
3. The individual programs will inform each applicant in writing of the technical standards which are related to the professional duties of the discipline.
4. The faculty of each program or department shall be responsible for applying the standards for their students and prospective students.
5. In all cases, final appeal may be brought to the attention of the Dean of Health Professions who would appoint an Appeals committee.

Application Deadline:

Applicants must submit applications to the University **and** to the Medical Technology Program. The deadline for submitting all application materials is April 1 of each year for the Medical Technology professional phase that begins in August. Applications may be submitted anytime before April 1 to be considered by the Department. Applications submitted after April 1 will be considered on a first come - first serve **and** space available basis. Complete and accurate information will help expedite the processing of your application.

Degrees Granted

The Medical Technology Department offers the Bachelor of Science degree in Medical Technology and a Post-Baccalaureate Certificate in Medical Technology. The B.S. in Medical Technology is awarded to students who complete all degree requirements for Armstrong Atlantic State University. Entering freshmen, transfer students, and associate degree medical laboratory technicians are eligible for the degree.

The Post-Baccalaureate Certificate is awarded to those who have completed a degree in biology, chemistry, microbiology, or related science field, and to transient students from other institutions affiliated with the program which award the Bachelor of Science degree. An applicant with B.S. degree not desiring the B.S. in Medical Technology degree must meet the minimum Admission Requirements for science courses and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) academic prerequisites for Medical Technology. These students will be awarded a certificate upon completion of the professional course work.

Those who enter the program with a baccalaureate degree may, in addition to earning the Post-Baccalaureate Certificate, elect to earn a second Bachelor's degree, from Armstrong Atlantic State University by meeting all of the core requirements of the University. A student who has a degree from another University System of Georgia institution must: have Area IV (Quarter Degree) or Area F and Related Fields (Semester degree) approved by the MT Program Director, and complete all required MT courses. A student who has a degree from a non-University System of Georgia institution must meet general degree requirements for AASU as described in the AASU catalog. Requirements may include courses in the core curriculum in addition to demonstrated proficiency in US history and government and Georgia history and government. Proficiency may be demonstrated by satisfactory completion of specified courses, Advanced Placement Tests, or CLEP. Students considering this option should request a degree audit by the Registrar's Office upon application to the University.

The Department offers a Career-Ladder program model to enable practicing certified medical laboratory technicians (MLT) to advance their education. It provides students with a high quality academic and professional environment allowing for the development of their intellectual and manipulative competencies and attainment of professional values and characteristics. The program graduate will be able to satisfy eligibility requirements to sit for and pass a professional certification examination at the "technologist" level, to qualify for employment in a variety of settings, and to progress within clinical laboratory science to education, supervision, or management position. Students in this track are required to maintain employment at an approved clinical facility while enrolled in the program. A statement of support (provided by the department upon acceptance) must be read and signed by the employer. Your employer needs to be aware of and agree to the responsibility they will be assuming in your education.

Admission Policies and Procedures

The Program does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, handicap, age, or citizenship status (except in those special circumstances permitted or mandated by law).

1. Apply to Armstrong Atlantic State University:

- **Currently enrolled Armstrong Atlantic State University students** must also meet the requirements for admission to the medical technology program and apply separately to the department.
- **Transfer students** must be accepted to the university with regular admission status.
- **Certified associate degree medical laboratory technicians** may receive transfer for junior level medical technology courses upon presentation of acceptable certification scores and/or transfer credit, and satisfactory completion of written and/or practical examinations in the professional content areas.
- **If not currently enrolled at Armstrong Atlantic State University**, students must be accepted into the university with regular admission status.

2. Apply to the Department of Medical Technology

In addition, students should complete an application to the medical technology department, and have official transcripts, any certification scores, and two letters of reference sent to the Department Head.

The admission process has two phases. In the first, the applicants are evaluated by the Department Head on the basis of the minimum admission requirements listed below. Qualified applicants are invited to participate in an interview. During the interview process applicant's skills in verbal and written communication, and problem solving are assessed. The Admissions Committee, using a pre-determined scoring process, ranks the applicants for offering a seat in the class. All applicants will be notified by letter of their applicant status.

Minimum Admission Requirements

1. SAT of at least 890 with 430 or more in Math and 460 or more in Verbal.
2. Cumulative Grade Point Average of 2.4 or more.
3. Satisfactory completion of the Regent's Testing Program, if applicable.
4. Completion and/or credit for: a minimum of 16 semester hours biological science to include anatomy and physiology and general microbiology; a minimum of 12 semester hours chemistry to include general and organic and/or biochemistry; and a minimum of two college mathematics courses to include statistics.
5. Science course (chemistry and biology) average of 2.5 or better with no more than one required science course with a grade of "D."

All prerequisite science (chemistry and biological science) courses are restricted to courses applicable to a major in those fields or Medical Technology, according to the curriculum requirements of the academic institution where the course or courses were taken. Remedial courses do not qualify.

Applicants who do not meet all of the requirements stated above, may, under certain circumstances be granted conditional admission as space permits. This decision would be made by the Department Head in consultation with the Admissions Committee.

Technical Standards for Completion of Program

In addition to the academic requirements for admission to the Medical Technology Department, there are technical standards required for completion of the program. Applicants are required to read the "Technical Standards for Completion of Program" and sign a confirmation form. The standards are basic and essential requirements that may also be necessary to be able to obtain employment in the field of

medical technology. All applicants to the program are encouraged to visit a clinical laboratory to observe the various tasks performed by medical technologists and the various physical requirements of the position.

Other Requirements

Health Insurance: All students accepted into the program are required to submit complete health history forms, evidence of health insurance, and evidence of liability insurance prior to participation in clinical experiences. Students must maintain health insurance while enrolled in the program.

The University System of Georgia requires that students have in-force health insurance. The University System of Georgia uses Pearce and Pearce, Inc. for its student health policy. Students with existing coverage must obtain an insurance waiver from Pearce and Pearce by going to their website www.studentinsurance.com and giving your current insurance information. Pearce and Pearce will email back that they have received your information. You will receive another email saying whether your insurance is approved or declined. If it is declined there will be a reason given. If you disagree with the decision, call the Customer Service Line to speak with a representative. (1-888-622-6001). If your insurance was declined because of an error on your part, (such as wrong policy number, etc), just email Pearce and Pearce with the correct information to resolve the problem.

Criminal Background Checks: Clinical agencies utilized by the Department may require criminal background checks and/or drug testing prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check and/or drug test may be unable to attend clinical courses and therefore may be unable to complete their program of study. Any fees or cost associated with background checks and/or drug testing are the responsibility of the student.

International Applicants must meet the requirements for admission to Armstrong Atlantic State University as outlined in the AASU College Catalog and the NAACLS Requirements, if applicable. International applicants to Medical Technology at Armstrong are advised to communicate with the Department Head before arranging for foreign transcript evaluation. For an approved listing contact the MT office.

A student whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score a minimum of 523 on the written test (or a minimum of 193 on the computer-based TOEFL) for consideration for admission to the Department.

Travel and Practicum Rotations

Clinical practicum's are provided in the laboratories of St. Joseph's/Candler Health System, and Memorial Health University Medical Center all located in Savannah; Southeast Georgia Regional Medical Center in Statesboro; Medical University of South Carolina; and others as necessary. Other sites may be established after consultation with and approval by the MT Department Head contingent upon pertinent policies and procedures. Due to the limited number of clinical sites in Savannah, it will be necessary to assign students to clinical sites outside of Savannah. Every effort is made to place students in sites convenient to their home. However, placement may be made which requires travel to sites outside of Savannah. Students are responsible for their own transportation to and from the clinical sites.

Practicum Rotation Assignments

Full-time enrolled students have top priority assignment to the practicums at the clinical sites. Full-time students who become enrolled in the program on a part-time basis will be assigned to rotations in the current and following year(s) after the full-time students are assigned if additional space is available. Thus, assignment to rotations cannot be guaranteed in a timely manner if one is enrolled on a part-time

basis and such action may delay completion of the program and graduation.

Post Acceptance Requirements

After acceptance, but prior to initial enrollment in the department, students will be required to:

1. Submit a medical report that includes a physical examination and verification of immunization.
2. Sign a declaration form relating to Hepatitis B.
3. Complete accident/health insurance coverage/waiver.
4. Submit payment for malpractice liability insurance. The amount will be noted in the letter of acceptance.

Students accepted into the department will be required to submit a \$50.00 non-refundable reservation fee to accept the offer of admission. Students will be provided a copy of the MT Department Student Handbook during the required Orientation session held prior to the first day of class.

Before entry to the clinical practicum courses, students will be required to sign an Authorization for Release of Records and Information form and a Student Applied Learning Experience Agreement (available from the Department). Students should be aware that some clinical affiliates might require a criminal background check and/or drug screen and additional medical/physical exams as part of the practicum and satisfactory completion of a safety education assessment.

Students in the department are required to establish and be proficient with email utilization. This may be done by establishing an email account at AASU and using computers available on campus or by using their respective home computer connection to the Internet.

Estimated Expenses

Tuition for Four Semesters	\$6,148.00
Books & Supplies	800.00
Lab Coats/Uniforms	200.00
Graduation Fee	49.00
Liability Insurance	15.00
Total	\$7,212.00

Estimated Total based on Fall 2006 Fees and are subject to change

Financial Aid

In addition to the sources of financial assistance available to all college students, there may be funds specifically designed for students in Medical Technology. The Guaranteed Student Loan Program (Georgia Student Finance Authority) provides a Service Cancelable loan. For information on scholarships for students in medical technology contact Financial Aid Office.

A Final Word

Please follow the above instructions carefully, and type or print clearly, so we can expedite processing of your application. Because of the large number of applications received each year, we find it impossible to assume the responsibility of notifying each applicant if a required letter, transcript, or test score has not been received. Requests for letters of recommendation are sometimes forgotten by the persons asked to write them. It would be advisable for you to follow up on such requests to determine whether the recommendations have been written and mailed.

ARMSTRONG ATLANTIC STATE UNIVERSITY

Screening Questions

1. Are you currently an AASU student? Yes No

If you answered yes, skip question #2 and proceed with application.

If you answered no, go to question #2

2. Have you completed an application to AASU? Yes No

If you answered yes, proceed with application to the Medical Technology Department

If you answered no, you must complete your application to AASU before applying to the Medical Technology Department. When you have completed your AASU application, submit your application to the Medical Technology Department.

ARMSTRONG ATLANTIC STATE UNIVERSITY

APPLICATION TO THE MEDICAL TECHNOLOGY DEPARTMENT

(Please type or print)

TERM YOU PLAN TO ENTER MEDICAL TECHNOLOGY: FALL 20_____

You must satisfy most prerequisites before applying to the semester you plan to start in the program

1. For which of the following are you applying? Select one

- BS in Medical Technology
- Post BS Certificate of Completion
- Online BS Degree (For MLTs only)

2. Demographic Data:

Name: _____ Last 4 digits of S.S. #: _____

If you have registered before at Armstrong or any other institution under a name different from the above, please give that name: _____

If you have an Armstrong student ID number, please provide it here: _____

Address: _____

Date of Birth: _____ Sex: ___ M ___ F

Home Telephone: _____ Email: _____

3. Academic Background:

Name of College/University Attended	City, State	Dates	Major field of Study	Degree Received

4. Reason for pursuing a degree in Medical Technology:

5. Employment/Experience in Clinical Laboratory (if any):

6. Read, complete and sign Technical Standards Confirmation Form

7. Submit two Confidential Appraisal Forms

8. Send academic transcripts to the Department of Medical Technology.

I hereby certify that the information submitted in this application is complete and correct to the best of my knowledge and belief.

SIGNATURE: _____ DATE: _____

Return to: Medical Technology Department, Armstrong Atlantic State University,
11935 Abercorn Street, Savannah, GA 31419-1997

ARMSTRONG ATLANTIC STATE UNIVERSITY

DEPARTMENT OF MEDICAL TECHNOLOGY

Technical Standards for Completion of Program

Medical Technology is a profession requiring manual skills in concert with a broad range of cognitive abilities. Collection, evaluation and synthesis of data are vital to this discipline.

The procedures performed by Medical Technologists require technical skills involving manual dexterity and a mechanical aptitude to perform in a safe and acceptable manner.

The Medical Technologist must possess adequate auditory capabilities in order to discriminate sounds to assess the proper functioning of laboratory equipment.

The Medical Technologist must possess adequate vision to use laboratory equipment, assess proper functioning of laboratory equipment and to discriminate colors used in special stains in microscopy and other laboratory testing. Color-blindness may impair the ability to recognize blood in body fluids.

The Medical Technologist must have adequate hand-eye coordination and fine motor skills to use information technology equipment (i.e. computers, laboratory information systems) and special automated and technical equipment. Additionally, Medical Technologists must demonstrate sufficient vision and manual dexterity to safely perform phlebotomy procedures.

The Medical Technologist must be able to demonstrate effective written and verbal communication skills.

The Medical Technologist must have the ability to work under stress, manage time efficiently, exercise independent judgment and assume responsibility for his/her own work and actions. It is important that the Medical Technologist be able to communicate and maintain professional relationships with peers, patients and physicians. It is also important that they think logically and process information quickly to solve clinical problems. They must exercise ethical judgment, integrity, honesty, dependability and accountability in the classroom and clinical setting.

The Department of Medical Technology at Armstrong Atlantic State University makes every effort to provide the student with (a) disability(ies) the opportunity to learn and develop into a safe competent Medical Technologist. It is incumbent upon the student to realize that certain manual, technical and professional tasks must be mastered in order to achieve passing grades and to successfully complete the Medical Technology curriculum.

ARMSTRONG ATLANTIC STATE UNIVERSITY

DEPARTMENT OF MEDICAL TECHNOLOGY

Technical Standards for Completion of Program

Confirmation Form

As an applicant to the Medical Technology Program, you have been provided a document entitled “Technical Standards for Completion of Program” that you were asked to review. The physical and communication skills of the profession, and similarly the program have been identified in this document. At AASU, your personal health background and/or disabilities, if any, are not known to the program faculty unless outwardly evident through personal contact or an Advocacy Letter from the Office of Disability Services. Your preparedness for the behavioral tasks of Medical Technology is determined by your acknowledgment to us that you do not knowingly possess any limitations that could prohibit your ability to meet the requirements and perform the functions described in the Technical Standards document.

You are asked to confirm that you have reviewed the Technical Standards and to indicate your ability to comply with the outlined requirements, through your signature below. If you have knowledge or concerns about inability to meet all standards, do not sign below, but rather explain on an attached sheet any disability(ies), citing the standard(s) that you feel you cannot meet. The Department Head of Medical Technology will then communicate with you to address problem area(s) in consultation with the AASU Office of Disability Services.

I have read the technical Standards for Medical Technology and attest that I am not aware of any condition and/or disability that would interfere with my ability to comply with each and every requirement outlined in the document. If any such condition should occur during my program enrollment, I agree to immediately bring my problem to the attention of the Department Head.

Printed Name

Signature

Date

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ARMSTRONG ATLANTIC STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS CONFIDENTIAL APPRAISAL FORM

To be completed by applicant:

I, _____ am applying to the Medical Technology Department in the College of Health Professions. I am aware of the provisions of the Family Educational Rights and Privacy Act. I hereby authorize the release of the requested information directly to Armstrong Atlantic State University. I realize that I will not view or be informed of any portion of your reply. I desire that an objective evaluation be rendered.

_____ (Applicant Signature) _____ (Date)

To be completed by appraiser:

A frank statement of your opinion will assist us in determining this applicant's capabilities as a student for a rigorous health profession program. Therefore, a high rating should only be given to the really superior applicant. **DO NOT** return this form to the applicant. If other forms are used, attach this release to your appraisal. Thank you.

	Superior	Very Good	Good	Fair	Poor	Unknown
Appearance						
Personality						
Perseverance						
Reliability						
Initiative						
Intellectual Ability						

Considering this applicant's general qualifications for admission please rate him/her as:

Very desirable _____, Desirable _____, Fairly desirable _____, Undesirable _____

What contact have you had with this applicant and how well do you know him/her?

Name _____ Position/Title _____ Institution _____

Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

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Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

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Application Checklist

In keeping with the guiding principles of the College of Health Professions, and with the Medical Technology Department, applicants should demonstrate responsibility for their own intellectual and professional development. Thus, the applicant shall complete the following as part of the application process.

I have:

- _____ Read the entire Application Brochure
- _____ Completed the Application to the Department
- _____ Applied to AASU, if necessary
- _____ Had transcripts from all institutions attended sent to the Department immediately after each term (this also includes AASU transcripts)
- _____ Had transcripts sent to AASU Registrar's Office, if necessary
- _____ Completed and distributed two Confidential Appraisal forms
- _____ Read and signed the "Technical Standards for Completion of Program" Verification form
- _____ Submitted MLT certification scores, if applicable

Application Deadline: April 1 or until class is full

Please Note:

Your application is incomplete until we receive all supporting documents. Because of the large number of applications received each year, it is your responsibility to ensure your application is complete.

Incomplete applications will not be reviewed by the Admissions Committee