

HISTOTECHNOLOGY (HT) PROGRAM APPLICATION INSTRUCTIONS

1. Review the information about the Histotechnology (HT) program found online at www.nhcc.edu. Consult with the Health Career Advisor at 763-424-0703 or the HT Program Director at 763-488-0279 if you have questions about the program or the application process.
2. **Take Assessment Tests** – All NHCC HT program applicants are required to take the Minnesota State Colleges and Universities assessment in reading, writing, and math (CPT) tests, regardless of degree(s) held or coursework completed. Assessment tests must be taken within three years prior to your HT application. Applicants who have not completed grades 5-12 at United States middle/junior high/senior high schools will complete a specific version of the assessment test. Assessment tests are administered through the NHCC Testing Center in the Educational Services Building. Call for an appointment at 763-424-0928. **All required coursework identified by the assessment scores must be completed with a “Pass” or “C” grade prior to applying to the HT program.**
3. **Complete the HT Application** – If you meet the assessment test course requirements, the chemistry and algebra prerequisite requirements (see below), and the minimum GPA requirements (see below), please submit the application form and a copy of your Assessment Test scores to:

Admissions

North Hennepin Community College
7411 85th Avenue North
Brooklyn Park, MN 55445-2299

- **Chemistry Prerequisite** – You must have completed at minimum a full year of high school chemistry in the United States or college-level Introduction to Chemistry (NHCC Chem 1010) with a grade of “C” or higher.
- **Algebra Prerequisite** – You must have completed any math courses in the sequence identified by assessment testing; at minimum high school advanced algebra or college-level intermediate algebra (NHCC Math 0902 or Math 0903) with a grade of “C” or higher.

Note: Current enrollment in prerequisite courses does **not** meet eligibility requirements.

Applicants who meet only the prerequisite requirements at the time of application may receive provisional acceptance pending successful completion of Biol 1001 Biology I and Math 1150 College Algebra prior to starting in HTN department courses. All program-required courses must be completed with a grade of “C” or better.

4. **Official Transcripts** – Applicants must provide official copies of all transcripts, **in sealed envelopes from the school attended**, with the HT application if not already on file.

Note: NHCC students who have already submitted official transcripts should verify that current, accurate transcripts are on file.

No student copies of transcripts will be accepted. Credits from one school listed as transfer credits on a transcript from another school are not considered official.

- **College/Vocational-Technical Transcripts** – must include cumulative credits earned and grade point average. The **minimum acceptable overall college GPA is 2.50. Minimum cumulative GPA in program-required math and science courses is 2.50.**
 - IF you have no college credits completed at the time of program application: **High School Record** – must include final class rank percentile and grade point average. Applicants with only high school work must be at or above the 50% final class rank percentile (upper ½ of their class).
5. **Decision Notification** – Only files containing all required materials will be reviewed. Use the check-off list provided in the application to ensure that you have submitted all items required. Sign and date in the space provided. All applicants with complete applications will receive a letter stating the decision reached on their application. Applicants not accepted must reapply to the program to be considered for admission in a future year. **Applications will be considered until the program fills or until August 3, 2012.**



NORTH HENNEPIN COMMUNITY COLLEGE

7411 Eighty-Fifth Avenue North, Brooklyn Park, MN 55445-2299

(763) 424-0702

TTY#: (763) 424-0949

HISTOTECHNOLOGY PROGRAM APPLICATION – 2012

Name: Last		First	Middle	Former
*Social Security # (Optional; providing this aids in matching of transcripts.)				Home Phone and/or
Street Address			Cell Phone	
City	State	Zip	Work Phone (optional)	

ELIGIBILITY FOR APPLICATION

- A. Applicants should have graduated from high school or completed General Education Development (GED) Testing.
- B. Completion of the Minnesota College Assessment Test and all courses indicated by placement.
- C. Completion of prerequisite courses in Chemistry and Algebra (detailed in next section of application).
- D. Applicants coming directly from high school must have a class rank of 50% or higher.
- E. Applicants with a college transcript must have a minimum GPA (grade point average) of 2.50 overall, AND a minimum GPA of 2.50 in program-required science and math courses.

Program Prerequisites

All coursework identified by required placement test scores and prerequisite courses in chemistry and algebra must be **completed before** applying to the program.

- Chemistry Prerequisite – You must have completed at minimum a full year of high school chemistry in the United States or college-level Introduction to Chemistry (NHCC Chem 1010) with a grade of “C” or higher.

Chemistry (minimum grade of “C”) completed at: _____ **Grade Earned** _____

- Algebra Prerequisite – You must have completed any math courses in the sequence identified by assessment testing; at minimum high school advanced algebra or college-level intermediate algebra (NHCC Math 0902 or Math 0903) with a grade of “C” or higher.

Algebra (minimum grade of “C”) completed at: _____ **Grade Earned** _____

Note: Current enrollment does NOT meet the eligibility requirement.

Please do not return this application if you have not completed these courses.

COMPLETE EDUCATIONAL RECORD

Name/Location of School (City, State, Country)	Dates attended		Degree, diploma, certificate, or number of credits earned (indicate work in progress)	Please check if Transcript is	
	From	To		Enclosed	Already on file
High School City, State, Country					
College(s) list all with City, State, Country					
❖ Attach separate sheet if necessary					

Official Transcripts – Applicants must provide official copies of all required transcripts **in sealed envelopes from the school attended** with the HT application if not already on file.

Note: NHCC students who have submitted official transcripts should verify that current, accurate transcripts are on file.

No student copies can be accepted. Credits from one school listed as transfer credits on the transcript from another school are not considered official.

- High School Record – if needed, must include final class rank percentile and grade point average.
- College/Vocational-Technical Transcripts - must include cumulative credits earned and grade point average.
- Hospital Affiliated or Medical Military Training - documentation should include a description of courses and/or program completion.

APPLICANTS MUST initial that they have read and understood the following statement regarding HTN department courses.

Evening Program

I understand that the **HTN department didactic courses will be taken during evening hours.**
 I further understand that MOST of the HTN department courses will be delivered in the classrooms and laboratory at:

Abbott Northwestern Hospital
 800 East 28th Street
 Minneapolis, MN 55407

I also understand that while general education courses that are part of the program are available during evening hours, I may need to take some of these courses during daytime or weekend hours, depending upon their availability.
I understand that the HTN Clinical Experience course will require attendance for a variety of 8-hour shifts, ranging from early morning start to early evening end.

Student Initial: _____

LIST ALL MEDICAL OR HEALTH RELATED WORK EXPERIENCES

<u>Employer and Location</u>	<u>Nature of Work</u>	<u>DATES OF EMPLOYMENT:</u>	
		<u>from</u>	<u>to</u>
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____
6. _____ _____	_____	_____	_____

*attach separate sheet if necessary

REQUEST FOR ATTACHMENT OF ASSESSMENT TEST SCORES

A copy of your College Assessment Test scores must be submitted with this application.

NOTIFICATION

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in courses delivered in a Minnesota licensed health care facility. Failure to participate in these courses, the majority of the HTN program courses, will result in ineligibility to qualify for a degree in this program.

HISTOTECHNOLOGY Application Check-off List

- | | |
|---|---|
| <p>_____ High School Record enclosed or verified as already on file (if needed). (GED records if applicable)</p> <p>_____ All College/Vocational Technical Transcripts sent or verified as already on file.</p> | <p>_____ Copy of assessment test results attached.</p> <p>_____ Signed Essential Functions statement.</p> |
|---|---|

I certify that I have read the application instructions, completed this application accurately, and have enclosed the above materials.

Signature

Date

Send or deliver completed application with above materials to:

**Admissions
North Hennepin Community College
7411 – 85th Avenue North
Brooklyn Park, MN 55445-2299**

Decision Notification – Only files containing all required material will be reviewed. All applicants with complete applications will receive a letter stating the decision reached on their application. Applicants not accepted must reapply for consideration in a future year.

HISTOTECHNOLOGY PROGRAM ESSENTIAL FUNCTIONS

SIGNATURE FORM

Essential functions represent the essential nonacademic requirements of the program that a student must be able to master to become employable. Examples of this program's essential functions are provided below. The National Accrediting Agency for Clinical Laboratory Science, in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, requires us to define and publish essential functions. *If you are not sure that you will be able to meet these essential functions please consult with the HT Program Director at 763-488-0279 for further information and to discuss your individual situation.* If restrictions are necessary due to a disability, reasonable accommodations will be made. To receive accommodations, the student must contact Disabilities Access Services at 763-493-0555 (V) or 763-493-0558 (TTY).

I, _____

PRINT NAME

have read and have understood the essential functions for the Histotechnology Program. I believe that I can perform the essential functions.

Signature _____

Date _____

Please tear off and retain the attached "Essential Functions" pages for your files.

Return this signature form along with the HT application form to:

**Admissions
North Hennepin Community College
7411 – 85th Avenue North
Brooklyn Park, MN 55445-2299**

**ESSENTIAL FUNCTIONS
HISTOTECHNOLOGY PROGRAM
NORTH HENNEPIN COMMUNITY COLLEGE**

* Upon completion of the Program requirements, the student should be able to:

1. Utilize a microscope to identify cells, structures and organisms.
2. Perform various pipetting techniques including:
 - a. serological
 - b. volumetric
 - c. micropipettors
 - d. repipettors
3. Operate laboratory instruments and perform basic quality control and preventative maintenance on instruments.
4. Perform specified laboratory procedures that require manual dexterity.
5. Prepare tissue slides for clinical interpretation.
6. Apply basic mathematical calculations to practical lab situations.
7. Read, understand and perform laboratory testing from written procedures.
8. Distinguish color changes in tissues and on slides.

**** Notification of Essential Functions ****

The positions available in the field of histotechnology may entail all or combinations of the following physical, sensory, and environmental conditions.

KEY: **Rare** = Less than once or twice a week
Occasional = 0 - 2.5 hours per day
Frequent = Total of 2.5 - 5.5 hours per day
Constant = > 5.5 hours per day

Vision

- Near Vision - Reading 20 inches or less - Constant
 - * Reading of procedures
 - * Digital printouts, etc.
 - * Gradation on syringes and pipettes
 - * Computer terminals
- Depth Perception - Constant
- Color Vision - Constant
- Far Vision (>20 feet) - Occasional
- Detail Perception - Frequent
 - * Visual comparisons and discriminations
 - * Slight differences in shapes and shadings of figures

Hearing and Verbal Communication

- Direct communication - Frequent
- Telephone communication - Occasional
- Hear and locate timers/alarms - Occasional

Large Motor Skills

- Standing - Frequent
- Sitting - Frequent
- Static Neck Position - Frequent
- Walking - Occasional
- Climbing Stairs - Occasional
- Pushing/Pulling - Occasional
- Stooping/Bending - Occasional
- Reaching - Occasional

An Equal Opportunity Educator and Employer

This document can be made in alternative formats by calling the Disability Access Services Office at 493-0555 (V/) or 493-0558(TTY).

Small Motor/Manipulative Skills

- Hand/Arm Control - Frequent
- Fingering - Frequent
 - * Fine Manipulation
 - * Writing
 - * Keying/Typing
- Simple Grasping - Frequent

Strength

- Lifting/carrying up to 10 pounds - Occasional

Computational Skills

- Metric Conversions - Occasional
- Algebraic Problem Solving - Occasional

Attentiveness

- Duration (Maintain Alertness) - Constant
- Intensity (Maintain Concentration) - Constant

Memory Skills

- Short Term Memory - Constant
- Long Term Memory - Constant

Reasoning Skills

- Transfer Knowledge - Frequent
- Process Information - Frequent
- Problem Solving - Frequent
- Prioritize Tasks - Frequent
- Evaluate Outcomes - Frequent
- Comprehension - Frequent

Emotional Stability

- Responsibility - Constant
- Adaptability - Frequent
- Accountability - Constant
- Appropriate Response - Constant

Possible Exposure

- Toxic/caustic chemicals – Frequent (dependent upon type of procedures)
- Fumes/Odors – Frequent (noxious smells from various types of tissues and chemicals)
- Mutagenic/Carcinogenic materials – Rare (dependent upon type of procedures)
- Blood/Body Fluid Pathogens
 - * Standard Precautions are incorporated into everything laboratory personnel do to eliminate exposure.
- Airborne Pathogens - Rare
- Noise - Constant

Occupational Factors

Positions available in the field of histotechnology may entail all or combinations of the following.

- Appearance/Hygiene Policies
- Possible Shift Work, depending on the position
- Customer/Public Interactions
- Working under specific instructions (no independent action or judgment)
- Evaluating Performance of Others
- Performing Multiple Tasks Concurrently
- Working Alone or Apart, in Physical Isolation from Others
- Working under Time Constraints
- Team Work
- Dealing with the Unexpected
- Handling Stressful or Emotional Situations
- Weighing and/or measuring
- Directing, controlling or planning activities of others
- Attaining precise set limits, tolerance and standards (precision)