

MHPC MLT Program Application Checklist

Use this checklist to make sure your application is complete before submitting it to the MHPC Medical Laboratory Technician (MLT) Program.

Program Expectations

- ☐ I understand that the MLT Program is **full-time, academically rigorous, and requires a significant time commitment.**
- ☐ I understand that **clinical sites determine student schedules**, not the student.
- ☐ I am available for **daytime clinical practicum rotations** and can adjust my work and personal schedule as needed.
- ☐ I understand the minimum clinical practicum rotation requirements:
 - ☐ **Fall Semester:** 140 hours over 4 weeks
 - ☐ **Spring Semester:** 200 hours over 6 weeks
 - ☐ **Summer Semester:** 115 hours over 3 weeks

Home College Requirements

- ☐ I have been admitted to one of the participating MHPC colleges:
 - ☐ East Central College (ECC)
 - ☐ Mineral Area College (MAC)
 - ☐ Moberly Area Community College (MACC)
 - ☐ North Central Missouri College (NCMC)
 - ☐ State Fair Community College (SFCC)
 - ☐ Three Rivers College (TRC)
- ☐ I have submitted all required transcripts to my Home College, including:
 - ☐ High school transcript
 - ☐ College transcripts from other institutions (if applicable)

☐ I have completed all required MLT prerequisite courses or am currently enrolled in any remaining prerequisites.

Prerequisite Verification

Option 1: Unofficial Transcript- Preferred

- ☐ I have attached an unofficial transcript from my Home College.
- ☐ The transcript was printed or downloaded directly from my Home College student portal.
- ☐ The transcript shows all completed prerequisite courses.
- ☐ The transcript includes all transfer credits accepted by my Home College.
- ☐ Any prerequisite courses currently in progress are listed on the transcript.
- ☐ I have highlighted or circled each prerequisite course for easy identification.

OR

Option 2: Advisor Verification Letter

- ☐ I have attached the SIGNED Advisor Verification Letter.
- ☐ The letter lists all completed prerequisite courses.
- ☐ The letter includes grades earned, credit hours, and semester/year completed.
- ☐ The letter identifies any prerequisite courses currently in progress.
- ☐ The letter states that I am eligible to apply to the MHPC MLT Program.

Missouri Civics Requirement

☐ I have verified completion of the **Missouri Higher Education Civics Achievement Examination** with my Home College.

☐ I understand this requirement must be completed to earn an Associate of Applied Science (AAS) degree in Missouri.

MHPC MLT Application

☐ I have completed all sections of the MHPC MLT Application.

☐ I have attached all required supporting documentation.

☐ I have reviewed my application for accuracy and completeness.

☐ I understand that:

- **Applications Open:** February 1
- **Application Deadline:** May 15