



## Medical Laboratory Technology Program INFORMATION PACKET & APPLICATION

**Application Period:**  
**March 2, 2025 – March 2, 2026**

---

### GENERAL INFORMATION

- **Read all instructions carefully as procedures may change between application cycles.**
  - **Complete all applicable information and submit by the deadline.**
- 

### APPLICATION DEADLINE

Begin Medical Laboratory Technology coursework in **Fall 2026 (August 2026)**,  
**Deadline** to submit Medical Laboratory Technology admission application:  
**March 2, 2026**

*(All prerequisites must be completed prior to this deadline for priority consideration)*

---

### NOTICE OF ADMISSION

**Students will be notified via their Manhattan Tech email address of their admission status approximately 4-6 weeks after the deadline date.**

---

***Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.***

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX, and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.320.4399.

# CONTENT

## **Information Packet**

<a href="#">Letter of Greeting</a> .....	3
<a href="#">Medical Laboratory Technology Checklist</a> .....	4
<a href="#">Academic Criteria</a> .....	5
✓ <a href="#">Medical Laboratory Technology Prerequisites</a> .....	
<a href="#">Non-Academic Criteria</a> .....	6
✓ <a href="#">Immunization Requirements and Exemption Request Process</a>	
○ <a href="#">Measles, Mumps, Rubella (MMR)</a>	
○ <a href="#">Varicella Zoster (Chicken Pox)</a>	
○ <a href="#">Tetanus Diphtheria-Pertussis (Tdap)</a>	
○ <a href="#">Hepatitis B Vaccine (HepB)</a>	
○ <a href="#">COVID-19 Vaccination</a>	
✓ <a href="#">Additional Requirements</a>	
○ <a href="#">MLT Physical and Environmental Requirements</a>	
○ <a href="#">Background Check</a>	
○ <a href="#">Tuberculosis (TB) Testing</a>	
○ <a href="#">Health Insurance</a>	
<a href="#">Admission to the Medical Laboratory Technology Program</a> .....	7
<a href="#">Student Responsibilities Upon Acceptance</a> .....	7
<a href="#">Reapplication Process</a> .....	7
<a href="#">Medical Laboratory Technology Admissions Scoring Rubric</a> .....	8

## **Appendices**

<a href="#">MLT Physical and Environmental Requirements List</a> .....	9
--	---



## Letter of Greeting Medical Laboratory Technology Program

Dear Prospective Medical Laboratory Technology Student,

The faculty and staff of Manhattan Area Technical College and the Medical Laboratory Technology (MLT) program appreciate your interest in our program! This packet is designed to guide you through the application process and provide important details about our admissions criteria and selection process.

The MLT program is accredited by the [National Accrediting Agency for Clinical Laboratory Sciences](#). It is a one-year program, following the completion of 24 credit hours of prerequisite coursework. Upon successful completion, students earn an Associate of Applied Science (AAS) in Medical Laboratory Technology and are eligible to sit for a national certification exam as a Medical Laboratory Technician.

**Please note that admission to the program is competitive.** To be considered, applicants must meet the minimum requirements of Manhattan Area Technical College and the MLT program. **Your Manhattan Tech Admissions Application AS WELL AS the required Selective Admission application, and all supporting documents must be submitted on or before the first business day of March.** Applications that do not meet the required criteria will be reviewed at the discretion of the MLT Program Coordinator or designee, based on program capacity. We also encourage you to complete an advising appointment prior to the first business day in December.

Enclosed, you will find important information to help you complete a successful application. Please read the entire packet carefully. We encourage you to schedule an initial campus visit appointment by visiting <https://manhattantech.edu/appointment>. You can also find additional details about the MLT program and college admissions at: <https://manhattantech.edu/mlt/adm>.

If you have questions, please don't hesitate to contact the Admissions Office at [admissions@manhattantech.edu](mailto:admissions@manhattantech.edu).

***Please keep in mind that program requirements, selection criteria, and acceptance standards are subject to change at any time without notice. It is your responsibility to stay informed of current program requirements.***

We look forward to reviewing your application and supporting you through this exciting next step in your educational journey!

Marcey Fickbohm MS, MT (ASCP)  
MLT Program Coordinator

Neil Ross MS  
Dean of Student Services

---

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.320.4399.

## Admission Checklist Medical Laboratory Technology Program

Completed	Task to Complete
	<b>APPLY TO MANHATTAN AREA TECHNICAL COLLEGE</b> <ul style="list-style-type: none"> <li>Submit an undergraduate admissions application and pay the applicable application fee. Applications can be completed online: <a href="#">APPLY NOW</a>.</li> </ul>
	<b>SEND OFFICIAL TRANSCRIPTS</b> <ul style="list-style-type: none"> <li>Send <b>Official</b> high school transcript or GED transcript. Send <b>Official</b> transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated. <i>Official transcripts must be sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to <a href="mailto:registrar@manhattantech.edu">registrar@manhattantech.edu</a>. Please apply to the college before sending transcripts.</i></li> </ul>
	<b>SCHEDULE AN APPOINTMENT WITH AN ACADEMIC ADVISOR</b> <ul style="list-style-type: none"> <li>This is recommended to ensure that you have met all requirements for application and understand the application process thoroughly. Additional meetings can be set up throughout the application process to answer any questions.</li> <li>To schedule an advising appointment <a href="https://manhattantech.edu/appointment">book online (https://manhattantech.edu/appointment)</a>.</li> </ul>
	<b>COMPLETE PREREQUISITES</b> (must attain a minimum grade of "C") (*Completed within a 5-year limit of acceptance) <ul style="list-style-type: none"> <li>Anatomy &amp; Physiology*, Microbiology with lab*, Chemistry I with lab*, English Composition I, Public Speaking OR Interpersonal Communication, and College Algebra or Higher. Additional information can be found on <a href="#">page 5</a>.</li> </ul>
	<b>ACQUIRE IMMUNIZATIONS</b> <ul style="list-style-type: none"> <li>✓ MMR, Varicella, Tdap, Hepatitis B, and COVID Documentation <a href="#">OR religious/medical exemption process</a> has been completed.</li> </ul>
	<b>MEDICAL LABORATORY TECHNOLOGY PHYSICAL &amp; ENVIRONMENTAL REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Review the <a href="#">Medical Laboratory Technology Physical and Environmental Requirements</a> and sign off acknowledging that you can meet the requirements on the online MLT Application.</li> </ul>
	<b><a href="#">COMPLETE ONLINE SELECTIVE ADMISSION APPLICATION</a> – <a href="#">SEPARATE FROM COLLEGE APPLICATION</a></b> <ul style="list-style-type: none"> <li>Fill out and upload the appropriate information on the online application after completion of all requirements. <b>Note: This form is online and completed only when all applicable materials are able to be uploaded and pre-requisites are completed or in progress.</b></li> </ul>
<p><b>All application materials</b> must be received <b>BY THE APPLICATION DEADLINE</b> to be considered for that application cycle.</p> <p>Late or incomplete applications will be reviewed based upon program capacity and at the discretion of the MLT Program Coordinator.</p>	

It is the responsibility of the student to ensure that all required materials for application are received by the application deadline date. Reminder calls will not be made if something is missing or does not meet the criteria, and the application may be invalid. The responsibility for a complete and accurate application is the students. Any packets not meeting the above criteria will be reviewed at the discretion of the MLT Program Coordinator or designee and based upon program capacity.

## Academic Criteria

To be considered for admission in the Medical Laboratory Technology (MLT) program, applicants must meet the following criteria and submit all requested credentials and documentation:

✓ **Complete Prerequisite Courses – Noted Below in Table #1**

- Applicants for the MLT program must have completed prerequisite courses with a **cumulative GPA of 2.0 or higher** to be considered for admission. **It is highly encouraged to have all transcripts on file with the college prior to meeting with an academic advisor.** Any grades of “P” will be reviewed for transfer credit at the Registrars discretion. For scoring purposes, a “P” will be awarded as a “C” (2 points).

**TO RECEIVE PRIORITY CONSIDERATION, ALL PREREQUISITE COURSES MUST BE COMPLETED OR IN PROGRESS BY THE APPLICATION DEADLINE.**

**Any exceptions to prerequisite course completion dates would be at the discretion of the MLT Program Coordinator or designee.**

Course Number	Course Title	Credit Hours	Notes
BSC 125*	Anatomy and Physiology	5	Anatomy and Physiology must have been taken within 5 years of acceptance into program.  BSC 110 (Biology) with a “C” or higher or High School Biology or Anatomy and Physiology within five years with a “C” or higher or permission of instructor.
BSC 205*	Microbiology with Lab	5	Microbiology with lab must have been taken within 5 years of acceptance into program and must include a lab.  BSC 110 (Biology) or BSC 125 (A&P) with a “C” or higher or permission of the instructor.
CHM 110^	Chemistry I	5	Chemistry I must have been taken within 5 years of acceptance into program.  Course has a prerequisite of secondary or post-secondary general chemistry or physical science and algebra within five years with a grade of C or higher.
COM 105^	English Composition I	3	
COM 115 OR COM 116	Public Speaking  OR Interpersonal Communication	3	
MAT 135^	College Algebra or Higher	3	
<b>Total Credit Hours</b>		<b>24</b>	<b>Table #1</b>

***Applicants must have completed the prerequisite courses with a grade of “C” or higher and a minimum GPA of 2.0.***

*\*Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours).*

*^College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information and check well in advance of the semester when you plan to enroll in a course.*

*Any grades of “P” will be reviewed for transfer credit at the Registrar’s discretion.*

*Prerequisites exist for some courses. Check the [Manhattan Tech catalog](#) and contact your advisor for more information.*

# Non-Academic Criteria

The following criteria applies to **ALL** applicants:

## Immunizations

Per Occupational Safety and Health Administration (OSHA) standards and for the health and safety of Manhattan Tech MLT students, all students participating in the MLT program must meet the following requirements. Refer to the [CDC's Recommended Child and Adolescent OR Adult Immunization Schedule](#) for additional guidance. Additional immunizations might be necessary to complete internship(s).

*Students may seek a medical or religious exemption from the immunization requirement(s). Refer to the [Vaccination and Exemption Webpage](#) for more information.*

Immunization Requirements	
✓	<b>Measles, Mumps, Rubella (MMR):</b> This vaccine requires two injections. This vaccine is usually received as a child. If it was not received at that time, it will be required to get two injections at least three months apart, or a titer can be done to prove immunity.
✓	<b>Varicella Zoster (Chicken Pox):</b> This vaccine requires two injections at least one month apart, or a titer can be done to show immunity. Proof of disease is not accepted.
✓	<b>Tetanus Diphtheria-Pertussis (Tdap):</b> A one-time dose of Tdap is needed. If the Tdap vaccination was administered over ten years ago, a Td (Tetanus) booster is required.
✓	<b>Hepatitis B Vaccine (HepB):</b> This vaccine is administered in three doses. The first and second dose are one month apart. The third dose is administered 4-6 months after the second dose. Students who lack documentation of the HepB vaccinations are considered unvaccinated and should receive additional doses as identified by their healthcare provider, or a titer can be done to determine immunity.
✓	<b>COVID-19 Vaccination:</b> Clinical sites require students to submit proof of vaccination against COVID.

## Additional Requirements

- ✓ **Medical Laboratory Technology Physical and Environmental Requirements:** [Physical and Environmental Requirements](#) are the essential functions, which every MLT student is expected to perform and are necessary for successful participation in the MLT program. This form will be completed online at the time the application is submitted. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in the MLT Program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The MLT program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).
- ✓ **Health Insurance<sup>^</sup>:** Students are required to maintain health insurance coverage while enrolled in the nursing program. Our associated clinical facilities require this of all students.
- ✓ **Tuberculosis (TB) Test<sup>^</sup> –** Must be completed after acceptance into the program. The deadline to submit TB test results is the end of August prior to the program start date.
- ✓ **Criminal Background Check<sup>^</sup>:** Completion of a criminal background check is an admission requirement for the MLT program. Specific details about the background check process will be provided during orientation.

The background check ensures students can participate in required clinical rotations at external sites, as mandated by the program.

### **Important Considerations for Applicants with Criminal Histories:**

A criminal history may impact a student's ability to enroll in a healthcare program and secure future employment. Therefore, applicants with criminal convictions are strongly encouraged to:

1. Contact approved MLT education programs to ask about enrollment criteria related to criminal convictions.
2. Contact healthcare facilities to inquire about hiring policies for individuals with criminal convictions.

**<sup>^</sup> Specific information about the bulleted requirements will be provided at orientation. Please do not submit any of the information until after acceptance and MLT orientation.**

## Medical Laboratory Technology Admissions Scoring Rubric

The **Medical Laboratory Technology (MLT)** program is a **selective admission program**. The scoring rubric (located below) will be used to determine which applicants are selected for the program.

Please Note:

- Completing the online selective admission application does **not** guarantee a seat in the program.
- Any exceptions to the scoring rubric will be at the discretion of the MLT Program Coordinator.
- **Interviews** will only be conducted **if the number of qualified applicants exceeds the total seat capacity** for the program.

Part A - Prerequisite Grades				
Points	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	C	B	A	
Letter Grade for: • Microbiology with lab	C	B	A	
Letter Grade for: • Chemistry I with lab	C	B	A	
Letter Grade for: • College Algebra	C	B	A	
GPA on all required courses (Includes Public Speaking and English Composition I)	2.0-2.9	3.0-3.4	3.5-4.0	
Total of Section A				
Part B – Additional Points				
Points	2	3	4	Scores
BS in a Science Field of Study	N/A	N/A	Yes	
Years of Work Experience in Medical Field	N/A	1+ Years	N/A	
Shadowed/Volunteered in a Clinical Laboratory	Yes	N/A	N/A	
Total of Section B				
Total of Sections A and B				
Part C – Interview with MLT Program Coordinator				
(Conducted only if applicant numbers exceed program capacity)				
Points	0	1	2	Scores
Interviews will be conducted if there are more applicants than program capacity	Doesn't Meet Expectations	Partially Meets Expectations	Meets Expectations	
Total of Section C				
Total of Sections A, B, and C				

*Any transfer credit granted with a grade of "P" will be awarded "C" (2 points).*

### Application Deadline

Your Manhattan Tech Admissions Application, the required online Selective Admission Application, and all corresponding documents must be submitted on or before the application deadline to be considered for admission into the MLT program. Applications that do not meet these criteria or the deadline will be reviewed at the discretion of the MLT Program Coordinator (or designee) and only if space is available in the program.

# Admission to the Medical Laboratory Technology (MLT) Program

Admission to the Manhattan Tech Medical Laboratory Technology (MLT) program is competitive. Submitting an application does not guarantee acceptance. Please refer to page [seven\(7\)](#) for the Medical Laboratory Technology Admissions Scoring Rubric.

***If the number of applicants exceeds the available seats, interviews may be conducted by the MLT Program Coordinator.***

If you are accepted into the program but still have prerequisite courses in progress, you **must complete those courses with a grade of “C” (2.0) or better before the program begins**. You’ll also need to submit official transcripts for these courses to the Registrar. This requirement also applies to alternates who are later offered a seat.

After the application deadline, your file will be reviewed and scored. All applicants who complete an online MLT application will be notified of their **acceptance, alternate, or denial status** via their **MATC email account** in early April. Be sure to check your MATC email regularly—this is the official form of communication from the college.

If you are offered a seat in the program, you must complete an **online letter of intent** to accept or decline your spot by the deadline in your notification letter.

**Failure to respond by the deadline will result in losing your seat in the program.**

## Student Responsibilities Upon Acceptance

Once accepted into the program, students are required to attend the program orientation, which is generally held in May. The date and time of orientation will be included in your acceptance letter.

At orientation, you will receive detailed information about the requirements listed below. These items must be completed and submitted to the MLT Program Coordinator **by the first day of classes**. Please do **not** submit any of these until after you have been accepted and have attended orientation.

- **TB (Tuberculosis) Test** – Due by the end of August, after acceptance.
- **Background Check** – Students are responsible for paying the fee.
- **Health Insurance** – Students must maintain health insurance while enrolled in the MLT program.
- **Home Computer and Internet Access** – A reliable home computer with high-speed internet is necessary.

**Failure to submit these items on time may result in dismissal from the program.**

## Reapplication

If you are not selected for admission, you are encouraged to submit a new MLT application packet for the following year.

Please Note:

- Manhattan Area Technical College Admissions Applications are valid for three (3) years.
- Documents submitted in previous application cycles are **not** retained and will need to be resubmitted.
- Applicants not selected are encouraged to meet with an advisor to discuss ways to improve their admission scores.





MANHATTAN AREA TECHNICAL COLLEGE

## Medical Laboratory Technology Physical and Environmental Requirements\*

The following abilities are **essential functions** of this position:

<b>Near Vision</b>	The ability to see details at close range (within a few feet of the observer).
<b>Information Ordering</b>	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
<b>Oral Expression</b>	The ability to communicate information and ideas in speaking so others will understand.
<b>Problem Sensitivity</b>	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
<b>Oral Comprehension</b>	The ability to listen to and understand information and ideas presented through spoken words and sentences.
<b>Finger Dexterity</b>	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
<b>Written Comprehension</b>	The ability to read and understand information and ideas presented in writing.
<b>Arm-Hand Steadiness</b>	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
<b>Category Flexibility</b>	The ability to generate or use different sets of rules for combining or grouping things in different ways.
<b>Control Precision</b>	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
<b>Deductive Reasoning</b>	The ability to apply general rules to specific problems to produce answers that make sense.
<b>Flexibility Closure</b>	The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
<b>Manual Dexterity</b>	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
<b>Selective Attention</b>	The ability to concentrate on a task over a period of time without being distracted.
<b>Speech Clarity</b>	The ability to speak clearly so others can understand you.
<b>Speech Recognition</b>	The ability to identify and understand the speech of another person.
<b>Visual Color Discrimination</b>	The ability to match or detect differences between colors, including shades of color and brightness.
<b>Written Expression</b>	The ability to communicate information and ideas in writing so others will understand.
<b>Inductive Reasoning</b>	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
<b>Mathematical Reasoning</b>	The ability to choose the right mathematical methods or formulas to solve a problem.
<b>Number Facility</b>	The ability to add, subtract, multiply, or divide quickly and correctly.
<b>Perceptual Speed</b>	The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

**Notice:** When submitting the online application, you will agree to the essential functions of the Medical Laboratory Technology program. You can meet all requirements of the vital functions necessary for success in laboratory medicine. If unable to, you will immediately notify the MLT program coordinator if your physical capabilities and behavioral skills deteriorate. If the essential functions are not met at any time, your candidacy in the program will be reviewed. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).

\* Reference: National Center for O\*NET Development. 29-2012.00 - Medical and Clinical Laboratory Technicians. O\*NET OnLine. Retrieved June 16, 2023, from <https://www.onetonline.org/link/summary/29-2012.00>.