



**Kapi'olani Community College**  
**MEDICAL LABORATORY TECHNICIAN PROGRAM APPLICATION**

**Application Period:** June 1 - September 1

## APPLICATION SUBMISSION PROCEDURES

**Directions:** Submit this program application and all required documents to the Health Careers Counseling Center via UH File Drop by the posted deadline. *We will not be accepting in-person applications.*

**To use UH File Drop follow the instructions below:**

1. Scan application and all supporting documents
  - a. If you do not have access to a scanner, use a free smartphone app like *Scannable* or *Scanner Pro* or *Cam Scanner*. Save your application and all supporting documents in PDF format (do not save as image formats ie. jpg).
2. From any web browser, go to <https://www.hawaii.edu/filedrop>
3. Log in as a UH User or Non-UH user (Non-UH Users will be sent a verification email, click on the link in the email)
  - a. In the recipient field, type: [hlthsci@hawaii.edu](mailto:hlthsci@hawaii.edu)
  - b. Click in the drop down menu in the expiration timer, change it to 14 days
  - c. In the “Optional Message” field, enter FULL NAME and the PROGRAM you are applying to
  - d. After you’ve completed the Recipient field, extended the expiration timer, typed in the Optional Message, click Proceed.
  - e. Click the Choose File button to browse for your application and supporting documents.
    - i. If you upload your documents in different files (i.e. application, transcripts, etc), please write a description of the file in the Description box.
  - f. Click the Start Upload button.
  - g. You will be redirected to a confirmation page with the link to your uploaded file. You’re finished.

Please contact us at [hlthsci@hawaii.edu](mailto:hlthsci@hawaii.edu) or 808-734-9224 if you have any questions or need assistance with these application submission procedures.



**Kapi'olani Community College**  
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**Application Period: June 1 – September 1**

**Directions:** Please complete each item by typing directly into the fields or neatly printing on a hardcopy, and submit this application with all required documents to the Health Careers Counseling Center via UH File Drop by the posted deadline. If the application deadline falls on a weekend or recognized holiday, applications will be accepted on the following business day.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ UH Number/Username \_\_\_\_\_  
Last Name First Name M.I.

Mailing Address: \_\_\_\_\_  
Street / POB City State Zip Code

Phone: \_\_\_\_\_  
Cell Home Work

Are you a resident of a neighbor island?: ☐ Yes ☐ No If yes, which island: \_\_\_\_\_

Are you willing to complete your clinicals on a neighbor island?: ☐ Yes ☐ No If yes, which island: \_\_\_\_\_

UH SYSTEM Email Address: \_\_\_\_\_

List other name(s) used on documents: \_\_\_\_\_  
(Notify the KCC Kekaulike Information & Service Center regarding other names used on college documents.)

**APPLICATION CHECKLIST**

1. ☐ **Attend a Mandatory MLT Program Information Session within one year of the application deadline.**  
**Date Attended:** \_\_\_\_\_ (Month / Day / Year)
2. ☐ **Apply and complete steps to become a KapCC student** if not currently enrolled at any UH System institution during the semester you submit your application. (<http://apply.hawaii.edu>)
3. ☐ **Prerequisite Courses** must be completed with a "C" grade or higher or in progress of completion by the end of the application deadline. Completion of the following program support courses is highly recommended, but not required: CHEM 162, 162L, MICRO 130.
4. ☐ **Attach college transcripts for courses completed within the University of Hawai'i System if applicable.** Print out student copy of unofficial transcripts for all course work *WITHIN* the UH System and highlight all prerequisite/qualification courses. Download UH system transcripts from STAR ([star.hawaii.edu](http://star.hawaii.edu))
5. ☐ **Attach college transcripts for courses completed outside of the University of Hawai'i System if applicable.** If transferring courses from institutions outside the UH System, please list the institution and when your transcript was requested:
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_



- ☐ **My external transcripts have been evaluated by KCC.** Submit your transfer course report from STAR and highlight all prerequisite/qualification courses ([star.hawaii.edu](http://star.hawaii.edu)).
- ☐ **My external transcripts have not been evaluated by KCC.** Submit unofficial copies with this application, send official copies to the KCC Kekaulike Information & Service Center, and complete online **Request for Transcript Evaluation Form** (<https://go.hawaii.edu/y6x>). To complete this form, you must log in with your UH Email account.

6. ☐ “My Plan Initiative.” Complete self assessments

### APPLICANT CERTIFICATIONS:

I certify that the answers and responses provided for all of the items on this Admission Application Checklist are true to the best of my knowledge and belief. I understand that providing incorrect or false information will subject me to the requirements and/or discipline measures as provided under the University's Student Conduct Code. I understand that if I am not accepted into the program of application, I must submit a new application and all required documents for any subsequent semester. I also allow KISC to change my major and home institution if I am accepted into the MLT program. I understand that if I am not accepted into the MLT program, my home institution and major will not change.

*“Health care students are required to complete University prescribed academic requirements that involve practice in a University affiliated health care facility setting with no substitution allowable for the completion required clinical practice. Failure of a student to complete the prescribed clinical practices shall be deemed as not satisfying academic program requirements. It is the responsibility of the student to satisfactorily complete any criminal background checks and drug testing that may be required by the affiliated health care facility to which he/she is assigned for clinical practice in accordance with procedures and timelines as prescribed by that affiliated health care facility.”*

I understand that a criminal background check and drug test may be required for entry into clinical practice. \_\_\_\_\_  
(please initial)

I understand that clinical practice is required for completion of this program. \_\_\_\_\_ (please initial)

I understand that priority selection is given to [Hawai'i State residents for tuition purposes](#) and that non-residents will be considered after all qualified residents have been accommodated per Board of Regents Policy. \_\_\_\_\_ (please initial)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### EXAMPLE of how to complete the application:

↓ These are the requirements ↓	↓ Tell us what class you took to meet each requirement ↓					↓ Circle Points ↓
	Course Alpha	Credits	Term of Completion	Institution	Grade	Points
MEDICAL LABORATORY TECHNICIAN PREREQUISITES						A B C ↓ ↓ ↓
ENG 100 Composition I (3) <b>OR</b> ESL 100 Expository Writing: A Guided Approach (3)	WRI 1200	3.0	Fall 2016	HPU	B	12 9 6
MATH 103 Fundamentals of College Algebra <b>OR</b> higher (3)	MATH 103	3.0	SP 2016	KCC	A	12 9 6



**CRITERIA FOR ACCEPTANCE:**

Qualification is based on a rating system of grades for completed prerequisite and support courses. Selection is based on total qualifying scores in rank order from the highest score until admission quota is met for the MLT program.

	Course Alpha	Credits	Term of Completion	Where Completed (i.e., Institution Name)	Grade	Points
MEDICAL LABORATORY TECHNICIAN PREREQUISITES						
ENG 100 Composition I (3) <b>OR</b> ESL 100 Expository Writing: A Guided Approach (3)						12    9    6
MATH 103 Fundamentals of College Algebra <b>OR</b> higher (3)						12    9    6
*BIOL 130 Anatomy & Physiology (4) <b>OR</b> *BIOL 171 General Biology 1 (3) <b>OR</b> *PHYL 141 & PHYL 142 Human Anatomy & Physiology I & II (3 & 3)						16    12    8
*CHEM 161 General Chemistry I (3)						12    9    6
*CHEM 161L General Chemistry I Lab (1)						4    3    2
*MICR 161 Immunology & Protein Chemistry (2)						4    3    2
MLT 100 Introduction to the Clinical Laboratory**						No points awarded
*Courses that must be completed within a 5 year time limit			Total Points for Prerequisites (out of a max of 60)			
PROGRAM SUPPORT COURSES						
*CHEM 162 General Chemistry II (3)						4    3    2
*CHEM 162L General Chemistry II Lab (1)						4    3    2
*MICRO 130 General Microbiology (3)						4    3    2
A. S. Social Sciences course (3) (100 level <b>OR</b> higher)						3    2    1
A. S. Humanities course (3) (100 level <b>OR</b> higher)						3    2    1
*Courses that must be completed within a 5 year time limit			Total Points for Support Courses (out of a max of 18)			

**Application Summary: For office use only**

Date Received: \_\_\_\_\_ Ethnic Code: \_\_\_\_\_ KCC GPA: \_\_\_\_\_

Counselor's Initials: \_\_\_\_\_ Application Complete: \_\_\_\_\_ HI Resident: \_\_\_\_\_

**\*\*Lab Assistant Specialists (not Phlebotomists) with documented one year experience may have MLT 100 substituted. See MLT Program Director.**

Kapi'olani Community College, Health Sciences and Emergency Medical Services Departments  
4303 Diamond Head Road, Kauila 106 ♦ Honolulu, Hawai'i 96816-4421 ♦ Telephone: (808) 734-9224

Website: [www.kapiolani.hawaii.edu](http://www.kapiolani.hawaii.edu)  
An [Equal Opportunity/Affirmative Action](#) Institution



**Kapi'olani Community College**  
**MY PLAN**  
**Self – Assessment**

**The My Plan Self-Assessment is a counseling tool for prospective healthcare majors to help you identify and better understand your career pathway, strengths, and areas of focus.** Working in healthcare requires a combination of academic and professional knowledge and skills and a commitment to public service. As you plan, find ways to make your strengths shine and to improve your weaker areas. Please complete this self-assessment by marking the appropriate boxes. All response are voluntary. This assessment does not affect your eligibility for admission. This assessment and is used for all ten Health Academic programs, therefore there may be some statements that do not apply to your specific program.

<b>Knowledge of the Profession</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Identified career goals in my health pathway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified career alternatives in my health pathway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant experience – by volunteer experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant experience – by servicing learning experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant public service – by paid work experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand “professional qualities” of health pathway(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of current healthcare issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with bodily fluids or personal patient care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with illness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with injury	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with death	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with physical contact with people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to multitask and adapt to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to accept constructive feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to handle occupational crises, challenges or problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to move forward to achieve the goals and outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to follow safety guidelines and standards of practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Personal Characteristics</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Demonstrate commitment to public service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate empathy/altruism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate moral/ethical integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate emotional maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate good interpersonal relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work independently to achieve the goal/task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborate and teamwork to achieve the goal/task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept and demonstrate leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Be dedicated/hard-working healthcare practitioner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Committed to life-long learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Kapi'olani Community College**  
**MY PLAN**  
**Self-Assessment**

<b>Academic Strength</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
+Completed prerequisites of health program of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+Completed support courses of health program of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieved minimum cumulative GPA for program entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieved prerequisite course GPA for your program entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective verbal and nonverbal communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to utilize technology effectively for learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Established Support Systems to Succeed in Health Pathway Program</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Established support for transportation to externships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for financial assistance prior to entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for nonacademic responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for personal and time management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for continuous professional learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established opportunities to balance personal, family, & school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for campus and community resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

+As required for program entry and graduation or meet other requirements as directed for program admissions.

The University of Hawai'i does not discriminate on the basis of race, sex, age, color, national origin, or disability. For inquiries regarding our nondiscrimination policies, please contact the Kapiolani Community College designees:

Deneen Kawamoto, ADA Coordinator for Students Office: 'Ilima 107  
(808) 734-9522; [deneenk@hawaii.edu](mailto:deneenk@hawaii.edu)

UHCC offers Career and Technical Education (CTE) Programs of Study leading to Associate of Science (AS) and Associate of Applied Science (AAS) degrees, as well as postsecondary certificates, in career fields such as arts and communications, business, health careers, industrial and engineering technology, natural resources, and public and human services.

For more information, visit our website at <http://uhcc.hawaii.edu/programs/index.php>.

UHCC applies an open access policy, with program admission based upon the completion of applicable course/testing prerequisites. The lack of English skills will not be a barrier to admission and participation in CTE programs.