

**CLINICAL LABORATORY TECHNICIAN PROGRAM**  
(Program name will change to Medical Laboratory Technician 6/2012)

**Online Program Overview**

Congratulations on your decision to pursue a degree as a Clinical Laboratory Technician (CLT) which will soon be called Medical Laboratory Technician (MLT)! It is an excellent profession to pursue...one worth the hard work that the educational process requires. By completing this program overview, you are one step closer to reaching your career goal.

This program overview is to help you! Our goal is to:

- Provide specific program information
- Help to confirm your decision to enter the program
- Explain admission process for the program, and
- Provide you with forms necessary for completing the admission process.

As part of the admission process for the program, you are required to read through the material presented in this program overview. Please be aware that you must read ALL of the materials, complete the Intent to enroll form and return it to Western in order to fulfill the requirements for admission to the program.

**Let's get started!**

A clinical laboratory technician (CLT) is a health care professional who works in a hospital or clinic, and less frequently in public health agencies, pharmaceutical firms, or research institutions. Technicians perform such tasks as collecting blood specimens and conducting a wide variety of laboratory tests on patients' specimens. It takes hard work and dedication to become a clinical laboratory technician. It requires a strong background in such sciences as math, biology, and chemistry. (If you didn't take much math or science in high school, remedial courses are available at Western to prepare you for the program.) A CLT is expected to handle stressful conditions and to supply critical information for the patients' care. It also takes a dedication to helping others and a desire to be recognized by other health professionals as a valuable member of the health care team. Clinical laboratory technicians may need to be able to work varied shifts (e.g. days, evenings, or nights) and may work some regular weekends and some holidays.



**Job Outlook**

The job market for clinical laboratory technician graduates in the La Crosse area is very good. The starting base wage in the La Crosse area is between \$15.00/hour to \$20.00/hour. Differential hourly pay is added to this base wage for working evening, night, weekend and holiday hours.

## Program Layout



The CLT program is a 2-year associate degree program. You will attend lectures, practice your skills in labs, and get real-world experience at various clinical rotations. It is Western Technical College's intent to provide clinical experience to all students. A typical laboratory and clinical experience consists of 4-8 weeks at a rural hospital lab and 12-16 weeks at an urban hospital lab. In the event that the typical clinical experience cannot be met, alternative options would be explored to include flexible scheduling and the use of distant clinical sites.

During your education you may be assigned to a clinical site in one of the following cities: La Crosse, Onalaska, Tomah, Sparta, Black River Falls, Mauston, Hillsboro, Viroqua, or Winona (other sites are possible.) A good running car and a valid driver's license or alternate transportation is required. You are responsible for your own transportation and housing, if you decide to stay at the outlying sites.

Most of the core CLT courses must be followed sequentially. However, you may take some courses before entering the program. This option lightens the load and gives you time to concentrate on the core courses later. It is also a good option for students who are balancing school with family responsibilities and jobs. The following courses may be taken before entering the program:

- General Anatomy and Physiology (#806-177)
- Introduction to Biochemistry (#806-186)
- Microbiology (#806-197)
- Phlebotomy (#513-135)
- General Studies courses

## Student Accident Insurance:

**Student Accident Insurance:** All students involved in a clinical course as part of their program will be automatically enrolled in Western Technical College's Accident Only Insurance Plan.

This insurance covers injuries that you may incur on the way *to or from* any clinical experience, and any injury that you may sustain *at the clinical site while performing your clinical duties as a Western Technical College student*. This insurance **ONLY** covers you for injuries related to these student experiences; your choice of insurance for other portions of your life remains your responsibility. This insurance is considered a secondary insurance to any primary insurance you may have. There is no deductible for this coverage at this time. Once you are enrolled in your clinical course, your instructor will provide further information and details on how to obtain your insurance card. Answers to questions can be found at this [website](#).

## Laboratory Dress Code



You must wear appropriate lab attire for all classroom labs. Hair must be tied back and open toe or canvas shoes are not allowed. Gloves, which must be used when working in the laboratory as per OSHA Bloodborne Pathogens Standard, are provided. You can purchase the remaining items at the Western Campus Shop.

- Disposable fluid resistant lab coat (\$8.00)
- Safety glasses (\$2.99 - \$8.00)

## Field Trips

As a CLT student, you will be required to attend field trips. Alternative assignments may be given at the discretion of the faculty. You will be financially responsible for any expenses incurred. You are also responsible for obtaining assignments for classes missed while on field trips and meet the requirements of those instructors. The most common field trip is in April for the American Society of Clinical Laboratory Scientists - WI convention.

## Professional/Student Organizations

Faculty strongly encourages you to join a professional organization for CLTs. The American Society of Clinical Laboratory Scientists (ASCLS-WI) student membership costs approximately \$25 per year. You may also join Health Occupation Students (HOS-CLT), a professional organization for CLT students at Western. This organization is dedicated to service, education and skills. Cost is \$12 per year. The CLT club helps with expenses for students to attend conferences.

## After Graduation

Graduates are eligible to take a national certification exam given through a professional organization such as Board of Certification (BOC) exam through American Society of Clinical Pathology (ASCP). Upon satisfactory completion of this exam, the graduate is then certified by the BOC. Students may have to take a licensure exam in some states in addition to being nationally certified.

## The Admission Process

Review the **Intent to Enroll** form to identify and complete the admission requirements for your program: [Intent to Enroll Form](#)

### Step I

1. **Application to the college**: Complete and submit the Wisconsin Technical College System application. If you are interested in more than one program, you must complete an application for each program. A onetime \$30.00 application fee (made payable to Western) must be submitted with the application. Applications are available at Western in Room 160 of the Welcome Center (La Crosse campus) or any Regional Learning Center location. Applications are also available online at <http://www.westerntc.edu/admissions>
2. Submit **official transcripts** from high school and, if applicable, college. If submitting college transcripts, it is possible that you may have taken courses that can be applied towards your chosen program. To have your transcript evaluated for transfer of credit, complete the form found at <http://www.westerntc.edu/transfer>.
3. **Placement tests** (COMPASS, ASSET, ACT) You are required to take a placement test and meet the minimum scores unless the following applies:
  - If you have a bachelors or masters degree, you are not required to take placement tests.
  - If you have successfully completed (C grade or better) college level Written Communication or Beginning Composition, you are not required to take the Writing placement test.
  - If you have successfully completed (C grade or better) college level College Mathematics, you are not required to take the Math placement test.

Testing is available in La Crosse at the Western Technical College Campus Assessment Center or at the Regional Learning Centers in Independence, Black River Falls, Tomah, Mauston, or Viroqua. For more information on placement tests, visit the assessment website at <http://www.westerntc.edu/admissions/assessment.asp>. If you take a placement test at another location, you must request that your scores be sent to Western.

	<b>Program Requirement for Placement Testing</b>		
	<u>COMPASS</u>	<u>ACT</u>	<u>ASSET</u>
Writing	75+	19+	45+
Reading	84+	20+	44+
Math	58+ (pre-alg)	19+	44+ (Numeric)

Remediation courses are available if you do not meet the placement scores for the program. All remediation coursework must be completed prior to being accepted to the program. Students must test after remediation.

## Step II

1. **Complete this Online Program Overview:** You are doing this right now and are almost done. You must complete the **Intent to Enroll** ([Intent to Enroll Form](#)) form when you are prepared to begin your program of choice. Review the form to identify and complete the admission requirements specific to your program.

Please assure that all items have been completed, attached, and/or turned in to: Enrollment Services located in the Welcome Center. **You are only allowed to submit the Intent to Enroll form at your mandatory Enrollment Services Advisor meeting.** Bring the Intent to Enroll form to your appointment with any un-submitted documentation. At this appointment, the enrollment services advisor will finalize the admission process and provide you with an estimated start date. At this time you will sign the second page of the Intent to Enroll verifying that you have completed the requirements to enter the program and have been assigned an estimated start date.

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. Students are unable to request a pass on their assigned date. They will be assigned a later start date upon resubmission of the Intent to Enroll form.

2. Meet **reading, math and writing requirement** as noted in Step I item 3.
3. Read **Essential Functions** for your program. Essential Functions are a listing of the physical, cognitive, and mental abilities that you will need in order to complete the program. You must read the Essential Functions and complete the appropriate section on page two of the Intent to Enroll form. If you have a documented disability, there may be accommodations that can be made to assist in your successful completion of the program. Please contact Disability Services at Western (608-785-9875) if you are in need of more information. The Essential Functions is available at ([Essential Functions](#) )
4. Complete **Immunization Form:** The immunization information can usually be obtained from your personal physician. The immunization form is available at [Immunization Form](#) **IMPORTANT:** The immunization form **MUST** be signed by a physician, physician assistant, nurse, or nurse practitioner.

You must have documentation of a negative TB test for the past two years. If you do not have two consecutive years of TB testing, you must have a “two-step” TB test done. TB

tests are done at your local physician's office, county health departments or (for current Western students) at the UW-L Student Health Center located at the Health Science Center in La Crosse. You are required to maintain current TB tests until you graduate from the program. (i.e., renewed annually)

It is your responsibility to submit immunization records including TB tests prior to or with the Intent to Enroll form to Enrollment Services located in the Welcome Center so the documentation can be entered into your official student health record here at Western.

Hepatitis B series: It is your choice whether or not to have the series. If you elect to do the Hepatitis B series, you need to *start* the series, but do not have to *complete* the series in order to submit the immunization form. You must submit the remaining dates when the series is complete.

It is strongly recommended that you **maintain a copy** of all forms/verifications for your own personal record.

5. Complete the **Background Information Disclosure** form. Individuals who will be working with vulnerable adults and/or children undergo a criminal background check. You must complete the form and submit the \$20 fee (made payable to Western Technical College) in order to meet this admission requirement. **Western does not accept background checks conducted by third parties (i.e. your employer).** You are required to disclose *all* past experiences with the law. Any arrests or new charges must be reported to Doreen Olson (608 -789-4757), Associate Dean of Health and Public Safety within five (5) working days. Failure to do so may result in program dismissal. In addition, if you have resided outside of Wisconsin in the past three (3) years, you will be informed of how to obtain an out of state background check at your own expense.

Although the form itself refers to crimes, criminal convictions, and pending criminal charges, the information that comes back from the background check does include all contacts with law enforcement whether or not a criminal conviction occurred. Therefore, include contacts such as non-criminal traffic matters, arrests, charges for which you were acquitted, and charges that were pled down to an ordinance violation or forfeiture. This form is found [Background Information Form](#)

If your background check reveals past experience with the law, two clinical sites will be contacted to determine the likelihood of your being able to complete a clinical experience at those sites. **Clinical sites have the right to refuse clinical placement to any student based on the background check results.** This information will assist you in understanding the likelihood of being able to complete the clinical courses for the program. If you have charges on your background check, we are unable to guarantee that you will be able to be placed for the multiple clinical experiences that most programs require. It is your decision whether or not to enter the program based on the uncertainty of being accepted at clinical sites. See Frequently Asked Questions for more information on the impact of a positive background check.

6. If you have significant visible body art and piercings, we are unable to guarantee that you will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

7. Attain **CPR certification**: You are required to complete the American Heart Association Healthcare Provider certification and provide a signed copy (front and back) of your card. Note: there are many different levels of CPR; be sure to register for “Healthcare Provider”. You are required to maintain your CPR certification until you graduate. This may mean that you may have to take a renewal class during your time at Western.
8. **Chemistry and Biology**: You must successfully complete (C grade or better) high school or college biology and chemistry. If you have not previously taken biology or chemistry, you can fulfill this requirement by taking the courses at Western. These requirements must be completed prior to taking General Anatomy and Physiology.

## Acceptance to the CLT Program

Students will be admitted to this program once the student has completed the Intent to Enroll, met the program requirements and have met with an Enrollment Services Advisor. Program admission is based upon a first come, first served basis. Once the program is filled, students will be admitted to the next term. If an opening occurs in an earlier term, you may be contacted.

In the event that the program is not full, applications will continue to be accepted until three weeks prior to the start of the program. Applicants who meet all admission requirements will be accepted on a first come, first serve basis until the program is full.

❖ It is to your advantage to complete the admission requirements as soon as possible.

## Frequently Asked Questions

1. **What happens if there is something on my background check?**  
First of all, it is very important that you be honest when completing the background check form. Some facilities may automatically refuse a student who is perceived to be less than truthful on the form. If a student has a positive background check (meaning that there is something in your background), two clinical sites will be contacted to determine the likelihood of accepting you for a clinical experience. You will be contacted regarding the response of the clinical sites so that you can make a decision as to whether or not to enter the program. The response of the clinical sites is not a guarantee of being able to place you at every clinical site but will give you an indication of the likelihood of being able to be placed at some clinical site. It does not guarantee what will actually happen once you are in the program. It is your decision as to whether or not you want to enter the program.
2. **What about Body Art or Piercings?**  
In the Health and Public Safety Division, you may display no **Body Art or Piercing** that might be considered offensive. Most employment settings have policies that are generally broad, however they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.
3. **Where can I go to get certified in CPR?**  
First of all, be very careful that you are signing up for the correct course. You need to complete **American Heart Association Healthcare Provider CPR** (Western catalog number 47-531419). Western offers many sections of American Heart Association Healthcare Provider.

4. **I didn't get in for next fall; do I really have to wait a year to get in?**

Yes and no. If another student would not be able to start at their assigned time, we would contact the next applicant on the list. For this reason, it is VERY important that Western has your most current address and phone number so that we are able to contact you.

If you don't get into the program, you are strongly encouraged to complete your general studies prior to entering the program.

5. **I didn't get in for next fall, is there anything I have to do in order to keep my application current?**

Yes, students are required to submit updated TB results, maintain CPR certification and repeat the criminal background check if there has been a change.

6. **I've been accepted for fall semester, but for whatever reason, I can't start in the fall.**

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. You will be assigned a later start date upon resubmission of the Intent to Enroll form.

7. **I've changed my mind about entering the program and want to enter a different Health and Public Safety Division program. What do I do?**

If you change your mind on which program you would like to enter, complete a change of program form (available from Enrollment Services Department [www.westerntc.edu/currentstudents/pdf/ReEntryChangeProgram.pdf](http://www.westerntc.edu/currentstudents/pdf/ReEntryChangeProgram.pdf)). The good news is that if you are interested in another Health and Public Safety Division program many of the admission requirements (e.g. background check, immunization, etc) are applicable for other programs. However, you will be required to complete an online program overview session specific for the program as well as the Intent to Enroll form.

8. **I've taken some courses at a different college. Do I have to retake them?**

Most students receive some credit for the courses that they have taken previously. Students who have previous college coursework should complete a transfer of credit form (available from the Registrar or online at <http://www.westerntc.edu/transfer>). You will be notified if the other college credits will be placed on your Western transcripts.

9. **What if I'm trying to decide between more than one program?**

Counselors and Enrollment Services Advisors at Western are also available to discuss career planning with you.

10. **Who do I contact if I have questions?**

*Questions specific to a program? Please contact program faculty:*

Carolyn Byom (608) 789-6284 or [byomc@westerntc.edu](mailto:byomc@westerntc.edu)

Kari Christenson (608) 789-4740 or [christensonk@westerntc.edu](mailto:christensonk@westerntc.edu)

*Questions related to career decisions:*

Contact a counselor through Student Services at (608) 785-9553.

*Questions on your admission status:*

Contact an Enrollment Services Advisor through email and include your name, ID # or birth date and your specific question to:

Sandy Peterson [PetersonS@westerntc.edu](mailto:PetersonS@westerntc.edu)

Deb Kaiser [Kaiserd@westerntc.edu](mailto:Kaiserd@westerntc.edu)

Stacey Nelson [nelsons@westerntc.edu](mailto:nelsons@westerntc.edu)

## Last Thoughts

- You are responsible to make sure that you keep your contact information (address and phone number) current. Contact the Enrollment Services to let the College know of any changes or update your contact information online at your MyWestern account.
- Pay close attention to the deadlines for completing admission requirements for the program. The CPR requirement takes the most time to complete (and classes fill quickly!). If you have not completed CPR, then your first order of business should be to find a CPR class and get signed up. The second most time consuming admission requirement is immunizations. Start working on completing the form immediately.
- Students in a health or public safety program are required to have a C grade or better in all general studies and program courses. Students who have less than a C grade in General Anatomy and Physiology are required to participate in remedial work designed to assist in successful completion when they repeat the course. Please see the student handbook for more information on College and Division policies. The Student Handbook is available on the college [website](#).

**Best wishes as you continue your journey towards entering a Health or Public Safety program at Western Technical College. We look forward to working with you as you pursue a career in Health or Public Safety.**

The admission requirements are subject to change without notice.  
This website will be updated, at minimum on February 15 and October 15 of each year.