**MMLS Professional Program Application Information**

 Thank you for expressing interest in our Medical Laboratory Science Professional Program. Our Program consists of intensive didactic and laboratory training for 13-14 weeks in the summer at MSU in Bozeman and rotations in an affiliated Montana hospital laboratory for the fall and spring semesters. All application materials must be submitted by the second Monday in October to be considered for the next MMLS class.

 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 ask you to provide five placement choices in your application.

 The MMLS training program is also on 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 in the fall, and 12 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 (>$1,100/semester) for each of the three semesters. The three universities that send students to this Program are Montana State University, Montana State University – Billings, and the University of Montana. You must be a student at one of these universities while attending the Program.

 After training is complete and successful completion of all course work, you will receive a certificate that will allow you to 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.

1. Academic Achievement (cumulative GPA, 0-40 points

science GPA and number of repeated courses)

1. Self-assessment (relevance, organization/logic/clarity 1-15 points

and writing style)

1. References 0-10 points
2. Experience (work, extracurricular, leadership) 2-15 points
3. 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 necessary documents. Applications that 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 essential 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 at 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 website. At least two forms must be submitted by university faculty who have instructed you, and a current or former employer can submit another. Each form must be sent directly to the MMLS program at 109 Lewis Hall, Department of Microbiology and Cell Biology, 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 courses are 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 form will attest to the applicant’s ability to fulfill all the essential requirements needed for the Program.