

ONBOARDING Process for the MLT program

If you would like credits earned at a different institution to satisfy MLT prerequisites, send an **official copy** of your [transcript](#) to Pima Community College, along with a completed “[request for evaluation of transcript](#)” form.

Students must successfully complete all non-MLT prefix requirements (prerequisites and preparatory courses) prior to being cleared for the MLT core courses. The phlebotomy (PHB) program is stackable into MLT (all PHB courses are also required for MLT). It is recommended that students complete PHB150IN* prior to beginning the MLT core courses.

Step 1: Submit your completed [application](#) for the MLT program

- Applications are accepted at any time
- Email your electronic copy to amrosales2@pima.edu
- MLT application covers students for both MLT and phlebotomy

Step 2: Complete required [assessments](#)

- Students can test out of MAT151 and REA112
- Contact any Pima Testing Center for more information and options.

Step 3: Make your schedule for next semester

- For assistance: MLT advisor: tskelton@pima.edu MLT program director: amrosales2@pima.edu
- Check the [MLT website](#) for course requirements and your [MyDegreePlan](#) checklist for your progress

Step 4: Assemble all immunization and other documents required for MLT

- [DPS fingerprint clearance](#) – usual time for completion: 2-4 weeks
- [Essential standards](#) – completed by your PCP, you may experience a delay getting an appointment
- [Document checklist](#) – use this to help you assemble required documents and immunizations
- The checklist will have details and options for the requirements for the program.

Step 5: Document review and program discussion

- Do **not** email electronic copies of your documents. Documents will be reviewed in person
- Notification of dates/times/location for document check will be sent to student’s PIMA email
- After successful document review, students will be given a time sensitive form for a urine drug screen
- Students are cleared for phlebotomy - PHB150IN* (and MLT core courses, as needed) after the review.

**PHB150IN is the same course as MLT100IN*

Students who have completed all non-MLT prefix course requirements, including PHB150IN will be first to be cleared for starting the MLT core courses for the following semester. We accept a minimum of eight students each spring and fall. If there are more than eight students ready to start the program, students are placed in the queue according to the date on the student’s MLT application. NOTE: Students must attend the MLT core courses on a full-time basis.