Medical Laboratory Technician Program

Student Handbook

Revised

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www.ssmhealth.com/MLT

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School of Medical Laboratory Technician Program Handbook

Welcome

Welcome to the School of Medical Laboratory Technician (MLT) at SSM Health! It is our pleasure and privilege to have a role in making your dream of becoming a medical laboratory technician a reality. We are committed to assisting you in gaining an excellent education both in the classroom and clinical practice. Please utilize the faculty, staff and available resources to enhance your opportunity for success.

SSM Health School of Medical Laboratory Technician is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119; telephone: 773-714-8880; www.naacls.org. Accreditation by NAACLS assures that you will be provided with a quality education in medical laboratory science.
The School graduates are eligible to sit for the ASCP Board of Certification Exam.

This Program Handbook Manual is intended to provide students enrolled and potential student in the MLT Program with basic information and policies used in the classroom, laboratories, and clinical setting. It will provide policies and procedures for which you will be held accountable for adhering and for following. If you have any questions regarding policies and procedures of the MLT Program, please contact the program director. You may schedule an appointment by calling 605-505-5351 or emailing Leah.Narans@ssmhealth.com. We look forward to assisting you in being successful in meeting course objectives, graduate competencies, and program and professional standards.

The Medical Laboratory Technician Program reserves the right to make, alter, or change any statement or policy without prior notice. Students will receive revisions as they occur.

Leah Narans, MBA, MLS(ASCP)

SSM Health MLT Program Director
Leah.Narans@ssmhealth.com/MLT

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SSM Health Mission

Through our exceptional health care services, we reveal the healing presence of God.

SSM Health MLT Program Mission

The mission of the Medical Laboratory Technician Program is to prepare its graduates to become qualified and responsible medical laboratory technicians by providing the resources, curriculum, and clinical experiences to its students.

Faculty

Course	Faculty	Contact Information
Program Director Intro to Med Lab Blood Bank Professional Seminar Clinical Experience	Leah Narans MBA, MLS(ASCP)^{cm}	Leah.Narans@ssmhealth.com
Microbiology	Theresa Wells, MLS(ASCP)	Theresa.Wells@ssmhealth.com
Chemistry	Rae-Leigh Palmer MLS(ASCP)	Releigh.Palmer@ssmhealth.com
Immunology Urinalysis	Kiersten Hathaway MLS(ASCP)	Kiersten.Hathaway@ssmhealth.com
Hematology	Antony Njenga SH, MLS(ASCP)	Antony.Njenga@ssmhealth.com
Laboratory and Clinical Coordinator	Marci Trimborn MLT(ASCP)	Marci.Trimborm@ssmhealth.com

Accreditation

SSM Health Southern Illinois School of Medical Laboratory Technician is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences 5600 N. River Road, Suite 720, Rosemont, IL, 60018. (773)714- 8880. www.naacls.org. Gaining accreditation by NAACLS assures the students that the program offers quality education that meets or exceeds the standards in medical laboratory science.

Graduates of the MLT program are eligible to take the American Society of Clinical Pathologists (ASCP) Board of Certification MLT Examination, www.ascp.org/boc . They may also be eligible for the certification examinations of other national agencies if they fulfill the degree requirements and/or work experience requirements of those agencies. Graduation from the program is not contingent upon passing any type of external certification exam.

Medical Laboratory Profession

The health of all Americans depends upon the educated minds and trained hands of the Medical Laboratory Professionals. The practice of modern medicine at the standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of laboratory services depends on the dedicated efforts of professional practitioners of medical laboratory science. Through their dedication, the medical laboratory professionals of the United States make a vital contribution to the quality of health care.

The Medical Laboratory Technician is qualified by academic and applied science

education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate, and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles, and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical Laboratory Technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, health care professionals, and others in laboratory practice as well as the public. The ability to relate to people, a capacity for calm and reasoned judgement and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community

American Society for Clinical Laboratory Science (ASCLS)

The mission of ASCLS is to make a positive impact on health care through leadership that will ensure excellence in the practice of laboratory medicine.

ASCLS Believes:

1. Quality laboratory service is essential to quality health care;
2. Competent, credentialed, laboratory professionals are the foundation of quality laboratory medicine;
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare; and
4. Advancing the laboratory profession advances health care.

Core Values:

1. Ensuring safe, accurate, efficient, appropriate and cost-effective laboratory services is a component of quality
2. Defining the characteristics of competent personnel within the profession and providing professional development opportunities so that practitioners can maintain competency are essential roles of a professional association
3. Enabling laboratory professionals to function at their highest level of competence will contribute to cost effective health care
4. Promoting diversity supports the delivery of quality laboratory service
5. Taking a leadership role in standard and policy setting is a core professional responsibility
6. Advocating for quality within the laboratory is essential to the assurance of quality health care delivery

Students may join to become a developing professional (student) member of ASCLS. Visit the web link www.ascls.org for information.

Entry Level Competencies

of the Medical Laboratory Technician

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

A. Application of safety and governmental regulations compliance.
B. Principles and practices of professional conduct and the significance of continuing professional development.
C. Communications sufficient to serve the needs of patients, the public and members of the health care team.

***Preamble **of the NAACLS Standards for Accredited and Approved Programs**, National Accrediting Agency for Clinical Laboratory Sciences, 11/2016.*

Entry Level Program Outcomes

At entry level, the medical laboratory technician will possess the following competencies:

- Assess specimen acceptability to ensure reliable test results.
- Perform analytical procedures efficiently and according to established protocol; evaluate the validity of test results.
- Interpret and correlate results with patient data.
- Ensure test reliability by performing and/or assessing quality control, calibration, preventative maintenance data/information and take necessary action when needed.
- Demonstrate knowledge of test systems principles, procedures, and pathophysiology by recognizing discrepant results and/or quality control data and initiate troubleshooting steps.
- Demonstrate the importance of critical values by communicating those results to the appropriate care provider in a timely manner and providing appropriate documentation.
- Perform proper specimen collection technique, handling and processing to ensure reliable test results.
- Demonstrate knowledge of and comply with regulatory agency requirements by discussing the basic requirements of laboratory accreditation and locating/accessing additional information as needed.
- Adhere to quality management and safety systems.

- Communicate effectively to inspire confidence with patients, co-workers, other healthcare professionals and the public.
- Demonstrate professional and ethical behavior, including maintaining patient confidentiality.
- Demonstrate commitment to the patient as the priority and take action needed to improve pre-analytical processes and post-analytical utilization of test data.
- Adhere to safety and infection control requirements for testing and specimen collection and take appropriate action when necessary.
- Demonstrate knowledge of laboratory information systems by correctly utilizing test reporting, data management, and retrieval.
- Recognize the importance of maintaining professional competency and life-long learning by participating in continuing education activities.

Professional Behavior

Although acquiring academic knowledge and gaining technical skills are very important aspects of the MLT program, developing appropriate professional behavior is equally important. Therefore, students will be expected to exhibit satisfactory behavior in the following areas:

- Attitude toward learning
- Quality of work
- Organization
- Productivity and initiative
- Reliability
- Problem solving abilities
- Professional ethics and integrity
- Interpersonal skills
- Teamwork
- Laboratory safety
- General Hygiene

Failure to exhibit desirable professional behavior during the clinical experience may result in disciplinary action and/or dismissal from the clinical agency and/or MLT program. Any form of dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to the MLT Program is considered a breach of the student code of conduct and may result in suspension, dismissal or legal action.

Essential Functions

The following listed essential skills and abilities are necessary for an MLT student to meet the requirements of the curriculum. These standards are based on the essential skills of a medical laboratory science student and must be mastered in order to obtain credit for the educational program. Potential students are invited to meet with the Program Director to discuss any issues associated with meeting or not meeting these requirements.

1. Vision:
    a. Ability to use a microscope and differentiate microscopic components of cells, tissues, etc. Microscope work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology.

b. Ability to discriminate color differences/variations. Reading color chemical reactions, identifying organisms, and differentiating blood cells depend on the student's ability to see color, changes in color, shape, and texture differences.

2. Communication:
    a. Ability to read and comprehend clinical textbooks, procedures, numbers, and graphs displayed in prints or on a video monitor.
    b. Ability to communicate fluently in English, not only in speech but also in reading and writing, with faculty, classmates, patients, physicians and other health care professionals in a positive, tactful manner.
3. Motor:
    a. Ability to safely and accurately manipulate glass slides, tourniquets, test tubes, pipets, and small instruments. Good hand-eye coordination is essential in delicate manipulations.
    b. Ability to freely maneuver around the assigned laboratory working areas and patient care settings.
4. Behavioral and Social Attributes:
    a. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of their laboratory responsibilities.
    b. Ability to adapt to changing environment and technology.
    c. Ability to maintain composure and function effectively when subjected to high stress levels.
    d. Ability to recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injuries to patients, self, and nearby individuals.
    e. Ability to function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.
5. Others: a. Verification of satisfactory health through completion of the physical examination.

MLT Program Goals

The SSM Health School of Medical Laboratory Technician is a hospital-based education program designed to provide theoretical knowledge along with student and clinical laboratory experiences in all laboratory disciplines. The curriculum is designed to prepare highly competent medical laboratory technicians who meet the program goals and entry level competencies. The following goals and competencies were developed using NAACLS core and unique standards for the profession as well as those of SSM Health.

The School of Medical Laboratory Technician is committed to delivering learning experiences that will allow its graduates to:

- Demonstrate entry-level competencies in performing clinical laboratory tests in all major areas of practice in a medical laboratory, recognizing valid data/results, correlating and correctly interpreting results, and implementing follow-up procedures indicated by abnormal results.
    - Outcomes: Graduates will effectively transition experiences learned in the program to successful performance on the national Board of

Certification exam ASCP BOC.

- Exhibit professionalism, communicate effectively to patients and members of the healthcare team.
    - Students will achieve a satisfactory assessment for their clinical practicum in a medical laboratory.
- Be eligible for a national certification exam.
    - Program will maintain the accredited by the NAACLS to allow graduates sit for the ASCP BOC.
- Find gainful employment as a medical laboratory technician.
    - Graduates will be employed within 6 months post-graduation.

Program Outcome Measurements

The program expected outcomes, as determined by the Accrediting Agency NAACLS, will be based on:

- Certification Exam Pass Rate: minimum 75%
- Graduation Rate: minimum 70%
- Graduate Placement Rate: minimum 70%

These outcomes are posted on the program website: www.ssmhealth.com/mlt

Curriculum Overview

The curriculum offers both didactic and clinical components during the 11-month training. Didactic segment of the program allows students to be carefully guided through each theory component with student laboratories prior to beginning the clinical rotation of the specific discipline. Lecture presentations are delivered virtually through Canvas. Discussion sessions are conducted synchronously via video conferencing. Hands-on practice takes place in the student affiliate laboratory setting.

Once having gained the basic laboratory techniques and skills, the students rotate through the clinical sections at the SSM Health laboratories or an affiliated accredited medical laboratory. If needed, additional laboratories could be affiliated.

- Students must provide an affiliate facility that will provide student labs and clinicals.

During the clinical rotations, students further develop their previously learned basic lab skills and gain the clinical experience through automation and application in each laboratory discipline, which include phlebotomy, urinalysis, chemistry, hematology and coagulation, immunohematology, microbiology and serology.

At the end of the program, students must complete the ***MLT Comprehensive Exam*** earning at least 70% on the exam. Once all program requirements are met, all students will receive a certificate as a graduate MLT from SSM Health School of Medical Laboratory Technician. All graduates are eligible to sit for the National Board of Certification (BOC) Exam administered by the American Society for Clinical Pathology (ASCP) to be certified as a Medical Laboratory Technician MLT(ASCP)^{cm}.
Graduation is NOT contingent upon passing the BOC Exam.

To remain certified, the MLTs must renew their certification every 3 years. To be eligible for certification renewal, the MLTs must provide proof of continuing education of at least 36 hours to include:

- 8 hours of hematology

- 8 hours of chemistry
- 8 hours of blood bank
- 8 hours of microbiology
- 1 hour of safety
- 1 hour of medical ethics (HIPAA, compliance, confidential training)

For more and updated information, please visit
https://www.ascp.org/boc/maintain-your-credentials

Note:

- *SSM Health School of MLT has not determined whether the curriculum for this program meets the educational requirements for licensure in other states or territories. The student is encouraged to investigate the requirements in the state or territory of employment of interest* ***prior*** *to accepting an invitation for admission from SSM Health.*
- *SSM Health School of MLT maintains the fair practice policy from SSM System, in which discrimination against applicant based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy, age, physical or mental disability, veteran status or any other legally protected characteristic is strictly prohibited.*

Program Courses

Introduction to Medical Laboratory (3)

Introduction to the Medical Laboratory will acquaint the MLT student with the SSM MLT Program and with the profession of the Medical Laboratory Science. The course will give the student the fundamentals of the clinical laboratory including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic Quality Assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes.

Urinalysis and Other Body Fluid Analysis (3)

This course is a study of the theory and microscopic examination of urine and other body fluids. Main focus is on detection of physical, chemical and microscopic properties of urine in normal and abnormal states. Content also includes discussion of miscellaneous fluid analysis, cerebrospinal fluid analysis, and fecal occult blood analysis.

Introduction to Clinical Immunology and Serology (2)

This course covers an introduction to immunology with an emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

Fundamentals of Clinical Immunohematology (4)

This course covers the blood groups of humans and its significance in immunohematology and transfusion services. Also included are the inheritance and properties of blood group antigens and the corresponding antibodies; methods of detection and identification; hemolytic disease processes; processing of group immunology; record keeping; regulations; standards; and quality control.

Fundamentals of Clinical Chemistry (3)

This course offers an introduction to the study of clinical chemistry, emphasizing the basic procedures performed in most clinical laboratories and the use of these procedures in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and interpretation of test results.

Fundamentals of Clinical Hematology and Hemostasis (3.5)

This course offers an introduction to the study of clinical hematology and hemostasis. It emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. This course concentrates on the role of the laboratory in the diagnosis of anemias. The four major systems of hemostasis and common disease states associated with these systems will be discussed.

Fundamentals of Clinical Microbiology (3)

This course is an introduction to clinical microbiology which includes collection and handling of biological specimens and bacteria identification techniques. Commonly encountered bacteria covered include aerobic gram-positive cocci, *Enterobacteriaceae*, gram positive bacilli, and commonly encountered anaerobes.

Advanced Clinical Hematology (2)

This course focuses on anemias and disorders of white blood cells including neoplasms of the myeloid and lymphoid systems. Lectures are included.

Advanced Clinical Microbiology (1.5)

This course concentrates on the basics of acid-fast organisms, parasites, and fungi, including their pathophysiology, epidemiology and associated diseases. Common diseases caused by microorganisms by anatomical sites will be discussed.

Professional Seminar (3)

This course is a review of all of the major disciplines of the clinical laboratory to include the generalist practice. Professional and ethical issues concerning the medical laboratory technician are discussed.

Clinical Experience (7)

This course is an introduction to clinical experience in the disciplines of phlebotomy, urinalysis, and basic testing procedures in immunohematology/blood banking, hematology, microbiology, chemistry, and immunology/serology. No lecture given but substantial review of the didactic materials required.

Notes:

Students must attain a grade of “C” or better in each MLT course.

Advanced placement is not available for MLT Program Courses.

Course Schedule (Tentative)

MLT Program Curriculum Calendar 2025-2026

Week	Date	Monday 6-8pm	Labs At facility Days site dependent	Clinical Days can be changed by the clinical site 1-2 days per week – listed
1	8/3	Welcome/ Bootcamp/ Professionalism		
2	8/10	Intro		
3	8/17	Intro		
4	8/24	Intro		
5	8/31	Heme I		
6	9/7 Labor Day	Heme I		Phlebotomy/Processing – 5 days total
7	9/14	Heme I		Phlebotomy/Processing – 5 days total
8	9/21	Micro I	Micro Lab	Phlebotomy/Processing – 5 days total
9	9/28	Micro I	Micro Lab	Phlebotomy/Processing – 5 days total
10	10/5	Micro I	Micro Lab	Phlebotomy/Processing – 5 days total
11	10/12	Micro I		Microbiology - 2 days per week, 8 days total
12	10/19	Micro I		Microbiology - 2 days per week, 8 days total
13	10/26	Micro I		Microbiology - 2 days per week, 8 days total
14	11/2	Chem		Microbiology - 2 days per week, 8 days total
15	11/9	Chem		Microbiology - 2 days per week, 8 days total
16	11/16	Chem		Microbiology - 2 days per week, 8 days total
17	11/23	**Thanksgiving**		
18	11/30	Chem		Microbiology - 2 days per week, 8 days total
19	12/7	Chem		Microbiology - 2 days per week, 8 days total
20	12/14	Heme II		
21	12/21	**Christmas**		
22	12/28	**New Years**		
23	1/4	Heme II		Hematology – 5 days total
24	1/11	Heme II		Hematology – 5 days total
25	1/18 MLK	UA		Hematology – 5 days total
26	1/25	UA		Hematology – 5 days total
27	2/1	UA		Hematology – 5 days total
28	2/8	Micro II		Urinalysis – 4 days total
29	2/15	Micro II		Urinalysis – 4 days total
30	2/22	Micro II		Urinalysis – 4 days total
31	3/1	Immuno		Urinalysis – 4 days total
32	3/8	Immuno		Chemistry – 3 days total
33	3/15	Immuno		Chemistry – 3 days total
34	3/22	Blood Bank		Chemistry – 3 days total
35	3/29	**Spring Break**		
36	4/5	Blood Bank		
37	4/12	Blood Bank		

Week	Date	Monday 6-8pm	Labs At facility Days site dependent	Clinical Days can be changed by the clinical site 1-2 days per week – listed
38	4/19	Blood Bank		Blood Bank – 6 days total
39	4/26	Blood Bank		Blood Bank – 6 days total
40	5/3	Seminar		Blood Bank – 6 days total
41	5/10	Seminar		Blood Bank – 6 days total
42	5/17	Seminar		Blood Bank – 6 days total
43	5/24	Seminar		Blood Bank – 6 days total
44	5/31 Memorial Day	Seminar		Clinical Make up
45	6/6	Seminar		Clinical Make up
46	6/14	Seminar		MLT Comprehensive Exam
47	6/21	Seminar	Meeting with Program Director as needed	
	Graduation and Pinning Ceremony, Saturday 6/26, In person, St. Louis MO			

Application and Selection

Applicants must possess an associate's degree (or equivalence) or higher from an accredited college prior to entering the MLT program to include a minimum of:

- 8 semester hours of chemistry (with appropriate prerequisite mathematics)
- 8 semester hours of Biology to include Anatomy and Physiology (complete system) and Microbiology

The following steps are to be taken to complete your application for admission to the Medical Laboratory Technician Program at SSM Health

1. Send to the Program Director the following items by **April 15***:
    1. A complete application for admission to the MLT program;
    2. **Three (3) written** references, preferably one from school advisor or work supervisor, one from a chemistry instructor, and one from a biology instructor;
    3. Have college transcripts to date forwarded to the MLT program. Students enrolling in required pre-requisite courses will need to forward the complete transcripts at the end of spring semester.
2. Eligible applicants will be invited for an interview with the admissions committee by the **end of April**.
3. Interviews will be completed in May.
4. All students seeking admission will be notified of the application status by the end of **May.**
5. Students accepted into the program must submit their acceptance form by **July 15**.
6. Health examinations are to be completed prior to beginning the program. Vaccination updates will also be required per their affiliating facility policies.
7. A background check of all successful applicants may be conducted by their affiliated facility as required by law.

Notes:
** Late applications would be considered if seats still available.*
***Appropriate processing/bank fees applied for returned check.*

Submitting your Completed Application:

All application documents should be sent to:

Leah Narans – School of Medical Laboratory Technician
Attn Lab
SSM Health St. Mary's Hospital
700 S. Park Street, Madison, WI 53715
Or emailed to Leah.Narans@ssmhealth.com

Academic Progression/Promotion Requirement
A grade of "C" or better is required in each MLT course in order to progress to the next course in the program.

Admission Policies

The following minimum requirements are used as guidelines for admission to the Medical Laboratory Technician Program at SSM Health.

1. A minimum an associate's degree (or equivalence) at an accredited college or university to include:
   8 semester hours of Chemistry (with appropriate prerequisite math)
   8 semester hours of Biology to include Anatomy and Physiology (complete system) and Microbiology

We are seeking students with 2.5 or better GPA in science courses (but no lower than a grade of a "C" for each course) and an overall GPA of 2.5 or better.

2. Demonstrated interest in medical laboratory career.
3. The program will invite qualified applicants to schedule an interview only after the application, references and all transcripts have been received. Applicants are encouraged to submit these as early as possible in order to have a choice of interview date/time.

All applicants who meet the specified admission requirements and have completed the application process will be considered for admission to the School of Medical Laboratory Technician. The selection committee, comprised of program officials and faculty, will review all application materials and rank the applicants based on the types of courses taken (including withdrawals and repeats), grades, extracurricular activities, letters of reference, the interview and the written statement on knowledge of the profession and personal goals. Additional ranking points are awarded to veterans and those with laboratory work experience.

Consistent with our core value of respect and our commitment to providing a just and diverse work environment, SSM Health ("SSM") maintains a workplace free from discrimination. Discrimination against any employee or applicant based on race, color, religion, national origin, gender, sex, sexual orientation, gender identity, pregnancy, age, physical or mental disability, veteran status or any other legally-protected characteristic is strictly prohibited.

Academic Advising

Academic advising has proven to be the single most important factor influencing student retention and success. The MLT program has a formalized advising system to ensure that all students will experience the benefits of a consistent and meaningful advising relationship. The mission of this system is to:

- Facilitate the academic and career success of MLT program students
- Foster responsibility in each student for her/his own academic success
- Provide a clear and continuous system of support for all program students

The Program Director will have an advising meeting with each student every Fall and Spring to discuss progress and program requirements.

The Program Director will assist students by guiding students through the program. The faculty welcome the opportunity to see students on an individual or group basis. Contact faculty member or Program Director for an appointment. All advising sessions will take place impartially in private and will remain confidential.

Elevation process and regular review of student progress: Lecturers, faculty and clinical preceptors will elevate any concerns with your progress in academic, clinical and professional skills on a regular basis to the clinical site liaisons and course faculty. Course faculty and clinical liaisons will report progress at least monthly to the program director. If you're at risk of not meeting minimal program standards, you will be referred to for advising. Care is taken to ensure student privacy, confidentiality and impartiality. Appeals of decisions regarding student achievement or dismissal due to failure to reach minimum competency after remediation can be made to the chair of the Committee on Academic and Professional Standards.

Probation, Suspension and Dismissal

Academic

Students must maintain a minimum grade of "C" on all MLT courses to successfully complete the program. If the student gets a grade of less than a C in any course they will be placed on academic probation. They will have to meet with the program director to discuss next steps which may include pausing the program and starting back the following year. This may also include auditing courses that they have already taken in order to stay on top of all didactic material.

Grades will not be curved nor rounded up. If necessary and time permits, the students will be given the opportunity to improve a failing grade. Inability to maintain a 75% average will result in academic probation. When a student is on probation, she/he must improve the grade before the end of the class to a passing grade. Failure to obtain a 75% average at the end of the course will result in a pause of the program and possible readmission the following year.

Grading:	100% - 92%	= A
	91% - 84%	= B
	83% - 75%	= C
	74% - 68%	= D
	Below 68%	= F

Psychomotor skills
Regardless of academic status, students who possess unsatisfactory psychomotor skills will be placed on probation. Opportunity will be given to improve this rating. If the probation is not removed, the student will be dismissed.

Affective skills
Based on the profession Code of Ethics, the student will be dismissed from the program if one or more of the following occurs:

1. betrayal of patient's confidential information
2. discussion of another student's academic progress
3. practice of academic dishonesty
4. refusal to follow a supervisor's directions
5. violation of the hospital's or program's policies
6. violation of customer service standards

The list of reasons for dismissal does not presume to be all inclusive.

The clinical experience is a privilege extended to us by the clinical facilities involved. During the rotation, students are expected to conduct themselves in a professional manner and to abide by the affiliating agency's standards for performance. Failure to do so may result in the affiliating agency and/or SSM Health initiating disciplinary action that could lead to suspension and/or dismissal of the student from the affiliating agency and/or MLT program.

Disciplinary action, suspension, or dismissal can occur for a variety of reasons other than race, creed, color, sex, age, marital status, or national origin. These reasons include:

1. Unprofessional conduct or behavior including, but not limited, to:
    a. Prefabricating laboratory results
    b. Breach of patient confidentiality
    c. Appearance on the job under the influence of drugs and/or alcohol d.
    d. Disruption in patient care of the clinical laboratory
    e. Dishonesty (cheating, plagiarism, etc.) or knowingly furnishing false information to the affiliated agency
2. Repeated technical, clerical, or safety errors The procedure that will be followed in the event that the student commits repeated significant technical errors, repeated significant clerical errors or fails to follow protocols and risks the safety of the student, peers or faculty, either in regards to phlebotomy or laboratory procedures is as follows:
    a. The student will be given a written warning, and arrangements will be made for an additional learning experience that is appropriate for the error(s) made.
    b. If the errors continue, the student may be suspended for a period of time or dismissed from the program, according to recommendations from the clinical faculty.
    c. If further significant technical, clerical or safety errors occur, those errors, errors may result in dismissal from the clinical site and/or program.

Withdrawal from Course/Program

When necessary to withdraw from a course, hence the program, the student may contact the Program Director for withdrawal procedure. Tuition refund will be prorated in the Refund Policy.

Appeal Process

A student may use the appeal process for disagreement with any evaluation or dismissal decision. The Appeal Committee is composed of the Program Director, a Lab Director, a faculty member, two students (if available) and a Senior Administrator. Policy may be found in the Appendices.

Readmission Policy

Each student is eligible for re-admission ONE time. Student applying for readmission will need to go through the application procedure.

Tuition

Program tuition is $5,500. Payments must be paid in full by one week prior to the first day of class. Alternatively, the tuition and fee can be paid in two installments with additional fee of $50. The first payment of $3,000 due one week prior to first day of class, and the second payment of $2,550 due by the last Monday of January. Special payment arrangement must be approved by the program director.

Notes:

- *SSM employees contact Benefits Department for tuition benefits information*
- All tuition and fees must be paid by check*
  **Appropriate processing/bank fees applied for returned check.*

Fees and Other Costs

Books $700 (borrow, purchase, or rent on your own. Cost subject to change by publishers)
Certification Exam Application approximately $225 (subject to change by the BOC)
Health Screening, vaccinations and TB testing - variable

Financial Assistance

No federal financial assistance is available for this program. Individuals who seek assistance must utilize other resources such as personal loans to help satisfy tuition payments.

Insurance

Students are responsible for having health insurance coverage during the time in the program. The hospital will provide emergency service for a student; however, **charges incurred will be the responsibility of the student**.

Dress Code

Standard health care scrubs must always be worn in the student laboratories and clinical laboratories. Scrubs MUST be of a different color than standard uniform color of the facility to differentiate you as a student during student learning. The scrubs must be clean, wrinkle-free, and in good repair always. A plain, short-sleeve or long-sleeve T-shirt may be worn under scrub top. No hats or head coverings are allowed at any time in student labs or clinicals with the exception of religious or medical reasons.

Clean toe-covered leather shoes are required. Canvas shoes, thongs, sandals, clogs, or open-toe shoes are not permitted in the student or clinical labs.

Jewelry is limited to a wedding band/set and one other conservative design ring, watch, and a choker type necklace, if desired, at any time the student is in student uniform. (Note that chemicals may damage rings.) Small conservative earrings only may be worn by students—no dangling earrings or large hoops may be worn. If it is determined by the program or institution official a student's jewelry or tattoos may present a conflict, the student will identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

Hair must be clean, neat, appropriately styled, and worn away from the face and off the collar. Long hair must always be tied back in clinical labs for the safety of the student and the patient.

Fingernails must be clean and short. Makeup must be in good taste and in moderation. Cologne/perfume and aftershave should not be used or used very sparingly.

Good personal hygiene is expected. Cigarette breath, halitosis, and body odors are most distasteful. Deodorants, mouthwash, and breath fresheners are recommended. Gum chewing is not permitted.

A lab coat must always be worn in the lab. This coat must be removed before leaving the lab and stored properly. The student must abide by the clinical and student laboratory safety rules and observe standard precautions. Gloves must be worn when working with blood and body fluids and when performing phlebotomy. Other barrier protection prescribed by the institution must also be worn or utilized (face shields, splash shields, reusable lab coats, etc.). Lab coats used in the clinical labs are provided to students by the clinical facilities.

NOTE: The lab coat worn to perform testing is not to be worn outside of the laboratory.

Student Records

- Student records (application materials, advising, academic work) will be kept 24 months post-graduation.
- Student electronic transcripts with legal name, grades and credits will be maintained permanently. The hospital data is stored securely and is backed up every 24 hours.

Health and Safety

During training, students and faculty in this MLT program may risk exposure to potentially hazardous materials. The following procedures are in place to minimize those risks.

- All faculty members and students must adhere to the **"General Laboratory Safety Guideline."** Policy may be found in the Appendices.

- Students must submit proof of immunity to measles, mumps, and rubella, varicella (chicken pox), Tdap, Hepatitis B vaccination, and 2-step TB skin test or a blood test result. Annual flu vaccine is also required.
- Students will complete the biohazard and safety training modules via Canvas in the Intro to Med Lab course.
    - Additional requirements may occur in the event of public health crisis.

Employment

Students may not seek employment under the title Student MLT. The Program assumes no responsibility for work performance related to skills learned as part of the program courses. Student is held personally liable and responsible for his/her own actions in the work setting.

Professional Development

Students are expected to participate in professional development activities throughout the year while in the MLT program. Examples of activities include:

- Becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals. Visit www.ascls.org for information.
- Attending scientific sessions, the student forum meeting, and the Annual Business Meeting at the Annual ASCLS State Meeting.

Classroom Conduct

The MLT Program Code of Classroom Conduct will help prepare students to uphold the ethical standards of the clinical laboratory profession. The following guidelines will maintain a classroom, laboratory, clinical, or conference environment conducive to teaching and learning:

Academic Honesty:
Academic honesty consists of truth telling, performing your own work in assignments, and performing your own work in testing in all academic contexts. All members of the academic community, students and faculty, have a responsibility to ensure that academic honesty is maintained.

Attendance:
Regular attendance at all class meetings is expected as it is essential to the learning process. Faculty will establish attendance policies specific for classes and attendance records will be maintained. The student is responsible for awareness of attendance policies and make-up procedures. Students should arrive to class on time and remain in class the entire scheduled time. Students should not schedule personal appointments and work hours during scheduled class, clinical, or lab times.
During virtual classes, cameras are expected to be on.

Absence:
Student must notify faculty and the MLT Program Director of his or her intended absence from class or clinicals by telephone or email prior to the beginning of class time. Absence notification **prior to class time** will allow the student the opportunity to make up missed work or tests. The student is responsible to contact the instructor to schedule make up work. Quizzes/tests must be made up the first day student returning to class. The type of quiz/test will be at the discretion of the instructor.
Assignments might not be accepted late or cannot be made up after the due date. Habitual tardiness and excessive absence will be cause for discussion with the instructor and/or program director and may result in program dismissal. **Each tardy occurrence of 10 minutes or more equals one** absence. Absences greater than 10% of total class sessions (excused or unexcused) during the length of the course will result in one letter grade lower of the computed final course grade.

> **Unexcused Absence:** Student who does not notify the instructor of absence by telephone or email **prior** to class time will forfeit all grading opportunities offered

during that class time. The student is responsible to acquire notes, handouts, and assignments.

Excessive Absence: Excessive absence is defined as **more than ten percent of the total class meetings** whether the absence was notified or unexcused. Excessive absence will require a conference with the faculty and/or the Program Director to discuss the situation and consequences.

Prolonged Absence: Student must notify the MLT Program Director in the case of prolonged absence because of illness, accident, or hospitalization. Student is required to submit documentation of physician's permission to return to class and/or clinical. The student is responsible to contact instructors to make up missed coursework.

Assignments:
Student is expected to:

- Complete all assignments independently, unless for group work.
- All written assignments must be typed, printed, or legibly written per instructor protocol. Actual patient's full name is never used in written assignments. Only initials or a pseudonym may be used to identify a patient. Case studies with our made up names are acceptable.
- Unless specific permission is received from the instructor, **all materials submitted after the due date may be penalized by 50% reduction of points from the total graded assignment.**
- Assignments will not be accepted after one week from due date.

Attentiveness:
Student is expected to engage in classroom discussion and activities. Faculty will engage in learning assessment activities and the student is expected to participate to the best of his or her ability. The following items distract from learning and are addressed specifically:

- Cell phone, texting, and pagers will not be utilized during class time or testing opportunities. All electronic devices should be placed on silent mode during class time. If faculty member questions student use of electronic device, the faculty member reserves the right to remove device from student use.
- Chemical Impairment: Student attending class, lab, or clinical in a perceived impaired state will be subject to immediate testing. Student will be dismissed from the program if found to be under the influence of alcohol or illicit drugs.
- Food and Drink: Student may not have food and beverages in the lab. All food and drinks must be stored in a designated area. Individuals are responsible to clean up food and drink containers.
- Possession of alcohol or drugs (that are not prescribed by a physician for the student) during laboratory or clincials may be subject to disciplinary action and/or dismissal from program.
- Sleeping during class or conference will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Unrelated and Other Activities: Student will not work on other projects (clinical paperwork, assignments, or unrelated classroom activities) during clinical time. Infractions will result in dismissal from the class and recorded as an unexcused absence and forfeit of the class grading opportunities.
- Video and/or Audio Taping of Class: Student may not record the instructor or class content unless the instructor permits recording as part of the classroom learning activities.

Civility:

Student is expected to maintain a civil, professional, positive attitude towards fellow students and faculty at all times. The following conduct is prohibited:

- Making maliciously false statements;
- Reckless, careless or dishonest behavior that threatens or causes harm to the health or safety of any person within SSM facilities;
- Fighting or horseplay;
- Use of abusive language or abusive gestures such as language or gestures that are insulting, uncivil or that disrupt harmonious interactions and relationships;
- Sexual solicitation or sexual conduct of any kind;
- Unauthorized gambling, raffles, pool or games of chance;
- Maliciously false gossip;

Academic concerns may be discussed with faculty member after class or by arrangement.

Tardiness:

In the event of an emergency causing the student to be late, it is expected that the student discusses this situation with the instructor as soon as possible. Faculty may establish rules and grading penalties for tardiness. Excessive tardiness will require a conference with the faculty and/or the Program Director to discuss the situation and consequences

Tests and Examinations

Dates of examinations in MLT courses are identified in the course schedule/calendar. When a change is necessary, students will be notified during the video conference session and via email. **All exams are posted online and are taken on your own time, but it is expected that you take exams as exams and not look up answers.** No aiding resources should be utilized. The student is allowed to use only blank paper, a pen or pencil, and a non-programmable calculator. C**ell phone (or smart watch) use is not permitted during exam.**

If unable to take an exam as scheduled, the student must notify the instructor **prior to** the scheduled time. Anyone taking the exam later than the scheduled time may be given a different exam from the one taken by other students.

Clinical Experience

Clinical practice is a valuable opportunity to assimilate learning into practice. Attendance is required as specified in the clinical evaluation criteria for the Clinical Experience courses.

Clinical and Laboratory support in Phlebotomy, Urinalysis, Serology, Hematology, Chemistry, Blood Bank, and Microbiology/Bacteriology are required. We do not assist with clinical placement.

All students must come into the SSM Health MLT Program with their own clinical site in place for labs and clinicals. Most students utilize their places of employment to perform these. The program has an affiliation agreement in place with:

SSM Health Facilities

St. Mary's Hospital, Madison Wisconsin

Monroe Hospital, Monroe Wisconsin

St. Louis University Hospital, St. Louis Missouri
St. Joseph Hospital, St. Charles Missouri
St. Anthony Hospital, Oklahoma City Oklahoma
St. Mary's Hospital, Centralia Illinois
Dean Clinic, Madison Wisconsin
Good Samaritan Hospital, Mt. Vernon Illinois
Salem Township Hospital, Salem Illinois
Mercy One Genesis, Ames Iowa
Artesia General Hospital, Artesia New Mexico
Door County Medical Center, Door County Wisconsin

SSM Health will work with all students to obtain affiliation agreements with their clinical site if outside of these locations.

When Clinical placement is not immediately available, becomes unavailable or If situations occur that limit clinical placement the MLT program may need to send student to an alternate site or supplement the rotation at another facility. This facility may not be in the immediate geographic area and travel may be necessary. Travel and housing expenses are the responsibility of the student.
Limited clinical placements may delay completion of the program. Because clinical placements are secured in advance and are designed for flexibility, delays or changes in placements are rare.

Since **cell phone use is prohibited during assigned clinical**, the student is responsible in ensuring family, spouse, child's school, etc., be provided a phone number of where to reach student during clinical sessions, in case of emergency.

Student is responsible for transportation to clinical facilities and must abide by the parking policies of the clinical facilities.

Student is reminded to minimize personal belongings when assigned to clinical. The clinical facilities do not provide safe storage for valuables.

Student Responsibilities During the Clinical Experience

1. The student shall dress professionally and abide by the dress code.
2. The student will demonstrate responsibility for his/her education by:
    a. Preparing for each clinical section rotation by reviewing applicable principles and procedures prior to and during the rotation.
    b. Completing assignments required by the MLT Program
    c. Distributing evaluation forms to the affiliation education coordinator at the beginning of the clinical rotation and following up as needed to assure that the evaluations are completed, reviewed, signed, and returned to MLT Clinical Coordinator in a timely manner.
    d. Performing satisfactorily on assignments and tests administered by the affiliating agency.
3. The student is expected to follow the policies and procedures, including safety policies, and perform up to the laboratory's standards of acceptable performance.

4. The student must follow the schedules established by the MLT Program and the affiliating agency and make up all absences as requested by the MLT program director and affiliating laboratory education coordinator.
5. The student must understand that he/she is a guest of the affiliating agency and may be dismissed if his/her performance is not compatible with the laboratory's standards for quality.
6. The student will behave in a professional manner by demonstrating the desirable behaviors identified in the Professional Behavior Evaluation.
7. The student is responsible for informing the clinical instructor of any error or accident that occurred during the clinical.
8. The student should seek help as needed from the clinical instructor, particularly when undertaking a new technique.
9. The student should be aware that he/she is covered by professional liability insurance carried by SSM Health
10. The student is responsible for his/her own health insurance and must provide documentation that he/she is insured.
11. If student is ill or an emergency occurs to prevent student from attending clinical assignment, student must notify the following parties prior to assigned time:
    a. **Call (not email)** the clinical laboratory and inform the clinical instructor or a co-worker, and
    b. Email or call the MLT Program Director (314-989-3233) and leave a message.
12. When inclement weather threatens to interfere with local activities, students should use own judgement for personal safety.
    a. If it is during clinical experience day, the students should use own judgement for personal safety. If the student cancels the clinical day, he/she needs to inform the clinical site and the MLT clinical coordinator. Make-up days should be arranged by the student and the clinical site

Clinical Documentation

The student is responsible for documenting completely and accurately all tasks performed. Any evidence of falsification will result in dismissal from the program. The decision of the Program Director is final.

Clinical Evaluation

Clinical performance evaluation criteria are established for each clinical rotation. Prior to beginning each clinical experience course, the student will receive a clinical packet which includes the clinical evaluation and checklists and study questions. Criteria for clinical grading are included in each clinical packet.

It is the student's responsibility to obtain all documents signed by the clinical instructors. Any missing signed document will result in a grade of zero for that document. All signed documents must be submitted to the Clinical Coordinator via Canvas at the end of the rotation.

Note:
*Clinical checklists serve as the minimal required activities. Students should maximize the benefits gained by performing and/or observing all activities assigned by the clinical instructors**. Refusal of an assigned task may result in a conference with the program director. Repeated occurrences may result in dismissal from the program.***

Service Work Policy

Students will have the status of learners and will not replace clinical staff nor give service apart from its educational value.

The major emphasis of the clinical experience is to help students achieve career entry competencies. Once these competencies are achieved, repetition of procedures, techniques and skills should be limited to periodic reinforcement. After demonstrating proficiency in a particular area, students may be permitted to perform laboratory work under qualified supervision. Students should not, however, be substituted for regular staff.

Note:

- To enrich learning experiences, clinical rotation may be assigned to be on second shift. However, this is NOT compulsory. Regardless of the shift of the clinical rotation, all objectives must be met as written.
- All clinical rotations are done at the students particular affiliating facility. Students must have an affiliating facility prior to the program beginning.
- **Travel and housing expenses are the responsibility of the student.**

Teach Out Plan

In the unlikely event of a program closure, in accordance with NAACLS accreditation rules and regulations, a teach out plan will be submitted to NAACLS within thirty days of official announcement.

The teach-out plan provides for equitable treatment of students by ensuring that they are able to complete the educational program in which they were enrolled immediately prior to the notification in situations requiring submission of Teach-Out arrangements within a reasonable period of time.

Purpose: to ensure that MLT students are able to complete the Program in unforeseen situations, for example:

- In the event of a major disaster (flood, tornado, etc.) that prevents students from attending class virtually
- In an unexpected disruption due to faculty issues
- In the case of planned closure

Plan:

1. Unexpected disruption (natural disaster or faculty issue)
    a. All teaching materials (lectures and labs) are built and posted in cloud-based Canvas
        i. Allowing faculty and students access materials off site, wherever internet access is available
        ii. Allowing continuity in the case of substituting faculty needed
    b. Student labs will continue to take place in the affiliating hospital or student will be able to move hospitals if possible.

c. Students may need to extend the training time beyond the designated date

2. In the case of a planned program closure
   a. Normal program schedule would be carried out until the current cohort graduated
   b. No new admission will occur

Confidentiality Policy

Throughout the program, students are advised of the importance of maintaining confidentiality of all information pertaining to patients, medical data, and business operations while participating in clinical rotations. Students are introduced to the Health Insurance Portability and Accountability Act (HIPAA) and are made aware of the serious implications of breaching patient confidentiality as defined by HIPAA. Prior to participating in any off-campus clinical rotation, students will be required to read and sign the MLT program confidentiality policy. Students must be aware that compliance with this policy is mandatory and that any breach of confidentiality rules may result in disciplinary action, including dismissal from the clinical site and the MLT program, and possible legal action as allowed by HIPAA.

Safety Training

The MLT program has a detailed safety policy that is designed to protect students from potential hazards posed by exposure to blood, body fluids, and chemicals. Students are required to review this policy and participate in a safety orientation during Introduction to Medical Laboratory.

A major component of a safe laboratory work environment is appropriate safety apparel, including gloves, lab coats, and face shields and/or safety glasses. These safety items will be provided to students as needed.

In order to provide you with appropriate and comfortable laboratory safety apparel, we ask that you notify the Affiliate Facility in advance if you will require either extra large or extra small gloves, or if you have a known sensitivity to any type of glove material, such as latex.

Certification

Students who successfully complete the program may sit for the Medical Laboratory Technician MLT(ASCP) Board of Certification (BOC) exam offered by the American Society for Clinical Pathologists. Specific information concerning this exam is presented to students during the Introduction to Medical Laboratory course and is available on-line in the Canvas Course for the Seminar courses and also at www.ascp.org.

Graduation from the program is not contingent upon passing the BOC exam. Program graduates are able to seek an MLT position and begin employment prior to taking the certification exam. However, based upon the employer's policies, continued employment may be contingent upon successful completion of an exam and official certification as MLT(ASCP).

ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession.

Preserve the dignity and privacy of others.

Uphold and maintain the dignity and respect of our profession.

Seek to establish cooperative and respectful working relationships with other health professionals. Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

APPENDICES

SSMHealth

General Lab Safety

See original and appendices from Polytech

1.0 PURPOSE

1.1 General laboratory safety guidelines enforce mechanisms which allow employees to demonstrate safety practices. Safety is considered an integral part of the employee's daily routine. This policy is in conjunction to SSM Health Regional Safety Policies.

2.0 STANDARD OPERATING PROCEDURES

2.1 Eating, drinking, or application of cosmetics or lip balm or manipulating contact lenses in the laboratory testing areas is prohibited. Wash hands before conducting these activities.

2.2 Personal electronic devices must be kept in personal pockets. If a personal electronic device must be accessed, gloves must be removed and hand hygiene performed before accessing. Personal electronic devices must not interfere with patient testing, patient care or department workflow.

2.3 Storing food or beverages in storage areas, refrigerators, glassware, or utensils that are also used for laboratory operations is prohibited. Handling or consuming food is restricted to designated clean area(s).

2.4 Handle and store laboratory glassware with care to avoid damage; do not use damaged glassware. Use equipment only for its designed purpose.

2.5 Wash areas of exposed skin well before leaving the laboratory.

2.6 Avoid behavior which might confuse, startle, or distract another worker.

2.7 Do not use mouth suction for pipetting or starting a siphon. Mechanical pipetting devices are used for all liquids. Mouth pipetting/suctioning is prohibited. Dispose of pipette tips in biohazard containers.

2.8 Confine long hair and loose clothing.

2.9 Wear shoes at all times in the laboratory, but do not wear sandals, perforated shoes, sneakers, or any shoes made of canvas.

2.10 Keep the work area clean and uncluttered, with reagents and equipment being properly labeled and stored. Clean up the work area on completion of an operation or at the end of each day.

2.11 Ensure that appropriate eye protection, where necessary, is worn by all persons where reagents/chemicals are stored or handled.

2.12 Wear appropriate gloves when the potential for contact with toxic materials exists; inspect the gloves before each use, and if they are reusable, wash them before removal and replace them periodically.

2.13 Use appropriate respiratory equipment when air contaminant concentrations are not sufficiently restricted by engineering controls, inspecting the respirator before use.

2.14 Use any other protective and emergency apparel and equipment as appropriate.

2.15 Avoid use of contact lenses in the laboratory unless necessary; if they are used, eye protection in the form of safety glasses or goggles will be used when handling hazardous chemicals.

2.16 Remove laboratory coats immediately on significant contamination.

2.17 Seek information and advice about hazards, plan appropriate protective procedures, and plan positioning of equipment before beginning any new operation.

2.18 Be alert to unsafe conditions and see that they are corrected when detected.

3.0 ACCIDENTS AND SPILLS

3.1 Eye contact: Promptly flush eyes with water for a prolonged period (15 minutes) and seek medical attention.

3.2 Ingestion: Encourage the victim to drink large amounts of water or as indicated on the SDS.

3.3 Skin contact: Promptly flush the affected area with water and remove any contaminated clothing; use a safety shower when contact is extensive. If symptoms persist after washing, seek medical attention.

3.4 Cleanup: Promptly clean up spills, using appropriate protective apparel and equipment and proper disposal.

4.0 PERSONAL PROTECTIVE EQUIPMENT

4.1 *Personal Protective Equipment (PPE)*

5.0 CHEMICAL HYGIENE

5.1 There are a few laboratory chemicals that are without hazards, general precautions for handling all laboratory chemicals should be adopted to include minimizing exposure and assuming that any mixture of hazardous chemicals is more toxic than the most toxic component.

5.2 Know the hazards of chemicals and equipment before using. (See Equipment and Procedure Manuals and SDS.)

5.3 Do NOT taste or sniff any chemical, reagent, or specimen, OR pipette by mouth.

5.4 Perform all work involving corrosives, volatiles, or toxic chemicals under hoods with monitored exhaust and ventilation.

5.4.1 Keep toxic or flammable materials away from heat sources.

5.5 Expired chemicals or excessive quantities of chemicals should be stored in the chemical storeroom or cabinet.

5.6 Store heavy items, strong acids, and alkalis as near to the floor as possible, never above eye level.

5.7 Any laboratory employee who is aware of an allergy or other reaction to any chemical or substance in the laboratory environment must immediately inform their supervisor.

5.8 Report at once any unusual odors or unknown spills and dial 77.

5.9 Report to the technical specialist/supervisor any malfunctioning equipment, accidents or exposures.

5.10 For exposure and injury incidents, file an on-line occurrence report. See SSM Health Event Reporting and SSM Health Employee Safety and Workers' Compensation.

5.11 Department managers must complete the filed on-line occurrence report indicating corrective action for all incidents and spills.

5.12 Any accident resulting in property damage will be documented through an on-line occurrence report to Risk Management.

5.13 All lab employees must complete the required on-line infection prevention annual training course.

5.14 Do not smell or taste chemicals. Any apparatus that may discharge toxic chemicals (vacuum pumps, distillation columns, etc.) should be vented into local exhaust devices.

5.15 Use only those chemicals for which the quality of the available ventilation system is appropriate.

5.16 Perform all work involving corrosives, volatiles, or toxic chemicals under hoods with monitored exhaust and ventilation.

6.0 ULTRA-VIOLET LIGHT

6.1 Ultraviolet (UV) light may cause corneal or skin burns from direct or deflected light sources.

6.2 When UV light sources are in use, appropriate personal protective equipment (PPE) must be used if indicated.

6.3 The following precautions will be taken to minimize any exposure to UV light in the laboratory:

6.3.1 Laboratory staff should refrain from looking at the UV light while in operation.

6.3.2 Skin exposure to UV light should be avoided.

6.3.3 To the extent possible, any UV light exposure should be minimized by covering or shielding the area in which it is emanating.

6.3.4 Signage alerting laboratory staff that UV light is being emitted from lab instruments must be clearly visible.

7.0 EMERGECY PROCEDURES

7.1 If a medical emergency, dial 77 for the Rapid Response Team or alert the emergency department.

7.2 An Occurrence report must be completed for work related injuries.

8.0 ELECTRICAL SAFETY

8.1 *Electrical Safety*

9.0 HAZARDOUS WASTE REDUCTION AND MERCURY ELIMINATION

9.1 Hazardous waste

9.1.1 It is the policy of the SSM Southern Illinois laboratories to make effort at reducing the amount of hazardous waste that must be disposed of by taking the following actions.

9.1.1.1 Purchasing reagents and chemicals in smaller quantities.

9.1.1.2 Minimizing specimen volumes taken from patients when possible.

9.1.1.3 Substituting less hazardous chemicals and reagents for more hazardous ones, i.e. mercury free B-5 fixative, xylene substitute where appropriate, etc.

9.1.1.4 Using smaller reagent volumes where possible.

9.1.1.5 Reducing unnecessary specimen retention times.

9.1.1.6 Relocating reagents and/or chemicals when possible that can be used in other areas within SSM Health St. Mary's and Good Samaritan Hospitals.

9.1.2.7 Not disposing of non-hazardous waste in hazardous waste containers.

9.2 Mercury Elimination

9.2.1 In an effort to eliminate the use of mercury or its compounds, the laboratories of SSM Health Southern Illinois will select appropriate alternatives to mercury when reagents, thermometers, and other items are purchased and placed into service.

10.0 NEEDLES AND BLADES

10.1 Used needles and other sharps may not be bent, broken, recapped, or re-sheathed by hand. Shearing or breaking of contaminated needles is prohibited. Used needles are not removed from disposable syringes, but must be re-sheathed by using the built-in safety mechanism provided. Used needles and sharps are disposed of in impervious, disposable containers located near the point of use.

10.2 Needles are not used for sampling unless no alternative method exists.

10.3 Needles should be disposed of in a sharps container as soon as possible after use.

10.4 Blades and scalpels utilized should be disposed in a sharps container as soon as possible after use.

11.0 EVACUATION

11.1 *Evacuation Plan*

12.0 LABORATORY ACCESS

12.1 *Standard Operating Procedures*

13.0 DRY ICE

13.1 When handling dry ice, insulated gloves and safety goggles/glasses must be used.

13.2 Store all containers of dry ice only in well-ventilated areas.

13.3 Do not use or store dry ice in confined areas or rooms without ventilation. Storing in non-ventilated areas could cause an oxygen-deficient atmosphere.

SSMHealth

Blood and Body Fluid Exposure Management

1. Post Exposure Management (HBV, HCV & HIV)
    a. Clean or flush the injured or contaminated area immediately after exposure occurs.
    b. Immediately report the exposure to the Employee Health Nurse or the Nursing Supervisor on duty.
    c. The student will receive information regarding testing and treatment from the Employee Health Nurse or the Nursing Supervisor. DO NOT GO TO THE EMERGENCY DEPARMENT for initial treatment unless sent by one of the above persons.

2. The Employee Health Nurse or the Nursing Supervisor will assess the type of exposure, assess the source patient's risk factors for HIV and order appropriate testing on source patient and student.

3. Student receiving needlesticks (regardless of source), blood to blood contact with an open wound, non-intact skin, or mucous membrane exposure to blood that may be infected with the Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) or Human Immunodeficiency Virus (HIV) **are to be immediately evaluated by the Employee Health Nurse**. When Employee Health Office is closed, the student should contact the Nursing Supervisor on duty for immediate treatment, and then call the Employee Health Nurse as soon as possible. If student requires emergency wound care, the student will be sent immediately to the Emergency Room. Counseling and treatment will be given according to current recommendations by the U.S. Public Health System.

4. Blood from all source patients will be tested for the presence of Hepatitis B, Hepatitis C and Human Immunodeficiency Virus.

5. Tetanus vaccination status will be evaluated and appropriate tetanus, diphtheria, pertussis (Tdap) or tetanus, diphtheria (Td) prophylaxis will be initiated.

6. Student is financially responsible for all testing performed as a result of a blood/body fluid exposure. The source patient will not be charged for testing.

7. Student is to contact personal health care provider for follow-up treatment and counseling services.

Policy for Readmission and Transfer

Readmission:

Students previously resigned or unsuccessfully completed a course from SSM MLT Program have one opportunity for readmission, if space is available.

The following must be met for readmission:

1. A letter written to the Program Director stating the wish for readmission.
2. Must repeat the courses in sequence. Waivers may be issued if the student demonstrates knowledge of previously learned materials by successfully completion the final exam (written and practical).
3. All health requirements including the drug and background screen must be updated.
4. All clinical rotations must be repeated.

Transfer:

If a student would like to transfer into the SSM School of Medical Laboratory Technician from a different program, s/he must follow the application procedure.

There is no guarantee that MLT courses previously completed would be transferred to SSM Program due to the following reasons:

1. Credit hour equivalence
2. Unique content arrangement of courses

SSMHealth

MLT Program Appeal/Grievance Process

Students are encouraged to resolve problems directly with the individual involved. If however students feel, at any time, that an academic or non-academic problem was not resolved to their satisfaction and they have grounds for an appeal, they may follow this Appeal/Grievance Process. It is the intent of this process to afford students a fair and equitable process by which to appeal any disagreement while protecting faculty rights and the integrity of the program evaluation system.

A student may use and follow the appeal process for disagreement with any evaluation, including grades, or dismissal decision. The Appeal Committee is composed of:

- Program Director,
- two faculty members, of which one selected by the individual appealing
- a Lab Director,
- two students, if available, of which one selected by the individual appealing, and
- a Senior Administrator.

The process is explained in these steps:

1. **Within 3 business days** from the occurrence, the student must present a written request to discuss the matter with the instructor, if it is regarding evaluations/grades, or the Program Director, if it is regarding dismissal or if the instructor is not available. Adequate evidence to support the appeal must be provided.

   Within 3 business days, the respondent shall reply to the grievant in writing to set up a time to meet and discuss the appeal.

   This non-formal appeal shall be accompanied by copies of the evidence on which the student is basing the appeal. Without specific evidence the appeal cannot go forward. In other words, an appeal must be based upon more than a mere disagreement between the faculty member and the student.

   If the respondent, different than the Program Director, and the grievant are unable to reach an agreement, the grievant may submit the appeal to the Program Director, who will respond to the grievant within **3 business days**.

2. In the case that the response is still unsatisfactory, present the written appeal requesting a **formal appeal process**, along with previous responses to the Program Director. **Within 3 business days** of the receipt, the Program Director shall request the Appeal Committee for a formal hearing. If applicable, the Program Director will notify the respective affiliated college advisor that the student has filed an appeal.

3. **Within 5 business days** from the day of the hearing request, the Appeal Committee will review the documentation privately and deliberate to make a determination regarding the appeal. The Committee may request additional information as needed.

4. The decision of the Appeal Committee shall be final and a written record of such will be maintained by the Program Director.

Student Withdrawal Policy and Refund Policy

Students may terminate enrollment in the SSM Health School of Medical Laboratory Technician at any time. Any student wishing to withdraw from the program must submit a signed written notice to the Program Director indicating intent to withdraw along with effective date. The student will be presented with a final accounting of payment due to the program or, if applicable, refund due to the student according to the program's refund policy. Refunds will be mailed to the student. Grade transcripts and letters of recommendation will be withheld until all outstanding balances are paid in full and textbooks and instructional materials on loan to the student are returned.

Student who stops attending class will be treated as an unofficial withdrawal. The refund policy will be applied, if applicable.

Students are responsible for any financial assistance via private loans. The School will not directly issue the refund, if applicable, to financial institutions.

Tuition refunds will be calculated at the rates listed below minus unpaid fees and an administrative fee of $50.

First term (22 weeks) begins the First Monday of August – tuition and book fee = $3,000 due one week prior to first day of class.

Weeks 1-2	90% refund ($2,700)
Weeks 3-6	75% refund ($2,250)
Weeks 7-8	50% refund ($1,500)
After week 8	0% refund ($0)

Second term (22 weeks) begins last Monday of January – tuition and fee = $2,550 due one week prior to first day of class.

Weeks 1-2	75% refund ($1,875)
Weeks 3-6	50% refund ($1,250)
After week 6	0% refund ($0)

Student Signature Pages

The exact copy of following signature pages will be signed by the student indicating an understanding of and agreement to stated policies.

These signed documents will be submitted to the Program Director, who will file in each student's file while student is enrolled in program.

School of Medical Laboratory Technician

Leah Narans
St Mary's Hospital Laboratory
700 South Park Street
Madison, WI 53715
Leah.Narans@ssmhealth.com

Enrollment Agreement

STUDENT INFORMATION

STUDENT NAME (LAST, FIRST MIDDLE): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ SSM EMPLOYEE ID #: _____

BIRTHDATE _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

PROGRAM INFORMATION

DATE OF ADMISSION: 8/1/2026
PROGRAM: **MEDICAL LABORATORY TECHNICIAN**

The MLT program offers both didactic and clinical components. Students will gain medical laboratory specific disciplines via didactic segments prior to entering the rotational clinical experience. Students must be able to attend school on a full-time basis. The program, which begins in August, has a maximum student capacity of ten students.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

- Earned an Associate's degree (or equivalence) or higher, to include:
  - Minimum of 8 semester hours of Human Anatomy and Physiology (with laboratory) and Microbiology (with laboratory)
  - Minimum of 8 semester hours of Chemistry

PROGRAM START DATE: __8/3/26__ (First Monday of August)

SCHEDULED END DATE: __6/27/27___

FULL-TIME ■

CLASS MEETS: **M T W Th F**

TIME CLASS BEGINS: as early as 0600 TIME CLASS ENDS: as late as 2100

NUMBER OF WEEKS: __46_____ TOTAL CREDIT or CLOCK HOURS: __35 CH_____

TUITION & FEES

TUITION:	$5,500.00
BOOKS:	$700.00 (purchase or rent on your own. Subject to change)
CERTIFICATION EXAM:	$225.00 (subject to change by ASCP)
HEALTH EXAM AND VACCINATIONS -	Variable
OTHER:	$200 (approximate)
(Other Includes: Scrubs, shoes)	
TOTAL COST FOR MLT PROGRAM:	$ 6,625.00 (approximate)

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.

2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.

4. This agreement and the MLT Program Handbook constitute the entire agreement between the student and the school.

5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 10 business days PRIOR to the first day of class. Cancellation should be submitted to the authorized official of the school in writing. Full tuition would be refunded, if paid, to student, minus $50 acceptance fee.

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SSMHealth

Honor Code and Cheating Policy

SSM Health MLT program is committed to high ethical standards and integrity. The faculty and administration at SSM Health believe that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens.

As a student of SSM Health MLT Program, I am committed to the high standards set by SSM Health by:

- not resorting to lying, cheating, or stealing in my academic work.
- opposing any instance of academic unscrupulousness.
- promptly notifying faculty members either verbally or in writing when I observe any deed of academic cheating in any course.
- allowing my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the Honor Code at SSM Health School of Medical Laboratory Technician.

Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
- Providing and/or receiving aid on a written assignment without permission of the instructor.
- Providing and/or receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and/or on an exam, if that infraction is the first offense, the instructor will have the right to determine appropriate punishment from partially or fully deducting the assignment/exam points. The incidence will be reported to the program director for a conference. The incident report will be stored with the student’s records.

If the student is guilty of a second offense, the matter will be reported to the Vice Presidents of Clinical Education & Clinical Placements, who forms a committee with the program director and/or the faculty, will review any written data and interview appropriate informational sources. The student's right to due process will be affirmed. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment and might result in a failing grade and dismissal from the MLT program.

Print Name Signature Date

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Program Skills and Abilities Relating to Essential Job Functions

The following listed essential skills and abilities are necessary for an MLT student to meet the requirements of the curriculum. These standards are based on the essential skills of a medical laboratory science student and must be mastered in order to obtain credit for the educational program. Potential students are invited to meet with the Program Director to discuss any issues associated with meeting or not meeting these requirements.

1. **Vision:**
   a. Ability to use a microscope and differentiate microscopic components of cells, tissues, etc. Microscope work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology.
   b. Ability to discriminate color differences/variations. Reading color chemical reactions, identifying organisms, and differentiating blood cells depend on the student's ability to see color, changes in color, shape, and texture differences.
2. **Communication:**
   a. Ability to read and comprehend clinical textbooks, procedures, numbers, and graphs displayed in prints or on a video monitor.
   b. Ability to communicate fluently in English, not only in speech but also in reading and writing, with faculty, classmates, patients, physicians and other health care professionals in a positive, tactful manner.
3. **Motor:**
   a. Ability to safely and accurately manipulate glass slides, tourniquets, test tubes, pipets, and small instruments. Good hand-eye coordination is essential in delicate manipulations.
   b. Ability to freely maneuver around the assigned laboratory working areas and patient care settings.
5. **Behavioral and Social Attributes:**
   a. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of their laboratory responsibilities.
   b. Ability to adapt to changing environment and technology.
   c. Ability to maintain composure and function effectively when subjected to high stress levels.
   d. Ability to recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injuries to patients, self, and nearby individuals.
   e. Ability to function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.
6. **Others:**
   a. Verification of satisfactory health through completion of the physical examination.

I have read and understood the essential job functions for the Medical Laboratory Technician Program and can satisfy these minimum requirements.

Print Name Signature Date

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MLT PROGRAM

Release of Information Form

1. To whom is the information to be released?
    - □ Scholarship
    - □ Award
    - □ Employment
    - □ Other (list)

2. What information can be released and/or discussed?
    - □ Attendance
    - □ Professionalism
    - □ Grades and/or performance in MLT classes
    - □ General abilities (workplace skills, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, responsibility, critical thinking, stress management)

3. This consent is valid from _____ to _____.
   MM/DD/YY MM/DD/YY

I, _____, give my permission to the following individual/s to release the information as described above.

- □ MLT Program Director
- □ MLT Faculty member: _____

Signed: _____ Date: _____

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Consent and Authorization to Release Graduate Employer Survey Information

I, ____, graduate of the SSM Health School of Medical Laboratory Technician, consent to and hereby authorize my employer and any of its representatives to release the Employer Survey information about my performance to the MLT Program at SSM.

I understand that by signing this consent and authorization form, I am authorizing the designated department supervisor to release information which is otherwise private and may not be accessible to the School.

Date: _____

Graduate Signature: _____

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Student Acknowledgements

1. I hereby acknowledge receipt of the school's MLT Program Handbook, which contains information describing programs offered, and its policies. The MLT Program Handbook is included as part of this enrollment agreement and I acknowledge that I have received a copy of this Handbook.
   Student Initials _____

2. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement. I have carefully read and received an exact copy of this enrollment agreement.
   Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the MLT Program Handbook. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the MLT Program Handbook and that my financial obligation to the school must be paid in full before a certificate may be awarded.
   Student Initials _____

4. I have carefully read the Honor Code and Cheating Policies.
   Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, SSM Health School of Medical Laboratory Technician must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
   Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.
   Student Initials _____

7. I have read and understood the essential job functions for the Medical Laboratory Technician Program and can satisfy these minimum requirements.
   Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the MLT Program Handbook, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature	Date	Program Director's Signature	Date