

## Application Process for Southwestern College MLT Program

Applications accepted April 1 through June 25

**\*New Updates to CA Law that directly affect MLT student prerequisites\*** read closely

1. Apply for Admission to Southwestern College at the college website (www.swccd.edu). You must have an SWC student ID number to enter on your MLT program application and to make an appointment with a counselor. If you have an SWC student ID but have not been enrolled in classes for at least 1 semester you will need to reapply.
2. Order official transcripts for all prerequisite work. Transcripts must be **official** copies and **mailed directly from your respective college** to:

Admissions and Records, Southwestern College  
900 Otay Lakes Rd.  
Chula Vista, CA 91910

Any prerequisite work completed at Southwestern College does not require official transcripts to be sent; **however**, you **must** include unofficial copies of transcripts with the application for all prerequisite work and any degrees conferred (Associate's degree or higher), including from Southwestern College. Applications sent without unofficial transcript copies will be considered incomplete.

- a. Hand carried transcripts or transcripts issued to students are **not acceptable** for official transcript requirement.
  - b. If your coursework is from a college/university **outside of San Diego County** (not listed on the last page of the student handbook), you must schedule an appointment with a counselor to determine course equivalency. If necessary, with the assistance of a counselor, a Petition for Course Substitution **must** be submitted with your application. You will need to include copies of course descriptions and transcripts in order to submit the petition. Course descriptions must be from the catalog year the course was completed.
3. Make a counseling appointment by contacting Student Services at (619) 216-6665 ext. 4851. Counselors will assist you by preparing your Student Education Plan (SEP), a requirement for entry into the MLT program. For the SEP to qualify for application, the SEP must be less than **6 months** old from the date applications are **due**.
  4. Complete the MLT Program application in its entirety. **Do not leave any information blank.** Please note N/A for anything not applicable. Your application will be considered incomplete if **any** information is blank and will be reviewed only after all complete applications are reviewed.
  5. You must include a copy of your California CPT I (or CPT II) **LICENSE (not national certification).** The license must be current and remain current during the program enrollment. National certification will not be accepted.

6. You must include a copy of CPR/AED certification; specifically American Heart Association, Basic Life Support (AHA BLS). The certification must be valid for the duration of program enrollment.
7. Write a **FULL** one page essay responding to the following points:
  - a. Your educational background
  - b. Why you want to be a Medical Laboratory Technician

*The essay must be typed, size 11 font, type Calibri font, one (1) inch margins on all sides, single or 1.15 spacing, and signed in ink. The essay must be in a Word document format when printed. All faculty read your essays. Paying attention to detail is important!*
8. Read, sign, and return the Essential Functions Statement page. **Signature must be witnessed** (does not need to be notarized). Anyone can sign the form as a witness. Must be turned in with application.
9. Read, sign, and return the MLT Student Handbook Acknowledgement form.
10. Check your application!
  - \*All application materials must be *complete and accurate*.
  - \****False or incomplete*** applications will not be considered.
11. Mail your application via **USPS mail** to:

Southwestern College  
Medical Laboratory Technician Program  
880 National City Blvd.  
National City, CA 91950

**Applications will be accepted by mail only and WILL NOT be accepted in person or online unless specifically directed. Complete applications **MUST** be received by **June 25**, the deadline date, or they will not be accepted. Please do not contact the Medical Laboratory Technician Department for application status.**

**You will be notified of application status via US and email by Friday, July 3, 2026. Contact the MLT department only if you have not received notification by July 3.**



9. Language fluency: Please circle any of the languages listed below that you are fluent in, **both** verbal and written. Please list the language name under other if applicable.

ASL	Arabic	Chinese	Farsi
Russian	Spanish	Tagalog	None
Other:			

10. *Highest* level of education completed: (check one)

- High School Graduate
- Certificate/Diploma (requiring < 1 yr.)
- GED
- 1-yr undergraduate certificate/diploma
- Associate degree
- 2-yr undergraduate certificate/diploma
- Baccalaureate degree
- Post-baccalaureate certificate
- Master’s Degree
- Doctorate

Name of School: \_\_\_\_\_

Degree Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Dates of Enrollment: \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ Date Graduated: \_\_\_\_\_  
 Month/ Year      Month/ Year

11. Briefly describe all employment history (Within the last 5 years only):

No Employment History

Agency	Position	Start Date	End Date

Name: \_\_\_\_\_ SWC ID: \_\_\_\_\_

12. Please complete the entire grid below with the accurate and appropriate information.

Required Prerequisite Coursework	College Where Course Work Completed (ex. Southwestern)	Semester and Year Completed (ex. Fall 2015)	Course Designator <i>and</i> Number (ex. BIOL 260)	Grade	Units Earned
Anatomy (BIOL 260 at SWC)					
Physiology (BIOL 261 at SWC)					
Microbiology (BIOL 265 at SWC)					
Chemistry (CHEM 100 at SWC)					
Organic Chemistry (CHEM 110 at SWC)					
Oral Communication (COMM 103 at SWC) <b>or</b> Public Communication (COMM 104 at SWC (COMM C1000)) <b>or</b> Interpersonal Communication (COMM 174 at SWC) <b>or</b> Intercultural Communication (COMM 176 at SWC)					
Elementary Statistics (MATH 119 (STAT C1000), PSYC/SOC 270, BIOL 215 at SWC)					
College English Composition (ENGL 115 at SWC (ENGL C1000))					

Due to recent updates in California Lab Field Services/California Department of Health updates, all MLT students must possess an MLT trainee license before starting their program. The next

section explains the change and how to apply. You are required to record your trainee license at the end of the section.

### **Medical Laboratory Technician Trainee License**

Thank you for your interest in the California Medical Laboratory Technician (MLT) Trainee license. Laboratory Field Services (LFS) requires applicants to submit documentation of academic coursework to qualify for licensure.

### **Scope of practice**

This license:

- Permits you only to train, not work, as a licensed Medical Laboratory Technician.
- Permits you to train in the specialties of chemistry, microbiology, diagnostic immunology, hematology, immunohematology and phlebotomy in a clinical laboratory only in a Department-approved MLT training program.

### **Academic Requirements**

- Associate degree or equivalent education of at least 60 semester or equivalent quarter credit hours of coursework, with courses pertinent to clinical laboratory science including the following:
  - 36 semester or equivalent quarter credit hours in chemical and biological sciences with an emphasis on applied clinical laboratory science, medical laboratory science, or medical laboratory technology, including at least:
    - 6 semester or equivalent quarter credit hours in chemistry; and
    - 6 semester or equivalent quarter credit hours in biology
- If you served in the U.S. Air Force, the college work will be posted on a Community College of the Air Force transcript.
- If you served in other branches of the U.S. armed forces, the college work will be posted on a transcript from an approved military college.

For additional information, please contact [LFSscientist@cdph.ca.gov](mailto:LFSscientist@cdph.ca.gov).

### **How to Apply**

#### **LFS Interim Steps in the Submission of Applications for MLT Trainee License**

Pursuant to the California Code of Regulations, title 17, subsection 1030.5(a) as of January 1, 2026, LFS is authorized to issue Medical Laboratory Technician (MLT) trainee license.

In response to the interest in this new trainee license from MLT trainee candidates scheduled for clinical rotation, LFS is announcing the following interim steps it will take during the license application submission process for this license.

1. Until we can complete alterations to our application portal, LFS will process MLT Trainee Licenses by using the existing Clinical Laboratory Scientist (Generalist) Trainee application framework.
2. Applicants will need to modify the application to reflect their eligibility for the MLT Trainee License following the steps listed below.

Visit the LFS online application website to [create an account](#).

Submit an application by following the instructions below:

- Begin the application submission process by selecting the "Trainee" option.
- Then select "Clinical Laboratory Scientist (CLS) (Generalist) Trainee" from the application options. (see #1 above)
- In the "Expertise Details" section, proceed to the "Education Details" section and click "Add new education".
- Since a Bachelor's Degree is required for the CLS (Generalist) Trainee License, applicants pursuing the MLT Trainee License should select "Bachelor's Degree" even if they only possess an

Associate's Degree or have completed at least 6 semester or equivalent quarter credit hours in chemistry and 6 semester or equivalent quarter credit hours in biology and the remaining required credit hours are completed concurrently with the practical training.

- This is a temporary measure until the MLT Trainee application process is fully implemented within the Personnel Electronic Renewal Licensing (PERL) online system. The LFS examiner who processes the application will verify the actual degree awarded upon receipt of official transcript from the educational institution.
- In the "Course of Study" field, applicants should enter "MLT (Trainee)" and complete the remaining fields according to their educational background.
- After submitting this information and proceeding, in Step 6 (View Disclosure), you can disregard the content, as it pertains to CLS (Generalist) Trainee licenses and not MLT Trainee Licenses.
- Finally, you will need to sign and pay the necessary fees to officially submit your application.

We appreciate your patience and understanding as we work to integrate the new license category into our system.

### **Apply Online**

\*You will need to pay your application fee online.

\*Incomplete application packages may be abandoned. All applicants whose applications have been abandoned who wish to re-apply must pay a new non-refundable application fee.

Documents you may need for your application:

- Official transcript showing your associate degree
- NACES or AICE course-by-course evaluation.

For additional information you may contact [LFSscientist@cdph.ca.gov](mailto:LFSscientist@cdph.ca.gov).

### **Transcripts**

Official transcripts must be sent directly to LFS by the institution that issued the transcript. We do not accept scans or photocopies of transcripts uploaded or emailed by the applicant for licensure purposes.

If your transcript is under a different last or first name, please provide legal proof of your legal name or having a name change. Please upload and attach to your application either (1) driver license and marriage/birth certificate or (2) driver license and court documents of the name change.

An official transcript is a copy of a student's permanent academic record issued by a school, college, or university identifying the student and attesting to the student's completion of specific courses with grades, credit hours, dates of attendance, academic major(s), degree or diploma granted, if any, including date of graduation, and any awards or honors. The hard copy official school transcript must bear an official seal, unique identifier of the school, or signature of the registrar, dean, or other authorized official.

You can request your institution to send an official transcript

- By secure electronic submission directly from the school, college, or university registrar, dean, or other person responsible for issuing transcripts; or
- Directly from the school, college, or university registrar, dean, or other person responsible for issuing transcripts in a sealed envelope that bears a tamper-proof mark or seal attached by the school

Ask the office to mail hard copies to:  
 California Department of Public Health  
 Laboratory Field Services – PLS Program  
 850 Marina Bay Parkway  
 Bldg. P, 1st Floor  
 Richmond, CA 94804

- Ask the office to email electronic copies by secure email connection to: [LFSTranscriptsandEvaluations@cdph.ca.gov](mailto:LFSTranscriptsandEvaluations@cdph.ca.gov).
- Legal Authority: This requirement is in accordance with Title 17 of the California Code of Regulations, section 1029, "Official Transcript."

### **Non-US transcripts**

All non-U.S. transcripts must be evaluated by an LFS-approved evaluation service to determine if your education is equivalent to an accredited college or university education in the U.S. LFS will accept educational transcript evaluations by "Current Members" of the National Association of Credential Evaluation Services (NACES), and "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE) if completed on or after August 15, 2016. Evaluations completed before August 15, 2016, will only be accepted if completed by AACRAO. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS. Official transcripts from the educational institution are required in addition to the evaluation.

To obtain an application, instructions, and information, visit them on the web:

- [National Association of Credential Evaluation Services \(NACES\)](#)
- [Association of International Credential Evaluators, Inc. \(AICE\)](#)

If you are an applicant whose education is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

Request the evaluation company to mail the evaluation directly to:

Laboratory Field Services – PLS Program  
 850 Marina Bay Parkway  
 Bldg. P, 1st Floor  
 Richmond, CA 94804

### **Renewal**

Once you receive your license you will need to renew every year. To renew, you must pay a fee. For information about the renewal process please visit the [LFS renewal web page](#).

**Resources & Helpful Links**

- [Approved Medical Laboratory Technician Training Programs](#)
- [LFS Approved Certification Examinations](#)

**Statutes & Regulations**

- [California Business and Professions Code, Clinical Laboratory Technology, Licensing](#)
- [California Code of Regulations, Title 17, Section 1030.5\(a\), Licensure and Work](#)

**The requirements listed may not be comprehensive.** Work experience in California as an unlicensed laboratory staff person will not be accepted as qualification toward any clinical laboratory license. Please note that biotech/pharmaceutical, forensic, academic, veterinary, research, and student laboratory experience cannot count as work experience or training for any clinical license (California Code of Regulations 1029).

MLT Trainee License Number: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

**Do not complete this page.**

Comments:

<i>SWC MLT Program Office Use Only</i>			
<i>Sciences: 2.75 GPA minimum</i>	<i>Units</i>	<i>Grade Achieved</i>	<i>Grade Points</i>
Anatomy (BIOL 260)			
Physiology (BIOL 261)			
Microbiology (BIOL 265)			
Chemistry (CHEM 100)			
Organic Chemistry (CHEM 110)			
Math (MATH 119) STAT C1000			
Total			
Science/Math GPA <b>2.75</b>			
Average Science/Math GPA Acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
College Reading requisite met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
College Math requisite met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
<b>Student Meets Criteria</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	

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Initial review by: \_\_\_\_\_ Date: \_\_\_\_\_

Final review by: \_\_\_\_\_ Date: \_\_\_\_\_

**MLT Application Verification**

***PLEASE READ and SIGN and return with application packet:***

*I verify that I have received, read, and understand the entire application packet and that the information submitted in this application packet is complete and accurate. I understand that incomplete and/or falsification of any information in this application may be cause for non-selection or dismissal from the program.*

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Applicant's Printed Name

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Applicant's Signature

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Date of Signature

## **FAQ's Regarding the MLT Application and Process**

**1. Are there any prerequisites for the MLT program?**

Yes. All prerequisite work is explained in the student handbook and must be completed prior to applying to the program. If you have prerequisites that are in progress and will not be completed by the application deadline it is up to the discretion of the program director whether your application will be accepted and reviewed.

**2. When can I submit my application? What is the deadline? When is the best time to send it during the open period?**

The application period is April 1 to June 25 of each enrollment year. The important thing is not to send in your application prior to the application open date or after the closing date. Applications are not considered unless received within the application time frame. Please make sure your application is complete. Incomplete applications are only reviewed **after** all complete applications have been reviewed. For example: If you are only waiting for a copy of your phlebotomy license and do not anticipate receiving it before the application deadline, you may send in your application, and it is up to the program director's discretion to accept and review the application.

**3. If I completed my prerequisite work at Southwestern College do I need to include a copy of my unofficial transcripts with my application?**

Yes. Unofficial copies of all prerequisite work must be turned in with the application. Official copies do not need to be requested from SWC.

**4. What if my prerequisite science GPA is below 2.75?**

If your GPA is below 2.75 you will not be granted a spot in the MLT program. You may repeat a science course one time (for a total of two classes) in attempt to boost your GPA.

**5. What if my Student Education Plan (SEP) is less than a year old but more than 6 months old?**

Your SEP must be less than 6 months old by the application due date. For example: If you had the SEP updated in January and do not plan to submit your application until July, you will need an updated SEP.

**6. What happens if I do not fill out the application entirely?**

Your application will be considered incomplete and will not be reviewed until all complete applications have been reviewed. This includes leaving ANY area blank (**put N/A if it is not applicable**) or not sending required documentation with the application. Yes, leaving even one area blank will cause your application to be put in incomplete status.

**7. I took an exam when I completed my phlebotomy program and received certification. Is this the same as the CPT I or II license?**

No. Certification is a national credential, and a license is a state credential (think of your birth certificate and driver's license). You need to apply for the CPT license through Laboratory Field Services.

**8. What happens if I did not apply for my CPT license because I thought my certification is what was required?**

Apply immediately for your license through Laboratory Field Services. Your application will be considered incomplete until a copy of your CPT license is received.

**9. My CPT license will expire during my time in the program. What do I do? Do I have to renew it?**

You are required to maintain active licensure throughout your time in the program. You must provide an updated version of your license before it expires. If the license is not renewed, you may be dismissed from the program.

**10. What if my CPR/AED certification will expire less than one year from my program start date?**

You will be required to renew the CPR/AED before the certification expires. If the certification is not renewed, you may be dismissed from the program.

**11. Does the essay I have to write for the application bare any weight on my acceptance into the program?**

Yes and no. The essay will be reviewed for specific criteria, which can be found in the application directions. All required information will be scored according to whether it is present or not present. The content of the essay is not scored, with exception to answering the required questions.

**12. When I am completing the Essential Functions form, what does the area "witness" mean?**

When you sign your Essential Functions statement you must have someone witness your signature. It can be anyone 18 years and older and does not need to be notarized.

**13. I am going to be in the area, can I drop off my application in the MLT department.**

No. Applications must be sent to the program using USPS mail and received within the start date and deadline date.

**14. When will I be notified if I am accepted?**

As per the student handbook and application directions, acceptance and denial letters will be sent via email to the student the first week of July. Do not contact the MLT program for a status update on your application. If you have not received notification by the date noted in the handbook please contact the MLT department.

**15. Is there a waitlist?**

No, there is not a waitlist. However, should the program receive more applications acceptable for admittance than placement sites, the remaining students will be placed on a list, in the order of lottery draw and awarded a spot ONLY IF a student declines their acceptance. This applies only until the first day of the fall semester. This list does not transfer over to the next application period.

**16. Can I work while attending the MLT program?**

You can; however, it is not recommended. The program is very rigorous and challenging and requires a huge time commitment. That being said, students have successfully completed the MLT program while working full-time.

**17. When are the classes?**

All MLT didactic and on-campus lab classes are in the evening, Monday-Friday, typically from 4:00pm-9:00pm for the scheduled length of the course. All externship courses are Monday-Friday, 8 hours per day, 40 hours per week for the scheduled length of the course. You will not be in an externship course and didactic course at the same time, with the exception of your final semester when you have class one night per week.

**18. What happens if I do not successfully pass a course?**

A grade of 75% (“C”) or better is required in all Medical Laboratory Technician courses for progression in the Medical Laboratory Technician Program and to graduate. The retention policy is explained in the student handbook.

**19. What if I still have a general education course to complete? Can I still apply?**

All prerequisite work, including completion of all general education courses required for the Associate degree, must be completed prior to applying to the MLT program. If you have **one** remaining general education course that needs to be completed you can send in your application and the program director will review at their discretion. Two or more classes left to complete will not be accepted.

**20. What if I am taking a science prerequisite course over the summer and will not be completed by the application deadline?**

All prerequisite courses must be complete before applying to the MLT program. If a course is in progress for the spring semester immediately before the application period and the institution has not posted grades before the application is due, you may send in your application. It will be considered incomplete and will not be reviewed until all required documents are received. Any courses in progress over a summer session will not be considered.

**21. I want to get a head start; can I order my textbooks before the orientation?**

No. **Do not** order any textbooks prior to orientation. The reason for this is because if a new edition comes out after the student handbook is printed the most up-to-date information will not be available. You will receive a textbook list at orientation.

**22. What if I cannot attend orientation?**

The orientation date can be found in the student handbook. The orientation is **mandatory** so please plan ahead.

**23. Can I choose my externship site?**

No. Placement at an externship site is done by the program director and is determined based on a number of factors. Some of these factors include your strengths and weaknesses matched with what the site can provide, faculty input, and classroom performance. Location of your home is taken into consideration but there is no guarantee that you will be attending a site close to your home.

**24. Are all the externships during the day?**

For the most part, yes. We are affiliated with a site that offers an afternoon/evening shift; however, there is no guarantee the site will be accepting students during your clinical year. In addition, if more than one individual is requesting the evening shift, names will be entered in a drawing to choose who is placed.

**25. If I am accepted I know I have to have a background check and drug screen. What if I know that something will flag?**

The first thing you need to do is notify the program director before completing the tests, typically at orientation is best. Refer to the student handbook for a detailed explanation.

**26. Is there an option to complete the program part-time?**

No. The MLT program is full-time with no option for part-time completion.

**27. If I self-withdraw from the program am I guaranteed a spot in future cohorts?**

No. You must reapply each year for consideration.

**28. Is the MLT program accredited?**

Yes. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). This accreditation allows graduates of the program to sit for the American Society for Clinical Pathology (ASCP) exam, the gold standard national certification award.