

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
Betsy Conery, Student Success Navigator (208) 625-2320, Betsy.Conery@nic.edu
Aidan McFall, Program Director (208) 929-4015, Aidan.McFall@nic.edu

Application materials must be submitted to NIC as follows:

Email application materials to: 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
Rebecca Killion, Senior Executive Coordinator, (208) 535-5437, Rebecca.killion@cei.edu

Application materials must be submitted to CEI as follows:

Email 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
Aidan McFall, Program Director (208) 929-4015, Aidan.McFall@nic.edu

Application materials must be submitted to CSI as follows:

Email application materials to: 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
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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 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
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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

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

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.

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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.

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

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.
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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

