

INDIANA COMMISSION FOR HIGHER EDUCATION

New Program Proposal Form
For BPE Authorized Institutions

**AOS in Medical Laboratory Technology
To Be Offered by Fortis College in Indianapolis.**

Degree Award Level²: Associate degree (Associate of Occupational Studies)

Mode of Delivery (In-person or Online³): Blended

Career Relevant/Out-of-Classroom Experiences⁴: Clinical Externship

Suggested CIP Code⁵ for Program: 51.1004

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Date the Form was Prepared (Use date last revised): 7/24/2024

Revised 2024.08.26



INDIANA COMMISSION *for*
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1. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The primary objective of the Medical Laboratory Technician program is to prepare the student to successfully achieve entry-level competencies as required to gain certification as a Medical Laboratory Technician. Through a combination of practical, hands-on training and classroom theory students learn the basic skills and knowledge needed to obtain entry-level employment as a medical laboratory technician. The program is designed to develop graduates who:

1. through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
2. can collect, label, identify, and log in specimens accurately,
3. have a working knowledge of the principles of the tests they are performing,
4. perform laboratory test procedures accurately and efficiently,
5. keep accurate and legible records and can communicate reports clearly to fellow medical personnel,
6. correlate laboratory test results with patient diagnosis and treatment,
7. are skillful in the operation of laboratory instruments and can recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
8. perform quality assessment within the clinical laboratory; recognize interferences with pre-analytical, analytical, and post-analytical test factors and take appropriate actions,
9. demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
10. demonstrate technical training sufficient to orient new employees within the clinical laboratory,
11. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
12. will adapt well to various work situations by cooperating with their coworkers and all members of the health care team,
13. maintain the confidentiality of patient results,
14. can perform efficiently under stress,
15. will pursue certification and strive to keep their competence and knowledge current in relation to the changing work environment with continued professional development.

PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Total Course Hours: 115 credits

Check one: Quarter Hours

Semester Hours

Clock Hours

Tuition : \$39,670

Length of Program: 96 Weeks

Special Fees: \$2,620

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
MED110	Anatomy and Physiology I	4
MED115	Anatomy and Physiology II	4
MLT101	Introduction to Clinical Laboratory Science	4
MLT105	Urine and Body Fluid Analysis	4
MLT110	Immunology and Serology	4
MLT120	Clinical Chemistry	4
MLT125	Clinical Immunochemistry and Toxicology	4
MLT130	Diagnostic Microbiology	4
MLT135	Microbiology Laboratory	4
MLT140	Hematology	4
MLT145	Hematology and Hemostasis	4
MLT150	Immunohematology	4
MLT200	Transfusion Medicine and Component Therapy	4
MLT205	Parasitology and Mycology	4
MLT210	Capstone and Certification Review	4
MLT215	Simulations I	4
MLT220	Simulations II	4
MLT230	Simulations III	5
MLT240	Externship I	7
MLT250	Externship II	7

General Education/Liberal Arts Courses:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PSY101	General Psychology	4
SOC101	Sociology	4
BIO205	Microbiology	4
COM205	Effective Communication	4
MAT101	College Math	4
MLT115	General Chemistry	4
ENG101	English Composition	4

Number of Credit/Clock Hrs. in Specialty Courses: 87 / 115 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 28 / 115 Percentage: 24%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: N/A

2. LIBRARY: Please provide information pertaining to the library located in your institution.

a. Location of library; Hours of student access; Part-time, full-time librarian/staff:

- The library LRC is located on the 4th floor in our building. It is open 8:30- 6pm, Monday through Friday. Currently, we have a Part-time Learning Resource Center Manager, Steve Klemme

b. Number of volumes of professional material:

- All students have access to approximately 1500 journals and periodicals within our online portal.

c. Number of professional periodicals subscribed to:

- All students have access to approximately 1500 journals and periodicals within our online portal.

d. Other library facilities in close geographical proximity for student access:

- The closest public library is the Indianapolis Public Library – Michigan Road Branch located 3.7 miles away.

4. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

5. Rationale for the Program

a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program and how does it build upon institutional strengths?
 - Fortis College has a long history of providing well-qualified candidates to support the needs of the healthcare workforce in the Indianapolis area. Across the nation, the number of accredited Medical Laboratory Technician Programs is in decline. There are over forty MLT position postings on LinkedIn and Indeed within 35 miles of Indianapolis. The campus currently offers healthcare programs in Medical Assisting and Dental Assisting. The MLT program would complement those programs and provide students with a pathway to an associate's degree.
- How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?
 - Fortis College is dedicated to providing students with new opportunities by delivering engaging and enabling career-focused educational programs. Our instructors work diligently to instill in each student the need for life-long learning and continued professional education. The Medical Laboratory Technician Program will provide the necessary training and education for students to gain entry-level positions in the Clinical Laboratories.

b. State Rationale: General

- How does this program address state priorities as reflected in the Commission's most recent strategic plan [Reaching Higher In a State of Change](#)?
 - This program provides students the opportunity to complete a 96-week program, culminating in an Associate Degree in Medical Laboratory Technology meeting all the education requirements to set for certification by either the Board of Certification of the American Society of Clinical Pathology or by the certification board of the American Medical Technologists. MLT is the first step of a credentialed career for program graduates. Additional certifications are available in the career field should the student pursue and complete higher-level degrees.

c. State Rationale: Equity-Related

- How does this program address the Equity section of [Reaching Higher In a State of Change](#) (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?
 - Fortis College provides education services to an ethnically diverse student population. 66% of the student population are African-American, 20% are Caucasian, 4% are Hispanic and 3% are Asian. Females represent 84% of the student population.

100% of the students are residents of the state of Indiana. 74% of the students are over 25 years of age. The MLT Program will be eligible for federal financial aid to provide additional assistance to underserved communities.

d. Evidence of Labor Market Need

- National, State, or Regional Need

- Is the program serving a national, state, or regional labor market need? Please describe.

This program will be providing for the needs of the national and regional markets. Based on US Bureau of Labor Statistics (O*Net), employment of Medical Laboratory Technologists and technicians is projected to grow 11 percent from 2020 to 2030, above average growth when compared to all other occupations. Nationally, about 24,000 openings for clinical laboratory technologists and technicians are projected each year, on average, over the current decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retire. In addition, there is a real need for medical lab technicians in the greater Indianapolis area and the state as a whole with 610 job openings annually.

e. Placement of Graduates

- Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.
 - Program graduates can expect to seek employment in medical and surgical settings including hospitals, clinics, research facilities, physician offices, and outpatient care centers.
- If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.
 - This program is not a primary feeder for graduate level programs.

f. Job Titles

- List specific job titles and broad job categories that would be appropriate for a graduate of this program.
 - Graduates of this program are generally prepared to seek positions titled: Medical Laboratory Technician, Clinical Laboratory Technician, Medical Technician, Sample processor, Laboratory information systems technician, and Laboratory Technician.

6. Information on Competencies, Learning Outcomes, and Assessment

a. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.

Upon graduation, the Medical Laboratory Technician should be able to demonstrate entry-level competencies as follows:

- Collecting and processing biological specimens and other substances for analysis;
- Performing analytical tests on body fluids, cells, and other substances;
- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- Performing and monitoring quality control within predetermined limits;
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- Applying principles of safety;
- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
- Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
- Applying basic scientific principles in learning new techniques and procedures;
- Relating laboratory findings to common disease processes;
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

a. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.
 - Students will have formative and summative assessments by the following methods which include, but are not limited to, participation, observation, assignments, quizzes, labs, practical competencies, or other appropriate methods. Failure to meet the minimum grade of 78% in any core course will result in a failure of the course. Examinations will test material presented in the classroom, lab, and/or textbooks. The examinations are created to test the student's critical thinking abilities and conceptual knowledge of the material, not rote memorization.

7. Information on Composite Score, Licensure, Certification, and Accreditation

a. Federal Financial Responsibility Composite Score

- Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.
 - The institution's Federal Financial Responsibility Composite Score is -0.5

b. State Licensure

- Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?
 - State licensure is not required to gain employment as a Medical Laboratory Technician in Indiana.
- If so, please identify: N/A
- The specific license(s) needed: N/A
- The State agency issuing the license(s): N/A

a. Professional Certification

- What are the professional certifications that exist for graduates of similar program(s)?
 - Professional certification as a Medical Laboratory Technician may be sought from the Board of Certification of the American Society of Clinical Pathologists or the certification board of the American Medical Technologists.
- Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?
 - Though not required to practice as a Medical Laboratory Technician in Indiana, program graduates will be eligible to sit for certification as a Medical Laboratory Technician from one of the aforementioned organizations. Additionally, these certifications are accepted by most states, with or without licensure, to allow the candidate to practice as a Medical Laboratory Technician outside the State of Indiana.
- If so, please identify
- Each specific professional certification:
 - Medical Laboratory Technician
- The national organization issuing each certification:
 - The Board of Certification of the American Society of Clinical Pathologists or by American Medical Technologists.
- Please explain the rationale for choosing each professional certification:
 - Both certification pathways are accepted nationally confirming the student's entry-level competencies.

- Please identify the single course or a sequence of courses that lead to each professional certification?
 - The student must complete all courses within the program (core and General Education) as listed herein under Program Structure and receive an associate degree to be eligible to sit for certification.

b. Professional Industry Standards/Best Practices

- Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?
 - Yes.
- If so, please identify:
 - This program will be programmatically accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The specific professional industry standard(s) and/or best practice(s):
 - NAACLS is the industry accrediting body for all the disciplines within the field of Clinical Lab Sciences. Their specific standards can be viewed [here](#).
- The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:
 - The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

c. Institutional Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.
 - The institution will submit an Application for Approval of an Occupational Associate Degree Program to the Accrediting Commission of Career Schools and Colleges. This application will be submitted once approval from the Indiana Board for Proprietary Education has been received.
- Reason for seeking accreditation.
 - The campus receives its institutional accreditation from ACCSC and therefore must submit for approval any new programs under consideration.

Specialized Program Accreditation

- Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?
 - No, however, the campus will be seeking programmatic accreditation so students will be able to gain employment with companies or in states where licensure is required. Though licensure is not required, certification from either the American Society for Clinical Pathology or American Medical Technologists verifies candidate competency. The program will be seeking accreditation by The

National Accrediting Agency for Clinical Laboratory Science which is the national standard accrediting body for Medical Laboratory Programs. Students who graduate from a NAACLS accredited program and become certified are able to work in or gain licensure to work in most states.

- If so, please identify the specialized accrediting agency:
 - The National Accrediting Agency for Clinical Laboratory Sciences.

d. Transferability of Associate of Science Degrees

- Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:
- Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?
 - No, the institution does not offer any baccalaureate programs.
- If so, please list the baccalaureate degree(s):
N/A

8. Student Records (*Institutions that have Previously Operated*)

- a. Are all student transcripts in a digital format? Yes
- If not what is the percentage of student transcripts in a digital format?
 - What is the beginning year of digitized student transcripts?
 - 2009
 - Are student transcripts stored separately from the overall student records?
 - Yes
- b. How are the digital student records stored?
- Grade attendance records are stored in CampusVue
 - Where is the computer server located?
 - The servers are provided under a contract with Expedient. The servers are located in the Baltimore, MD area.
 - What is the name of the system that stores the digital records?
 - Anthology CampusVue.
- c. Where are the paper student records located?
- All print records are retained at the campus located at 9001 Wesleyan Rd., Suite 101,

Indianapolis, IN 46268 (Ask Tony)

- d. What is the beginning year of the institutional student record series? 2009
- e. What is the estimated number of digital student records held by the institution? 3,280
- f. What is the estimated number of paper student records held by the institution? 3,280
- g. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?
 - No other formats are used to retain student records.
 - If so, what is the most significant format?
 - If so, what is the estimated number of student records maintained in that format?
 - N/A
- h. Does the institution maintain a staff position that has overall responsibility and authority over student records? Yes.
 - If so, what is the name, title, and contact information for that individual?
- i. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?
 - No.
- j. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?

This Section Applies to All Institutions

- k. Is there anything that the Commission should consider with regard to the institutional student records?
 - No
- l. What is the digital format of student transcripts?
 - Formats are retained with the student information system, Campus Vue. They are printed in Adobe (PDF) format when required.

- m. Is the institution using proprietary software, if so what is the name?
- Anthology CampusVue
- n. Attach a sample transcript specifically for the program being proposed as the last page of the this program application.
- This is included as Attachment 2

9. Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.

Attachment 1
Sample Transcript

Unofficial Transcript

9001 wesleyan Rd, Suite 101
Indianapolis, IN 46268

Original Start Date : 8/1/2022

Student GPA: 3.73

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Medical Laboratory Technology					
Enrollment #:		Status: Graduate			
Start Date: 8/1/2022		Grad Date: 6/23/2024			
Term: TR* Transfer Credits					
COM205	Effective Communication	4.00	4.00	TR	0.00
ENG101	English Composition	4.00	4.00	TR	0.00
PSY101	General Psychology	4.00	4.00	TR	0.00
SOC101	Sociology	4.00	4.00	TR	0.00
		16.00	16.00		0.00
Term GPA: 0.00		Cum GPA: 0.00			
Term: 20220801 - P 2022 August Academic Term 8/1/2022 10/23/2022					
MED110	Anatomy and Physiology I	4.00	4.00	A	16.00
MLT101	Introduction to Clinical Laboratory Science	4.00	4.00	A-	14.80
MED115	Anatomy and Physiology II	4.00	4.00	A-	14.80
		12.00	12.00		45.60
Term GPA: 3.80		Cum GPA: 3.80			
Term: 20221024 - P 2022 October Academic Term 10/24/2022 1/22/2023					
BIO205	Microbiology	4.00	4.00	A	16.00
MAT101	College Mathematics	4.00	4.00	A-	14.80
MED115	Anatomy and Physiology II (Taken as Audit)	0.00	0.00	AU	0.00
		8.00	8.00		30.80
Term GPA: 3.85		Cum GPA: 3.82			
Term: 20230123 - P 2023 January Academic Term 1/23/2023 4/16/2023					
MLT105	Urine and Body Fluids Analysis	4.00	4.00	B+	13.20
MLT115	General Chemistry	4.00	4.00	A	16.00

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
MLT205	Parasitology and Mycology	4.00	4.00	A	16.00
		12.00	12.00		45.20
Term GPA: 3.77		Cum GPA: 3.80			
SAP Met					
Term: 20230417 - P 2023 April Academic Term 4/17/2023 7/9/2023					
MLT120	Clinical Chemistry	4.00	4.00	A-	14.80
MLT130	Diagnostic Microbiology	4.00	4.00	B	12.00
MLT135	Microbiology Laboratory	4.00	4.00	A-	14.80
MLT140	Hematology	4.00	4.00	A-	14.80
		16.00	16.00		56.40
Term GPA: 3.53		Cum GPA: 3.71			
SAP Met					
Term: 20230710 - P 2023 July Academic Term 7/10/2023 10/1/2023					
MLT110	Immunology and Serology	4.00	4.00	A-	14.80
MLT125	Clinical Immunochemistry and Toxicology	4.00	4.00	B	12.00
MLT145	Hematology and Homeostasis	4.00	4.00	A-	14.80
MLT150	Immunochemistry	4.00	4.00	A-	14.80
		16.00	16.00		56.40
Term GPA: 3.53		Cum GPA: 3.66			
SAP Met					

** Indicates Retaken Course
R* Indicates Retaken Override

Unofficial Transcript

9001 wesleyan road, suite 101
Indianapolis, IN 46268

Original Start Date : 8/1/2022

Student GPA: 3.73

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points																																				
Term: 20231002 -P 2023 October Academic Term																																															
MLT200	Transfusion Medicine and Component Therapy	4.00	4.00	B	12.00																																										
MLT210	Capstone and Certification Review	4.00	4.00	A	16.00																																										
MLT215	Simulations I	4.00	4.00	A	16.00																																										
		12.00	12.00		44.00																																										
Term GPA: 3.67		Cum GPA: 3.66																																													
Term: 20240108 -P 2024 January Academic Term																																															
MLT220	Simulations II	4.00	4.00	A-	14.80																																										
MLT230	Simulations III	5.00	5.00	A	20.00																																										
		9.00	9.00		34.80																																										
Term GPA: 3.87		Cum GPA: 3.68																																													
Term: 20240401 -P 2024 April Academic Term																																															
MLT240	Externship I	7.00	7.00	A	28.00																																										
MLT250	Externship II	7.00	7.00	A	28.00																																										
		14.00	14.00		56.00																																										
Term GPA: 4.00		Cum GPA: 3.73																																													
Medical Laboratory Technology		GPA: 3.73	115.00	115.00																																											
<table border="1"> <tr> <td colspan="12">Credentials awarded for Medical Laboratory Technology enrollment</td> </tr> <tr> <td><u>Credential</u></td> <td></td> <td><u>Date Awarded</u></td> <td></td> <td><u>Date Cleared</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Associate of Applied Science</td> <td></td> <td>6/23/2024</td> <td></td> <td>6/23/2024</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>												Credentials awarded for Medical Laboratory Technology enrollment												<u>Credential</u>		<u>Date Awarded</u>		<u>Date Cleared</u>								Associate of Applied Science		6/23/2024		6/23/2024							
Credentials awarded for Medical Laboratory Technology enrollment																																															
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Associate of Applied Science		6/23/2024		6/23/2024																																											

*** End of Transcript ***