



4500 Steilacoom Blvd SW, Lakewood, WA 98499-4098

## **MEDICAL LABORATORY TECHNICIAN PROGRAM**

### **Student Handbook**

**2026-2027**

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# Welcome

Dear Medical Laboratory Technician Student:

Welcome to the Medical Laboratory Technician (MLT) Program at Clover Park Technical College! I am pleased to count you as one of our talented and committed students as you embark on your journey to become part of the proud community of laboratory professionals. You are entering a profession that plays a crucial role in healthcare, with the responsibility and privilege of directly contributing to the care, diagnosis, and treatments of patients.

Over the next five quarters, you will gain hands-on experience in laboratory techniques, learn to analyze and interpret laboratory data, and develop the critical thinking skills necessary when working in the medical laboratory. Along the way, you will also gain a comprehensive understanding of professionalism, ethics, and a commitment to excellence. Our experienced faculty and the staff at our clinical affiliates will be your guide through each area of the medical laboratory, providing you with these essential skills for success in the field.

As you begin, I encourage you to embrace the challenges you will face, be open to every learning opportunity, and cultivate curiosity and a growth mindset. Together, let's strive for excellence, support one another, commit to making a positive impact through our work, and have some fun along the way.

Once again, welcome to the Medical Laboratory Technician Program! I look forward to getting to know each one of you better and supporting you on your journey to becoming skilled and compassionate professionals.

Sincerely,

*Tracy Gardner*

## Student Handbook Overview

The Medical Laboratory Technician (MLT) Student Handbook provides you with policies and procedures specific to this program, bridging and College-wide policies with the program's specific guidelines. These guidelines apply to both in-person and virtual classrooms, the student laboratory, and during clinical rotations. Please keep this Handbook in a safe place to easily access and reference when needed.

The MLT Handbook will be reviewed with students during the program orientation, and you will have an opportunity to ask questions or request clarification of any policies or procedures. To confirm you received this handbook, have reviewed it, and understand its contents, you will be asked to sign and upload the signature page found at the end of the handbook during the first week of class. This also confirms you have had a chance to ask any questions.

This handbook is reviewed annually before each cohort starts. At times, it may be necessary to update the handbook in the middle of a quarter or cohort. If updates or changes are made that will affect your cohort, you will be notified and asked to confirm you have reviewed and understood the changes.

A copy of the CPTC Student Handbook is available for download from the CPTC website at <http://www.cptc.edu/communication/publications>. The CPTC Catalog, website, and CPTC Student Handbook contain additional information on all services available at CPTC.

## About the Medical Laboratory Profession

### Description of the Profession

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the clinical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of health care.

Using sophisticated biomedical instrumentation and technology, computers, and methods, medical laboratory professionals provide essential information that assist physicians and other healthcare providers in patient diagnosis and treatment, as well as in

disease monitoring and prevention. Laboratory testing encompasses such disciplines as clinical chemistry, hematology, immunology, immunohematology, microbiology, and molecular biology. Medical laboratory science professionals generate accurate laboratory data needed to aid in detecting cancer, heart attacks, diabetes, infectious mononucleosis, and identification of bacteria or viruses that cause infections, as well as in detecting drugs of abuse. In addition, they monitor testing quality and consult with other members of the healthcare team.

Medical laboratory technicians have diverse functions in areas of pre-analytical, analytical, post-analytical processes and for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed. Therefore, medical laboratory technicians are competent in the collection, processing, and analysis of biological specimens; the performance of laboratory procedures; the maintenance of instruments; and relating laboratory findings to common diseases/conditions.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to patient care and safety are essential qualities. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

All medical laboratory professionals have a duty to become active members of their national professional organizations, the American Society for Clinical Laboratory Science (ASCLS, <https://ascls.org/benefits/>) and the American Society for Clinical Pathology (ASCP, <https://www.ascp.org/content#>). It is through professional organizations that laboratorians control the destiny of the profession.

## ASCLS Code of Ethics

### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education program practice their profession.

### **I. Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to

disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to

access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### **Pledge to the Profession**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

## **Essential Functions of a Medical Laboratory Technician**

Successful completion of the MLT Program and securing employment following graduation requires meeting the following essential functions, with or without reasonable accommodations.

- Ability to discriminate and characterize color, clarity, and viscosity of stains, reagents, and biological specimens.
- Ability to communicate effectively using verbal, non-verbal, and written formats with faculty, other students, clients, families and all members of the healthcare team.
- Read and comprehend text, numbers, and graphs displayed in print and on a video or computer monitor.
- Possess flexibility and range of motion required for safe reaching and movement about the laboratory.
- Possess fine motor skills and dexterity required for proper use of all laboratory equipment and instruments.

- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
- Ability to lift 25 pounds.
- Ability to work while wearing the required personal protective equipment for 7 to 8 hours at a time.
- Possess the emotional health and stability required for full utilization of professional judgment, including in conditions of physical and emotional stress.
- Be able to manage time, academic and patient care responsibilities, and to adapt to professional and technical changes.
- Work with faculty, other students, clients, families, and all members of the healthcare team to provide accurate and timely healthcare, regardless of sex, gender, ethnicity, socioeconomics, or other individual differences.

If you are uncertain as to your ability to perform any of these essential functions, please consult with the MLT Program Director. The College is committed to supporting you in your success and ensuring you have the resources and assistance you need to be successful in the program. Please reach out to Disabilities Resources to request accommodations at this link: <https://www.cptc.edu/disability>.

## Entry Level Competencies

Upon graduation and initial employment, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in the areas of Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/Transfusion Medicine, Microbiology, Urinalysis, Body Fluid Analysis, and Laboratory Operations.

At entry level, the medical laboratory technician will have basic knowledge, skills, and abilities in:

- Collecting and processing biological specimens for analysis;
- Performing analytical tests on body fluids, cells, and products;
- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- Monitoring quality control within predetermined limits;
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- Applying principles of safety;

- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- Applying basic scientific principles in learning new techniques and procedures;
- Relating laboratory findings to common disease processes;
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

## About the Program

### Program Description

The Clover Park Technical College MLT program is five quarters after completion of all required prerequisites. The courses during the first three quarters of the program consist of theory and practical performance of routine laboratory procedures and tasks in the areas of phlebotomy, hematology, hemostasis, immunology/serology, clinical chemistry, clinical microbiology, immunohematology, urinalysis, body fluid analysis, and laboratory operations. The program is hybrid, with lecture content delivered online and laboratory activities taking place on the Lakewood campus.

The clinical experience courses occur during the last two quarters of the program. Students spend eight hours a day, four days a week rotating through each of the major laboratory departments, gaining experience with the real world of laboratory work. The purpose of the clinical experience course series is to focus on the application of principles and procedures and to broaden and refine clinical skills to the point of producing competent, productive, laboratory professionals.

### Mission and Goals

#### Mission and Goals of the Medical Laboratory Technician Program

##### **Program Mission Statement**

Provide students with entry level skills needed for employment as competent Medical Laboratory Technicians in Washington State medical laboratories.

##### **Program Goals**

- Ensure high quality academic and clinical education experiences to prepare students for entry-level positions in the field of Medical Laboratory Science.

- Cultivate critical thinking, problem solving, and technical competency to successfully prepare students for working in the healthcare environment.
- Instill professionalism, excellence, and collaboration in students to promote positive interactions with patients, peers, and other healthcare professionals.
- Provide skilled Medical Laboratory Technicians for local and state medical laboratories.

## Program Faculty, Staff, and Officials

Tracey K. Gardner, MS.Ed, MLS(ASCP) <sup>CM</sup> Program Director and Instructor	Lou Owl, MS, MLS(ASCP) <sup>CM</sup> Adjunct Instructor
Katie Wilkinson, EdD, MPH, MLS(ASCP) <sup>CM</sup> Adjunct Instructor	Michael Robison, MA-P Phlebotomy Instructor
Jason Boatwright, EdD Dean of Instruction, Healthcare Programs	Taylor McGovern, MA Academic Advisor
Christina Fontana Instructional Program Assistant	Josie Meyer, MBA Clinical Placement Coordinator

## Program Accreditation

Clover Park Technical College is accredited by the Northwest Commission on Colleges and Universities, <http://www.nwccu.org/>

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Rd. Suite 720, Rosemont, IL 60018 (telephone 773-714-8880), <http://www.naacls.org/>).

## Admission to the MLT Program

Each cohort is limited to fourteen students, but the class size may be less depending on the availability of clinical rotation sites. Admission is on a first-come, first-served basis, with all students who have successfully completed the prerequisites eligible to register for MLT courses. The first fourteen students who register are admitted to the program.

Once registered for MLT courses, students must attend a mandatory MLT orientation session. Students who do not attend the orientation will be removed from the courses and students on the waiting list will be offered a spot in the program.

Prospective students with prior experience working in a clinical laboratory may earn credit for CAH 110 Introduction to Medical Technology by assembling a portfolio for a Prior

Learning Assessment and paying a fee. The Program Director will evaluate the portfolio for knowledge of the CAH 110 course's content. Contact the Program Director for more information and instructions.

Students admitted to the MLT program who are licensed in Washington State to perform phlebotomy (i.e., possess an MA-P license) and who have been employed as a phlebotomist within the last year may receive credit for MLT 212 Phlebotomy through Prior Learning Assessment. This assessment involves paying a fee, submitting a current and valid MA-P license, and having employment verified by the Program Director. Contact the Instructor or Program Director for more details.

## Admission Requirements

Clover Park Technical College is committed to an open admission policy. To be considered for admission to the program prospective students must:

1. Possess a high school diploma, GED, or high school equivalency diploma.
2. Complete all prerequisite course requirements.
3. Successfully complete college-level Biology and Chemistry courses that include laboratories and have received a "C" (2.0) or better in those courses.

There are additional requirements for participation in the clinical rotation portion of the program. See [Requirements for Clinical Placement](#) section later in this document for details.

## Distance Learning Program

There is a distance learning option for those who are already employed in a medical laboratory as a phlebotomist, laboratory assistant, or other employee. Students in the distance learning program progress through program courses in the same sequence with the same curriculum but complete all laboratory and clinical experience requirements in the laboratory where they are employed.

To enroll in the distance learning program, students must:

- Be employed in a clinical laboratory that has an Affiliation Agreement and signs a Statement of Support with the College to provide all laboratory support.
- Meet all College and Program admission requirements, including completion of all pre-requisite courses.
- Submit required documentation and complete onboarding tasks as discussed in the [Requirements for Clinical Placement](#) section prior to beginning the distance learning program.

Prospective students interested in this option should contact the Program Director early to ensure proper academic advising and so the Program Director can contact the potential host laboratory to establish contact and set up legal affiliation agreements.

## Students with Disabilities

All applicants who have met the admission requirements are encouraged to apply to the MLT program. The College is dedicated to providing reasonable accommodation and core services to ensure all students have an equitable opportunity to succeed. If you require accommodation, please reach out to Disability Resource Services (DRS) to request and arrange the necessary support. The DRS website for requesting accommodations is <https://www.cptc.edu/disability/accommodations>. DRS recommends submitting accommodation requests two to four weeks in advance to ensure accommodations are in place prior to the start of the quarter.

## Program Length and Time Commitment

The typical time required to complete the degree is eight college quarters, with three quarters of prerequisites and five quarters of MLT courses. Once admitted to the MLT program, students are expected to complete all MLT courses in sequence.

Success in the MLT program requires dedication, commitment, and discipline. A general rule of thumb is to plan for 2 – 3 hours outside of class per week per credit hour completing assignments, reading, and studying. A good resource to assist you in creating a study schedule can be found at

[https://www.jeffreybennett.com/pdf/How\\_to\\_Succeed\\_general.pdf](https://www.jeffreybennett.com/pdf/How_to_Succeed_general.pdf).

## Program Progression

To successfully progress in the MLT program after admission, the student must:

- Be enrolled in all co-requisite MLT courses at the same time.
- Earn a minimum grade of 75% or higher both in the lecture and laboratory portion of all MLT courses. Failure to earn 75% in both components of the course will result in a “D,” even if the overall average grade is greater than 75%.
- Demonstrate competence in essential laboratory skills during the didactic portion of the program through successful completion of practical exams. These are graded on a pass/fail basis, with those who do not demonstrate competence earning a “D” in the course, regardless of the overall score in the course.
- Demonstrate entry-level clinical competency during the clinical experience portion of the program. These are graded on a pass/fail basis, with those who do not

demonstrate competence earning a “D” in the course, regardless of the overall score in the course.

Students who successfully complete all requirements will be awarded an Associate of Applied Technology (AAT) degree in Medical Laboratory Technology and will be eligible to sit for a national certification exam.

## Program Policies

### Classroom and Laboratory Policies

#### General Classroom and Student Laboratory Policies

##### *Non-Discrimination Statement*

Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

CPTC complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

To view the College’s complete policy and complaint procedures related to non-discrimination, please visit the CPTC Policies and Procedures webpage: <http://www.cptc.edu/policies>

To view the official Washington Administrative Code (WAC) please visit the Washington State Legislature webpage. <https://app.leg.wa.gov/WAC/default.aspx?cite=495C-300-010>.

##### *Communication*

MLT faculty use several methods to communicate with students, including college-provided email, Canvas messaging, and both Canvas and in-person announcements. Students can also reach faculty using one of these communication channels.

Occasionally, faculty will use Navigate, a system used by the Advising and Counseling

Office, to send more urgent information to the student's preferred email address or via text message. Messages sent through Navigate will generally direct students to one of the other, more commonly used communication channels.

CPTC provides email accounts to students as a tool for sharing important college information. Your student email is the primary way the college communicates important updates, such as campus closures, deadlines, scholarship opportunities, and upcoming events. Students are encouraged to check their student email regularly to stay informed. You may also forward your college email to your preferred account if that is more convenient. Instructions can be found at <http://www.cptc.edu/email-help>.

### *Incident Weather and Campus Alerts*

In the event of a campus event that poses a threat to the CPTC community, an emergency notification message will be deployed. Students and staff can elect to receive text notifications to their personal devices, emails to their email address, or messages to their home phones.

The best way to be notified of emergency closures or delays is to sign up for CPTC Warn at Please visit: <http://www.cptc.edu/risk/emergency-management/cptcwarn>. CPTC will also post incident weather closures or delays to [www.flashalert.net](http://www.flashalert.net), social media accounts, and as a banner on the college website

### *Classroom and Student Laboratory Expectations*

To promote a productive, positive, and safe learning experience for everyone, students are expected to:

- **Be prepared.** Come to class organized and ready for the day's activities. If needed, print materials ahead of time to bring to class. The campus library has printers available for students to use if you do not have one available at home.
- **Actively participate.** Take notes, participate in classroom activities, complete assignments on time, and reach out for help when needed.
- **Show respect.** Treat everyone in the learning environment with kindness and respect. This includes minimizing disruptions during class by taking care of personal business before entering the classroom or quietly excusing yourself if a personal matter must be handled during class.
- **Follow all safety policies and procedures.** Detailed safety policies can be found in the MLT program's safety manual. Additionally, children are not allowed in class for either lecture or laboratory due to safety and liability issues. If you need assistance finding childcare, please speak to your instructor. There are College resources available.

### *Electronic Device Policy*

Cell phones pose a distraction and infection control risk in the laboratory. To maintain a focused and safe learning environment, students are expected to mute and store cell phones upon entering the classroom or student laboratory. If you are expecting an emergency call, personal protective equipment must be removed, and hands must be washed or sanitized before stepping outside of the laboratory to take the call.

In clinical rotation sites, electronic communication devices must be securely stored and used only during approved breaks. For privacy and safety reasons, tape records, cameras, and other recording devices are not allowed in the clinical laboratories during rotations. Additionally, students are expected to follow any site-specific policies related to electronic devices.

Students are expected to use a scientific calculator (non-graphing) during laboratory activities, assignments, and exams. Phones with calculator apps are not an acceptable substitute for a proper scientific calculator, as they are not permitted when taking national certification exams.

### *Attendance Policy*

Attendance is an essential piece of program success. Each class and laboratory session builds upon information and skills from the previous one and laboratory activities may be difficult to make up due to reagent stability, material availability, and the time involved in setting up and administering labs. Therefore, MLT students are expected to meet industry standards of attendance and punctuality.

- Please make every effort to arrive to class on time. If you will be late, please notify the instructor. Tardiness of 10 or more minutes without prior notification will lead to a deduction in points for in-class assignments. If tardiness becomes a regular occurrence, the progressive discipline process will be initiated. For on-campus exams, students arriving 10 or more minutes late without extenuating circumstances will not be allowed to take the exam.
- Please stay home if you are sick. Please remain at home until you are fever free for 24 hours without taking fever reducing medication, have not had vomiting or diarrhea for at least 48 hours, and have an overall improvement of symptoms. If you have respiratory symptoms, please consider masking when you return to class. Students will be responsible for any content and activities covered in class, but make-up laboratory time is at the discretion of the instructor. In some cases, an alternative activity will be provided.
- Absences for the following reasons will be excused when communicated in advance:

- Religious observances
- Participation in authorized college activities
- Serious illness or death in the immediate family

Students will be responsible for any content and activities covered in classes missed for these reasons, but make-up laboratory time is at the discretion of the instructor. In some cases, an alternative activity will be provided.

- Unexcused absences are ones not communicated in advance or in a timely manner. It is at instructor discretion if make-up laboratory work or assignments will be permitted. Chronic absences will be defined as missing more than 4 class periods in a quarter and will initiate the progressive discipline process.
- One “no call/no show” absence at any point during the program will result in immediate academic probation. A second “no call/no show” will result in immediate dismissal from the program.
- See “Clinical Experience Attendance Policy” section later in this document for attendance requirements during the clinical phase of the program.

### *Professional Appearance Standards*

Professional appearance is required in the classroom, laboratory, and clinical sites as an infection control measure and to ensure the learning environment is comfortable for all. Students must purchase two or more sets of maroon scrubs, available in the bookstore, to wear during attendance in class, laboratory, and clinical courses. While in on-campus class or laboratory activities, the student will abide by the following dress code:

- **Clothing:** Maroon scrubs with designated CPTC patch sewn on the left sleeve must be worn during all classroom, laboratory, and clinical activities. Avoid wearing scrubs which are overly loose, which may represent a safety hazard.
- **Shoes:** Shoes must be closed-toed, soft-soled, and non-marking. Clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
- **Hair:** Hair must be clean and neat. If the hair’s length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back using a clip, hair band or hair tie. Facial hair must be kept clean and well groomed. Note that some rotation sites require hair color to be non-distracting.
- **Head coverings:** Head coverings other than those of a religious nature shall not be worn. Religious head coverings that fall below the shoulders must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
- **Personal Hygiene, Grooming, and Appearance:** Student’s personal hygiene, grooming, and appearance should be maintained in a manner that is odor and

fragrance free and avoids controversial, divisive, and offensive images. Tattoos and other images that are violent, discriminatory, profane, sexual, or promote drugs and alcohol should remain covered while in the classroom, laboratory, and clinical sites.

- **Fingernails:** Fingernails must be kept clean, neat, and no longer than 1/4" above the fingertips. Artificial nails and nail jewelry are not permitted.
- **Jewelry:** Jewelry can pose a safety and infection risk. Rings, watches, or other jewelry should be of a nature that they do not break through gloves or catch on mechanical equipment. Necklaces and other jewelry should not be so long that they could catch or be pulled into mechanical equipment. Earrings should not extend more than a ½ inch below the earlobe. All jewelry should avoid controversial, divisive, and offensive images as described above.
- **Identification:** During clinical assignments, students must wear identification designating them as a student. This may be their CPTC student badge, or one provided by the clinical rotation site. The badge must be visible above waist level. Wearing the badge clipped to a lanyard is acceptable if it does not create a safety hazard or dangle into the workspace.
- **Lab Coats:** A lab coat with long sleeves and cuffs must be worn and buttoned at all times when working with biological samples. When not in use, the lab coat is to be stored in the laboratory in a designated area. Lab coats may not be worn outside the lab. Lab coats should last through one quarter with normal wear, but should be replaced if ripped, torn, or soiled with biological waste or chemicals. Students may purchase their own lab coat meeting program standards or used ones provided by the MLT program. Students using program lab coats are responsible for all cleaning and care and must return them at the end of the on-campus portion of the program.

During clinical rotations, the student must adhere to the dress code of the facility, which may differ from the guidelines listed above.

## Academic Policies

### *Policy on the Use of Artificial Intelligence (AI) in the MLT Program*

Generative AI is a powerful tool that is not yet in widespread or routine use in the clinical laboratory. It is also a tool that is not available to individuals taking their national certification exams. Therefore, it is important for you to develop the knowledge, problem-solving skills, and independent judgment needed to succeed without reliance on AI tools.

AI tools include, but are not limited to:

- Generative AI platforms (e.g., ChatGPT, Google Gemini, Microsoft Copilot, Claude)
- Writing and grammar tools (e.g., Grammarly, ProWritingAid, QuillBot)
- Built-in AI features in software (e.g., “Help me write,” smart compose)

In some assignments, the use of AI may interfere with your learning. For that reason, the use of AI in the MLT program is allowed only when explicitly stated within assignment instructions. If permission to use AI is not clearly provided, you should assume AI use is not allowed or seek clarification from the instructor.

When AI use is permitted, the following expectations apply:

1. The use of AI is used as a support tool, not a substitute for your understanding. You are responsible for verifying all content and citations provided within the AI tool.
2. You do not submit AI-generated content as your own. You are required to review and revise content to reflect your own original thinking.
3. You must disclose your use of AI tools, including in what way it was used. This may either be within the assignment or at the end. An example AI disclosure is, “I used AI tools to brainstorm ideas and outline my content for this assignment.”

Examples of acceptable use of AI tools, when permitted, include brainstorming ideas, outlining or organizing content, generating questions, or improving grammar and clarity.

Use of AI when it is not permitted or failure to disclose AI use will be considered academic dishonesty in accordance with the CPTC Code of Student Conduct and students will be referred for disciplinary action.

### *Student Assessments and Grading*

The syllabus for each course will be published in Canvas on or before the first day of class. It will contain the course objectives and the specific criteria for grading for the specific course.

All MLT courses use the following scale for determination of final grades:

<b>Course Score</b>	<b>Letter Grade</b>
93-100%	A
84-92%	B
75-83%	C
65-74%	D
Less than 65%	F

This gradings scale is designed to support student success both during and after the program. Students earning scores of 84% or higher in MLT courses tend to have higher pass rates and overall performance on certification board exams. The goal is to help you

build the knowledge and skills needed to feel prepared and confident when you take your certification board exam.

Each student is expected to maintain 75% independently in both the lecture and laboratory components of all didactic courses. If you are at risk of falling below this threshold, your instructor will reach out to schedule a meeting to develop a plan for academic improvement. Students are encouraged to proactively reach out to the Instructor or Program Director with any questions or concerns or if you need additional support. We are here to help you!

Your knowledge and skills will be assessed through a variety of methods in this program, including discussions, homework, projects, quizzes, laboratory practice, laboratory practical exams, competency assessments, and written exams. The frequency and types of evaluations will vary depending on the course and you can expect timely feedback from your instructors.

Course exams will be done through Canvas. Unless stated otherwise, no external study materials, outside resources (including artificial intelligence), notes, textbooks, or others help are allowed during course exams. Students should complete exams in one sitting and within designated time limits. For quizzes and exams taken at home, a desktop computer or laptop is recommended rather than iPads, tablets, or cell phones. These devices may not display questions, graphics, or photographs properly.

#### *Late Work Policy*

Due dates will be given for all assignments. Failure to submit assignments on time will result in a 20% deduction grade for each day late up to four days. A grade of "0" will be assigned for assignments submitted five (5) or more day late. Habitual or sustained disregard for assignment due dates will initiate the progressive discipline process.

#### *Laboratory Practical Exams and Competency Assessments*

During the classroom portion of the program, you will complete practical exams to ensure you have acquired basic, essential laboratory skills. You will receive the assessment criteria in advance and feedback from the instructor during laboratories where the skill is practiced. Practical exams take place at the end of the quarter, where you will need to perform the skill according to the specified criteria and within the designated timeframe in order to pass.

Practical exams are graded on a pass/fail basis and passing these assessments is required to pass the course. You will have two attempts to pass practical exams. The following process will be followed for unsuccessful attempts at practical exams:

- **First Unsuccessful Attempt.** The student will be provided written and verbal explanation for their failure and given time to ask questions, review procedures, and review course materials before making another attempt.
- **Second Unsuccessful Attempt.** The student will be provided with written and verbal explanation for their failure and be dismissed from the program with the letter grade of a “D” regardless of total score in the course.

During the clinical phase of the program, your competency will be assessed to ensure you have achieved entry-level competency in laboratory processes, procedures, and clinical correlation. Each rotation has a written set of clinical skills with a specified level of competency expected by the end of the rotation. During the rotation, you will receive on-going verbal and written feedback from your preceptors on your progress towards the expected level of competency. Program faculty will be in regular contact with clinical sites throughout the clinical phase. If students are not adequately progressing towards entry level competency, the clinical sites and faculty will meet with the student to develop a written Action Plan for improvement within a specified timeframe. Follow-up of the Action Plan will be done after the specified due date. Students who have not made satisfactory improvement and/or have not met expected level of competency at that point will be dismissed from the program with a maximum grade of “D” for the course.

### *Academic Dishonesty*

The college may impose disciplinary sanctions against a student or student group who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit any act of misconduct, which includes, but is not limited to, the following:

- Academic dishonesty. Any act of academic dishonesty, including cheating, plagiarism, and fabrication.
- Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment or requirement.
- Plagiarism includes taking and using as one’s own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment or requirement.
- Fabrication includes falsifying data, information, or citations in completing an academic assignment or requirement, or providing false or deceptive information to an instructor concerning the completion of an assignment or requirement, including submitting for credit without authorization academic work also submitted for credit in another course.

## Clinical Experience Policies and Procedures

### Introduction to Clinical Experience Courses

The clinical phase of the MLT program is where you will apply the knowledge and skills obtained in the classroom and student laboratory components of the program to real experience in a clinical laboratory setting. This phase of the program may also utilize simulated learning activities, computer-based simulations, or hands-on practice with previously run samples.

By successfully completing the didactic courses, you have earned the opportunity and privilege of continuing to the clinical phase. Training students is a labor of love for the clinical preceptors, and students may be removed from the rotation site at any time if they violate the policies and procedures of the individual clinical site or listed in this section. Students will be held to the highest standards of professionalism, ethics, attendance, and safety.

### Clinical Experience Goals

The primary goal of the clinical experience is for the student to achieve entry-level competency in the laboratory tests and processes that are most frequently performed.

### Clinical Placement Policy and Procedures

You will have the opportunity to indicate your geographical preference for clinical site placement through a survey during the first half of the program. While effort will be made to accommodate your preference, many factors contribute to clinical placement assignment and there are no guarantees students will be placed in their preferred site or at a location close to their home. Students are expected to be flexible regarding location and start time during the clinical phase.

Students with disabilities are encouraged to work with Disability Services no later than Spring quarter if they have documented reasons that would prevent them from attending specific rotation sites. Under no circumstances will students be permitted to make changes to their clinical site or schedules without prior approval from the Program Director and Instructor.

Students who decline placement at their assigned clinical site may be required to withdraw from the program.

#### *Alternate Status for Clinical Rotations*

If, due to unforeseen circumstances, there are more students eligible to begin clinical assignments than available affiliates, spaces will be filled based on academic performance.

- Those students with the highest-grade point average in MLT courses will be placed first.
- If there is a tie, then the student with the highest GPA for MLT and other academic courses will be assigned the space.
- Students who are not able to be placed at a clinical site will be placed as soon as clinical sites becomes available. This may require that the student take an incomplete and finish up the following quarter.

There are times when the clinical sites are unexpectedly unable to take students due to staff shortage, upcoming inspections, remodeling, computer system updates, or other reasons. Every effort will be made to find an alternate site for the rotation. If a clinical rotation site is unavailable the student may need to take an incomplete and complete the rotation in the following quarter, potentially delaying graduation.

### *Requirements for Clinical Placement*

To be eligible for clinical placement, students must successfully complete all lecture and laboratory courses with a passing grade. Additionally, students must comply with all onboarding requirements and meet the standards set by their assigned clinical site.

Most clinical sites require documentation of the following:

- Receive a “No Record on File” report related to Crimes Against Persons from the US Nationwide, and from Washington State Patrol. Students with a positive background check will not be allowed to perform clinical rotations.
- Current immunization or laboratory verification of immune status for the following:
  - COVID-19 vaccination and boosters (or sign declination)
  - Hepatitis B 3-shot series and titer (or sign declination)
  - Influenzae vaccination for the current flu season (or sign declination)
  - Measles, Mumps, and Rubella (MMR)
  - Tetanus, Diphtheria, and Pertussis (TDaP)
  - Varicella (Chicken pox)
- A current negative 2-step Tuberculosis skin test within the last 12 months or a negative IGRA blood test. Those with a positive or previous positive skin test will require a chest X-ray.
- Current CPR certification from the American Heart Association with the designation “Health Care Provider.” This is the only CPR certification that is accepted.
- Carry personal health/medical insurance throughout their clinical rotations. Quarterly based insurance for students may be purchased; further information is available through the advising and counseling office.

Additional criteria may be required by individual clinical affiliates, including training modules prior to the first day of rotation. Military clinical sites require students who rotate to be American citizens and poses REAL ID-compliant identification. All costs associated with meeting clinical site requirements are the responsibility of the student.

To make it easier to stay on track with these requirements, due dates for submitting documentation and completing on-boarding requirements will be built into courses during the first three quarters of the program. Students who do not meet all clinical requirements, including failing to submit required documentation or complete onboarding tasks by the stated deadlines, will be ineligible for rotation and unable to complete the program.

### Current Clinical Site List

The following institutions have affiliation agreements with the program and have hosted student rotations within the last five years. This list is provided for information only. Some affiliates may not participate at any given time and others may be added. Not every institution has sufficient volume or types of testing to offer rotations in all departments and students may be assigned to multiple sites to complete their clinical experience. The program will determine the best rotation site for each student based on the availability of rotations at the time the clinical schedule is created.

Madigan Army Medical Center - Joint Base Lewis-McChord, WA	Mason General Hospital - Shelton, WA
MultiCare Health System Allenmore Hospital – Tacoma, WA Auburn Medical Center – Auburn, WA Capital Medical Center – Olympia, WA Covington Medical Center – Covington, WA Good Samaritan Hospital – Puyallup, WA Tacoma General Hospital – Tacoma, WA	Virginia Mason- Franciscan Health St. Anne Hospital – Burien, WA St. Anthony Hospital – Gig Harbor, WA St. Clare Hospital – Lakewood, WA St. Elizabeth Hospital – Enumclaw, WA St. Francis Hospital – Federal Way, WA St. Joseph Medical Center – Tacoma, WA St. Michael Medical Center – Bremerton, WA
Providence Swedish South Puget Sound Providence Centralia Hospital – Centralia, WA Providence St. Peter Hospital – Olympia, WA	Kaiser Permanente of Washington – Renton, WA

## General Clinical Experience Policies

### *Safety at Clinical Sites and Unsafe Clinical Practices*

While at clinical sites, students are subject to, and are required to follow all Federal, State, Local and Hospital policies regarding safety. If an accident should occur while at an affiliate site, report it to your direct supervisor and seek immediate medical attention. Incidents should also be reported to the MLT Instructor as soon as possible, within 24 hours of the event.

Unsafe clinical practice is defined as behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical practice will result in implementation of the progressive discipline policy.

### *Clinical Supervision Policy*

Students must be initially under the direct supervision of a qualified preceptor in the department to which they are assigned. Qualified preceptors are individuals identified by the clinical site with the appropriate training, current competency, and technical skills and will act as the key person in training the student. These preceptors will work closely with you and monitor your work in the department. The preceptor will also complete the required evaluations and competency assessments. After the student's competency has been demonstrated and documented on the appropriate clinical competency checklist, the student may perform laboratory testing under indirect supervision of the qualified preceptor as allowed by clinical site policy.

An MLT faculty member will be in regular contact with you and the site during the clinical phase. This contact will be used to review your progress and discuss any challenges or problems that may arise during the rotation. If you encounter a problem at your affiliate site, notify CPTC faculty immediately so the problem can be resolved as soon as possible.

### *Service Work Policy*

Medical Laboratory Technician students are not permitted to take the place of qualified staff member during any clinical rotation.

A clinical affiliate which employs a currently enrolled MLT student must schedule the student's paid work during non-instructional hours and paid hours may not count as clinical time.

### *Clinical Experience Attendance Policy*

Placement and rotation at clinical affiliate sites are a privilege, as the laboratory is providing patient care. Therefore, attendance policy during the clinical phase of the program is much stricter.

- Students should minimize absences from clinical rotations. Students are allowed three (3) sick days during the clinical phase. Additional absences must be made up in the department in which it was missed during the flex week to ensure students to meet expected levels of competency.
- In cases of illness, students must notify the clinical site and the MLT instructor before the start of the assigned shift. You must speak with a “live” person, no voice mails. Ask for your mentor, lab manager or departmental supervisor.
- Failure to contact the instructor and/or the clinical site on of an absence will result in immediate probation. A second “no call/no show” will result in dismissal from the program. The student will not be eligible for re-entry into the program.

### *Transportation to Clinical Site*

Clinical sites are located throughout the surrounding area, and you may be required to travel to your assigned site. It is your responsibility to secure and maintain dependable transportation to these clinical sites. Be prepared to travel to any facility necessary to meet course objectives, both within and outside the Lakewood area.

### *Professional Behavior*

The faculty of Clover Park Technical College MLT Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. MLT students, while representing CPTC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by CPTC and clinical site policies during each clinical experience.

Students are only permitted at to be at clinical sites in the role of “MLT Student” during their pre-scheduled clinical hours. If the student must be at the site outside of scheduled hours, they are to assume the role of a visitor and abide by the site’s visitor policies. This includes, but is not limited to, wearing street clothing rather than scrubs; removing student name badge; and refraining from accessing secured area not open to all visitors.

Personal relationships with clinical staff are strictly forbidden for CPTC students until the student is no longer enrolled as a CPTC MLT student.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy.

### *Patient Confidentiality*

Students must remember that the information concerning patients is strictly confidential. Students are required to adhere to legal and ethical standards as established by regulatory

agencies and professional standards. The Health Insurance Portability and Accountability Act (HIPPA) protects the patient's information from being disclosed with the patient's consent or knowledge. Failure to comply with the above is cause for immediate dismissal from the program.

### *Dismissal from the Clinical Site*

A student may be dismissed from their clinical site immediately in the following situations:

- Display of unethical or illegal conduct in the clinical area.
- Display of unsafe practices in the clinical area.
- Jeopardizing patient safety.
- Display of unprofessional conduct towards staff, faculty, peers, or patients, including violations of professional boundaries.
- Violating standards of confidentiality.

Students dismissed from the site for any of the above reasons will be immediately dismissed from the program. Students dismissed from the site for other reasons must meet with the Program Director to determine appropriate disciplinary actions.

## **Progressive Discipline Policy**

If students are not meeting course objectives, are at risk of not meeting expected levels of clinical competencies, they will be notified of their performance status. In these cases or if students are found to violate the student code of conduct, the following progressive discipline processes will be initiated.

### **Disciplinary Warning**

An oral statement to a student that there is a violation and that any further violation may be cause for further disciplinary action. Although verbal, the student conduct officer should make a record of the warning. The respondent cannot appeal a disciplinary warning.

### **Written Disciplinary Reprimand**

A written notice informing a student that they have violated one or more terms of the code of conduct and that further misconduct involving the same or similar behavior may result in the imposition of a more severe disciplinary sanction. For MLT this includes grades less than 75% or failure of required competencies.

### **Disciplinary Probation**

A written notice placing specific term(s) and condition(s) upon the student's continued attendance at the college. Disciplinary probation may be for a limited period of time or for the duration of the student's attendance at the college. For MLT if the student is out of

compliance with grades and/or fail to progress in their competencies they will be placed on probation. For clinical attendance one “no call/no show” will result in immediate probation.

### **Disciplinary Suspension**

If a student fails to comply with the terms of probation, there will be a temporary revocation of enrollment and termination of student status for a stated period of time. The student may be prohibited from coming onto any college facility and may be subject to law enforcement action for criminal trespass for violating that prohibition. There will be no refund of tuition or fees for the quarter in which the action is taken.

### **Dismissal**

Revocation of enrollment and of all rights and privileges of membership in the college community, and exclusion from college facilities, without any time limitation. There will be no refund of tuition or fees for the quarter in which the action is taken. The student may be subject to law enforcement action for criminal trespass for violating that exclusion. A dismissal may be subsequently ended only by written decision of the president, for documented good cause. For clinical attendance a second “no call/no show” will result in immediate dismissal.

## **Program Failure, Dismissal, Withdrawal, and Readmission Policy**

A student who is in good standing when withdrawing from the program for financial, health, or personal reasons may reapply for readmission to the program by meeting the requirements listed below. Before withdrawal, it is recommended that students take advantage of the many support services available at CPTC.

Students who do not meet the minimum course grade will be withdrawn from the program. Readmission may be made on a case-by-case basis according to the requirements listed below.

To be readmitted to the program, students must:

- Be in otherwise good standing in the program at the point of exit,
- Meet current admission requirements listed in the College Catalog,
- Submit a letter requesting readmission to the MLT Program Director by the date state in the Exit Interview. This letter serves as a reentry request. Criteria used to determine readmission will include, but are not limited to:
  - The student’s motivation, interest in the field, and compatibility with the profession as demonstrated by successful employment, volunteer activities in laboratory related areas, attendance and participation in professional activities, and/or continuing college coursework in related studies;

- The resolution of any identified problems or circumstances that contributed to the student’s withdrawal or unsatisfactory academic performance;
- The space available in the program.

Any student readmitted to the program will be expected to abide by the current program policies and must sign a “Clinical Wait Form,” acknowledging all other students in good academic standing will receive clinical assignments first.

Students may be readmitted one time only.

Students who have been withdrawn from the CPTC MLT program for more than one year will be required to prove competencies in every course taken before reentering into the program. Students will not be allowed to reenter after one year.

Students who are dismissed from the program through the progressive discipline policy or for unprofessional or unethical behavior in the program or at the clinical sites will not be eligible for readmission.

## Resolution of Concerns (Grievances)

Concerns and grievances will be resolved using the Clover Park Technical College processes, which can be found at <https://www.cptc.edu/student-concerns>.

Individual concerns arising between students and faculty should be discussed with the faculty member first. If the concern is unresolved, a meeting will be held with the student, the faculty member, and the Program Director. If the Program Director is the faculty member, the meeting should also include the Dean.

The Student Concerns Procedure may be used by a student to address complaints concerning the alleged abridgement of the student’s rights as stated in the College’s Student Handbook. This procedure will be followed when the student is at the College or at a clinical site. If the incident takes place at a clinical site, the student must inform the MLT Instructor in a timely fashion, so appropriate actions can be taken to resolve the problem. The Coordinator at the affiliate institution will submit a written report to the MLT Instructor supplying information concerning the grievance. Complaints or grievances filed in connection with assigned grades or with faculty are directed to the Dean. Most problems are resolved at the informal (Step 1) level. If the student is not satisfied with the outcome, he or she may submit a formal written complaint to the Dean.

## Applying for Graduation

Students must apply for graduation early in the final quarter of the program in order to receive their degree. Please visit <http://www.cptc.edu/graduation> for complete information on the steps necessary to apply for graduation.

## After the Program

### Certification Exam

Upon completion of the program, students are eligible to sit for national certification examinations. Completion of the MLT Program and awarding of the AAT degree is independent of passing any external certification examination.

You will be notified when to submit your application to take the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) MLT exam during the final quarter of the program. Prior to scheduling the exam, the Program Director will notify the BOC that you are eligible. To be eligible, you must complete all course work required for the MLT degree. If the student fails any last quarter courses, the Program Director will notify the BOC and revoke approval to take the exam.

Specific information concerning the application process will be provided during your final semester. You are encouraged to visit the ASCP BOC web site for additional information: <https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info>

### Graduate and Employer Survey

The Program Director will maintain contact with all graduates for the first year following graduation. Please make sure you have a valid telephone number, address, and current personal email on file. The Program Director will send an electronic survey within the first year after your graduation asking for employment status and satisfaction with how the program prepared you for work in the field. A similar survey will be sent to your employer. Information obtained from these surveys are used to meet accreditation requirements and improve the quality of the MLT program.

### Program Closure and Teach-out Plan

In the event of intentional closure of the MLT program by the college, student will be notified immediately. Closures may be temporary due to a physical or natural disaster, or permanent as deemed by the college.

In cases of natural and unnatural disasters resulting in temporary closure of the program, the college will inform students of a plan for continuation of their education as soon as that information is available.

In cases of permanent closure of the program, the program closure information will be posted on the college website informing prospective students that the program will not take a new cohort and providing information about other MLT programs. Current students will be informed as follows:

- Students in the first quarter
  - Students will be informed of program closure.
  - If closure is announced mid-quarter students will be allowed to complete the quarter's MLT courses.
  - Students will be counseled regarding alternative CPTC majors or transfer to another college.
- Students in the second quarter
  - Students will be informed of program closure.
  - If closure is announced mid-quarter students will be allowed to complete the quarter's MLT courses.
  - Students will be counseled as to alternative CPTC majors or assisted in applying to other MLT programs.
- Students in the third quarter
  - Students will be informed of program closure.
  - If closure is announced mid-quarter students will be allowed to complete the quarter's MLT courses.
  - MLT faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum.
- Students in the fourth quarter
  - Students will be informed of program closure.
  - If closure is announced mid-quarter students will be allowed to complete the clinical practicum.
  - A college official will be designated to clear students applying for the certification exam.

## AI Disclosure

Generative AI tools were used in the writing of this Student Handbook to improve readability and clarity. Please reach out to the Program Director if you have more questions on the extent and nature of AI usage for this document.

# Medical Laboratory Technician Student Handbook

## Signature Page

**Instructions:**

1. Carefully read each of the statements below. Then, initial in the space signifying your acknowledgement and agreement with the statement.
2. Print, sign and date in the space below signifying your agreement to abide by all policies and procedures in this handbook.
3. Upload to the appropriate assignment in Canvas by the designated due date.

	INITIALS	STATEMENT
1.		I have reviewed the Essential Functions, and I am able to meet them, with or without assistance.
2.		I have read and agree to comply with the student policies, procedures, and requirements as outlined in the MLT Student Handbook.
3.		I agree to a criminal background check prior to attending clinical rotations and agree to immediately notify the MLT Program Director in writing of any subsequent changes in criminal history that occur after the initial background check has been completed.
4.		I have carefully read the clinical placement policies. I understand that my clinical schedule may require that I travel long distances or perform rotations during non-traditional hours. I have been informed that the program will create my clinical rotation schedule, and I am not allowed to change it without approval from the program.
5.		I understand that while performing regularly assigned duties I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential risk for mucous membrane or skin contact with blood, body fluids or tissues. I understand that I may be subject to disciplinary action if I fail to use available personal protective equipment.
6.		I have been informed regarding the inherent health and safety hazards and release CPTC from any liability for such hazards.
7.		I allow the CPTC MLT Program Director to send me a “Graduate Survey” and my employer an “Employer Survey” to gather program statistics and improve the MLT program.
8.		I have had an opportunity to carefully review the MLT Student Handbook and to have my questions answered.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_