

## MMLS Professional Program Application Information

Thank you for expressing interest in our Medical Laboratory Science Professional Program. Our program consists of both intensive didactic and laboratory training for 13-14 weeks in the summer at MSU in Bozeman and then rotations in an affiliated Montana hospital laboratory for the fall and spring semesters. If you wish to be enrolled in the class beginning in May of 2022, please have all application materials submitted by **October 11, 2021 by 5 p.m.**

The following page has more specific information on the application process and the application form is available on our website. After all application materials are received and reviewed by advisors and faculty from the program, selected applicants will be invited to a group interview. Applicants with the highest selection criteria score (refer to selection criteria below) will be given their first preference when placed in clinical rotations. Therefore, we highly suggest that you provide a second or third choice of placement in your application.

Information on the MMLS training program is also at our websites ([www.montana.edu/mbi](http://www.montana.edu/mbi) or [www.umt.edu/medtech](http://www.umt.edu/medtech)). In brief, the MMLS is a tuition-based program. You will take 12 credits in the summer semester, 13 credits in the fall and 12 credits in the spring even if you do not need the credit (already graduated). You will pay tuition to your home institution and a laboratory fee (>\$1,000/semester) for each of the three semesters. The three universities who send students to this program are Montana State University, Montana State University - Billings and University of Montana. You must be a student at one of these universities while attending the program.

You will also have a rural hospital laboratory rotation of two weeks near the end of your training. After training is complete and upon successful completion of all course work you will receive a certificate that will allow you take a national certifying exam. If you are a 3 + 1 student you will also receive a degree from your home institution. To work in a Montana medical laboratory you must have a certification to obtain a license to practice.

If you have any further questions please contact your advisor, visit our websites or contact the director or associate director of the MMLS program.

MMLS Selection Criteria: Applications from all qualified applicants will be reviewed by MMLS faculty and the advisors from MSU, UM and MSU-Billings. The selection process is competitive and is based on a point ranking system. Interviews will also be conducted on highly qualified candidates at Montana State University.

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| 1. Academic Achievement (cumulative GPA, science GPA and number of repeated courses) | 0-40 points |
| 2. Self-assessment (relevance, organization/logic/clarity and writing style)         | 1-15 points |
| 3. References  | 0-10 points |
| 4. Experience (work, extracurricular, leadership)                                    | 2-15 points |
| 5. Reviewer's overall impression (application and interview)                         | 5-20 points |

## Important Application Procedures

The following items are required to complete the MMLS application. It is the responsibility of the applicant to submit the required documents. Applications which are missing documents after the deadline will not be reviewed.

1. Application Form All items on the application form must be filled out completely. Answers to self-assessment information must be your original work. **Prerequisite course requirements** are also listed on our websites. These prerequisites are important as you will not be considered a qualified applicant if courses have not been taken or will not be taken before the program begins in May.
2. Admission to Program If you are a recent graduate or are from another university and have been accepted into the MMLS training program you must apply for admission or readmission to either MSU, MSU-B or UM. Continuing students will remain a student to one of these universities.
3. Transcripts Official transcripts from every college or university you have attended must be sent to the program director. The transcripts must show all courses completed and transfer equivalencies if enrolled at MSU, MSU-B or UM.
4. Reference Forms Three references are required. You must complete the top portion of the form with an indication of whether you do or do not waive your right to access the evaluation forms. The forms can be obtained from the web site. At least two forms are to be submitted by university faculty who have instructed you and another can be submitted by a current or former employer. Each form must be sent directly to the MMLS program at 109 Lewis Hall, Department of Microbiology and Immunology, Montana State University, Bozeman, MT 59717-3520.
5. International applicants An applicant whose native language is not English is required to be accepted to one of the three universities and abide by their requirements for speaking and writing before admittance to the program.
6. Grade Point Average A cumulative GPA of 2.5 (4.0 scale) is required for admission. If there are courses over seven years old, the program may ask to have these repeated. A science/math GPA of 2.5 is also required for admission. If a course has been retaken, the most recent grade will be used but retakes may enter into the academic achievement score.
7. Essential Requirements for MMLS Program Form The essential functions form must be signed and submitted along with the application. This will attest to the applicant's ability to fulfill all the essential requirements stated therein.