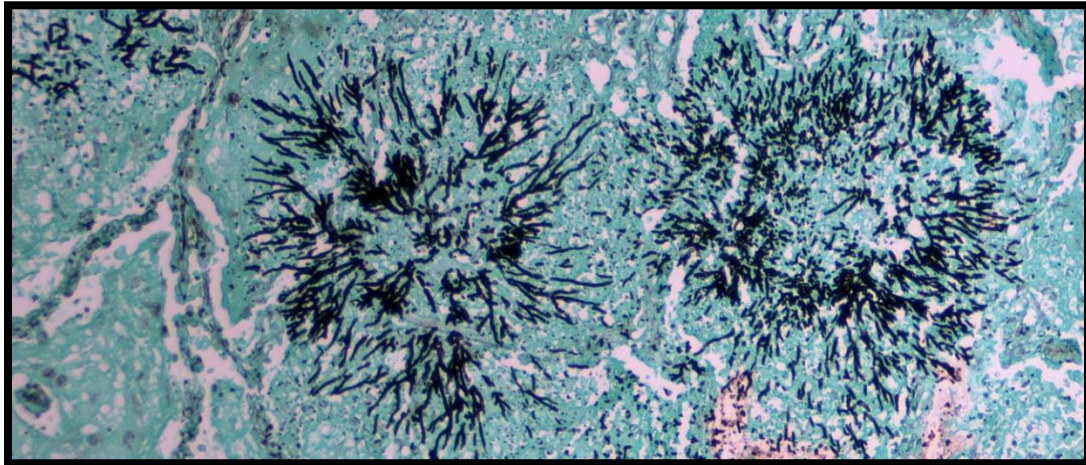


**Albany State University** ™

DARTON COLLEGE OF HEALTH PROFESSIONS  
HEALTH SCIENCES DIVISION



# **Histologic Technician Application Packet**

University System of Georgia – An Affirmative Action/Equal Opportunity Institution

Revised October 2023



**Dear Prospective Student:**

Thank you for your interest in the Albany State University Histologic Technician Program. Included in this packet is an application for entrance into the Histologic Technician Program as well as additional information about the program.

Histotechnicians are medical laboratory personnel who are trained to prepare microscopic slides from human and veterinary tissue samples. Histotechnicians work closely with pathologists and other doctorate-level professionals in a variety of settings including hospitals, clinical laboratories, pharmaceutical research, coroner's offices, and other independent laboratories. While patient care is a major force in the services we provide, there is very little or no patient contact.

The job outlook for this profession is quite bright, as many established histotechnicians are approaching retirement, the standards for certification continue to be raised, and the number of laboratory tests increases. Current entry-level salaries average around the mid-\$30,000-per-year range.

The certificate and associate of applied science options present students with alternatives to acceptance into the Albany State University Histologic Technician Program. Both programs are open to qualified applicants regardless of prior experience.

Selection is based on a number of factors which are outlined in this packet. Students will be evaluated and ranked according to these metrics. The Program Director has the right to increase or decrease the number of students accepted in any given year based upon the fundamentals of the applicants.

Students interested in applying for admission into the Histologic Technician Program must first be admitted to Albany State University. Admission to Albany State University is completed via the Office of Admissions's [online application](#) and requires a \$25.00 non-refundable fee and the submission of transcripts of all prior academic coursework. A separate application to the Albany State University Histologic Technician Program must be mailed, faxed, or hand-delivered to the Program Director by May 15th for early acceptance or the extended deadline of June 30th for the fall matriculation and by September 30th for early acceptance or the extended deadline of November 30th for the spring matriculating class. Please note that financial aid (FAFSA) must be completed by June 1st for fall and November 1st for spring.

If you have any questions feel free to contact the Histologic Technician Program of the Health Sciences Division via e-mail at [taiquanda.winbush@asurams.edu](mailto:taiquanda.winbush@asurams.edu) or via phone at (229) 500-2249.

Sincerely,

*Taiquanda Winbush*

Taiquanda Winbush, Program Director  
Histologic Technician Program

## MISSION STATEMENT

The mission of the Histologic Technician Program is to prepare competent entry-level graduates committed to professional development through life-long learning in a positive and supportive learning environment. The faculty is dedicated to providing students the knowledge and training necessary to succeed as practicing professionals to meet the healthcare needs of the state, region, and nation.

### Program Goals

“Histology” by definition means the study of tissue. “Histotechnology” refers to all practical and theoretical skills required to prepare both animal and human tissues for microscopic examination. The Histologic Technician (HT) is an allied health professional who is qualified by academic and practical training to provide these necessary skills.

The Albany State University Darton College of Health Professions Histologic Technician Program prepares students to perform as Histotechnicians as evidenced by passing the National Board exam administered by the American Society of Clinical Pathologists (ASCP). Students of the Histologic Technician Program receive training in the following content areas that make up the ASCP HT examination curriculum.

- Students will demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care personnel.
- Students will demonstrate patient confidentiality in the preparation of all histopathology tests.
- Students will perform histological procedures involving tissue specimen including: fixation, embedding, microtomy, frozen sectioning, and staining paraffin embedded tissue.
- Students will demonstrate proper laboratory safety techniques including the handling of chemicals and biohazardous waste.
- Students will demonstrate competence in the theoretical knowledge and technical skills necessary to perform as entry level histotechnicians.
- Students will troubleshoot staining problems and take appropriate corrective actions.
- Students will develop critical thinking skills through student/teach interaction.
- Students will perform and monitor quality control within predetermined limits.
- Students will perform preventive maintenance of equipment and instruments or refer to appropriate sources for repairs
- Students will demonstrate an understanding of the importance of ongoing professional development.

The Albany State University Histologic Technician Program strives to provide high quality laboratory professionals to meet the needs of local, state, regional and national employers.

## CAREER ENTRY COMPETENCIES

The ultimate goal of the program is to prepare students for career entry positions as Histotechnicians. The program strives through educational methods and specific professional competencies to incorporate all facets of quality laboratory practices with a curriculum designed to prepare graduates in various hands-on and analytical skills.

1. Collect and safely handle tissue specimens for analysis.
2. Perform accurate laboratory testing including special stains.
3. Identify problems and take corrective actions.
4. Operate equipment properly and perform preventive and corrective maintenance.
5. Use quality assurance to monitor procedures, equipment and technical competencies.
6. Comply with established laboratory safety procedures.
7. Demonstrate ethical behavior and maintain confidentiality in terms of patients and results.
8. Interact professionally with patients and other health care professionals.

## HISTOLOGIC TECHNICIAN PROGRAM OF STUDY

### List of Required Coursework

COURSE	CREDIT HOURS
<b>BIOL 2111K:</b> Essentials of Microbiology	4 credit hours
<b>BIOL 2411K:</b> Human Anatomy & Physiology I	4 credit hours
<b>BIOL 2412K:</b> Human Anatomy & Physiology II	4 credit hours
<b>BUSA 2101:</b> Fundamentals of Computer Applications	3 credit hours
<b>CHEM 1211K:</b> Principles of Chemistry I	4 credit hours
<b>CHEM 1212K:</b> Principles of Chemistry II	4 credit hours
<b>COMM 1110:</b> Public Speaking <b>OR</b> <b>COMM 1100:</b> Human Communication	3 credit hours
<b>ENGL 1101:</b> English Composition I	3 credit hours
<b>ENGL 1102:</b> English Composition II	3 credit hours
<b>Humanities/Fine Arts Elective<sup>1</sup></b>	3 credit hours
<b>MATH 1111:</b> College Algebra ( <i>or higher level math course</i> )	3 credit hours
<b>MLTS 1300:</b> Introduction to Histology*	3 credit hours
<b>MLTS 1310W:</b> Histology I*	3 credit hours
<b>MLTS 1310L:</b> Histology I Lab*	1 credit hour
<b>MLTS 1320W:</b> Histology II*	2 credit hours
<b>MLTS 1320L:</b> Histology II Lab*	1 credit hour
<b>MLTS 1330:</b> Histology III*	1 credit hour
<b>MLTS 1340:</b> Histology IV (Clinical Externship)*	5 credit hours
<b>MLTS 1350:</b> Histology V*	2 credit hours
<b>MLTS 1360:</b> Histology VI*	1 credit hour
<b>POLS 1101:</b> American Government	3 credit hours
<b>Total Credit Hours Required for Program Completion</b>	<b>60 credit hours</b>

<sup>1</sup> Humanities/fine arts requirement may be met by taking any **ONE** of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

\* Certificate option only

**NOTE: Depending on your enrollment status, you may additionally be required to take ASU 1101: First Year Experience**

The following is the course sequence as outlined in the Albany State University Catalog for both the Histologic Technician Certificate and Associate of Applied Science Degrees:

**Curriculum Pattern – Histologic Technician Program (Distance Learning Option A)**

<b>Freshman Year – First Semester</b>	
<b>BIOL 2411K:</b> Human Anatomy & Physiology I	4 credit hours
<b>ENGL 1101:</b> English Composition I	3 credit hours
<b>Humanities/Fine Arts Elective<sup>1</sup></b>	3 credit hours
<b>MATH 1111:</b> College Algebra (or higher level math course)	3 credit hours
<b>Total Semester Hours</b>	<b>13 credit hours</b>
<b>Freshman Year – Second Semester</b>	
<b>BIOL 2412K:</b> Human Anatomy & Physiology II	4 credit hours
<b>CHEM 1211K:</b> Principles of Chemistry I	4 credit hours
<b>COMM 1110:</b> Public Speaking <b>OR</b> <b>COMM 1100:</b> Human Communication	3 credit hours
<b>ENGL 1102:</b> English Composition II	3 credit hours
<b>Total Semester Hours</b>	<b>14 credit hours</b>
<b>Freshman Year – Third Semester</b>	
<b>BIOL 2111K:</b> Essentials of Microbiology	4 credit hours
<b>CHEM 1212K:</b> Principles of Chemistry II	4 credit hours
<b>Total Semester Hours</b>	<b>8 credit hours</b>
<b>Sophomore Year – Fall Semester</b>	
<b>MLTS 1300:</b> Introduction to Histology*	3 credit hours
<b>MLTS 1310W:</b> Histology I*	3 credit hours
<b>MLTS 1310L:</b> Histology I Lab*	1 credit hour
<b>MLTS 1320W:</b> Histology II*	2 credit hours
<b>MLTS 1320L:</b> Histology II Lab*	1 credit hour
<b>MLTS 1330:</b> Histology III*	1 credit hour
<b>Total Semester Hours</b>	<b>11 credit hours</b>
<b>Sophomore Year – Spring Semester</b>	
<b>BUSA 2101:</b> Fundamentals of Computer Applications	3 credit hours
<b>MLTS 1340:</b> Histology IV (Clinical Externship)*	5 credit hours
<b>MLTS 1350:</b> Histology V*	2 credit hours
<b>MLTS 1360:</b> Histology VI*	1 credit hour
<b>POLS 1101:</b> American Government	3 credit hours
<b>Total Semester Hours</b>	<b>14 credit hours</b>
<b>Total Credit Hours Required for Program Completion</b>	<b>60 credit hours</b>

<sup>1</sup> Humanities/fine arts requirement may be met by taking any **ONE** of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

\* Certificate option only

Highlighted courses are to be completed at an approved clinical affiliate for online students

**NOTE:** Depending on your enrollment status, you may additionally be required to take ASU 1101: First Year Experience

The following is the course sequence as outlined in the Albany State University Catalog for both the Histologic Technician Certificate and Associate of Applied Science Degrees:

### Curriculum Pattern – Histologic Technician Program (Distance Learning Option B)

<b>Freshman Year – Spring Semester</b>	
<b>BIOL 2411K:</b> Human Anatomy & Physiology I	4 credit hours
<b>ENGL 1101:</b> English Composition I	3 credit hours
<b>Humanities/Fine Arts Elective<sup>1</sup></b>	3 credit hours
<b>MATH 1111:</b> College Algebra (or higher level math course)	3 credit hours
<b>Total Semester Hours</b>	<b>13 credit hours</b>
<b>Freshman Year – Summer Semester</b>	
<b>BIOL 2412K:</b> Human Anatomy & Physiology II	4 credit hours
<b>CHEM 1211K:</b> Principles of Chemistry I	4 credit hours
<b>ENGL 1102:</b> English Composition II	3 credit hours
<b>Total Semester Hours</b>	<b>11 credit hours</b>
<b>Freshman Year – Fall Semester</b>	
<b>BIOL 2111K:</b> Essentials of Microbiology	4 credit hours
<b>COMM 1110:</b> Public Speaking <b>OR</b> <b>COMM 1100:</b> Human Communication	3 credit hours
<b>POLS 1101:</b> American Government	3 credit hours
<b>Total Semester Hours</b>	<b>10 credit hours</b>
<b>Sophomore Year – Spring Semester</b>	
<b>MLTS 1300:</b> Introduction to Histology*	3 credit hours
<b>MLTS 1310W:</b> Histology I*	3 credit hours
<b>MLTS 1310L:</b> Histology I Lab*	1 credit hour
<b>MLTS 1320W:</b> Histology II*	2 credit hours
<b>MLTS 1320L:</b> Histology II Lab*	1 credit hour
<b>MLTS 1330:</b> Histology III*	1 credit hour
<b>Total Semester Hours</b>	<b>11 credit hours</b>
<b>Sophomore Year – Summer Semester</b>	
<b>BUSA 2101:</b> Fundamentals of Computer Applications	3 credit hours
<b>MLTS 1350:</b> Histology V*	2 credit hours
<b>MLTS 1360:</b> Histology VI*	1 credit hour
<b>Total Semester Hours</b>	<b>6 credit hours</b>
<b>Sophomore Year – Fall Semester</b>	
<b>CHEM 1212K:</b> Principles of Chemistry II	4 credit hours
<b>MLTS 1340:</b> Histology IV (Clinical Externship)*	5 credit hours
<b>Total Semester Hours</b>	<b>9 credit hours</b>
<b>Total Credit Hours Required for Program Completion</b>	<b>60 credit hours</b>

<sup>1</sup> Humanities/fine arts requirement may be met by taking any **ONE** of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

\* Certificate option only

Highlighted courses are to be completed at an approved clinical affiliate for online students

**NOTE:** Depending on your enrollment status, you may additionally be required to take ASU 1101: First Year Experience

Students starting the program in the Spring can have 30 to 35 hours completed prior to acceptance if they have taken at least both Biology courses and one Chemistry or both Chemistry courses and one Biology.

## ADMISSION REQUIREMENTS

**IMPORTANT MESSAGE FOR OUT-OF-STATE APPLICANTS:** Every state government regulates whether universities located in other states can enroll students in online programs. This process is called “state authorization.” Some states do not allow their students to enroll students in online programs at outside universities at all; other states charge the outside universities high fees to enroll even one student from that state. For this reason, Albany State University may not be able to enroll students from outside Georgia in every online program we offer. We accept students from as many states as possible. Please visit [Online/Distance Learning’s webpage](#) to find out if your state is authorized for Albany State University.

### **Professional Healthcare Program – Admission Criteria**

To be considered for admission to the Histologic Technician program, all applicants must:

Apply and be fully admitted to Albany State University before the admission date for each semester depending on your selected healthcare programs start date. Application for admission due dates for ASU are as follows:

Fall semester – June 1

Spring semester – November 1

Summer semester – April 1

Applicants may apply for admission to ASU using the following link: <https://www.asurams.edu/enrollment-management/admissions/how-to-apply.php>

It is recommended that students apply to the University at least 1 month prior to the application deadline, as admission processes may take up to 4 weeks to complete (including articulation of transfer evaluations).

Students who have previously attended Albany State University and have not been in attendance for a semester or more (excluding Summer) are required to file an application for readmission, by the deadline dates listed above for admission. Students must be eligible to enroll in the same academic department in which they were last registered. Additionally, all students are required to comply with the provisions of the [Academic Standing Policy](#).

The application for readmission to ASU, can be found at the following link: <https://www.asurams.edu/enrollment-management/admissions/readmission.php>

Electronically submit your FASFA application for Financial Aid before May 1st of each year. Information on completing your FASFA can be found at the following link: <https://www.asurams.edu/enrollment-management/financial-aid/index.php>

**\*\*Please note that the application process for Albany State University and your selected healthcare professional program are two separate processes and applications. Acceptance to ASU, does not guarantee acceptance to the professional healthcare program.**

Once the applicant has completed the University application and admission steps listed above, they may begin the professional healthcare program application process, by completing the following steps:

- 1. Due to requirements mandated by NAACLS, applicants for the certificate program will be required to have a prior college degree.**
2. The student must have exited all required learning support courses.
3. Complete courses in Biology, Chemistry and Algebra with a grade of “C” or better. Coursework in Biology would preferably be Anatomy or some related field. Acceptance of coursework will be at the discretion of the Program Director.
- 4. Complete Histologic Technician Program application\*\***
- 5. Complete and submit all immunizations including Hepatitis B series.**
- 6. Complete a physical examination form by a physician (form enclosed)\*\***
7. Complete a **Laboratory Visitation Form** verifying a minimum of 2 observational hours in a Histology laboratory setting **(form enclosed).\*\***
8. Complete the grade point average form. Cumulative grade point average (GPA) (all coursework ever attempted), or you may choose to substitute the cumulative GPA with another GPA by calculating only the last 35 credit hours attempted.
- 9. Applicants must submit two professional letters of recommendation(forms enclosed)\*\***

10. Students completing the Associate of Applied Science degree in Histologic Technician must meet all the above requirements plus complete a minimum of 30 to 35 hours of the general and science education courses towards the degree before applying to the program.
11. Submit all applicable transcripts from college coursework (unofficial accepted)\*\*
12. If you are a Florida resident, you must complete the following Florida HIV safety, Medical Errors & Laws and Rules. Upon completion, you must submit your certificate of proof for each training. Please go to [LabCE's Continuing Education Requirements for Renewal and CE Broker](#) webpage to complete this requirement

**\*\*** *Must be submitted at time of application*

Both the Certificate and Associate of Applied Science Degree options are eligible to sit for the National Board Exam.

## **SELECTION PROCESS**

After the June 30<sup>th</sup> extended deadline or November 30<sup>th</sup> extended deadline, the HT Program Director reviews and scores each application. After completion of scoring, the top 20 applicants for fall or the top 10 applicants for spring will be selected. Correspondence of acceptance or regret will be made through the mail or e-mail and should be received no later than July 15th for fall and December 10th for spring. Scoring is based on the following criteria: GPA (cumulative or last 35-hrs), the number of hours observed in Histology Laboratory setting, appropriate professional recommendations received, clinical affiliation (online only), and completed HT application. The Albany State University HT program does not utilize a waiting list and those denied acceptance must re-apply if not being considered for the next matriculation.



## FINANCIAL AID

Financial aid is available for students who qualify. If you do not qualify for financial aid, please make sure that you are able to meet the financial obligations of this program.

### Office of Financial Aid

2400 Gillionville Road

Building C (Student Center)

Albany, GA 31707

Phone: (229) 500-4358

Email Address: [ifinaid@asurams.edu](mailto:ifinaid@asurams.edu)

<https://www.asurams.edu/enrollment-management/financial-aid/index.php>

## STUDENT EXPENSES

In addition to the standard tuition fees administered by Albany State University and the book requirements, the student will also be responsible for some other Program expenses. They are broken down as follows:

### Institutional Tuition/Fees

*Costs listed are approximate and subject to change*

Hours	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Textbooks
1	\$1,030.00	\$1,294.67	\$385.00	\$ variable
2	\$1,125.00	\$1,654.34	\$480.00	\$ variable
3	\$1,220.00	\$2,014.01	\$575.00	\$ variable
4	\$ 1,315.00	\$2,373.68	\$670.00	\$ variable
5	\$ 1,410.00	\$2,733.35	\$765.00	\$ variable
6	\$ 1,505.00	\$3,093.02	\$860.00	\$ variable
7	\$ 1,600.00	\$3,452.69	\$955.00	\$ variable
8	\$ 1,695.00	\$3,812.36	\$1,050.00	\$ variable
9	\$ 1,790.00	\$4,172.03	\$1,145.00	\$ variable
10	\$ 1,885.00	\$4,531.70	\$1,240.00	\$ variable
11	\$ 1,980.00	\$4,891.37	\$1,335.00	\$ variable
12	\$ 2,075.00	\$5,251.04	\$1,430.00	\$ variable
13	\$ 2,170.00	\$5,610.71	\$1,525.00	\$ variable
14	\$ 2,265.00	\$5,970.38	\$1,620.00	\$ variable
15	\$ 2,360.00	\$6,330.00	\$1,715.00	\$ variable

### Histologic Technician Program – Fall Matriculation

*Costs listed are approximate and subject to change*

Semester	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Textbooks
Fall Semester	\$1980.00	\$4,891.37	\$1,335.00	~\$350.00
Spring Semester	\$1,695.00	\$3,812.36	\$1,050.00	\$0.00
<b>Total</b>	<b>\$3,675.00</b>	<b>\$8,703.73</b>	<b>\$2,385.00</b>	<b>~\$350.00</b>

*Resident tuition and fees are for students that live in GA, FL, AL, or SC and are attending classes on campus.*

*Non-Resident tuition and fees are for students that did not live in GA, FL, AL, or SC but are attending classes on campus.*

### Histologic Technician Program – Spring Matriculation

*Costs listed are approximate and subject to change*

Semester	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Textbooks
Spring Semester	\$1,980.00	\$4,891.37	\$1,335.00	~\$350.00
Summer Semester	\$1,220.00	\$2,014.01	\$575.00	\$0.00
Fall Semester	\$1,410.00	\$2,733.35	\$765.00	\$0.00
<b>Total</b>	<b>\$3,675.00</b>	<b>\$8,703.73</b>	<b>\$2,385.00</b>	<b>~\$350.00</b>

*Resident tuition and fees are for students that live in GA, FL, AL, or SC and are attending classes on campus.*

*Non-Resident tuition and fees are for students that did not live in GA, FL, AL, or SC but are attending classes on campus.*

**Additional Fees**

*Costs listed are approximate and subject to change*

<b>Fee Name</b>	<b>Cost</b>
Background Check Fees	\$49.50
ASCP Exam Fee	\$215.00 – \$240.00
ACEMAPP Fees	\$50.00
Graduation Fee	\$75.00
Laboratory Supplies	\$50.00
Liability Insurance	\$17.00
Specified Immunizations	\$200.00
Uniforms/Lab Coat	\$100.00 – \$150.00

## CLINICAL AFFILIATE INFORMATION

Students participating in the Online (Distance Learning) program must have a clinical affiliate to fulfill the laboratory/clinical components required for graduation. Complete the following and submit with your application. If your facility is not affiliated with us, you will need to send your affiliate's facility information as soon as possible to the e-mail provided below.

**A. Facility Name:** \_\_\_\_\_

**B. Is this facility a current affiliate of Albany State University's Darton College of Health Professions?**

**Yes** – A letter of support from the facility must be provided via e-mail to [taiquanda.winbush@asurams.edu](mailto:taiquanda.winbush@asurams.edu) and/or included in your application packet on company letterhead.

**No** – Send the following information via email to [taiquanda.winbush@asurams.edu](mailto:taiquanda.winbush@asurams.edu):

**i. Facility's Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**ii. Contact Person's**

**1. Name:** \_\_\_\_\_

**2. Office Phone Number:** \_\_\_\_\_

**3. Fax Number:** \_\_\_\_\_

**4. E-mail Address:** \_\_\_\_\_

**NOTE: If a contract has to be initiated with a clinical facility, acceptance into the program may be delayed.**



DARTON COLLEGE OF HEALTH PROFESSIONS

Date received by HT Program: \_\_\_\_\_

# PROGRAM APPLICATION HISTOLOGIC TECHNICIAN PROGRAM

Term/Year you intend to begin:  Fall 20\_\_\_\_  Spring 20\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Ram ID: 900 \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
Apartment  
\_\_\_\_\_  
City State Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Phone Work Phone Cell Phone

E-mail Address: \_\_\_\_\_

Are you currently working in the field of Histotechnology?

Yes  No

*If "Yes," please complete the Work Experience Form (and not the Laboratory Visitation Form)*

Do you plan to use your work facility to complete the labs/clinical requirements?

Yes  No  N/A

(Fall entrance only) Are you going to complete the first semester lab requirements at Albany State University?

Yes  No  N/A

Do you plan to relocate after graduation?

Yes  No

Please provide the names and contact numbers for your two professional references:

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Grade Point Average** (must be a minimum of 2.5)

The GPA to include on this page is **your choice** and may be either your **overall cumulative GPA** or the **GPA for the last 35 hours of earned college credit**. Use the Cumulative GPA Form included within this packet to calculate the chosen GPA, and include the completed form with the application. Indicate which GPA has been included by writing in the designated area for which you calculated (i.e., select **either** Cumulative or Last 35 hours).

Cumulative GPA: \_\_\_\_\_ **OR** Last 35 Hours GPA: \_\_\_\_\_

**\*Date of Birth:** \_\_\_\_\_ (optional)

**\*Sex:**      Male                    Female

**\*Race:**    Black (Not of Hispanic Origin)      White  
              American Indian or Alaskan        Hispanic  
              Asian or Pacific Islander        Other

*\*The only use of this information is to submit data for institutional use and will not be considered for acceptance into the program.*

**How did you learn about the Histologic Technician Program?**

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**Have you previously applied to Albany State University’s HT Program?**    Yes     No

**Do you currently have an associate’s or higher-level degree?**    Yes     No

*If “Yes,” please provide proof with application (e.g., transcript that shows degree awarded, copy of diploma)*

**Route of program completion:**    AASD     Certificate

**I hereby apply for admission to the HT Program for  Fall /  Spring Semester 20 \_\_\_\_\_ and certify this application is both correct and complete. I have read the application packet, including the essential abilities required and understand the application and selection criteria and that the class size is limited to 20 students for the fall semester and 10 students for the spring semester.**

**I further understand that any failure on my part to comply with these processes will result in my application not being reviewed. I understand that meeting all minimum requirements does not guarantee admission into the program.**

Yes            No

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



DARTON COLLEGE OF HEALTH PROFESSIONS

## MANDATORY STUDENT HEALTH INSURANCE ACKNOWLEDGEMENT FORM

Beginning Fall Semester 2014, all new students accepted into ANY Health Sciences or Nursing Program at Albany State University will be required to verify active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate and not a Albany State University mandate. Proof of coverage must be submitted during a specified time period after acceptance into any Health Sciences or Nursing Program at ASU. Submissions CANNOT be done BEFORE or AFTER the given time period. Submission is done via [UnitedHealthcare's StudentResources](#) webpage.

Proof of coverage must be provided in one of the following ways:

- 1) Through a currently active parent plan.
- 2) Through a currently active individual or family plan.
- 3) Through a currently active Employer-Sponsored plan.
- 4) Through a currently active Albany State University Student Health Insurance Plan (SHIP).
- 5) Through a currently active Government Sponsored Plan.

If a student fails to provide appropriate proof of coverage during the dates stated above, the student will be automatically enrolled (via the Business Office) into plan #4 above. As of May 1, 2014, the Annual Premium rate for Plan #4 was as follows:

- Student – Age 26 and Under: \$1,381.00
- Student – Age 27 and Older: \$1,782.00

*\*These rates are subject to change without notice.*

Additionally, Health Insurance coverage must be maintained by the student throughout the entire time that he/she remains enrolled and is actively progressing through his/her respective Health Sciences or Nursing Program. If a student fails to maintain Health Insurance coverage, then he/she will be immediately dismissed from their respective Health Sciences or Nursing Program for failure to maintain the mandatory coverage as required by the Board of Regents of the University System of Georgia. If you have any questions regarding this requirement, please contact your respective Program Director, the Health Sciences Division Office, or the Nursing Division Office.

**By signing below, I certify that I have read the above statement and I understand the requirements as listed above and understand that my acceptance into any Albany State University Health Sciences or Nursing Program requires Mandatory Medical Insurance coverage.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



DARTON COLLEGE OF HEALTH PROFESSIONS

## HISTOLOGIC TECHNICIAN PROGRAM PHYSICAL EVALUATION FORM

*To be completed by physician/health care provider:*

I have examined \_\_\_\_\_ and find that she/he meets the following essential functions required for participation in the Albany State University Histologic Technician Program.

The essentials are as follows:

- **Visual Acuity** (with or without corrective lenses) sufficient to differentiate colors used as reaction indicators; to differentiate and identify specimens utilizing microscopic examination; to read laboratory manuals, procedures, policies, specimen labels, test requisitions and other materials pertinent to professional practice;
- **Physical Ability** to manipulate clinical laboratory instruments and equipment in a manner consistent with operational procedures;
- **Manual Dexterity** to perform procedures and operate equipment consistent with operational guidelines.

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**Physician/Health Care Provider**

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**Date**



DARTON COLLEGE OF HEALTH PROFESSIONS

## HISTOLOGIC TECHNICIAN PROGRAM APPLICANT RECOMMENDATION FORM

Applicant Name (Printed): \_\_\_\_\_

### Form Instructions:

- **To the applicant:** Please give this form to the person chosen to provide this recommendation for you. This person should be a professional who is able to evaluate your personal characteristics such as an employer, supervisor, teacher, physician, healthcare worker or counselor, etc. Recommendations from friends or family are prohibited.
- **To the person completing the recommendation form:** The applicant is applying for admission to the Histologic Technician Program. We consider the following characteristics to be important for the success of students in this program. Please evaluate each of these personal characteristics of the applicant by circling the most appropriate choice using the indicated scale. Please feel free to list any additional comments on the back of this form

Metric	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
<b>Responsibility</b> – Accountable for one’s actions	5	4	3	2	1	N/A
<b>Initiative</b> – Motivated to pursue actions independently	5	4	3	2	1	N/A
<b>Flexibility</b> – Adapts to new or changing situations	5	4	3	2	1	N/A
<b>Organization</b> – Able to arrange or order tasks efficiently	5	4	3	2	1	N/A
<b>Self Confidence</b> – Assured in one’s abilities and skills	5	4	3	2	1	N/A
<b>Independent Work</b> - Completes tasks with minimal supervision	5	4	3	2	1	N/A
<b>Verbal Communication</b> – Expresses self effectively	5	4	3	2	1	N/A
<b>Written Communication</b> – Writes clearly and effectively	5	4	3	2	1	N/A
<b>Stress Response</b> – Maintains composure & ability to function	5	4	3	2	1	N/A
<b>Attitude</b> – Positive approach to assignments and coworkers	5	4	3	2	1	N/A
<b>Manual Dexterity</b> – Ability to perform hands on skills	5	4	3	2	1	N/A
<b>Team Player</b> – Able to work as part of a group	5	4	3	2	1	N/A
<b>Accepts Supervision</b> – Willing to learn	5	4	3	2	1	N/A
<b>Maturity</b> – Demonstrates common sense, self-control, tact	5	4	3	2	1	N/A
<b>Dependability</b> – Reliable follows through on tasks	5	4	3	2	1	N/A
<b>Decision Making</b> – Analyzes facts and formulates solution	5	4	3	2	1	N/A
<b>Knowledge Application</b> – Can apply what has been taught	5	4	3	2	1	N/A



**Additional Comments:**

*Please use the space below to indicate applicant's strengths, particularly those not indicated already, and any areas you feel may need improvement.*

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**Relationship to applicant:**  Advisor       Teacher       Supervisor       Employer  
 Other (please describe) \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_

**How well do you know the applicant?** \_\_\_\_\_

**Based on your experiences with the applicant, how highly would you recommend them for consideration for this program?**

- Highly recommend
- Recommend
- Recommend with reservation
- Not recommend

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**May our office contact you about this applicant?**     Yes       No

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*Thank you for your participation. To assist the applicant in completing the application process, we ask that you seal this recommendation form in an envelope and sign your name across the flap before returning it to the applicant. If you prefer, you may instead mail this recommendation directly to:*

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Rd.  
Albany, GA 31707**



DARTON COLLEGE OF HEALTH PROFESSIONS

## HISTOLOGIC TECHNICIAN PROGRAM APPLICANT RECOMMENDATION FORM

Applicant Name (Printed): \_\_\_\_\_

### Form Instructions:

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**Additional Comments:**

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**Relationship to applicant:**  Advisor       Teacher       Supervisor       Employer  
 Other (please describe) \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_

**How well do you know the applicant?** \_\_\_\_\_

**Based on your experiences with the applicant, how highly would you recommend them for consideration for this program?**

- Highly recommend
- Recommend
- Recommend with reservation
- Not recommend

\_\_\_\_\_  
Signature Date

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**May our office contact you about this applicant?**     Yes       No

---

*Thank you for your participation. To assist the applicant in completing the application process, we ask that you seal this recommendation form in an envelope and sign your name across the flap before returning it to the applicant. If you prefer, you may instead mail this recommendation directly to:*

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Rd.  
Albany, GA 31707**



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### HISTOLOGIC TECHNICIAN PROGRAM PREVIOUS WORK EXPERIENCE FORM

Do you have previous histologic work experience?  Yes  No

If "Yes," list number of years, location(s) and check competencies in the areas below.

Number of years: \_\_\_\_\_

List locations:

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Competencies:

- Grossing
- Routine microtomy
- Processing
- Frozen sections
- Embedding
- Special stains
- Routine stains
- Electron microscopy
- Flow cytometry
- Immunohistochemistry
- Other (please list): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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### HISTOLOGIC TECHNICIAN PROGRAM LABORATORY VISITATION FORM

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Laboratory Visited: \_\_\_\_\_

**Instructions to the applicant:** Call the histology department of the hospital or private company, ask for the supervisor, explain that you are an applicant to the Albany State University Histology Program, and ask to make an appointment to visit the department. Be courteous and on-time for your appointment. Proper attire is mandatory for the laboratory visit. Present this form to the person conducting the visit and ask them to complete it.

**Histology Department representative**, please complete the following:

The applicant visited the following areas of the hospital (please check all that apply):

- Histology Department                       Endoscopy Floor
- Surgical Floor                                       Morgue
- Other (*please specify*) \_\_\_\_\_

Did the applicant observe a representative sample of the daily job requirements of a Histotechnician?                       Yes                       No

Was the applicant interested and enthusiastic about the tour?                       Yes                       No

Did the applicant ask questions about the job or profession?                       Yes                       No

Was the starting pay for an HT explained to the applicant?                       Yes                       No

How long did the visit last? \_\_\_\_\_

How would you rate the applicant's interest in histology?	1	2	3	4	5
	Low				High

Signature of Department Representative: \_\_\_\_\_

When complete, please return to:

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Road  
Albany, GA 31707**



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## HISTOLOGIC TECHNICIAN PROGRAM GPA CALCULATION INFORMATION

**Instructions:**

- A GPA Calculation Form **MUST BE COMPLETED** and included with your application.
- Your Cumulative/Overall GPA includes ALL coursework/college credits previously taken at one or multiple institutions. “ALL” includes grades earned in every course you have ever taken, including the repeated courses. You also have the option of only calculating the GPA of the last 35 credit hours completed, but you **do not include both**. The option to calculate and include only the last 35 hours completed is a means of forgiveness for anyone that may have lost focus in his/her earlier years in college.
- An example of how to calculate a GPA has been provided below. Utilize the blank GPA Calculation Form to calculate your grade point averages and record the chosen GPA on the appropriate area of the application.
- If you are enrolled in a course or intend to enroll in a prerequisite course and do not have a grade at the time the form is completed, do not include the number of credit hours or quality points in the respective (QH) or (QP) columns; simply place an “X” in the boxes (QH) and (QP) next to the required course identified. Please indicate whether the course is still to be taken during the summer or if currently in progress in the column where the grade would be recorded. Simply write “in progress” or indicate when you plan to take the course.

Where Course was Completed	Course Identification	QH (Quality Hours)  Credit hours per course	Multiply	EV (Equivalent Values) of the Earned Letter Grade  A=4; B=3; C=2; D=1; F=0	Equals	QP (Quality Points)  QH × EV = QP
Columbus State	ENGL 1101	3	×	A = 4	=	3 × 4 = 12
Columbus State	MATH 1111	3	×	B = 3	=	3 × 3 = 9
ASU	POLS 1101	3	×	A = 4	=	3 × 4 = 12
ASU	MUSC 1100	3	×	C = 2	=	3 × 2 = 6
ASU	PSYC 1101	3	×	B = 3	=	3 × 3 = 9
ASU	PSYC 2103	X	×	Course In-Progress	=	X
ASU	BIOL 2111K	4	×	B = 3	=	4 × 3 = 12
ASU	BIOL 2112K	X	×	Course In-Progress	=	X
<b>Total QH</b>		<b>19</b>		<b>Total QP</b>		<b>60</b>
<b>60 QP ÷ 19 QH = 3.15 GPA</b>						

1. Once all information has been placed in the appropriate column, total the QH column (number of credit hours QH) for the courses that have been completed. If a grade has not been earned, simply place an “X” in the **QH** column for that course.
2. The equivalent value must be assigned for the grade earned for the course. If you earn an A, then it is equivalent to a 4, and so on. If a grade has not been earned, simply place an “X” in the **QP** column for that course.
3. Calculate the QP for each course by multiplying number of credit hours (QH) by the equivalent value of the grade earned for the class.
4. Total the last column, quality points/QP, and then complete the formula: **Total QP ÷ Total QH = GPA**

**HISTOLOGIC TECHNICIAN PROGRAM  
GPA CALCULATION FORM**

Your **Cumulative/Overall GPA** includes ALL coursework/college credits previously taken at one or multiple institutions. "ALL" includes grades earned in every course you have ever taken, including the repeated courses. You also have the option of only calculating the **GPA of the last 35 credit hours completed**, but you do not include both.

Where Course was Completed	Course Identification	QH (Quality Hours)	Multiply	EV (Equivalent Values) of the Earned Letter Grade	Equals	QP (Quality Points)
		Credit hours per course		A=4; B=3; C=2; D=1; F=0		QH × EV = QP
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
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			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
Total QH				Total QP		
Total QP _____ ÷ Total QH _____ = _____						Cumulative/Last 35 Hours GPA

If additional rows are needed, please make another copy of this sheet to complete your needs and staple together.

Please record the GPA in the "Grade Point Average" section of the application, and attached any completed GPA Calculation Form(s) to show your work for how the GPA was calculated.



DARTON COLLEGE OF HEALTH PROFESSIONS

## HISTOLOGIC TECHNICIAN PROGRAM APPLICATION CHECKLIST

The HT Selection Committee will not review any applications until after the deadline or answer calls/emails regarding application status; therefore, if you wish to know if your application packet is complete, please read all directions and utilize the checklist below. Further, if you wish to know if your application has been received, please send the application as certified mail.

1.  Completed **Histologic Technician Program Application**
2.  All applicable **transcripts** (unofficial copies will suffice)\*
3.  Two letters of recommendation (via the **Applicant Recommendation Form**)
4.  Completed **Physical Evaluation Form**
5.  Completed **Clinical Affiliate Information** (online students only)
6.  **Immunization records** to include **Hepatitis B series** (copy of series verification)\*
7.  Completed **Mandatory Student Health Insurance Acknowledgement Form**
8.  Completed **Laboratory Visitation Form** or Completed **Previous Work Experience Form**, if applicable
9.  Completed **GPA Calculation Form**
10.  Florida resident, certificate of proof for training for Florida HIV safety, Medical Errors & Laws and Rules.

\* *The transcripts and immunization forms are in addition to the request for these documents by the Office of Admissions.*

Please submit your completed application packet to:

**Albany State University  
Health Sciences Division  
Taiquanda Winbush, Program Director  
Histologic Technician Program  
2400 Gillionville Road  
Albany, GA 31707**