Dear Applicant:

Thank you for applying to the Medical Laboratory Technology Program at SAIT. We receive more qualified applications than our quota of 48 seats in the program. In order to best select our students, we require further documentation from you to complete the selection process.

To qualify for the next stage of the selection process you must submit the appropriate documentation and follow the proper procedure as outlined below.

- Return the signed selection package on or before the return date noted in the email cover.
- Electronic or printed signatures will not be accepted and the selection package will be returned “incomplete”.
- Submit responses to the questions included in this document.
- Use the questionnaire as a guide to investigate both the program and career of Medical Laboratory Technology.
- Include requested information using this form ONLY.
- Do not submit resumes, reference letters or portfolios or any documents that are not requested.

Selection Assessment

- Once completed packages are returned; a follow up email with selection assessment dates will be sent out. The selection assessment must be completed at SAIT on one of the scheduled dates. If you reside outside of a 400 km radius of Calgary and cannot come to SAIT without undue hardship, alternative arrangements may be considered.
- You will be assessed on your ability to answer questions delivered both in written and verbal format and your capacity to understand and follow directions after listening to audio files. You will also be given a written assessment which includes reading comprehension, math, science, career awareness and reasoning questions. Multiple applicants may be assessed simultaneously. **We do not provide a breakdown of the type of questions that will be on the assessment beyond what has been provided here.**
- If you have a disability for which accommodations are required, please contact SAIT Accessibility Services at 403-774-5093 or by email at accessibility.services@sait.ca.
- Candidates who achieve a mark of 85% or above on the selection assessment will be offered a seat until the program is full.
- Seats are offered after each assessment session so applicants are encouraged to register for the earliest date available.
- In the event of a tied selection assessment score, the seat will be offered to the applicant with the highest academic average based on admission requirements.

It is important that those applying to the Medical Laboratory Technology Program have a clear understanding not only of what is entailed within the educational program, but also of the duties and responsibilities involved in the career of a Medical Laboratory Technologist.
If you have any further questions or wish to confirm our receipt of your documentation, please contact Debbie McCluskey, Administration Assistant for the Medical Laboratory Technology program at SAIT at (403) 210-4210 or e-mail debbie.mccluskey@sait.ca. (Fax: 403.210.4295)

**Please note:** SAIT will not be able to disclose any information about your ranking during the selection process. You can log onto [www.mysait.ca](http://www.mysait.ca) to check your admission decision status. Should you be offered a seat or placed on the wait list, the Student Services Office will contact you either by letter or by telephone.

We look forward to receiving your documents and wish you the best in the selection process!
Please email, mail or fax the completed selection package as soon as possible to be considered for early selection to:

SAIT
Attention: Debbie McCluskey
Room R417, Health & Public Safety
1301 16 Avenue NW, Calgary, Alberta, T2M 0L4
Fax: 1-403-210-4295 or e-mail to debbie.mccluskey@sait.ca

Note: Applicants who provide a partial submission (one or more documents missing) will not move forward in the selection process until all documents are received.

The Selection Form Is Comprised Of Three Parts:

Part 1: Education

Admission Requirements
***VERY IMPORTANT***- If you indicated that you are currently enrolled in or registered in courses required for admission to the MLT program, you are required to provide a final grade or an interim grade (i.e. midterm mark) by April 15th. If you receive an offer of admission and your interim (i.e. midterm) or final grades are not consistent with the anticipated final grades you identified, your offer of admission may be withdrawn.

Interim grades may be sent to Debbie McCluskey in either of the following ways:
- A signed letter on school letter head from your instructor/teacher.
- A copy of your interim grades from a learning management system.
- Final Grades must also be submitted to Admissions at admissions@sait.ca or delivered to Student Services.

Post-Secondary

List any degree or diploma you have completed and the institution from which it was received below.

Part 2: Career Investigation and Program Awareness
A: Career Investigation: The following is a list of recommended websites and activities to assist you in your career investigation and to prepare you for the selection assessment. Indicate (mark) what you have attended or reviewed.

- Attend SAIT Open House
- Review websites: College of Medical Laboratory Technologists of Alberta (CMLTA), Canadian Society for Medical Laboratory Science (CSMLS), and Occupational Health Profile
  - [www.cmlta.org](http://www.cmlta.org)
  - [www.csmls.org](http://www.csmls.org)
  - [www.alis.gov.ab.ca/occinfo](http://www.alis.gov.ab.ca/occinfo)
- Visit a medical laboratory in your area (if possible). Please note Calgary Laboratory Services is unable to accommodate these requests.
B: Program Awareness

Are you aware that you will require access to a personal computer and the Internet to facilitate completion of required courses through electronic delivery?
Yes ☐ No ☐

Are you aware that this is a very learning-intense program and you can expect to have up to 8 hours of classes and 3-5 hours of studying per day?
Yes ☐ No ☐

Are you aware that you will be learning to collect blood as part of the program and will be practicing first on an artificial arm and then collecting blood from your classmates and them from you?
Yes ☐ No ☐

Are you aware that the first year of the program continues until the end of June and practicum may start immediately following the first year of the program?
Yes ☐ No ☐

Are you aware that you may be required to train totally, or in part, outside of Calgary for your practicum and that you are responsible for relocation costs?
Yes ☐ No ☐

Are you aware that you may be required to work different shifts (e.g. evening shifts, night shifts or weekends) while training at a clinical site during the practicum?
Yes ☐ No ☐

Are you aware that employment in this field requires a police information check with vulnerable sector check, updated immunization status and respiratory mask fit-testing?
Yes ☐ No ☐

Are you willing to have a police information check done and immunizations and respiratory mask fit-testing completed prior to starting the clinical phase of training?
Yes ☐ No ☐

I certify that I have read and understand the information outlined above in Section B program awareness. I recognize that if I have plagiarized any part of this document, that I will forfeit my admission to the Medical Laboratory Technology Program.

_____________________________________   __________________________
Signature       Date
Part 3: Practicum Awareness

MLT practicum placements are extremely limited as outlined to you in SAIT’s Academic Calendar. You may be placed at any hospital or laboratory that is partnered with the SAIT Medical Laboratory Technology program for your practicum year, which includes sites across Canada.

Site Allocation
During the fall term of year one, you will be asked to indicate your desired clinical locations in order of preference. Your preference will be considered but may not be able to be accommodated. The number of students accepted or allocated to each clinical site may change from year to year and will be decided by SAIT staff and the clinical site administration.

The following is a list of the clinical locations in which SAIT’s MLT program most frequently places students; however, SAIT has partnerships with other clinical sites in Alberta and across Canada where students may be placed:
- Medicine Hat
- Lethbridge
- Calgary

The practicum placement procedure is outlined below:
1. Once the above information is collected, you will be placed on lists according to your first choice of placement(s). You will be assigned your first choice if there are enough placements available for the number of students selecting this site.
2. If a site is over-selected, there will be a random draw to decide which students will be placed in their next available choices of clinical sites.
3. If none of the sites selected are available, you may be placed in another site anywhere in Canada. No special consideration will be given to individual circumstances.

Also Note:
- Practicum schedules may include weekdays, weekend, evening and night shifts.
- Detailed practicum schedules will not be announced until the third term (May-June).
- Practicum rotations may start immediately following year 1.
- The schedules may be changed at the discretion of the clinical site.
- Travel between various sites will be required within your designated city. For example, if you are chosen to complete your practicum in Calgary, you are responsible for traveling to all hospitals, the Diagnostic and Scientific Centre, and Patient Service Centres.
- You will be responsible for all costs associated with practicum; travel, parking and relocation as required.

Please be advised that signing this agreement communicates that you are aware of the practicum requirements and willing to go to the site where you are placed.

I ______________________________ (print full name) understand and agree to the above information regarding the year two practicum. I will be informed of my practicum placement in the winter semester to allow time to arrange accommodation prior to practicum start dates. I will be responsible for all associated costs incurred on practicum.

________________________________ Student Signature  ____________________________ Date

Candidates who do not sign and return this practicum awareness letter will forfeit continuation in the selection process.