



## Idaho Consortium of Medical Laboratory Technology Education

---

College of Southern Idaho – College of Eastern Idaho  
North Idaho College

Associate of Applied Science

# MEDICAL LABORATORY TECHNICIAN

## APPLICATION PACKET FOR ENTRY SPRING 2025

Priority application cycle: August 1, 2024 – October 15, 2024.  
**Apply by the priority deadline of October 15 to ensure consideration.**  
*The application will remain open after this date only if program space is available.*

Welcome to the Idaho Consortium for Medical Laboratory Technology Education admissions process. Please read these documents carefully and completely to understand your responsibilities during this process. Students are most successful when they contact advisors at their admitting colleges early in the process. The program director is also available for any programmatic questions. Contact information is below.

The program may admit students as follows for a spring 2025 start:

- 10 students at the College of Eastern Idaho (CEI) in Idaho Falls
- 10 students at the College of Southern Idaho (CSI) in Twin Falls
- 16 students at North Idaho College (NIC) in Coeur d'Alene

**Questions to apply to NIC can be directed to:**

Cardinal Central Office (208) 769-3311, or  
Health Professions & Nursing (HPN) Admissions [HPN@nic.edu](mailto:HPN@nic.edu)  
Betsy Conery, Student Success Navigator (208) 625-2320, [Betsy.Conery@nic.edu](mailto:Betsy.Conery@nic.edu)  
Aidan McFall, Program Director (208) 929-4015, [Aidan.McFall@nic.edu](mailto:Aidan.McFall@nic.edu)

**Application materials must be submitted to NIC as follows:**

Email application materials to: [HPN@nic.edu](mailto:HPN@nic.edu)  
Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

**Questions to apply to CEI can be directed to:**

General Admissions (208) 535-4000  
Aidan McFall, Program Director (208) 929-4015, [Aidan.McFall@nic.edu](mailto:Aidan.McFall@nic.edu)  
Rebecca Killion, Senior Executive Coordinator, (208) 535-5437, [Rebecca.killion@cei.edu](mailto:Rebecca.killion@cei.edu)

**Application materials must be submitted to CEI as follows:**

Email [Rebecca.killion@cei.edu](mailto:Rebecca.killion@cei.edu)  
Application materials can be also be mailed or delivered to: College of Eastern Idaho 1600 S 25th E, Idaho Falls, ID 83404  
See website: <https://cei.edu/programs-of-study/health-professions>

**Questions to apply to CSI can be directed to:**

Scott Lindquist (CSI), Student Success Advisor (208) 732-6730 [slindquist@csi.edu](mailto:slindquist@csi.edu)  
Aidan McFall, Program Director (208) 929-4015, [Aidan.McFall@nic.edu](mailto:Aidan.McFall@nic.edu)

**Application materials must be submitted to CSI as follows:**

Email application materials to: [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu)  
Application materials can be also be mailed or delivered to: College of Southern Idaho, 315 Falls Ave, P.O Box 1238, Twin Falls, ID 83303-1238

All application materials must be received by 5:00 p.m. on posted deadline dates.

**Do not submit this page. Retain for your records.**

## Medical Lab Technology (MLT) Program Application Information and Checklist

Read the entire application before starting. Follow instructions for completing and submitting necessary application materials. All required application materials must be received by the admitting college no later than 5:00 p.m. on Thursday, October 15, 2024 to meet the priority application deadline. After this date, application materials will be processed only if program space is available.

### Step 1:

#### Degree-Seeking Application

Complete  Incomplete

**NIC:** Submit an electronic application by accessing <https://www.nic.edu/start/> and clicking on the 'Apply Now' link. Click the 'Start a New Degree Seeking Student Application' link, enter term (eg Spring 2025) and select the Medical Laboratory Technology (MLT) Academic Program. Note: This program has prerequisites required for entry. Information about the program and required prerequisite courses can be found on the <https://www.nic.edu/mlt/>.

**CSI and CEI: Applicants must complete a degree-seeking application if NOT enrolled and attending CSI or CEI college during the preceding fall 2024 semester.**

**CSI:** Submit your complete application by email to [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu) or in person to the Health and Human Service Office CSI Campus or by mail to College of Southern Idaho, Attn: HSHS MLT Program, 315 Falls Ave, P.O. Box 1238, Twin Falls, Idaho 83303-1238

**CEI:** Submit an electronic application by accessing <https://cei.edu/admissions> and clicking on the 'Enroll Today' link. Please select the Medical Laboratory Technology (MLT) Program/degree pathway option. Note: This program has prerequisites required for entry. Information about the program and required prerequisite courses can be found at <https://cei.edu/catalog>.

### Step 2:

#### Official College & Other Required Transcripts

Complete  Incomplete

**All** official transcripts must be received by the admitting college by the correct deadline dates (**see below**). Courses completed at **your admitting college** do not require official transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). Make sure to review all transcript evaluations personally to verify that course equivalencies have been met.

**NIC:** Official high school, college and military transcripts are to be submitted after you apply to the program *but no later than the application deadline*. It is your responsibility to confirm that your official transcripts are complete, up-to-date, and available for evaluation purposes immediately *after* submitting your MLT application. Check on MyNIC portal to verify receipt of application materials.

**Do not submit this page. Retain for your records.**

**CSI:** Official high school, college, and military transcripts must be on file with the Office of the Registrar prior to submitting your ICMLTE application. It is your responsibility to confirm that your official transcripts are complete, up-to-date, and available for evaluation purposes prior to submitting your application. Check MyCSI to verify receipt of previous transcripts and the HSHS department to verify receipt of application materials prior to the deadline.

**CEI:** Official final high school, all prior college, and military transcripts must be on file with the Office of Admission's prior to submitting your ICMLTE application. It is your responsibility to confirm that your official transcripts are complete, up-to-date, and available for evaluation purposes prior to submitting your application. Any questions regarding application status and receipt of transcripts, prior to the deadline contact our Admissions team by phone at 208.524.3000 ext.4 or email at [admission@cei.edu](mailto:admission@cei.edu).

### **Step 3:**

**Submit Supporting Application Materials**       Complete  Incomplete

#### **NIC:**

Materials in support of your electronic application must be submitted as follows:

Email application support materials to: [HPN@nic.edu](mailto:HPN@nic.edu). Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

1. Medical Lab Work Experience Documentation (If Applicable)

Submit appropriate documentation to validate medical lab or other lab work experience.

2. Previous Program Statement (If Applicable)

Applicants who have attended any Medical Lab Technology program other than NIC must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

3. Prerequisite Course Information Sheet (If Applicable)

Applicants completing prerequisite courses at a school other than NIC during the fall term prior to the program start date must complete and submit the prerequisite course information sheet (found on page 13) along with required enrollment documentation. Additionally, submission of an official transcript for the completed course(s) is required prior to the start of the program.

#### **CSI:**

Materials in support of your application must be submitted as follows:

Email all application materials listed below to: [mmwolfe@csi.edu](mailto:mmwolfe@csi.edu). Application materials can be also be mailed or delivered to: College of Southern Idaho, 315 Falls Ave, PO Box 1238, Twin Falls, Idaho 83303-1238.

1. General application form (see page #11).

**Do not submit this page. Retain for your records.**

2. Medical Lab Work Experience Documentation (If Applicable)

Submit proof of medical or other lab work by providing official letter from employing lab.

2. Previous Program Statement (If Applicable)

Applicants who have attended any Medical Lab Technology program other than the ICMLTE must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

3. Prerequisite Course Information Sheet (If Applicable)

Applicants completing prerequisite courses at a school other than CSI during the fall term prior to the program start date must complete and submit the prerequisite course information sheet (found on page 13) along with required enrollment documentation. Additionally, submission of an official transcript for the completed course(s) is required prior to the start of the program.

**CEI:**

Materials in support of your electronic application must be submitted as follows:

Email application materials to: [rebecca.killion@cei.edu](mailto:rebecca.killion@cei.edu). Application materials can be also be mailed or delivered to: College of Eastern Idaho, Attn: Rebecca Killion, 1600 25<sup>th</sup> E., Idaho Falls, ID 83404.

1. Medical Lab Work Experience Documentation (If Applicable)

Submit appropriate documentation to validate medical lab or other lab work experience.

2. Previous Program Statement (If Applicable)

Applicants who have attended any Medical Lab Technology program other than ICMLTE must submit a letter of good standing from their previous institution. The statement must be on program letterhead and signed by an instructor or administrator of the program. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

3. Prerequisite Course Information Sheet (If Applicable)

Applicants completing prerequisite courses at a school other than CEI during the fall term prior to the program start date must complete and submit the prerequisite course information sheet (found on page 13) along with required enrollment documentation. Additionally, submission of an official transcript for the completed course(s) is required prior to the start of the program.

**Do not submit this page. Retain for your records.**

**Step 4:**

**Review All Items Online**       **Complete**       **Incomplete**

It is the applicant's responsibility to ensure that all required information is included in the application submission.

**NIC:** Once your electronic application (Step 1) is complete, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist prior to the application deadline.

After the checklist is created, an applicant may verify application documents received on their MyNIC account. To view the checklist, you must log into your MyNIC account. Select Self Service under the Services area. Once you are within Self Service, on the left-hand side panel, select the person avatar icon (User Options) and select My Documents. If the Status column says Not Received for the Requesting Office of Admissions, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Medical Lab Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the Search box type 'Transcript Credits' and find the search result for View Transfer Credits.

**CSI:** Once your application has been processed, you will be notified via the email provided of your status. Further instructions on next steps will also be emailed.

**CEI:** Once your application has been processed, you will be notified via the email provided of your status. Further instructions on next steps will also be emailed.

**Do not submit this page. Retain for your records.**

## Medical Lab Technology (MLT) Program Additional Information

- Notification regarding program acceptance status will be emailed to each applicant by mid-November. Notification will be sent to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for any status updates and be ready to return required documentation/forms if requested.
- Completion of background check will be required upon acceptance.
- Completion of drug screening may be required before starting clinical placement.
- If accepted into the program, the applicant will be required to attend a **mandatory Medical Laboratory Technology Program orientation on Friday, December 6, 2024 from 9:00 a.m. - 1:00 p.m.** by Zoom or in person on the North Idaho College campus. Students will be notified of the specific location when accepted into the program.
- Acceptance packet materials will be mailed to each accepted applicant prior to program orientation. If your address changes between applying and the scheduled orientation date, be sure to notify the college and any relevant advisors of your new address so program information and acceptance packet materials can be sent to the correct address.
- Registration for spring 2025 Medical Lab Technology programmatic courses will occur during the mandatory program orientation session. In contrast, please register for nonprogrammatic courses as early as possible. For questions regarding registration contact the Student Success Navigator.
- The MLT Program is scheduled to begin January 21, 2025. Please know that program cohort schedules, deadlines and conditions are subject to change based upon unforeseen developments.
- Expectations for program attendance are as follows: The MLT Program is taught over four instructional terms - a spring, summer, fall, and subsequent spring term. During spring and fall semesters, there are mandatory Friday on-site labs for NIC students (8:00 am to 5:00 pm) who are not a part of our Clinical Affiliate Academic Lab Education (CAALE) distance program. For the year 2025, CSI and CEI will use clinical affiliates for pre-internship lab course work. Interested distance students should contact both their employer and the program director to determine if their clinical site is eligible for CAALE status. The summer term consists of online learning experiences. Additionally, the fourth semester (spring term) of the program requires a minimum of 360 clinical internship hours that are scheduled at the discretion of our off-campus clinical affiliate sites. Students will need to adjust employment and life responsibilities accordingly during internship experiences.

**Do not submit this page. Retain for your records.**

## Medical Laboratory Technology Sample Application Points Calculation Sheet

Name \_\_\_\_\_ Student ID \_\_\_\_\_

To apply, students must have completed all but one science/math prerequisite course AND Engl 101 prior to the start of the professional component. All science and math prerequisite courses listed below must be completed by the end of the second semester of the professional component (MLT summer semester) in order to continue in the program. GEM 6 and GEM 2 requirements must be completed by the end of the third and fourth semesters, respectively, of the professional component (MLT fall and MLT spring II semester). To ascertain if a course not listed below can be considered a substitute for a course listed below, you must submit a request along with your application that includes a course description and syllabus for that course. Completion of all prerequisite courses prior to application increases your total points awarded as described below. **A “P” or Passing grade = 3 points.**

Prerequisite Courses	Grade	Scale	Points
<b>NIC</b> BIOL 175/175L or BIOL 227/227L or BIOL 115/115L		A = 8 B = 6 C = 4	
<b>CSI</b> BIOL 105/105L Or BIOL 201/201L or BIOL 227/227L		A = 8 B = 6 C = 4	
<b>CEI</b> ZOO 127/127L or BIOL 201/201L or BIOL 227/227L		A = 8 B = 6 C = 4	
<b>NIC</b> MATH-143 or higher GEM 3 MATH		A = 8 B = 6 C = 4	
<b>CSI</b> MATH-143 or higher GEM 3 MATH		A = 8 B = 6 C = 4	
<b>CEI</b> MATH-143 or higher GEM 3 MATH		A = 8 B = 6 C = 4	
<b>NIC</b> CHEM-101/101L or CHEM-111/111L		A = 8 B = 6 C = 4	
<b>CSI</b> CHEM-101/101L or CHEM-111/111L		A = 8 B = 6 C = 4	
<b>CEI</b> CHEM-101/101L or CHEM-111/111L		A = 8 B = 6 C = 4	
<b>NIC</b> ENGL-101 or higher GEM 1 ENGLISH		A = 4 B = 3 C = 2	
<b>CSI</b> ENGL-101 or higher GEM 1 ENGLISH		A = 4 B = 3 C = 2	
<b>CEI</b> ENGL-101 or higher GEM 1 ENGLISH		A = 4 B = 3 C = 2	
<b>NIC</b> BACT-250/250L		A = 8 B = 6 C = 4	
<b>CSI</b> BIOL-250/250L or BIOL-221/221L		A = 8 B = 6 C = 4	
<b>CEI</b> MICR-250/250L or MICR-111/111L		A = 8 B = 6 C = 4	



Prerequisite Courses	Grade	Scale	Points
<b>NIC</b> CHEM-102/102L or CHEM-112/112L or CHEM-275		A = 8 B = 6 C = 4	
<b>CSI</b> CHEM-102/102L or CHEM-112/112L		A = 8 B = 6 C = 4	
<b>CEI</b> CHEM-102/102L or CHEM-112/112L		A = 8 B = 6 C = 4	
<b>NIC</b> COMM-101 or any GEM 2		A = 4 B = 3 C = 2	
<b>CSI</b> COMM-101 or any GEM 2		A = 4 B = 3 C = 2	
<b>CEI</b> COMM-101 or any GEM 2		A = 4 B = 3 C = 2	
<b>NIC</b> PSYC-101 or any GEM 6		A = 4 B = 3 C = 2	
<b>CSI</b> PSYC-101 or any GEM 6		A = 4 B = 3 C = 2	
<b>CEI</b> PSYC-101 or any GEM 6		A = 4 B = 3 C = 2	

Additional Points Awarded		
Residency in Idaho	1	
Personal Statement indicating your interest in the program and reasons why you will be successful. 3 points = Clear, Concise, Compelling Letter 2 points = Some problems with reasoning, grammar and spelling 1 point = Poorly written	1-3	
Medical Laboratory Experience = 5 points Other Laboratory Experience = 3 points	3-5	
Additional Point Categories: 1. Additional field-related advanced science/math courses with C or higher not used above (potential of 2 points each) 2. Psyc-101 is the preferred GEM 6 course (1 point) 3. Ties will be broken by grade values (A = 4, B = 3, C = 2)	0-Variable	
Science courses not listed above can be evaluated by the program director. This evaluation requires a student-provided syllabus and course description.		

**Total Points** \_\_\_\_\_

**GPA Calculation (If needed)** \_\_\_\_\_

**Do not submit this page. Retain for your records.**

## Medical Lab Technology Program Application Point Calculation Information

- A. Prerequisite courses (see Points Calculation Sheet) with a minimum grade of C/2.0 in each course.
- B. Points will be awarded for grades earned in courses appearing on the official transcript(s) at the application deadline and that meet the requirements for the MLT Program.
- Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
  - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
  - Course in-progress at the time of the application deadline receive no points.
- C. **1 point** will be awarded to residents of Idaho. Residency status will be determined based on information submitted on the ICMLTE College application.
- D. **1-3 points** will be awarded for a Personal Statement indicating your interest in the program and reasons why you will be successful. Please type your response.
- 3 points = Clear, concise, compelling statement
  - 2 points = Some problems with reasoning, grammar and spelling.
  - 1 point = Poorly written statement.
- E. **5 points** for Medical Laboratory Experience  
**3 points** for Other Laboratory Experience  
Work experience must be documented by a letter on official company letterhead and signed by your supervisor.
- F. Additional Information:
- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Medical Lab Technology Program, which have been completed with a grade of C/2.0 or higher.
  - In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:
    1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
    2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
    3. A random drawing of all the remaining tied applicants will be held for the final seat.

**Do not submit this page. Retain for your records.**

For Paper Applications ONLY! This page is NOT required for NIC or CEI.

This page IS required for CSI.

**ICMLTE**

**Application for Admission - Spring 2025 Medical Lab Technology Program**

**Student Identification Number** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle Preferred Name

**Other Names Appearing on Records** \_\_\_\_\_

**Current Mailing Address** \_\_\_\_\_  
Street Address City County State Zip

**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Education**

**High School Diploma:** yes \_\_\_ no \_\_\_ **GED:** yes \_\_\_ no \_\_\_

Please list **all** Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

**The Cardinal Central Office must receive official transcripts by the application deadline.**

Military: Active \_\_\_ Veteran \_\_\_ Other \_\_\_  
(DD 214 will be required after initial applicant screening)

**Please read and sign**

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the Medical Lab Technology Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Medical Lab Technology Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Medical Lab Technology Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

**Submit this page if applicable.**

This page is required reading ONLY.

## ICMLTE

### Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

In order to meet course and program outcomes and receive the Certificate or Associate of Applied Science degree in your chosen Health Professions program and to qualify to take the licensure or certification examinations, *all Health Professions students are required to participate in clinical activities.*

The ICMLTE Health Professions programs utilize health care facilities throughout the region to achieve the external and internal clinical component of the programs. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at facilities.

Any student enrolling in any of our Health Professions programs is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then ICMLTE member institutions may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Acknowledgement of this document is required for admission to Health Professions Programs at North Idaho College. Return this document as requested within the Program application process.

**Do not submit this page. Retain for your records.**

Submit this page if applicable.

## Prerequisite Course Information Sheet

Students currently enrolled (summer) or planning to enroll in (fall) prerequisites at schools **other than** at their admitting college must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of eligibility.

Student Name \_\_\_\_\_

Prerequisite course/s I am currently taking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of college \_\_\_\_\_

Course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted before **October 15, 2025 to be considered for the priority application deadline.**

An official transcript with final grade details must be received by the admitting college prior to the program start to validate program eligibility.

Submit this page if applicable.