SAN DIEGO MIRAMAR COLLEGE | Medical Laboratory Technology Training Program

Student Handbook

Last Updated Sept 2026

Dear Student,

Welcome to Miramar College's Medical Laboratory Technician (MLT) Training Program. As you begin your educational experience here at Miramar College, we are confident that our MLT program will be essential to helping you progress in your future career.

This MLT student handbook contains information and guidelines that will assist you throughout your time in the MLT program. The MLT curriculum is challenging, but enjoyable. Your role as a student is to ensure that you stay active and engaged throughout the program.

The faculty and staff of Miramar Community College are fully committed to providing you with the appropriate knowledge and necessary clinical skills to excel in clinical laboratory sciences. Our program is designed to provide an associate degree in Medical Laboratory Technology. Prepare you for the approved California licensure examination, and the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) the national certification exam for MLT. This program integrates traditional classroom didactic instruction with directed "hands on" clinical practice in a California licensed clinical laboratory. It is the fundamental goal of our program to combine the classroom didactic lectures with the pre-analytical, analytical, and post analytical skills which will allow you to comprehensively and systematically achieve mastery of the competencies required for this profession.

Our licensed clinical faculty brings many years of experience in the practice of the clinical laboratory sciences, while the Miramar College campus makes available to you extensive academic and scientific resources. Our didactic program provides you with 486 hours of clinical education, while our affiliated clinical laboratory provides 640 hours of practical bench experience.

The job of an MLT is a very demanding, but an extremely fulfilling component of the health care team. Modern medicine is only possible with a modern laboratory. The MLT Job is essential for modern medicine and patient treatment. The educational process you have chosen to experience will allow you to grow intellectually and expand your view of our community. We know that you will find this program exciting, challenging, and enjoyable.

We encourage you to bring your enthusiasm and curiosity to learn. The MLT faculty and staff wish you the best of luck and highest academic achievements throughout the year!

Have fun and enjoy!

Sincerely,

The San Diego Miramar College MLT Faculty and Staff

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Introduction

The Medical Laboratory Technology Technician (MLTT) program at San Diego Miramar College provides a quality educational program that complies with the established essentials and guidelines of an accredited educational training program for medical laboratory technicians (MLT). The college recognizes that to achieve this, the student must be able to grasp technical and theoretical knowledge and to successfully apply this knowledge in a clinical setting. This program consists of lectures and laboratory experiences on campus at San Diego Miramar College, as well as practical clinical experiences at Laboratory Corporation of America (LabCorp), our affiliate clinical laboratory.

In 2009, California opened the clinical laboratory science career to include MLT. Laboratory Field Services (LFS) of the California Department of Public Health (CDPH), the agency in California designated to provide licensing, approved Miramar MLT program in 2010. California regulations require specified course work and 60 semester, or 90 quarter, unit-hours of approved college credits or an associate degree or higher. The MLT program has achieved accreditation status from the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS). Students who began the program on or after September 2013 are eligible to take the ASCP national certification exam.

General Description

The MLTT program prepares students for employment in clinical laboratories, industry, and biotechnology as an MLT, laboratory assistant and/or research technician/ associate. The required curriculum integrates basic concepts, technical procedures, and laboratory exercises prior to the required practical clinical experience. Practicum classes are held at an affiliated clinical laboratory site where students receive workplace experience in the job duties of an MLT. The entire program is designed for students to master the competencies, skills, and knowledge required for the profession. Classes and times for the program may vary between days and nights and are not offered via distance learning.

The curriculum prepares students to perform clinical laboratory procedures in chemistry, urinalysis, hematology, coagulation, microbiology, immunology, and immunohematology. These procedures are used in the maintenance of health and diagnosis/treatment of disease. Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting and interpreting clinical findings involving tissues, blood, and body fluids. The program recognizes the importance of professional standards and ethical obligations critical to health care professions. Development of professional competence, personal growth, and effective patient care are integrated into each part of the curriculum.

Graduates of the MLTT program are eligible to take the national certification examinations from the American Society for Clinical Pathology (ASCP) given by the Board of Registry (BOR) or the American Association of Bioanalysts (AAB). A California MLT license through LFS is required for all clinical laboratory personnel practicing in California. Students who began the program on or after September 2013 are encouraged to take the national ASCP certification exam, the gold standard of certification for laboratory scientists. Completion of the MLTT program is not contingent on passing an outside certification or licensure exam. MLTs in the state of California must have a license and be credentialed as an a MLT. The licenses and certification require continuing education units (CEUs). The number of hours and the frequency required (every year, two years, or three years) is determined

by the organization that offers the credentialing and licensure. Medicine is continually evolving and CEUs are an important tool to keep all health care professionals current and knowledgeable. Being up-to-date is important for effective communication and laboratory work. Some employers will provide funding to complete CEUs; if employer does not, you are responsible for completing CEUs.

Program Mission Statement

The MLTT program at San Diego Miramar College is designed to produce trained individuals to enter the medical laboratory workforce as an MLT. As such, the program's primary learning outcome is to graduate competent, workplace-ready members of the health care team who:

- Exhibit theoretical comprehension and competence in all MLT courses by passing comprehensive college and certification exams.
- Demonstrate entry-level MLT skills in the following clinical laboratory areas: Clinical Chemistry, Hematology, Urinalysis, Coagulation, Immunology, Immunohematology, Microbiology.
- Demonstrate professionalism and awareness of their role in the delivery of health care to patients: respecting the rights of patients, colleagues and other health professionals as they perform duties within the constraints of legal, moral, and ethical conduct.
- Exhibit positive attitudes in the areas of professionalism and commitment to delivering excellent health care.

Program Goals and Objectives

- To produce graduates eligible to take the ASCP or AAB certification examinations required for licensure in California.
- To provide students with the necessary academic instruction and professional training in the field of laboratory medicine to satisfy the employment needs of the San Diego area and surrounding communities.
- To produce a skilled clinical laboratory employee who has a competent working knowledge of the principles inherent in the laboratory tests being performed.
- To prepare students to become accurate and reliable members of the health care team.
- To provide students awareness of their crucial role in the delivery of health care to the patient.
- To develop positive student attitudes in the areas of professionalism and commitment in delivering excellent health care.

MLT Occupational Competencies and Certification

- Collecting, processing, and analyzing biological specimens and other substances
- Performing analytical tests of body fluids, cells, and other substances
- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
- Performing and monitoring quality control within predetermined limits
- Performing preventative and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs
- Applying principles of safety

- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals, as well as with the public
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care
- Applying basic scientific principles in learning new techniques and procedures

The MLTT program is designed to educate and prepare students to take a national certification exam which, when passed, allows graduates to obtain a California license that allows for entry into a technician-level position in a clinical lab environment. Types of clinical labs include community-based hospital labs, teaching hospitals, private hospitals and clinics, and clinical research organization (CRO) support services. Graduates are also eligible to work in the regional biotechnology industry that provides specialized clinical services and diagnostics development and support.

Accreditation Status

Miramar MLTT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and approved by LFS. These entities define the essential abilities and requirements for certification and licensure of MLTs. The MLTT program curriculum is designed to provide training in the essential abilities of an MLT, which include information acquisition, as well as technical skills required in the performance of laboratory tests. Additional information concerning the accreditation process can be found on the NAACLS website: www.naacls.org.

NAACLS
5600 N. River Rd, Suite 720
Rosemont, IL 60018-5119
phone: 773-714-8880; fax: 773-714-8886

General Program Requirements

College/Program Admission Criteria

San Diego Miramar College is an open enrollment college. Admission is open to anyone who meets one of the following criteria below per the college catalog (http://www.sdccd.edu/ catalogs/miramar/):

- High School Diploma/CA High School Proficiency Exam or GED with an average score of 45 or higher
- Persons 18 years of age or older or emancipated minors who possess a high school diploma or equivalent may be admitted by the college under provisional admission status

Selection and Restrictions Specific for the MLT Program

Students wishing to apply to the MLT program classes must have successfully **passed all prerequisite classes** (shown on page 5) at San Diego Miramar College or the equivalent classes at other institutions of higher education within the within the previous five years of intended start. If a student applies and doesn't get in due to program being filled, they can apply the following year with recency of the first application. Students seeking course equivalency from other institutions should visit a Miramar College counselor to verify.

Interested students must successfully complete the required prerequisites and file an MLT program application of interest **during the application period shown on the website.** The application of interest is to verify recency *(courses completed within five years from the enrollment semester starting*

with Spring 2027 cohort) and successful completion of prerequisites. Completed applications that meet the requirements are entered into a lottery and randomly chosen to fill available spaces each spring.

MLT students are required to perform patient testing safely and accurately. Students must be able to distinguish objects both macroscopically and microscopically. The student must be able to read labels and safety warnings in small font on patient specimens, reagents and supplies, and lab instruments. It is required that students have sufficient upper body muscle coordination to practice safe specimen handling. Students must be able to perform delicate manipulations on specimens and instruments necessary for complete and accurate diagnostic test results. The student must be able to use a rubber bulb to draw liquid into a calibrated pipette and use a gloved finger to control the release of liquid to within 1 mm of a fixed point on the pipette. Students must be able to lift and move objects, e.g., load individual tubes in an analyzer and move test tube racks from one bench to another. Students must be able to isolate bacteria by smoothly moving a loop over the surface of an agar (gel) culture plate without tearing the surface of the agar. The student must be able to discern colors. Also, the student must have touch discrimination to discern veins in order to perform venipunctures.

MLT students must be able and willing to work with body fluids, such as blood and organisms, that may be infectious. Students must be able to work with a wide variety of chemical reagents. MLT students must possess the emotional stability required for full utilization of their intellectual abilities. Students must be able to work accurately and safely under stress, e.g., work under time constraints; read and record numbers accurately; perform repetitive tasks; concentrate in distracting situations; make subjective evaluations and decisions where mistakes may have a high impact on patient care. Students must be able to adapt to changing environments and be able to prioritize tasks.

The student must have the ability to master information presented in course work in the form of lectures, written material, and projected images. Additionally, the student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty. Students must also have the physical and cognitive abilities to perform laboratory procedures in a classroom laboratory and at the clinical affiliate site.

The student must be able to communicate effectively in written and spoken English to correctly transmit information to other members of the health care team. Students must possess the ability to make a correct judgment in seeking supervisory help and consultation in a timely manner. The student must possess attributes which include integrity, responsibility, and tolerance. Students must show respect for self and others, work independently as well as with others, and project an image of professionalism.

These technical skills identify some of the requirements for successful completion of the MLT program. Graduates are expected to be qualified to enter the field as an MLT. It is the responsibility of the student to make any conditions affecting their performance as an MLT known to the faculty. Reasonable accommodation can be made in certain instances, i.e. a learning disability, when the student feels the necessity in order to execute the essential requirements described.

Restriction on Directed Clinical Practice

Students who have successfully completed the prerequisites courses, MLTT 210, 211, 212, and 213 and possess a current California Phlebotomy license (CPT I or II) issued by LFS will be entered into the directed clinical practicum courses (MLTT 061, 062, 063, 064) courses.

Program Course Requirements

Prerequisites

BIOL 107, General Biology- Lecture and Lab	4
(***OR***	
BIOL 131, Introduction to Biotechnology)	4
BIOL 230, Human Anatomy	4
BIOL 235, Human Physiology	4
CHEM 100, Fundamentals of Chemistry	3
CHEM 100L, Fundamentals of Chemistry Lab	1
(OR	
CHEM 152, Introduction to General Chemistry AND	3
CHEM 152L, Introduction to General Chemistry Lab)	1
CHEM 130, Introduction to Organic and Biological Chemistry	3
CHEM 130L, Introduction to Organic and Biological Chemistry Lab	1
TOTAL PREREQUISITE UNITS = 20	

Major Course Requirements

MLTT 210, Clinical Chemistry and Lab Operations	4
MLTT 211, Clinical Hematology, Urinalysis and Body Fluids	4
MLTT 212, Clinical Microbiology	4
MLTT 213, Principles of Blood Banking and Immunology	4
MLTT 061, Directed Clinical Practice in Clinical Chemistry	3
MLTT 062, Directed Clinical Practice in Clinical Hematology, Urinalysis, and Coagulation	3
MLTT 063, Directed Clinical Practice in Clinical Immunology and Immunohematology	3
MLTT 064, Directed Clinical Practice in Clinical Microbiology	3
TOTAL MAJOR UNITS = 28	
TOTAL PROGRAM UNITS =48	

Phlebotomy

In addition to the courses listed above, students must obtain a California phlebotomy license (CPT I or II) from LFS. A current license is required before students are eligible to enroll in the directed clinical practice courses or as directed by externship site. Ranking and enrollment in a practicum course is dependent upon possession of a current CPT license. California approved phlebotomy training programs in San Diego County are located in the Appendix section of this handbook and the program website.

Background Check: for employment as an MLT in the industry, it is required for you to undergo a background check. Please note this before you apply to the program. Note: at any time our lab externship partners may require a background check as well at the cost of the student.

Projected Course Sequence

Below is a proposed sequence of coursework needed to complete an Associate Degree in Medical Laboratory Technology. This information is subject to change. Class times and days vary.

Possible Course Sequence

Semester 1 (SPRING)		Semester 2 (FALL)	
Courses	**Units**	**Courses**	**Units**
MATH 116*	3	CHEM 130/130L	4
BIOL 107	4	BIOL 235	4
General Education*	4	BIOL 230	4
CHEM 100/100L	4	Physical Education*	1.0
Total Units	**15**	**Total Units**	**13.0**

Semester 3 (SPRING)		Semester 4 (FALL)	
Courses	**Units**	**Courses**	**Units**
MLTT 210	4	MLTT 212	4
MLTT 211	4	MLTT 213	4
General Education*	6	General Education*	5
Total Units	**14.5**	**Total Units**	**13**
*Open Electives**	*5*	*Open Electives**	*5*
Total Units	**19.5**	**Total Units**	**18**

Semester 5 (Spring)	
Courses	**Units**
MLTT 061	3
MLTT 062	3
MLTT 063	3
MLTT 064	3
Total Units	**12**

**see counselor to create a proper education plan for Associate's Degree.*

At the end of the proposed sequence, students are ready to start the practicum classes, MLTT 061, 062, 063, and 064 provided that the student has obtained a CPT I or II license and it is current. Students need to be prepared to enter rotations directly after classes end in the subsequent spring to entering the program. Once a student begins practicum classes, it may take up to eight months to complete the program.

Outlines of record for all required courses are included as an attachment to this document (outlines are subject to change, information is up to date as of the printing of this handbook). All required courses have been approved by the San Diego Community College District's Curriculum Committee.

Medical laboratory technician licensure is subject to Title 17 of the California Code of Regulations shown below and administered by Laboratory Field Services (LFS), a section of the California Department of Public Health (CDPH). https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/RegulatoryInformation.aspx#
A link to the full copy of the law is below.
https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I94E0B3505A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)
CDPH MLT website: https://www.cdph.ca.gov/Programs/OSPHLD/LFS/pages/mlt.aspx

Course Descriptions and Objectives

MLTT 210: Clinical Chemistry and Laboratory Operations
This course introduces the theory and practice underlying the basic methodologies used in clinical chemistry and the basic principles of laboratory operations. Laboratory Clinical Chemistry topics include principles and methodologies common to the clinical laboratory to include specimen handling, measurement of biochemistry, data analysis and pathology. Laboratory operations topics include quality assessment, safety, laboratory mathematics, and instrumentations. This course is intended for students majoring in Medical Laboratory Technology to perform clinical chemistry and laboratory operations at an entry level competency.

Upon successful completion of the course the student will be able to:
1. Identify elements required to implement and monitor effective Quality Assurance QA program.
2. Describe preanalytical, analytical and postanalytical errors.
3. Use established procedures for collecting and processing biological specimens for analysis.
4. Define terminology of inorganic, organic and biochemistry.
5. Identify the biochemical pathways of clinical chemistry tests.
6. Evaluate clinical chemistry tests that are used to diagnose and monitor patients.
7. Use prescribed procedures to handle electrical, radiation, biological and fire hazards.
8. Use appropriate practices, as outlined in the OSHA Hazard Communication Standard, including the correct use of the Material Safety Data Sheet as directed.
9. Perform laboratory mathematics.
10. Perform clinical chemistry procedures as an entry level technician.

MLTT 211: Clinical Hematology Urinalysis and Body Fluids
This course covers the methodologies and procedures in the laboratory disciplines of hematology and urinalysis. Learning modules for course completion includes physiology, pathophysiology and laboratory analysis of blood, body fluids, bone marrow and urine. This course is intended for students majoring in Medical Laboratory Technology to perform clinical hematology and urinalysis at an entry level competency

Upon successful completion of the course the student will be able to:
1. Apply basic principles and theory of clinical hematology and urinalysis in the clinical laboratory setting.
2. Describe the technical and procedural aspects of the laboratory tests used in clinical hematology and urinalysis.

3. Use established procedures for collecting and processing biological specimens for analysis.
4. Select and operate instruments used in clinical hematology and urinalysis.
5. Create reports and documentation of results obtained in clinical hematology and urinalysis.
6. Identify and describe the principles of quality control and quality assurance in the clinical hematology and urinalysis laboratory.
7. Assess abnormal or inconsistent test results to determine appropriate action.
8. Apply safety mandates and principles in the clinical hematology and urinalysis laboratory.
9. Perform clinical hematology and urinalysis procedures as an entry level technician.

MLTT 212: Clinical Microbiology

This course covers clinical laboratory methodologies and practices of microbiology. Topics for entry level clinical laboratory competency includes the preanalytical procedures of specimen collection, transport and processing; bacteriology, mycology, parasitology and virology analytical procedures. This course is intended for students majoring in Medical Laboratory Technology to perform clinical microbiology at an entry level competency.

Upon successful completion of the course the student will be able to:

1. Apply basic principles and theory of clinical microbiology to the clinical laboratory setting.
2. Describe technical and procedural aspects of laboratory tests used in clinical microbiology.
3. Use established procedures for collecting and processing biological specimens for identification and analysis.
4. Apply knowledge of clinically relevant microorganisms to standard low and moderate complexity identification tests.
5. Describe basic clinical manifestations and diagnostic protocols.
6. Select and operate equipment and instruments used in the clinical microbiology laboratory.
7. Create reports and documentation of results obtained in the clinical microbiology laboratory.
8. Identify and describe the principles of quality control and quality assurance in the clinical microbiology laboratory.
9. Assess abnormal or inconsistent test results to determine appropriate action.
10. Apply principles of computer applications to the clinical microbiology laboratory.
11. Apply safety mandates and principles in the clinical microbiology laboratory.
12. Perform clinical microbiology procedures as an entry level technician.

MLTT 213: Blood Bank and Immunology

This course covers the clinical laboratory principles of the immunohematology and immunology. Immunohematology learning outcomes include donor screening, blood product collection, transfusion testing and quality management practices. Immunology learning objectives covers the knowledge and laboratory practicalities of the immune system physiology, immunoglobulins and complement functionalities, infectious diseases serologies, and transplantation. This course is intended for students majoring in Medical Laboratory Technology to perform immunohematology and immunology at an entry level competency.

Upon successful completion of the course the student will be able to:

1. Define the process of donor screening and selection for allogeneic whole blood donation and autologous pre-deposit donation.
2. Explain the preparation, management, handling, and therapeutic use of blood products.

3. Apply the principles and applications of direct agglutination testing (ABO/Rh) as well as direct and indirect antiglobulin testing to identify unknown antibodies.
4. Compare and contrast the serologic characteristics, notable aspects, and clinical significance of significant blood group systems.
5. Evaluate the results of routine blood bank testing to recognize expected findings, discrepant and invalid findings.
6. Formulate a basic plan of action for investigating unexpected findings when given the results of blood bank testing.
7. Categorize hemolytic diseases of the newborn and autoimmune hemolytic anemia with regard to testing, cause, management, and treatment.
8. Determine the process of investigating a suspected transfusion reaction as it relates to classification of the reaction, as well as recommendations for future transfusions.
9. Interpret quality control measures used in blood bank testing.
10. Describe the principles, theory and methodologies of clinical immunology.
11. Describe the diseases of the immune system.
12. Describe and evaluate the serology of infectious diseases.
13. Perform clinical immunohematology and immunology procedures as an entry level technician.

MLTT 61: Directed Clinical Practice (Internship) in Clinical Chemistry

This course provides clinical laboratory practice and experience in the laboratory of general and specialized chemistry. Different instrumentation will be introduced, as well as bench and manual methods. Emphasis is placed on technique, accuracy and precision. This practicum will take place at a clinical affiliate site that will be assigned by the Medical Laboratory Technician Training Program Director. This course is intended for students majoring in Medical Laboratory Technology or those wanting to update their medical laboratory skill set.

Upon successful completion of the course the student will be able to:

1. Demonstrate and apply departmental procedures for safety according to Occupational Safety and Health Administration (OHSA) mandates.
2. Demonstrate and explain the safe use and disposal of biohazardous material.
3. Explain and demonstrate the specimen processing and handling, criteria for specimen rejection, and use of laboratory information system (LIS).
4. Apply working knowledge of instrumentation to the selection and operation of automated or semi-automated instruments.
5. Summarize the test methods and principles learned during their rotation.
6. Perform and interpret low to moderate complexity chemistry and special chemistry tests with results acceptable to the supervising Clinical Laboratory Scientist.
7. Demonstrate professionalism in appearance and behavior while in the laboratory setting

MLTT 62: Directed Clinical Practice (Internship) in Clinical Hematology, Urinalysis and Coagulation

This course provides laboratory practice and experience in the laboratory of hematology, urinalysis and coagulation. Different instrumentation will be introduced, as well as bench and manual methods. Emphasis is placed on technique, accuracy and precision. This practicum will take place at a clinical affiliate site that will be assigned by the Medical Laboratory Technician Training Program Director. This

course is intended for students majoring in Medical Laboratory Technology or those wanting to update their medical laboratory skill set.

Upon successful completion of the course the student will be able to:

1. Apply departmental procedures for safety according to Occupational Safety and Health Administration (OSHA) mandates.
2. Demonstrate and explain the safe use and disposal of biohazardous materials.
3. Demonstrate and explain specimen processing and handling, criteria for specimen rejection, and use of laboratory information system (LIS).
4. Apply working knowledge of instrumentation to operation of automated and/or semi-automated instruments.
5. Identify and apply the test methods and principles learned during their rotation.
6. Perform and interpret all low to moderate complexity urinalysis and body fluid tests in the laboratory with results acceptable to the supervising Clinical Laboratory Scientist.
7. Perform and interpret all low to moderate complexity hematology and coagulation tests in the laboratory with results acceptable to the supervising Clinical Laboratory Scientist.
8. Demonstrate professionalism in appearance and behavior while in the laboratory setting.

MLTT 63: Directed Clinical Practice in Clinical Immunology and Immunohematology

This course provides clinical laboratory practice and experience in the laboratory of serology and blood banking, including syphilis serology and general immunology. Different instrumentation will be introduced, as well as bench and manual methods. Emphasis is placed on technique, accuracy and precision. This practicum will take place at a clinical affiliate site that will be assigned by the Medical Laboratory Technician Training Program Director. This course is intended for students majoring in Medical Laboratory Technology or those wanting to update their medical laboratory skill set.

Upon successful completion of the course the student will be able to:

1. Apply departmental procedures for safety according to Occupational Safety and Health Administration (OSHA) mandates.
2. Demonstrate and explain the safe use and disposal of biohazardous materials.
3. Explain and demonstrate the specimen processing and handling, criteria for specimen rejection, and use of laboratory information system (LIS).
4. Apply working knowledge of instrumentation to the selection and operation of automated and/or semi-automated instruments.
5. Perform and interpret all low to moderate complexity blood bank (immunohematology) tests and confirm results with the supervising Clinical Laboratory Scientist.
6. Perform and interpret all low to moderate complexity serology (immunology) assays with results acceptable to the supervising Clinical Laboratory Scientist.
7. Summarize the test methods and principles learned during their rotation.
8. Demonstrate professionalism in appearance and behavior while in the laboratory setting.

MLTT 64: Directed Clinical Practice in Clinical Microbiology

This course provides laboratory practice and experience in the clinical laboratory of microbiology. Different instrumentation will be introduced, as well as bench and manual methods. It emphasizes technique, accuracy and precision. This practicum will take place at a clinical affiliate site that will be assigned by the Medical Laboratory Technician Training Program Director. This course is intended for

students majoring in Medical Laboratory Technology or those wanting to update their medical laboratory skill set.

Upon successful completion of the course the student will be able to:

1. Apply departmental procedures for safety according to Occupational Safety and Health Administration mandates.
2. Demonstrate and explain the safe use and disposal of biohazardous material.
3. Apply working knowledge of instrumentation to the selection and operation of automated or semi-automated instruments.
4. Apply and identify the test methods and principles learned during their rotation.
5. Explain and demonstrate specimen processing and handling, criteria for specimen rejection, and use of laboratory information system (LIS).
6. Perform and interpret quality control procedures involving media, equipment and sensitivity testing.
7. Identify sources of potential error in the clinical microbiology laboratory.
8. Identify and describe current state and federal regulations regarding microbiology specimens.
9. Demonstrate professionalism in appearance behavior while in the laboratory setting.

Course Repetition Policy

- No course in which a "C" or better grade has been earned may be repeated.
- Students will not be allowed more than four enrollments in similar active participatory courses in Physical Education and Visual and Performing Arts, regardless of grade or symbol earned.
- Academic renewal is not allowed for work experience courses.
- Each course in which an unsatisfactory grade ("D," "F," or "NP") has been earned may be repeated twice without a petition. The course being repeated must be the same as the original course, not its equivalent. Only the newly earned units and grades will be used in computing the grade point average.
- Students will not be allowed more than three enrollments in any course, regardless of grade or symbol earned.

Course Repetition—Lapse of Time

Academic departments may require that courses for the major be completed within a specified number of years prior to the granting off the Associate Degree, Certificate of Achievement, or Certificate of Performance. Students may be required to repeat a course in which a satisfactory (A, B, C, P) grade has already been earned. Students with questions about the applicability of previous coursework are advised to consult the department as early as possible.

MLTT Staff

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Tuition and Fees

Tuition and Fees with Refund Policy

For students who meet the California residency requirement, the cost of the ***Medical Laboratory Technician Program*** **only** (not including pre-requisite requirements or general education courses) is currently *estimated* to be two thousand one hundred dollars ($2,100). You can anticipate the following expenses during your program of study. These amounts are **estimates** only.

- Tuition: $2,100.00 (this does not include prerequisites or general education requirements)
- Textbooks: $ 1,500.00
- CDPH MLT Trainee License $45

- MLT National **(ASCP)** Exam fee: $ 235.00
- California MLT Licensure application fee: $ 300.00 (annual renewal fees required)
- California Phlebotomoy Licensure application fee: $ 150.00 (annual renewal fees required)
- Uniforms, shoes, lab coats: $ 350.00
- Misc. (Parking permit, immunizations, CPR, background check, Malpractice insurance, ID badge): $ 700.00

Living expenses and cost of transportation to campus and clinical facilities are not included in this estimated cost. Financial assistance may be available through the Financial Aid Office. Applications for assistance should be filed early (priority filing is the first week of March). Applications are available at the Financial Aid Office or the Higher Education Center. It is recommended that the student not work while they are enrolled in the program.

Refund Policy

REFUNDS: Any questions concerning the refund policy should be addressed to the Admissions department. Fees will be refunded to students who reduce their program in accordance with the following schedule:

- **Primary Session (16 weeks)**
  Friday of the second week
- **Non-Primary Sessions (16 weeks or more)**
  Monday of the third week
- **Short-Term Sessions (Less than 16 weeks)**
  Monday of the second week
- **Classes 1 week or shorter**
  See Admissions Office for deadline dates

Policy/Procedure for Advising When Clinical Placement Cannot Be Guaranteed

When a student cannot be placed or continue in a clinical placement for unforeseen circumstances or situations that are beyond the control of the college or student, the first step will be to reach out to the current site for additional placement. Alternatively, we would work with our Advisory Board and try to develop a new placement location. If additional students cannot be placed at the existing site and a new site cannot be found, the student will either follow the Incomplete Grade policy explained in the college catalog or the student can also take a leave of absence from the program until the student can be placed. Students who do not accept a rotational placement will not be guaranteed future placements and will be removed from the program if they do not accept placements in two sessions.

Attendance Policies

General SDCCD Attendance Policies

Student attendance policies are developed in accordance with the academic standards of San Diego Miramar College, the practicum host sites, and NAACLS. The purpose of the attendance policies is to ensure student success in the program and to ensure that students have the requisite number of hours to be eligible for ASCP or AAB certification exams. Individual attendance policies can be found on page 16 of this handbook. As such, attendance policies are enforced.

MLTT Program Attendance Policies
As per the attendance policy of the San Diego Community College District, students who miss the equivalent of one week of didactic classes based on a 16-week semester **(two lectures and two labs) will be dropped from the program.** Students who arrive at class more than 10 minutes late or leave 10 minutes early will be marked as a partial absence. Three "partial absences" will equal one full absence. Students should review the class syllabus for specific attendance information.

This program is approved by LFS of CDPH. The approval requires that students complete the required number of training hours in each MLT discipline. To verify that students are meeting the required training hours, instructors will have sign-in and sign-out sheets at all classes or maintain accurate attendance records. Hours required will not be allowed to be "made-up" unless there are extenuating circumstances. Hours can only be substituted at the discretion of the instructor. The instructor will decide if 'make-up' hours are possible on a case-by-case basis.

General Program Policies

Academic Probation
Students whose grade point average falls below 2.0 after completion of 12 units at San Diego Miramar College will be placed on academic probation and remain there until their overall GPA reaches or exceeds 2.0. A student on academic probation status is disqualified when his/ her non-cumulative GPA falls below 2.0 in a subsequent semester. Note that students may not repeat practicum classes.

Policies Relative to Interruption or Withdrawal
Academic departments at San Diego Miramar College may require that courses for the major be completed with a specified number of years prior to granting of an associate degree, Certificate of Achievement or Certificate of Performance. (Students may be required to repeat a course in which a satisfactory (A, B, C) grade has already been earned. Students with questions about the applicability of previous coursework are advised to consult the department chair and the program director.) See leave form on page 35 for MLTT Program policies.

Students that withdraw at any time from the program for personal reasons must reapply for admission. Once a properly completed application is received, the student will be placed in the applicant pool and evaluated as a new applicant. Students who withdraw from the program are encouraged to make an appointment with a counselor and the Director of the program. Personal, academic, and career counseling is always available to the student and may be given at that time. Students that refuse a rotation spot will not be able to complete rotations due to the demand for rotation spots after classes are completed and will be dropped from the program.

Grounds for Dismissal
A student who has been placed on lack of progress probation shall be disqualified when the percentage of units for which entries of "W," "I," and "NP" are recorded in a subsequent semester reaches or exceeds 40%. Students will follow the Honest Academic Conduct Policy of San Diego Miramar College (Policy 3100).

Students who violate safety and patient confidentiality rules will receive F grades in the classes in which they are enrolled and may be prevented from repeating the classes.

Medical Insurance/Liability
All students will pay a mandatory fee for health services and accident insurance. The health services fee is currently $18 per semester. Students enrolled in occupational courses that require directed clinical practice (MLTT 61, 62, 63, 64) must also pay for liability insurance. The current fee is $7.00 per semester. These fees will be automatically assessed at the time of registration.

Laboratory Safety Standards
Students will follow all Universal Safety Precautions and CAL OSHA requirements as set forth in the training provided in both the didactic and practical classes. Each didactic class will provide safety training. Practicum safety training will take place at the clinical affiliate site as required by the institution. This training may occur outside of normal class hours.

Patient Confidentiality
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that defines patients' rights to privacy to control how their personal health care information is used. The law specifies who can access patients protected, identifiable health information and when disclosure of this information is permitted. At LabCorp, every student will be required to review, understand, and practice the confidentiality and privacy of every patient as prescribed by law.

Students will be oriented to facility policies and will observe all procedures related to patient confidentiality and release of information during clinical rotations. Students are also cautioned to maintain the confidentiality of their peers, instructors, clinical staff, and clinical affiliates. Students will keep personal beliefs and opinions a private matter. A breach in the confidentiality policy may be cause for immediate dismissal from the program.

Student Grievance/Appeals
The student is urged to consult with their instructors with any class related grievances. If the issue are not resolved, then please consult with the Program Director concerning any problems or grievances that they might have during their training. The Program Director will attempt to remedy any problems or mediate disputes that occur. Then if still not resolved, please speak with the Assistant Chair of the Biology Department. If the Program Director or Assistant Chair of Biology is not able to address the issue, please contac the Dean of the school of MBEPS. The purpose of the procedure is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Student Grievance Administrative Procedures AP 5530 shall be available to any student who believes a district decision or action has adversely affected his/her rights as a student specified in Student Rights and Responsibilities, BP 5500, Section *a* through *i*. Note that grades are not grievable under this policy. Refer to the Grade Challenge section of the catalog.

Occupational Hazards
Occupational hazards for the field of laboratory medicine may include but are not limited to exposure to infectious diseases such as AIDS or hepatitis, exposure to hazardous chemicals or substances, accidental injury, exposure to blood borne pathogens, exposure to radiation and allergic reactions to latex, or other chemical agents.

Service Work
Students may not replace or serve as full time staff when doing directed clinical practice classes. Directed clinical practice is class time. Service work by students in clinical settings outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations. Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

Teach Out Policy
The College policy is to maintain for a reasonable time classes in vocational programs to which there are matriculated students such that students can complete their degree (e.g. teach out).
Specifically:

1. Notice will be given to students and counselors that the program has been closed and, effective immediately, students not already matriculated will not be accepted to the program or enrolled.
2. Program classes for matriculated students will remain open and available to those students only.
3. As soon as all matriculated students have completed a class, the class will be discontinued. This process will continue until all matriculated students have completed all of the classes required for the program. At that time, the program will be discontinued.

Required Textbooks

Note: Textbook Requirements are Subject to Change

Bishop, Michael L., Fody, Edward P., and Schoeff, Larry E. Clinical Chemistry: Techniques, Principles, Correlations. 9th ed. Jones & Bartlett Learning, 2023.

Di Lorenzo, Marjorie Schaub and Strasinger, Susan King. Urinalysis and Body Fluids. 7th ed. Philadelphia: F.A. Davis Company, 2021.

Ciesla, Betty. Hematology in Practice. 4th ed. Philadelphia: F.A. Davis Company, 2026.

Keohane, Elaine M., Otto, Catherine N., and Walenga, Jeanine M. Rodak's Hematology. 7th ed. Elsevier, 2025.

Tille, Patricia M. Bailey & Scott's Diagnostic Microbiology. 16th ed. St. Louis: Mosby Elsevier, 2025.

Holladay, E. Blair and Tanabe, Patricia A. BOC Study Guide: Clinical Laboratory Certification Examinations. 7th. Hong Kong: American Society for Clinical Pathology, 2022.

Turgeon, Mary Louise. Immunology and Serology in Laboratory Medicine. 8th ed. St. Louis: Mosby Elsevier, 2026.

Harmening, Denise M. Modern Blood Banking & Transfusion practices. 7th ed. F. A. Davis, 2019

Attendance Policies

Attendance policies in the MLTT program are enforced to ensure that students attend the required number of hours dictated by CA Department of Public Health—Laboratory Field Sciences licensing requirements.

Attendance Requirement (Didactic Training)

As per the attendance policy of the San Diego Community College District, students who miss the equivalent of one week of classes based on a 16-week semester (two lectures and two labs) will be dropped from the program. Students who arrive at class more than 10 minutes late or leave 10 minutes early will be marked as a partial absence. Three partial absences will equal one absence. Students should review the class syllabus for specific attendance information.

Attendance Requirement (Clinical Practical)

It is the policy and expectation that students will be at the lab on time every day they are scheduled to train. Each student is personally responsible to resolve all factors under his/her control, which might prevent him/her from attending training each day, such as transportation, responsibility for children, outside business interests, etc. All students are responsible for and required to follow the appropriate reporting procedures for calling in late or an absence.

In accordance with Title 17, Section 1035.3, California Code of Regulations, the San Diego Miramar College MLT program must provide and monitor students in clinical laboratory practice in a California licensed clinical laboratory. Within each assigned clinical hour of training there is both an educational component as well as a clinical practice experience component which each student must master in order to be a successful MLT practitioner. It is because of this dual role that attendance is important and will be considered for grading purposes.

As required in the regulations, there are four Directed Clinical Practicum; MLTT 61; MLTT 62; MLTT 63 and MLTT 64 within the MLT program. Each practicum is four weeks in length and comprises 40 hours per week for a total of 160 hours each. Each student will be assigned a directed practicum start date and a start time as well as an end date and end time. It is expected and required that the student will complete the entire practicum within the assigned four-week period. Students will need to arrange their life schedules to conform to the practicum schedule. Students may not modify, change or alter their assigned practicum schedules.

Students may be dismissed from the training program if they have more than one unexcused absence during the 4-week training period. Missed hours should be made up within the 4-week practicum period within the department where hours were missed. Conversely, if approved by the director, students may make-up their hours in a final week after all practicum courses are completed. All 160 hours for each practicum must be completed. Students who fail to complete all 160 hours will receive a grade of F for the course.

Absences may be excused by the Program Director on a case-by case-basis. Any illness or family emergency occurring during the practicum must be accompanied with a physician's note or other appropriate documentation in order to be excused.

Each practicum is scheduled for four weeks and run back-to-back. Any hours missed within the scheduled four weeks places the student into an incomplete status for that practicum. The student will continue to complete the remaining practicums left from the four and if approved by the program director, may have the opportunity to make up missed hours at the end of the program. Every effort must be made by the student to complete any missed time within the scheduled timeframe. This may include attending more than 8 hours per day, picking up an extra day, etc. Any of these plans must first be cleared by the site and then the program director.

Call-In Procedures

Students are required to give as much advance notice as possible. For cases not involving extenuating circumstances, the Student shall notify the Affiliate MLT Student Coordinator and Program Director of his/her inability to be at the lab for training **at least two (2) hours prior to the Student's start time.** The student must email the site and program director and speak to a human being in the lab to leave a message. If the student fails to attend their work/training assignment or fails to notify the affiliate MLT student coordinator and program director at least 2 hours in advance, the student will receive an unexcused absence.

To comply with this requirement, a student must:

1) E-mail affiliate MLT student coordinator and call the lab to leave a message with a person.
2) E-mail Program Director, Charles Vasquez at cvasquez@sdccd.edu .

Partial Absence

A student is deemed to have a partial absence if he/she fails to report to the assigned bench, ready to work, at the scheduled time. Arriving 15 minutes early guarantees time to use the restroom, put things away, etc. If the student is not at the bench ready to work within 5 minutes of his/her scheduled start time a partial absence will be issued. Two incidents will initiate review of student's progress and possible dismissal from the training program.

Breaks and Lunches

Students are entitled to two ten-minute breaks that must be taken in or around the middle of each 4-hour period. All students who train more than six hours a day are **required** to take a thirty-minute (minimum) meal break within the first 5 hours of training.

Guidelines for Students with Multiple Absences During Practicum Classes

Students may be dismissed from the training program if they have more than one unexcused absence during the 4-week training period. Absences may be excused by the program director on a case-by-case basis. Any illness or family emergency occurring during the practicum must be accompanied with a physician's note or other appropriate documentation in order to be excused.

Students should make every effort to make up missed hours within the first four weeks of the practicum period within the department where the hours were missed. If the Miramar MLTT program director approves excused absences, students have the opportunity to make-up their hours after all four scheduled practicums are completed. Making up unexcused absences are at the discretion of the program director and are not guaranteed. A schedule must be worked out with LabCorp to determine if and when the hours can be made up within the four-week rotation. Once there is an agreement, the

schedule must be sent to the program director for approval. Failure to receive approval prior to completing the missed hours cannot use that time as make-up. All 160 hours must be completed for each practicum. Students who fail to complete all 160 hours within the scheduled practicum dates will receive a grade of F for the course.

ADA Requests
The Americans with Disabilities Act and comparable state and local laws require reasonable accommodations for disabilities. Accommodations in the laboratory may take various forms, including workplace adjustments or modifications, which range from making the physical work environment accessible, providing a flexible schedule or providing assistive equipment (examples: TTY machine for hearing impairments or a computer that enlarges print for vision impairments). Students with disabilities are encouraged to request accommodation when needed. If you desire an accommodation, you should notify your supervisor and the college in writing. Each request will be decided on a case-by-case basis.

Loitering
Students are not permitted to begin a regularly scheduled shift prior to five minutes of their regular start time without a lab supervisor's prior approval. Additionally, students are not allowed to remain on company premises after a regular shift without prior approval. Loitering will not be tolerated and could be subject to progressive discipline.

Rules, Regulations, and Responsibilities

As a program of San Diego Miramar College, students are required to adhere to all San Diego Community College District rules and regulations, which can be found at this website: http://sdccd.edu/index.shtml

Student Responsibilities
Each student is responsible for reviewing the course syllabus and individual learning modules regarding weekly class assignments and schedules for examinations. Each student is expected to have read the required assignment(s) before class, to contribute to classroom discussions and to demonstrate the application of learned principles. If absent from class, it is the student's responsibility to check with each instructor regarding make-up of missed work (see Attendance Policy). The classroom, clinical settings, and the lab are the places where most of the students' formal instruction takes place. It is important that the environment in each of these areas is conducive to learning. It is the faculty's belief that the rights of all students, staff, and clients must be preserved. Based on these beliefs, the faculty reserves the right to ask a student who is disruptive and displaying an attitude not consistent with professional standards, or is otherwise impaired, to immediately leave the classroom, lab, or clinical setting. Each student is responsible for completing all course evaluations. Each student is responsible for speaking with the instructor or MLTT program director if he/she continues to have difficulty with schoolwork or exams. Appropriate remediation strategies or campus referrals will be instituted.
Please note: According to college policy, there is to be no consumption of food or drink in the classrooms or labs. An individual who is not currently enrolled in a course may not be in the classroom or lab during scheduled class time, including family members and/or friends.

Student's Bill of Responsibilities

- I have the responsibility to come to every class prepared to listen, to participate, and to learn. I have the responsibility to read the assigned textbooks carefully, noting important ideas, and rephrasing concepts in my own words.
- I have the responsibility to consult with other students, the instructor, a tutor, and other resources whenever I need the extra help. I have the responsibility to understand that the instructor is not principally responsible for making me understand, but that it is my job to study and to learn. I have the responsibility of keeping an open mind and trying to comprehend what the instructor is trying to get across.
- I have the responsibility to do assigned homework with proper attention and thought. I have the responsibility to view my instructor as a partner in my education, not someone who is intent on causing me pain and frustration.
- I have the responsibility to understand that I am not the only student in my class and that if I fall behind in class and all of my questions are not appropriately asked in the classroom setting, that I have the responsibility of going to my instructor's office for help.
- I have the responsibility to act as a competent adult. I have the responsibility of trying to integrate the laboratory science content into all aspects of my professional life.
- I have the responsibility to be polite and honest with my instructor.
- I have the responsibility to accept that my work will be evaluated in terms of what skills any student in the course is expected to master.

The MLTT program is a demanding commitment of time and energy. If it is absolutely necessary for the student to work during the program, the student is expected to arrange his/her working schedule so that no interference will occur with meeting his/her responsibilities with any facet of the MLTT program. It is recommended that work hours not be scheduled immediately prior to attendance in the clinical area. The clinical experience will begin and end at times specified in the class syllabus. Students must be on-time for all practicums. Students are required to give the MLTT program director and clinical affiliate coordinator advance notice when they are going to be late or are unable to attend for any reason. Compliance with HIPAA confidentiality is mandatory. Failure to comply will result in immediate program dismissal.

Policy for Maintaining Standards for MLTT Program Continuation

Introduction

It is the goal and the mission of the San Diego Miramar College MLTT program to develop students who demonstrate the program's academic and practical expectations as medical laboratory professionals. In order to meet the challenges of modern healthcare, students need to actively participate in the MLT career pathway. The MLTT program at Miramar College requires students to meet these challenges through a strong academic adherence to the materials presented in the didactic classes and an active participation in the directed clinical practicums.

Policy: Standards for Continuation
It is the responsibility of the MLTT program to present the necessary information and skills, and guide and support students to be successful in the clinical laboratory profession. It is the student's responsibility to comprehend and maintain the program standards of continuation.

The successful MLTT student is expected to exhibit the following standards of continuation:

- Exhibits appropriate attitudes and interpersonal relationships.
- Works as a team player and exhibits such qualities as the acceptance of responsibility for actions taken, empathy, inquisitiveness, and tolerance required for the profession.
- Demonstrates professional and ethical conduct.
- Demonstrate safe and competent performance of skills as evidenced in class work, laboratory practice, and practicums.
- Communicates effectively, verbally and in writing, with instructors, peers, clinical staff, patients and others (including expressive and receptive language that is mutually comprehensible).
- Possesses the physical, mental, and emotional health appropriate to perform the duties related to the program and profession.
- Uses good judgment and exhibits the ability to make sound decisions.
- Follows through on written and verbal instructions.
- Maintains professional appearance and grooming.
- Meets attendance requirements as outlined in the attendance section of the program and course syllabus.
- Maintains a "C" or better in each program course. Any student who earns a "D" or less or who withdraws will be disqualified from his/her program studies.
- Participates in program courses without interruption in the publicized sequence of courses. A student who does not complete coursework as outlined in the program information packets is considered to have withdrawn from the program.

MLT Program Policy for Professionalism

In addition, the MLT program has instituted the following policies and guidelines:
Medical Laboratory Technician Training Program Policy for Professionalism and Academic Honesty

Professionalism
Students enrolled in the Miramar MLTT program are expected to maintain a high standard of professionalism at all times as described in the Miramar policy standards for program continuation. Classroom courtesies are to be in evidence such as: respect for the instructor and fellow classmates, the avoidance of student-to-student conversations during lecture, and the avoidance of disturbing activities. Students may be excluded from class or the college whenever the student exhibits behavior which interferes with the educational process. An instructor may remove a student from class for disruptive behavior. Refer to Policy 3100 for additional information regarding Student Rights & Responsibilities and the Administrative Due Process as outlined in the college catalog and student handbook.

Healthcare is a conservative industry. In alignment with industry standards and clinical site policies, to maintain professionalism and to help assure safety, the following guidelines will be enforced in laboratory classes and directed clinical practice courses:

1. Tattoos must be covered so they are not visible.
2. Body piercings must be limited to one per earlobe and earrings must be limited to one small stud per earlobe (no bigger than the diameter of a pencil eraser)
3. Artificial nails are not allowed, and nails must not extend beyond the finger pad.
4. In the classroom and at the clinical affiliate, clothing will conform to any Miramar dress code policies as well as the affiliate workplace dress code policies.
5. In the classroom laboratory and in the affiliate training site students will be expected to wear the appropriate clothing for safety and the handling of biohazardous materials, this includes laboratory coats, gloves, eye protection, and closed toed shoes that enclose the entire foot.

Academic Honesty

Honesty and integrity are integral components of the academic process and are key factors in the success of an MLT professional. Procedure 3100.3 describes the Academic and Administrative Sanctions for students who are found cheating. In addition to policies outlined in the college catalog, the following criteria apply.

Cheating includes, but is not limited to:

- plagiarizing
- copying off someone else's examination/test/homework
- cueing of a classmate during examinations (including laboratory testing)
- obtaining and distributing copies of an exam/test without the instructor's permission
- copying assignments from a classmate and the student letting a classmate copy their work
- having electronic devices (including cell phones) out during testing or exam review (unless specifically allowed by instructor)
- knowingly and intentionally assisting another student in any of the above

Attendance

In accordance with the established policies of the San Diego Community College District and as outlined in the college catalog, course schedules and course syllabus, the attendance policy of the MLTT program is as follows:

- Disqualification from a course and a student's program will automatically apply to those students failing to meet the attendance policy as described in the College Catalog; Course Schedules; Student Handbook or Course Syllabus.
- Every student is expected to attend each meeting of all program classes, arrive on time, and return from breaks on time and stay for the full class period. "On time" is defined as seated in the classroom or present in lab ready for the class activity five minutes prior to start time. Partial absences (tardiness and leaving early) may be treated in the same manner as absences at the discretion of the instructor. ***NOTE: Refer to the course syllabus for clarification of each instructor's procedure for partialabsences to avoid penalty.***

- College policy dictates that students MAY be administratively dropped from class whenever they:
    1. fail to attend the first, class meeting
    2. fail to pay all mandatory fees in accordance with the fee payment schedule
    3. accumulate absences that exceed the allowed absences as outlined in the course syllabus
    4. process an add code issued to another

Students who are absent or receive a partial absence, with or without pre-approval, are responsible for obtaining any missed information on their own. When possible, students absent with pre-approval will be given appropriate assignments by the instructor prior to the missed class. Instructors are available to provide assistance with unclear information *after* students review missed information.

Program Disqualification

Students are disqualified and dropped from the MLTT program when an unsatisfactory final grade (less than a "C") in any program course is received.

Disqualification also may apply to those students who:
- fail to meet the Standards for Continuation
- fail to meet the Standards for Professionalism and Academic Honesty
- fail to meet the program Attendance requirements
- fail to clear any Incomplete Grade prior to the next semester
- elect to drop or withdraw from a program core course
- fail to continue in the program without interruption in the publicized sequence of courses

Probation may be omitted if the student's behavior warrants program dismissal.

Students who fail to meet either of the attendance and academic standards for continuation of the San Diego Miramar College MLTT program are assessed on a periodic basis in order to determine their fitness to remain in the program. If based on a review of their attendance, as defined by the program attendance policy or their ability to maintain successful academic scores, any member of the MLTT faculty may recommend that the student be evaluated by the entire MLTT faculty in concert with the program director and the College Math and Science Dean. The student may be dropped from the program.

Students who have exceeded the attendance policy or have achieved a failing grade in any didactic course or directed practicum may petition to be given one opportunity to successfully repeat the entire failed course or practicum. If students are allowed to repeat the failed course, students will be informed that their future course work will be monitored for academic success. If the student repeats the unsuccessful behavior then it will be the decision of the MLT faculty and the Miramar Department Academic Administrators to decide if the student will be dropped from the program.

Certificate of Achievement/Associate Degree: Medical Laboratory Technician

To obtain the Certificate of Achievement/Associate Degree:

Note: The Certificate of Achievement is a graduating award but does not require that the student get an associate degree as well. There is no requirement to pass an external exam to receive the certificate or degree. The process is much like a petition for graduation. Here are the steps to obtain the certificate:

1) The student will need to see a counselor to make sure that a computer-generated education plan is on file for them.
2) If they have attended any other colleges/university, they will need to submit official transcripts for them. Sub-note: If the student is only requesting the Certificate of Achievement, and not the degree, they can fill out the General Student Petition with a counselor requesting that their transcripts be waived.
3) Fill out a Petition for Graduation once the two above criteria are met.
4) If the student needs documentation showing that the program is completed, they may contact the evaluations office (contact information below) once they have received their official graduation evaluation.

References:

San Diego Miramar College Catalog
San Diego Miramar College MLTT Program Attendance Policy
San Diego Mesa College Allied Health Department Policy Manual

Clinical Affiliate

LabCorp of America
13112 Evening Creek Drive
San Diego, CA 92128-4108
(858) 668-3700

The clinical setting, whether it be the hospital or a community agency, is considered an extended campus and all college policies apply. Students will not be used to substitute for regular employees as part of their training.

Contact Information

Evaluations Office
Miramar College, K-207
10440 Black Mountain Road
San Diego, CA 92126
(619) 388-7371

If you have any further questions regarding the program, please do not hesitate to the Director of the MLT program: Charles Vasquez cvasquez@sdccd.edu.

Miramar College Mental Health Resources:

Miramar College Mental Health Counseling provides short-term individual counseling services to help students decrease stress for academic and personal success. We collaboratively work with students to learn coping strategies and problem-solving skills in a confidential setting. Crisis intervention and referrals to on-campus and off-campus community resources are also provided.

https://sdmiramar.edu/services/healthcenter/mental-health

Mental Health Counseling is available at the K2-102 Health Services Office. We currently offer both in-person and tele-mental health appointments via video sessions to currently enrolled students. To schedule an appointment at Miramar College Mental Health Services, call **(619) 388-7881** or walk into the Health Services building.

We offer a limited number of sessions for currently enrolled students. We will refer to community providers for those who will benefit from an extended therapeutic relationship or need long-term services, including for addictions or psychiatric medication. Miramar Mental Health does not provide emergency or after-hours mental health services.

Conflict Resolution

Whenever a student feels that he or she has grounds to challenge an assigned grade, the student shall follow the guidelines outlining Conflict Resolution in the San Diego Miramar College Catalog/course syllabus/college policies. Policy includes: Please discuss any concerns you have with the faculty member first. Protocol delineates you have this conversation with the faculty member BEFORE you pursue other avenues. A breech of this protocol will most likely cause your removal from the classroom. If we are unable to resolve the problem, you may then discuss the problem with the department chairperson/assistant chairperson, then the dean of Science and Mathematics, the Vice President and/or the President of the college.

Revised On	Approved By
September 2026	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director Rebecca Bowers-Gentry, Ph.D. program support
February 2026	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director Rebecca Bowers-Gentry, Ph.D. program support
September 2025	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director Rebecca Bowers-Gentry, Ph.D. program support
September 2024	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director Rebecca Bowers-Gentry, Ph.D. program support
September 2023	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director Rebecca Bowers-Gentry, Ph.D. program support
September 25, 2022	Charles Vasquez, M.S., MT(ASCP), CLS, Acting Program Director
January 12, 2021	Deanna Reinacher, Ed.M., MT(ASCP), CLS, Acting Program Director
October 25, 2019	Wayne Cherry, M.A., MLS(ASCP) Program Director
July 31, 2018	Ana Dowey, CLS, (ASCP), Ed D., Program Director
January 4, 2017	Ana Dowey, CLS, (ASCP), Ed D., Program Director
August 4, 2015	Sandra Slivka, Ph.D., Program Coordinator
January 15, 2015	Sandra Slivka, Ph.D., Program Coordinator
August 7, 2014	Sandra Slivka, Ph.D., Program Coordinator
January 8, 2014	Sandra Slivka, Ph.D., Program Coordinator
August 13, 2013	Sandra Slivka Ph. D., Program Coordinator
June 20, 2013	Sandra Slivka Ph. D., Program Coordinator
October 10, 2012	Sandra Slivka Ph. D., Program Coordinator
November 10, 2011	Les Revier, BS, MBA, CLS/C, Program Director
July 11, 2011	Les Revier, BS, MBA, CLS/C, Program Director
April 17, 2011	Les Revier, BS, MBA, CLS/C, Program Director
March 30, 2011	Les Revier, BS, MBA, CLS/C, Program Director
January. 7, 2011	Sandra Slivka Ph.D., Program Coordinator
August 17, 2010	Les Revier, BS, MBA,CLS/C, Program Director

APPENDIX

Approved California Phlebotomy Training Schools

San Diego County

North

MiraCosta College (Harper Rand Group)
Technology Career Institute
2075 Las Palmas Drive
Carlsbad, CA 92011
760-795-6820
Approximate Cost $ 2750
lkurokawa@miracosta.edu or www.miracosta.edu

Kaplan College, Vista, North Campus
2022 University Drive
Vista, CA 92083
760-630-1555
Approximate Cost $ 3200
bbunyi@kaplan.edu or www.kaplan.edu

Vista Adult School, Sunset Campus
510 Sunset Drive
Vista, CA 92081
760-758-7122 X3507
tcrisost@vusd.k12.ca.us

South

Universal Schools & Colleges of Health and Human Services (US Colleges)
2650 Camino Del Rio N,
Suite 100
San Diego, CA 92108
(619) 858-3480
Approximate Cost $ 2700
*** may provide discount to Miramar College Students***
Uscmed@uscmed.com or www.uscmed.com

Mesa College
7250 Mesa College Drive
San Diego, CA 92111
619-388-2267
http://www.sdmesa.edu/academics/schools-departments/allied-health/

EMSTA College
11489 Woodside Ave
Santee, CA 92071
619-593-6782
www.emstacollege.com

Approximate Cost $ 2499

Family Health Services
3500 5th Ave. # 203
San Diego, CA 92103
619-955-1007
phlebservices@sbcglobal.net OR www.familyhealth-services.com
Approximate Cost $ 2500

Grossmont Health Occupations
9368 Oakbourne Rd.
Santee, CA 92071
619-596-3690
www.sdcoe.net/rop

Kaplan College San Diego
9055 Balboa Ave.
San Diego, CA 92123
858-279-4500
www.kaplan.edu
Approximate Cost $ 3271.50

Newbridge College
878 Jackman Street
El Cajon, CA 92020
619-593-5111
www.newbridgecollege.edu

Phlebotomy Training Specialists
22 W 35th St.
Suite #104A
National City, CA 91950
(888) 517-8161
www.phlebotomyusa.com
Approximate Cost: $1735.00

Application Guide
San Diego Miramar College

MLT Job Description

According to the American Society for Clinical Pathology,

> *a medical laboratory technician (MLT) performs routine tests in all areas of the clinical laboratory. A medical laboratory technician searches for basic clues to the absence, presence, extent, and causes of diseases. This skilled individual is responsible for performing laboratory tests efficiently and accurately for high-quality patient care.*

Medical lab technicians must be prepared to work graveyard shifts. For example, such shifts include working 9:00pm until 5:00am or working 11:00pm to 7:30am.

MLTT Program Description

The Medical Laboratory Technology Training program prepares students for employment in clinical laboratories, industry, and biotechnology as a Medical Laboratory Technician, Laboratory Assistant and or Research Technician/Associate. The required curriculum integrates basic concepts, technical procedures, and laboratory exercises prior to the required practical experience (practicum classes). Practicum classes are held at an affiliate site where students receive actual workplace experience in the job duties of the Medical Laboratory Technician. The entire program is designed for students to master the competencies, skills, and knowledge required in this profession.
This curriculum prepares individuals to perform clinical laboratory procedures in chemistry, urinalysis, hematology, microbiology, and immunology. These procedures may be used in the maintenance of health and diagnosis/treatment of disease. Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids. The program recognizes the importance of professional standards and ethical obligations critical to health care professions. Development of professional competence, personal growth and effective patient care are integrated into each part of the curriculum.

Graduates of the Medical Laboratory Technician Program may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists (ASCP) or the American Association of Bioanalysts (AAB) to obtain a California License through Laboratory Field Services Personnel Licensing of the California Department of Public Health. As of 2026, the cost of applying to Laboratory Field Services is $300. To take the ASCP exam is an additional $225. Employment opportunities for both licensed and unlicensed MLTT graduates include laboratories in hospitals, medical offices, industry laboratories and research facilities. Phlebotomy license fees are $150.

Classes consist of three lecture/lab courses and four practicums. Lecture classes and phlebotomy must be completed before a student can begin practicum. Class days and time will vary. Lecture classes typically occur during the day Monday through Friday, however, COVID has moved all didactic courses to a remote (online) platform. Lab classes are held face-to-face.

Practicum classes are 40 hours a week, often graveyard shifts, but vary depending on the schedule of our affiliate lab. It takes approximately 18-24 months to complete the entire program. For example, a typical student starting in the spring would have one of the following schedules:

SPRING START	
Semester	**Course**
Spring	MLTT 210
	MLTT 211
Summer	Phlebotomy (not at Miramar)
Fall	MLTT 212 MLTT 213
**Spring-Early fall*	4 Practicum courses

**A student's ability to enter practicum courses requires successful completion of all didactic courses and possession of a current CPT I or II license. Students who meet the criteria are placed in practicums on a lottery basis therefore placement into practicums may not be immediate; this may extend anticipated graduation date. Students must accept rotations when offered, there will not be an option to extend rotation time.*

Application Process

The application for the MLTT program is found on the MLTT program website. Submit your application and all supporting documents to The Dean's Office of Mathematics, Biological, Exercise and Physical Sciences (M-202) through the application link that will be available on the MLT website. Application opens on the first Monday of October at 8:00am and closes at 5:00pm on the third Monday in October. Students must resubmit an application for each cohort they wish to be considered for the program.

It is the responsibility of the student to assure their application is complete. It is not the responsibility of the college or program to contact applicants regarding the complete or incomplete status of program application materials submitted. Prospective students need to understand the information given and ask questions of the appropriate person in the appropriate timeframe if they need further clarification. It is highly recommended to meet with the counseling liaison, currently David H., prior to application.

Completion of all designated prerequisites does not guarantee selection to the Medical Laboratory Technician Training program. Applications are reviewed each semester. Applications will be put into a pool from which a computerized, random selection process will select those to start that semester.

Acceptance notices for the Medical Laboratory Technician Training Program will be sent out via e-mail the first Tuesday of November to the e-mail address listed on the application (*regardless of any e-mail addresses used by the student to communicate to the program; providing your e-mail address carefully on the application is very important and proper monitoring of email for communication*). **The deadline for the return of the acceptance verification email is the third Wednesday in November for the spring start.** Applicants must confirm acceptance in writing or e-mail (as directed) by the stipulated date to maintain the admission status (postmarks are not considered). Any applicant that does not respond to the acceptance email forfeits their spot in the spring cohort and will have to apply again the following year. Any candidate wishing to withdraw or cancel their application must provide immediate written communication to the MLTT project assistant or other representative in the Dean's Office for Mathematics, Biological, Exercise and Physical Sciences. All applicants are responsible for maintaining their current and accurate contact information (address, telephone, and e-mail).

Applicants are responsible for understanding the application and selection procedures and for obtaining timely clarification on any matter related to their application, selection, and eligibility status.

SAN DIEGO MIRAMAR COLLEGE | Medical Laboratory Technology Training Program

Application Checklist

1. ☐ **Application for selection (2 pages) completed.**

2. ☐ **Unofficial Transcripts attached.**

Note: Once selected, you must also have official transcripts on file with the district.
MAIL TO:

San Diego Community College District
Transcripts Department
3375 Camino Del Rio South, Suite 100
San Diego, CA 92108-3883

All prerequisite courses must have been successfully completed no more than **five years before program start date.**

3. ☐ **Phlebotomy License Attached (if completed)**

Please submit application packet to through the Application link that will be posted here from the first Monday in October at 8am to the third Monday in October 5pm: https://sdmiramar.edu/programs/medical-laboratory-technology

SAN DIEGO MIRAMAR COLLEGE | Medical Laboratory Technology Training Program

Application to Clear Prerequisites for Lottery Selection to Medical Laboratory Technology Training Program

NAME (PRINT)_____

ADDRESS:_____

City:_____ **State:** _____ **Zip Code:** _____

PHONE: Home _____ **Cell** _____

E:MAIL:_____

Student ID #_____

☐ **I understand that I need to file this application with unofficial transcripts attached to check for recency of prerequisites.**

☐ **I understand that if I am not chosen for enrollment in the spring cohort to which I applied, that I must resubmit an application for future cohorts.**

☐ **I understand that enrollment in the MLTT classes is on a space available basis by computer assisted lottery.**

☐ **I understand that I will need either an associate degree or bachelor degree and proof of CPT I or II phlebotomy license in addition to program completion to be eligible to sit for the national certification and state license exams.**

☐ **I have taken phlebotomy (not required prior to starting program)**

<u>Prerequisite Checklist</u>

Course at Miramar	Course name/# to be used for substitution	School course taken
Bio 107 or equivalent		
Chem 100 & 100 L *or* equivalent		
Chem 130 and 130L *or* equivalent		
Bio 230 or equivalent		
Bio 235 or equivalent		

TECHNICAL STANDARDS (Essential Functions) FOR MEDICAL LABORATORY TECHNOLOGY

MLTs must be physically and mentally capable of performing the clinical duties of their job. If a "No" response is given to one of the tasks, reasonable accommodation will be considered and utilized as appropriate to maintain program standards. While the program may be able to accommodate certain physical limitations, the student should be aware that potential employers may not be able to make similar accommodations.
DIRECTIONS: Please check the appropriate box on the right, sign, date, and return with your application.
Note: Please read each item carefully and answer the below questions accurately and honestly. Any answer of "no" will be addressed with the student to determine reasonable accommodation; however, fraudulent answers will be considered as a violation of the San Diego Miramar College "Honest Academic Conduct" Code Policy 3100.

A. ARE YOU ABLE TO:	YES	NO
1. Stand for 60+ minutes (up to 4 hours) on a tiled or carpeted surface?		
2. Sit for 50 minutes on a chair at a table or desk?		
3. Walk 600 feet one way on a tiled or carpeted surface? Turn to either direction on a tiled or carpeted surface? Walk backwards for up to 20 feet on a tiled or carpeted surface?		
4. Lift and carry various equipment of up to 30 lbs with both hands?		
5. Lift equipment of approximately 10 lbs to shoulder level and then carry same up to 30 feet?		
6. Maintain your standing balance in awkward positions (such as when you are handling equipment in sterile conditions)?		
7. Bend, stoop, or crouch to reach a low object?		
8. Rotate your trunk (spine) from side to side?		
9. Rotate your forearms to turn knobs and levers?		
10. Reach overhead, forward, and side to side and are able to push overhead equipment in the same manner?		
11. Manipulate small size objects such as small dials and switches, needles and syringes, individual keys on a keyboard, pipettes, etc.?		
12. Read very small print on reagent bottles?		
13. SEE: all spectrum of colors, read printed information; read small control panels; observe patient skin and coloration before, during, and after treatment; read patient identification and medical records on paper and computer screens; observe that the work area is free of obstacles,		
14. HEAR: questions/comments face-to-face and without being face-to-face; fain, emergency call bells, equipment timers, etc.?		
15. SPEAK: give instructions to coworkers/peers in everyday work and in emergency situations, etc.?		
16. TACTILE: feel hot and cold sensations, feel liquid that may spill or touch any part of your body, feel pressure such as to avoid accidentally touching or bumping a sterile field with any part of your body?		

Name: _____ **Date:** _____

Signature: _____

EXAMPLE: LabCorp Practicum Schedule

Below are examples of expected practicum schedules at LabCorp, Inc. You must be available during the hours shown for four consecutive weeks Monday through Saturday. Once offered a lab practicum schedule, it must be accepted and refusing to take the rotations will result in you being dropped from the MLT program. Schedules are subject to change. Also make note that you are required to attend a Safety Orientation at LabCorp on the **first day of your very first practicum class at 9:00 am**, regardless of your scheduled time or as otherwise scheduled by the lab rotation coordinator. **This is an example of what the schedule might be, note the actual rotations schedule may be different and will be provided to you in advance. You will get more information in the Fall prior to Clinical Practicum beginning in the Spring.**

Course							
MLT Chemistry	**Competency**	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Cobas/Start up	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	
Week 2	Chem 701/801		12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am
Week 3	General Chem		12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am
Week 4	Vit D/ INFD		12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am	12:00am-8:30am
Week 5	Make Up						

Course							
MLT Hematology	**Competency**	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Hema.	5:00pm-1:30am	5:00pm-1:30am	5:00pm-1:30am	5:00pm-1:30am	5:00pm-1:30am	
Week 2	Coag.		1200am-8:30am	1200am-8:30am	1200am-8:30am	1200am-8:30am	1200am-8:30am
Week 3	Urine	8:00pm-4:30am	8:00pm-4:30am	8:00pm-4:30am	8:00pm-4:30am	8:00pm-4:30am	
Week 4	Body Fl./RPR		12:00am -4am 4:30 – 8:30am	12:00am -4am 4:30 – 8:30am	12:00am -4am 4:30 – 8:30am	12:00am -4am 4:30 – 8:30am	12:00am -4am 4:30 – 8:30am
Week 5	Make Up						

Course							
MLT Daylab	**Competency**	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Day ANA	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	
Week 2	Day ELP		3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm
Week 3	Manuals	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	3:30am - 12pm	
Week 4	Blood Bank		12:00am-8:30am	12:00am-8:30am	2:00am-10:30am	2:00am-10:30am	2:00am-10:30am
Week 5	Make Up						

Course							
MLT Microbiology	**Competency**	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	B	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	9:00am -5:30pm	
Week 2	C	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	
Week 3	D	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	
Week 4	A	3:00pm- 11:30pm	3:00pm- 11:30pm	3:00pm- 11:30pm	3:00pm- 11:30pm	3:00pm- 11:30pm	
Week 5	Make Up						

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ACCOUNTABILITY FORM

I hereby certify that I read each page of the Miramar MLTT Student Handbook, that I am fully familiar with the contents of this document and that I fully understand and agree to its terms and provisions. Any questions that I have about the MLTT Program and the contents of the Student Handbook have been fully explained to my satisfaction. Any changes or additions to this document will be communicated with me via electronic mail and will be posted on the MLTT website.

NAME _____

SIGNATURE _____

DATE _____

San Diego Miramar College

Medical Laboratory Technician Training Program

Leave Form

Name: _____ **CSID #:**_____

Date of leave: _____

Reason for leave: _____

_____

Courses completed (check all that apply):

- ☐ **MLTT 210**
- ☐ **MLTT 211**
- ☐ **MLTT 212**
- ☐ **MLTT 213**
- ☐ **MLTT 61**
- ☐ **MLTT 62**
- ☐ **MLTT 63**
- ☐ **MLTT 64**

1. By signing this, you acknowledge you are leaving the MLT program before completion.
2. Dropping out of the program will cause you to reapply to the program and a spot in classes or rotations are not guaranteed.
3. If you drop in the first semester of MLT classes, you MUST reapply in October for the next cohort.
4. If you drop in the second semester or clinical rotations, there is no guarantee that you will be reaccepted to complete the program, the MLT classes or clinical rotations.
5. If you do not sign this form, but it has been supplied to you and signed by the program director, you forfeit all rights to any possible return to the program.

Student signature:_____

Date: _____

Program Director signature:_____

Date: _____