

Clinical Laboratory Technician

Two-Year Associate Degree

Thank you for your interest in Northcentral Technical College and the Clinical Laboratory Technician program! Following is information regarding the two steps of our health program application process.

Step 1: Portfolio

The Portfolio is how you apply to your program of interest. It puts your name on the program-ready list.

Create your application Portfolio as outlined at in the checklist below. Drop off all items listed at any NTC Campus or mail to: NTC Admissions Office ~ 1000 West Campus Drive ~ Wausau, WI 54401. *There is no deadline to submit the Portfolio.*

<u>Requirement</u>	<u>How to Complete</u>
1. ___ Completed Application for Admission with \$30 non-refundable application fee in the form of a check or money order payable to Northcentral Technical College.	You may fill out and PRINT an application through ntc.edu. Health applications will not be accepted by online submission. A paper application can be requested by emailing admissions@ntc.edu or calling 715.675.3331, Ext. 5860. <i>At the top of your application write “pre program” if you would like to use financial aid for general studies requirements.</i>
2. ___ OPTIONAL: High school transcripts are not required for acceptance to this program, but may be used to show proof of prerequisite program or class requirements. High school transcripts may also contain ACT or Accuplacer scores taken while still in high school (may meet testing requirements if taken within the last 5 years).	To obtain, contact your high school (or GED/HSED test site) and have a copy of unofficial transcripts mailed directly to you for submission with your Portfolio.
3. ___ If applicable, include a copy of college transcripts .	To obtain, contact previous colleges attended and have a copy of unofficial transcripts mailed directly to you for submission with your Portfolio.
4. ___ Include proof of prerequisite classes : <ul style="list-style-type: none"> □ Biology: One full credit of high school (typically two semesters) or one full credit of college (typically one semester) biology with a C or better. I understand C- is not sufficient. □ Chemistry: One full credit of high school (typically two semesters) or one full credit of college (typically one semester) chemistry with a C or better. I understand C- is not sufficient. 	If you previously completed these courses, they should appear on either your high school or college transcripts. They do not expire. If you did not previously complete these courses, NTC offers basic high school equivalents to meet this requirement. Use my>NTC or contact the Registration Team (715.675.3331, Ext. 5861) to sign up for an upcoming class. Once the class is complete, add a copy of your grade report to your Portfolio packet prior to submitting.

-- continued --

5. ____ Include proof of one of the following:
- Associate or bachelor's degree.
 - A copy of ACT or Accuplacer test scores

Subject Area	Accuplacer Required	ACT Required
Arithmetic	79	19
Algebra	60	NA
Reading	89	19
Sentence Skills	103	18

If you completed a degree it will appear on your college transcripts.

-- OR --

If you previously tested, include a copy of the scores with your packet. Note only ACT or Accuplacer test scores from within the past five years are acceptable.

If you have not yet tested, you may schedule Accuplacer testing at NTC by calling 715.803.1748.

6. ____ If applicable, I have **completed Remediation with the Learning Center** and have included the signed referral form.

If you score below requirements on any portion of the ACT or Accuplacer, you will need to complete Remediation with NTC's Learning Center or a similar service at another college. Questions regarding Remediation and how to complete can be directed to admissions@ntc.edu or 715.675.3331, Ext. 5860.

Within two weeks of submitting your packet, you will receive mail correspondence.

- If any item is missing from your Portfolio it will be returned with a letter advising the missing items. You will need to add the missing materials and resubmit.
- If all appropriate items are included with your Portfolio you will receive a program-ready acceptance letter. You will then be ready to begin pulling together appropriate petition materials as outlined on ntc.edu and taking general education classes if you choose.

Waitlist: NTC no longer maintains a traditional waitlist for health programs. Students can apply at any time and then petition for a spot into core classes. While not every student who petitions will be accepted for that semester, the petition does allow students to gain acceptance significantly faster than a traditional waitlist situation. We have found our program-ready list is ever-changing and fluctuating as students evaluate their educational and career goals. Since the ready list is quickly outdated it is not possible to anticipate future acceptances or estimated start dates.

Financial Aid: You are eligible for financial aid once you have submitted your completed Portfolio. If you wish to receive aid for an upcoming semester, submit your Portfolio prior to the first date of classes and request pre-program status by writing "pre-program" on your application. For more information contact the Financial Aid Office at 715.675.3331, Ext. 5862.

General Studies: Once you submit your Portfolio, you may choose to take the following general studies required for your program. You may be eligible for financial aid to assist with the cost of these classes. Note taking these classes will lighten your class load each semester in the program; however, it will not decrease the time (two years) of the program itself. Schedule an appointment with an Enrollment Advisor for assistance with class scheduling/planning.

10-806-177 General A&P

10-806-186 Intro to Biochem

10-806-197 Microbiology

10-801-198 Speech

10-801-195 Written Comm

10-809-196 Intro to Sociology

10-809-198 Intro to Psych

10-809-166 Intro to Ethics

Step 2: Petition Process

Petitioning is how you gain acceptance into the core program classes. When you petition you are letting NTC know you are ready for the commitment of this program. Be advised students in the core Clinical Laboratory Technician classes should be prepared for a full-time schedule. Classes are offered during day hours at the Wausau campus.

For this program you may petition during the February window to begin core classes in August. **The petition process, appropriate forms, and important details for any program may be downloaded from ntc.edu.** Select "Petition Process" from the left navigation bar and then your specific program of interest.