

Date Received: _____
Initials: _____

PROGRAM: Histologic Technician Program

**DEADLINE DATES:
July 15 for FALL Admission**

**Jefferson State Community College
Center for Professional, Career, & Technical Education
2601 Carson Road
Birmingham, AL 35215-3098**

APPLICATION FOR ADMISSION TO CENTER PROGRAMS

Before being considered for HST admission, you must complete all College admission requirements (AL 101).

Please carefully complete the application by filling in all blanks and responding to the statements on the back of the application. Print or type your information. Completed application may be submitted to Candy Hill at the above address or emailed to chill@jeffersonstate.edu

Date: _____

Name: _____

A# (if known): _____ Date of Birth: _____
Month/Date/Year

Home Address: _____
(Number, Street) _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Phone: _____

E-mail address: _____

Spouse's/Partner's Name: _____ Daytime Phone: _____

Person to be notified **in case of emergency**: _____

Address:(Street, City, State, Zip) _____

Home Telephone: _____ Business Telephone: _____

NOTE: Notify Enrollment Services (856-7704) immediately in case of change in your address or phone number.

1. List college(s) in which you are currently enrolled? _____

2. List courses in which you are enrolled: _____

3. List prerequisites courses you will need to take after this semester/term and when you plan to take them, i.e., Fall, 21.

4. If you have had a previous enrollment at Jefferson State before Fall, 1988, please state year(s) of enrollment:

State other name(s) under which you were enrolled:

5. Have you previously applied for admission to this program? (Circle one) Yes No

Date of previous application: _____

Under what name did you apply? _____

6. **OTHER COLLEGES ATTENDED:** List all formal education beyond high school. If all colleges, universities, or schools previously attended are not listed, the student may be subject to dismissal action for falsification of records. Request that all other colleges attended send official transcripts to the Enrollment Services, Jefferson State Community College (see address on front). Official transcripts of all accredited colleges and universities attended must be on file in Enrollment Services by the application due date. Complete a "Request for Transcript Evaluation" and submit to Enrollment Services (AL 101).

DATES ENROLLED FROM / TO	NAMES OF INSTITUTIONS ATTENDED INCLUDING JEFFERSON STATE	CITY AND STATE	MAJOR	CREDENTIALS EARNED (DIPLOMA, CERTIFICATE, DEGREE) NUMBER OF CREDITS
	Jefferson State Community College			

7. State your reasons for selecting a career in Histology:

All Students must provide **proof of hospitalization** and **malpractice insurance** before entering clinical rotations. You must also have a clean background check for the previous 5 years as well as a negative drug screen. All documentation required above will be gathered after admission to the program. Background and drug screening will be performed by a vendor on campus once you are admitted.

Once submitted, this application packet becomes the property of Jefferson State and cannot be returned. If you are applying for a scholarship and a copy of your application is required, it is your responsibility to make copies of your application prior to submitting to Jefferson State.

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

**Jefferson State Community College
Center for Professional, Career & Technical Education
Histologic Technician Program**

ESSENTIAL FUNCTIONS VERIFICATION FORM

Directions: Listed below are the essential functions currently identified for students in the Histologic Technician Program. Read each function and respond by checking the appropriate column. If you respond unable to fully meet standard, please explain in the space provided. You must complete all items on this page and sign the student verification to indicate your status.

In order to perform as a histologic technician, the student must be able to:

Essential Function	Able to meet standard 100%	Unable to fully meet standard	Explanation
I. Motor Skills			
A. Demonstrate sufficient motor function to execute movements required to perform necessary tasks in a laboratory setting and to perform necessary procedures to patients both in-house and in an ambulatory setting. 1. Manipulate equipment to perform procedures			
2. Lift and transport containers weighing up to 25 pounds			
3. Ability to organize and manage laboratory inventory including the processing and dispersing of laboratory supplies and reagents.			
B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.			
1. Participate completely in classroom activities.			
2. Participate fully in required activities in clinical setting including extended periods of sitting, standing, and lifting laboratory equipment.			
II. Sensory			
A. Hearing sufficient to assess health needs. 1. Hear and identify an alarm on a clock or laboratory instrument and to respond in an appropriate manner.			
2. Hear a cry for help or sounds of distress			
B. Vision sufficient for assessment necessary to deliver appropriate care. 1. Accurately interpret non-verbal			

communications.			
2. Read the scales on pipettes and syringes in order to make necessary dilutions and to calibrate instrumentation.			
3. See a change in color that is necessary for interpretation of a laboratory procedure.			
4. Ability to see adequately when using a microscope that all cellular detail is clearly visible.			
5. Ability to see and interpret miller disks and micrometers microscopically.			
C. Sense of touch sufficient to perform a lab procedure requiring fine motor skills needed to pick up slides and coverslips			
III. Cognitive			
A. Ability to measure, calculate, reason, analyze, integrate and synthesize information. 1. Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.			
2. Apply broad class concepts to unique client situations.			
3. Concentrate to correctly perform histotechnology procedures within their scope of practice and document appropriately in the often distracting and noisy, clinical setting.			
4. Make correct judgments on seeking consultation or supervision in a timely manner.			
5. Respond appropriately to constructive feedback.			
IV. Communication			
A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family, and other professionals. 1. Establish and maintain a professional relationship with patients and colleagues.			
B. Effective communication with			

others, both verbally and in writing. 1. Explain procedures and treatments, document actions, record patient responses to treatment in a professional manner.			
2. Convey information in a clear, professional and timely manner.			
3. Listen and respond to others in an accepting and respectful manner.			
4. Ability to make and receive phone calls from physicians and other health care professionals.			
V. Professional Conduct			
A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations. 1. Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.			
2. Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.			
3. Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.			
B. Incorporate professional standards of practice into all activities. 1. Work effectively with a team in an academic or ambulatory care setting.			
2. Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.			
C. Demonstrate integrity and accountability in clinical and academic setting. 1. Complete all assignments in a timely manner while adhering to the JSCC code of ethics.			
2. Respond appropriately to constructive feedback.			
D. Present self in a professional manner in clinical and academic settings. 1. Attend clinical following uniform policy, including appropriate hygiene			

with no detectable scents or odors.			
2. Wear appropriate clothing that is not distracting or offensive when in the learning environment.			

Disclaimer

The above statement of criteria is not intended as a complete listing of clinical laboratory behaviors but is a sampling of the types of abilities needed by the medical laboratory technology (MLT) student to meet program objectives and requirements. The MLT Program or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The Program reserves the right to amend this listing based on the identification of additional standards or criteria for MLT students.

Student Verification

Directions: Read the declarations below and sign one only. If you are unable to fully meet any criterion, you must make an appointment with the Program Coordinator.

Option 1

I have read the technical standards and to the best of my knowledge I currently have the ability to fully meet these standards.

_____ Student's Name (Print) _____ Student's Signature _____ Date

Option 2

I have read the technical standards and to the best of my knowledge I currently unable to fully meet the items indicated without accommodation(s):

I am requesting the following reasonable accommodation(s):

_____ Student's Name (Print) _____ Student's Signature _____ Date

.....
 For Office Use Only

_____ Accommodation Provided (Explain) _____ Unable to Provide Accommodation
 (Explain)

_____ Signature _____ Title _____ Date