Dear Prospective Medical Laboratory Technology Student,

Thank you for expressing an interest in the Medical Laboratory Technology Program at Reynolds. The program offers an Associate in Applied Science Degree resulting in eligibility for national certification exams through ASCP.

Does finding solutions to problems intrigue you? Do you welcome new challenges? Do you wish to help save lives? Do you desire guaranteed employment opportunities? Did you like biology or chemistry in high school/college?

If so, clinical laboratory science is the career for you! Join over one half million laboratory practitioners in the U.S. who are proud of their many roles in healthcare, research and industry!

All medical laboratory professionals have certain common characteristics:

- They are problem solvers
- They like challenge and responsibility
- They are accurate, reliable, emotionally stable, work well under pressure, and are able to finish a task once started
- They communicate well, both in writing and speaking
- They set high standards for themselves and expect quality in the work they do.

The Medical Laboratory Technology program proudly offers its courses through Distance Education to students in multiple areas across the state of Virginia. If this delivery method would be of interest to you, please contact a program representative for further details.

Your educational goals are important to us; we are here to assist you with any of your advising or educational needs. Please feel free to contact the Program Director, Gayle Melberg at gmelberg@reynolds.edu

We look forward to working with you as a student in the Medical Laboratory Technology Program,
Admissions Criteria for the Medical Laboratory Technology Program

1. Submit a JSRCC Application for Admission into the college. Admission applications can be delivered to the Success Center on any of the three campuses or submitted online at www.reynolds.edu. All applicants must declare Pre-Medical Laboratory Technology (Plan Code 221-151-01) and Medical Laboratory Technology AAS (Plan Code 151) as his/her curricula plans. You must identify both codes and please note, these codes do not guarantee admission into the MDL program.

2. Request official transcripts from any college(s) attended. Official transcripts must be mailed directly from the college(s) attended to JSRCC Admissions and Records Office at P.O. Box 85622, Richmond, VA 23285-5622.

3. All applicants with no prior college experience must complete the required college placement tests in reading, writing and mathematics. Placement tests can be taken at one of the following testing center offices: Downtown Campus - 700 East Jackson Street; Parham Road Campus -1651 East Parham Road, and Goochland Campus - 1851 Dickinson Road, Goochland. The Student Success Center will assist with developing a course schedule based upon your test scores.

4. During the first semester of enrollment in Pre-Medical Laboratory Technology CSC, students must make an appointment to meet with the Program Head to discuss the Medical Laboratory Technology program.

5. Submit a Medical Laboratory Technology Portfolio to:
   Reynolds Community College
   School of Nursing and Allied Health
   Attn: Gayle Melberg
   P O Box 85622
   Richmond, Virginia 23285-5622

   Portfolio
   ∟ Medical Laboratory Technology Application (included in this Information Packet – next to last page)
   ∟ Signed Essential Functions Acknowledgement (last page)
   ∟ Brief paragraph explaining why you wish to be a MLT
   ∟ Unofficial college transcripts

   Portfolio Deadline:
   • May 15 for Fall semester/ Notification by mid- June
   • October 1 for Spring semester/ Notification by mid-November

Applicants will be evaluated for acceptance based on the following criteria:

1. Minimum GPA of 2.5 (Based on Pre-Medical Laboratory Technology courses)
   NOTE: a competitive admissions process will be implemented

2. Completion of the Pre-Medical Laboratory Technology courses
   NOTE: (Preferential selection for the program is given to students who have completed Pre-Medical Laboratory Technology courses before applying to the program.)
Medical Laboratory Technology AAS Application

NAME: ____________________________  _____________________________  ______________________
                  Last                        First                        M.I/Maiden

ADDRESS: __________________________________________                          Date of Birth: __________
                                                                                          __________________

EMPL ID#: __________________________________________                          E-MAIL ______________________

PHONE: CELL: ______-____-____ HOME: ______-____-____ WORK: ______-____-____

Semester entry date requested: __________                          Fulltime or Part-time (Circle)

Signature:_________________________________________________                          Date: ______________

Circle any degrees awarded and provide the following information:

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Pre-Medical Laboratory Technology                  GRADE                  College Transfer Course

Elective: Social/ Behavioral Science – 3CR

Elective: Personal Wellness – 2CR

Elective: Humanities – 3CR

BIO 101 (General Biology I – 4CR

CHM 101 (General Chemistry 1) – 4CR

CHM 111 (College Chemistry I) – 4CR

ENG 111 (College Composition I) – 3CR

ENG 112 (College Composition II) – 3CR

ITE 115 (Computer Apps/ Concepts) – 3CR

OR

Pass assessment test

MTH 120 (Intro to Mathematics) – 3CR

OR

MTH 163 (Precalculus)

STV 100 (College Success Skills) – 1CR

*SOCIAL SCIENCE ELECTIVES, PERSONAL WELLNESS ELECTIVES, HUMANITIES ELECTIVES: see College Catalog, p. 70-7: “General Education Electives”

For Administrative Purposes Only

GPA: Pre-MLT CSC: ______

Point total:                          Decision:
I, __________________________, acknowledge that I have read the Essential Functions listed on the Medical Laboratory Technology website. The following list of Essential Functions that I certify abilities for include (initial all that apply):

1) **Sufficient eyesight**, including color vision, to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs and test results.

2) **Sufficient hearing** to communicate with patients and members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.

3) **Satisfactory speaking, reading and writing skills** to effectively communicate in English in a timely manner.

4) **Sufficient gross and fine motor coordination** to exhibit excellent eye-hand coordination and dexterity to manipulate equipment.

5) **Sufficient ability** to lift, stoop, or bend in the delivery of safe laboratory testing.

6) **Satisfactory physical strength and endurance** to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.

7) **Satisfactory intellectual, emotional, and psychological health and functioning** to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.

8) **Satisfactory time management** of multiple priorities, multiple stimuli, and fast-paced environments.

9) **Sufficient analysis, synthesis; and comprehension skills** to follow detailed instructions and effectively operate in a laboratory setting.

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**APPLICANT SIGNATURE**  
**DATE**

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**PROGRAM DIRECTOR SIGNATURE**  
**DATE**