



PROCEDURE: APPLICATION AND ADMISSION PROCESS
EFFECTIVE DATE: 11/10
REVISION DATE: 9/13, 6/15, 10/15, 10/16, 7/17, 7/19, 10/19, 11/22
REVIEW DATE: 10/14

PURPOSE

To provide a standardized, systematic process in applying for admission to a NAACLS-accredited, hospital-based, medical laboratory science program in Oklahoma.

The Oklahoma Consortium of Clinical Laboratory Science Affiliates (OCCLSA) supports the student application procedure for admission to an affiliated medical laboratory science program.

(Please note that the terms *medical technology (MT)* and *medical laboratory science (MLS)* are synonymous. Preferred terminology is medical laboratory science.)

POLICY

Oklahoma Hospital-Based Medical Laboratory Science Programs

MLS Programs include:

- Comanche County Memorial Hospital in Lawton, Oklahoma
- Mercy Hospital in Ada, Oklahoma (clinical affiliates in Ardmore and Oklahoma City, Oklahoma)
- Saint Francis Health System in Tulsa, Oklahoma

Applicant Types

Applicant must meet one of the following two requirements:

- 3+1 Option: applicant must be a baccalaureate candidate at an affiliated university. Applicant must have completed all prerequisite courses required by the university/college and the MLS program.
- 4+1 Option (post baccalaureate candidate): applicant must have a bachelor degree prior to program entry and have completed all of the prerequisite courses required by the MLS program.

Note: 3+1 = 3 years of college + 1 year Medical Laboratory Science (MLS) program.

Note: 4+1 = Baccalaureate Degree + 1 year Medical Laboratory Science (MLS) program.



Prerequisite Courses

Prerequisite courses include:

- Biological Sciences (minimum of 16 credit hours)
 - Microbiology (Bacteriology)*
 - Immunology*
 - Physiology or Anatomy
 - Biological Sciences Elective
- Chemistry (minimum of 16 credit hours)
 - General Chemistry (2 courses)
 - Organic Chemistry
 - Biochemistry*
- Mathematics (minimum of 3 hours)
 - College Algebra or Higher

Applicant must complete all program prerequisite courses at the university with a C or better prior to entrance into the program. Any grade below a C in the prerequisite courses will need to be retaken prior to entry. If another class is used as a substitute in one or more prerequisite courses, applicant must receive a C or better in that course.

*Microbiology, Immunology, and Biochemistry must be completed within seven years of the application deadline. If more than seven years have passed, applicant must retake those individual classes and pass with a C or better.

Grades

Student transcripts are evaluated using the 4.00 grading scale.

Cumulative GPA

Applicant must have a minimum 2.50 cumulative GPA*. Cumulative GPA will be obtained from the transcript of the university granting the degree.

*Comanche County Memorial Hospital will only grant interviews to students with a minimum cumulative GPA of 2.80 on a 4.00 scale.

Science GPA

Applicant must have a minimum 2.50 GPA in biology and chemistry courses. Science GPA will be calculated by the program director and will include all attempts of biology and chemistry courses by the applicant, excluding withdraws. If applicant repeats a course, both the original grade and repeated grade will be included in the GPA calculation.

Foreign Transcripts

Applicants who possess a foreign baccalaureate degree are highly encouraged to apply using the 3+1 option; those that apply using the 4+1 option are to have their transcript evaluated by an ASCP-approved agency.



Application Process

- Applicant will consult with university advisor to discuss coursework, program options, and interviewing strategies.
- Applicant will submit the application by the established deadline.
- Applicant will submit all accompanying documents to complete the application file; applicant should contact MLS program director for required program-specific documents.
- Program director will contact applicant to schedule an interview once application file is complete.
- Applicant placement will follow the OCCLSA matching process.
- Applicant will consult with university advisor regarding course enrollment.
- Applicant will consult with program director regarding expenses (books, uniforms, professional liability insurance, and national certification exam).

Application Deadline

- Applications shall be submitted by the October 15th deadline.
- **Late applications will not be considered for that year's class unless there are positions available after the matching process has occurred.**
- Program director will grant an interview only to those applicants who have met or will meet the academic requirements as well as those that complete the application by October 15th.

Application Instructions

- Visit www.occlsa.org
- Click Student; Apply Now; Application Form; Begin.
- Complete and submit the online application form.
- Pay the application fee through PayPal **before closing the browser.**
- Follow the instructions to complete the background check at www.castlebranch.com

Academic References

- Two academic references are required. Applicants should use an individual that knows the applicant very well and can speak to their abilities in the classroom and/or laboratory. Applicants should use an instructor or professor that has firsthand knowledge of academic and/or laboratory performance.
- Applicants will complete the online waiver by going to <https://students.occlsa.org/evaluation>.
- Applicants will need to complete the waiver section twice, one for each professor.
- Applicants will provide the name and email address of the professor being asked to complete the online *OCCLSA Student Academic Evaluation Form*.
- Professors will automatically receive an email with a link to complete the online recommendation form once the waiver has been submitted. Nothing needs to be printed.
- Professors will submit the online recommendation form.
- Program directors receive an email notification once each waiver has been submitted and another email notification once the professor has completed the online recommendation form.



Application File

A completed application file includes:

- Submitted application with fee
- Official transcript(s) from all universities/colleges attended
- Two completed *Academic Reference* forms
- Employer reference (if applicable)
- Online background check report performed by www.castlebranch.com
- Program-specific documents (contact program director for more information)

Matching Process

OCCLSA utilizes a matching program for placing applicants, which is similar to the system used by the National Intern and Resident Matching Program for medical students. After the applicant completes all interviews, the applicant will rank each hospital they wish to attend in order of preference using an online matching form. Matching form submissions will only be viewed on the day of the matching meeting. Hospital programs will provide an acceptance list on the day of the matching meeting, which lists candidates in order of preference for their medical laboratory science class. Applicants will be placed at their highest-ranked hospital program that has the applicant on its acceptance list. When multiple hospital programs have the same applicant on their acceptance lists, the applicant's preference is used to decide the match. No program is required to accept any applicant, nor is any applicant required to accept a position within any program. Applicants not matched in the process will receive notification of their status from the matching chairman no later than February 7th. If notification is not received, the applicant may obtain their acceptance status by writing to: OCCLSA; P.O. Box 115; Ada, OK 74820

Matching Instructions

- Applicant will visit the website: www.students.occlsa.org
- Enter the same email address used on the application.
- Rank in order of preference the hospital program of choice.
- If applicants wish to change original decisions, the matching form may be resubmitted. The most recent submission will be used.
- Applicants will be notified of their acceptance by the matched hospital program director.
- In order to confirm acceptance into a program, the applicant must submit documented acceptance to that particular program by March 1st.
- Matched applicants will submit a \$50 refundable deposit through *PayPal* to OCCLSA in order to secure a position in that program. Deposits will be refunded two weeks after the program start date to those that fulfill the acceptance commitment. Applicants who do not fulfill the acceptance commitment will not receive this refund, per discretion of the program director.
- Applicant will submit notification of acceptance or declination to the program director by March 1st. All 3+1 and 4+1 applicants who have been matched to a program will submit a \$50 refundable deposit through *PayPal* to OCCLSA in order to secure a position in that program. Deposits will be refunded two weeks after the program start date. Applicants who do not fulfill the acceptance commitment will not receive this refund, per discretion of the program director.



Final Acceptance

Final acceptance is contingent upon successful completion of:

- All university coursework for classes prior to entrance into the program
- Passing the background check performed by www.castlebranch.com
- Safety requirements of the individual program if applicable (i.e., physical examination, program-specific background check, urine drug screen, TB skin test, and proof of immunizations)