Dear Prospective Student:

Thank you for your interest in the Histologic Certificate Technician Program at Harford Community College. This online program, accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), meets the eligibility requirements for the American Society of Clinical Pathologist (ASCP) HT Registry Examination.

To be eligible for this ten-month comprehensive program, you must be an incumbent worker, currently employed by a laboratory. The prerequisites include the successful completion of either high school or college level courses in biology, chemistry, and math in. Official transcripts or unofficial copies of your records from the institution(s) are accepted.

All students are advised that each State has the power to set their own practice. Completing our NAACLS accredited program prepares students for the ASCP Histotechnician certification exam. This national certification and does not guarantee licensure in any individual State.

Special Note to Florida Residents: If you are a Florida resident, the Florida Department of Health requires students to obtain a "clinical laboratory trainee license". Therefore, your very first step in this admission process is to request Harford Community College to add you to the trainee roster. To make your request, please fax to 443-412-2482 or email to Htonline@harford.edu, a copy of your lab's license and note on your request that you would like to be added to the training roster, include your full name, contact information, and current e-mail address. You will be notified by email that your request has been submitted. You may then apply for your trainee license and a copy of this license must be included with your admission documents.

Please visit http://www.harford.edu/cet/histotech/faq.asp to obtain additional information. If you have any additional questions after reading the information and materials, please contact Histology Online at HTonline@harford.edu or 443-412-2498.

We look forward to helping you achieve your goals by completing our Online HT Program.

Sincerely,

Kathy J. Archer, MSN, RN

Director, Allied Health Programs
Continuing Education & Training

ABOUT THE PROGRAM

Prior to application, students must be employed by a laboratory or facility with a laboratory. Harford Community College does not assist students seeking employment for program entry.

The program consists of both online instruction and laboratory skills. Lessons include self-study with instructor assistance, discussion forums, and the opportunity to occasionally speak with the instructor by telephone. Clinical assignments are completed at your place of employment and mailed to the assigned instructor, who will grade the assignments and provide feedback. A certified HT or HTL must agree to be the student's clinical mentor.

The Histologic Certificate Technician Program at Harford Community College has been designed as flexible as possible for you. Enrollment is on demand. This ten-month program consists of 654 clock hours. You should expect to work approximately 20 hours per week on coursework and clinical applications.

Cost for the Program and Payment Option

The current cost for the program is $4,495.There is a $95.00 non-refundable application fee, which will be applied to the program cost for accepted students. A $200 multi-student discount is available to students, if more than one student from the same lab is accepted into the program. Payment is due at the time of registration and is not processed until the student is accepted and enrolled.

Payment may be made by check, credit card, employer invoicing, the FACTS Payment Plan. Students may also apply for an education loan from Sallie Mae or other financial institutions. Confirmation that an education loan has been approved must be included in your submitted packet.

Please note: This Continuing Education & Training Online Histotechnology Program does not qualify for financial aid under FAFSA.

Harford Community College offers a FACTS Tuition Payment Plan. The cost for this service is a one-time charge of $35. There is no interest due.

To use the FACTS Tuition Payment Plan, please complete the application form online at http://www.harford.edu/cet/histotech/faq.asp. As a prospective student, you have not been assigned a Harford Student H ID Number; therefore, you need to enter your Social Security Number in the fields requiring your Student ID on this application.

This payment plan requires one-fourth down, plus a $35 fee paid to FACTS, which is immediately deducted from the account that you designate on your application. The remaining balance will be divided into 4 monthly installments, which will be deducted from your designated the account on the 5th of each subsequent month. Once you complete this online process, you will receive an e-confirmation, which **must** be included with your admission packet.

Required Textbooks

Prior to beginning the program, you will need to purchase or have access to the following textual materials. The program strongly suggests that you purchase them for your own personal library.

Title: **Histotechnology:A Self-Instructional Text**
Author: Freida L. Carson
Publisher: ASCP Press. Chicago
Edition/Year: 3rd edition / 2009

Additional information: purchase this book at either Amazon.com or ASCP (www.ascp.org)
Type: Required resource

Required NSH Materials

Self-Assessment Online

The Self Assessment Series is designed as an aid to prepare you for the HT (ASCP) certification. There are 14 modules to the series. You may purchase each module separately or as one complete product.

Study Mode/Test Mode: Each module will provide you with a study mode for you to use as much as you wish as well as a test mode for you to assess your skills by taking practice tests.

Contact hours: Contact Hours will be awarded after the completion of each module. You must complete and pass the posttest in order to receive hours. A certificate will be awarded once you have passed the test. The subscription to this series lasts for 3 years and qualifies for CMP points through ASCP. Subscriptions are non-transferable and non refundable after 10 days.

Price: Click the preferred product to order
Each Module: $35

Complete Series: $249 (Students will receive a $75.00 discount with proof of enrollment)

National Society for Histotechnology, 10320 Little Patuxent Parkway Suite 804, Columbia, MD 21044 Telephone: (443) 535-4060 Fax: (443) 535-4055. Website http://www.nsh.org

Recommended Text

It is strongly recommended that student have access to **Theory and Practice of Histological Techniques,** by John D. Bancroft and Marilyn Gamble, published: Churchill Livingstone Edition/Year: 6th edition/2008, ISBN: 978-0-443-10279-0. This book is out of print and is very expensive. We recommend that you try to borrow a copy.

401 Thomas Run Road Bel Air, Maryland 21015-1698

443-412-2498

Participating Laboratory:

The American Society of Clinical Pathologists requires that students graduating from a NAACLS accredited program complete their clinical training in a NAACLS approved laboratory.

To place your laboratory on the approved list for Harford Community College, complete the Clinical Facility Fact Sheet (attach a list of stains) the Clinical Affiliate Summary Sheet (attach your capital equipment list). Students must include these documents in their admission packet. This process does not include a clinical site visit. Harford Community College will pay all expenses associated with the NAACLS approval process.

Students will not be considered for this program until Harford Community College receives these documents with the completed student admission package.

This program is unique in that its delivery is for incumbent workers sponsored by the clinical site This affiliation agreement defines the responsibilities of the College, the Laboratory, and the Student, and is specific to this program. There are items included in facility affiliation agreements that do not apply to this type of program, because the student and clinical mentor are employees of the facility and not Harford Community College. Additionally, Harford Community College does not send faculty or other students your site., Therefore, the College will not consider alterations to this affiliation agreement.

If you have any questions, please contact us at htonline@harford.edu or 443-412-2498.

Sincerely,

Floyd M. Grimm

Floyd Grimm
Professor of Biology

Clinical Mentor Contact Information Form

Please print all information legibly.

Name _____HT/HTL Certification No._____

Address_____

City_____State_____Zip Code_____

Telephone_____Fax_____ Email_____

Clinical Mentor: Please attach a copy or your current **resume or CV**.
This is required for the accreditation of the clinical site.

Clinical Facility Fact Sheet

Institution: _____

Address: _____

City, State, Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Accredited by: _____

Clinical Coordinator or Contact Person at site: _____

Histology Laboratory Volume (**specify annual number of surgical cases**): _____

Number of autopsy cases (**annual**): _____ Number of blocks: _____

Number of special stains (**specify daily or weekly**): _____

Types of special stains (**please use a separate sheet if necessary**): _____

Number of cytology processing cases (annual): _____

Number of immunohistochemistry cases (annual): _____

Total space of histology laboratory: _____ Number of students in clinical experience: _____

Length of time of affiliation with sponsoring institution: _____ Length of training time: _____

Laboratory staff (**convert part-time to full-time equivalent**):

	Number Employed Day Shift	Number Employed Evening Shift	Number Employed Night Shift
Pathologists	_____	_____	_____
Pathologists' assistants	_____	_____	_____
Credentialed histotechnologists	_____	_____	_____
Credentialed histotechnicians	_____	_____	_____

(7/2003)

Clinical Affiliate Summary Sheet

Sponsoring Institution: **Harford Community College**

Program Level: **HT**

New Clinical Affiliate(s): _____

The following information has been compiled and will be included in the next Self-Study Report in order to maintain NAACLS accreditation.

Please use additional sheets of paper to answer these questions where appropriate.

1. Capital equipment utilized for student instruction: Please attach a list all Histology Laboratory equipment a student may use as part of his/her learning experience. (***If you have a computer inventory of the equipment in your laboratory, you may attach it to this report***.)

2. Facility specific required textbooks

Do you require students in your clinical facility to purchase or have access to any specific textbooks in addition to those required by the program?

_____Yes _____No

If you answered yes, please list the additional required textbooks (use an additional sheet if necessary).

3. Access to periodicals

Does your laboratory receive any periodicals such as the *Journal of Histotechnology*? If so, please provide a list of these journals. (Use an additional sheet if necessary).

Do Students have access to these journals? _____ Yes _____ No

4. Instructional resources

Does your laboratory have any instructional resources that are available to students? (These might include textbooks, 35mm slide sets, videos, teaching sets of prepared slides)

_____ Yes _____ No

If you answered yes, please list these instructional resources (use an additional sheet if necessary).

5. Objectives and evaluations utilized exclusively by the facility

Does your facility have any objectives or evaluations used exclusively by your facility as part of this program? (This does not include any tests or quizzes given created by the facility and given to the student)

_____ Yes _____ No

If you answered yes please list these objectives or evaluations (use an additional sheet if necessary).

6. Rules and policies unique to the facility that govern student behavior

Are there any rules and policies unique to your facility that governs student behavior?

_____ Yes _____ No

If you answered yes please list these rules or policies (use an additional sheet if necessary).

Agreement between Harford Community College and Histotechnology Laboratories

This agreement is made effective this _____ between **Harford Community College** (hereinafter referred to as "College") and _____ hereinafter referred to as "Laboratory").

Harford Community College is offering a 10-month Histotechnology Program ("Program") on-line to healthcare facilities and laboratories who wish to provide this training to their incumbent workers. Part of this course consists of clinical experience and laboratory exercises. Because this is a distance-learning course, Harford Community College needs laboratories to agree to be clinical sites and agree to allow their selected employees who are registered in the Program (hereafter referred to as Students or Student) to conduct various practicum assignments at their facilities.

The Laboratory recognizes the need for and benefit of this 10-month Program and is willing to make its premises available to the Students for the clinical experiences and laboratory exercises. Such clinical experiences and laboratory exercises shall hereinafter be jointly referred to as "Practicum."

Because of this common training need, the mutual desire to improve the Histotechnology field, and for the benefit of the Student's training, each party agrees to certain responsibilities during the 10-month Program. Communication between the Student, the College, and the Laboratory is essential for success to happen.

Responsibilities of Harford Community College:

1. The College will comply with the requirements and policies of the Laboratory. Further, it will also meet accreditation criteria of the National Agency for Clinical Laboratory Sciences (NAACLS). The College will assume full responsibility for the administration of the Program, its content design, delivery and quality, the requirements for matriculation and graduation, and its grading and records.

2. The College will assume full responsibility for the Student's academic preparation for placement at the Laboratory and assign only those Students who have successfully completed all the prerequisite courses and/or previous clinical education experiences and who otherwise qualify for training.

3. The College will define required entry-level skills and competencies, which the Student is expected to meet or exceed.

4. The College will provide a liaison ("Education Coordinator") between the College and the Laboratory. This Education Coordinator will be available via phone, fax, and email to effectively administer the Program and provide guidance and help to the Laboratory and the Student. Timely responses to all correspondence are expected.

5. Classroom learning will be done via distance learning using on-line course materials that were designed and developed by the College. The College retains ownership of the course materials. Other methods of delivery such as telephone, mail, etc. may also be used from time to time as necessary to effectively administer the Program.

6. The College will send Practicum exercises to the Student and the Laboratory. Instructions for completion and submittal will also be included.

7. Evaluation tools for assessing Student technical and professional behavior will be provided by the College.

8. All required Student papers and Practicum assignments will be graded by the College, and returned to the Student. Course grades will be reported in a timely manner according to College policy. The College has the final authority of assigning grades in all course work and evaluations.

9. If, at any time, the Student is not performing at expected standards, the College will communicate with the Student and the Clinical Mentor at the Laboratory. Best efforts will be made to retain the Student in the Program, according to College and Program policies.

10. The College will supply application forms for the American Society of Clinical Pathologists (ASCP) certification examination, appropriately signed to verify the Student's completion of the accredited Program.

11. The College will advise all Students and any College Faculty ("Faculty") placed at the Laboratory to have health insurance. The College will ensure that any Faculty who may have patient contact onsite at the Laboratory have all Laboratory-required immunizations and diagnostic tests, have the qualifying health status to work with patients, and are capable of performing the requirements of the educational experience at the Laboratory without posing any risk to the Laboratory patients or employees. The Laboratory reserves the right to interview specified Students before accepting them for placement.

12. During the terms of this Agreement, the College will provide upon the request of the Laboratory evidence of general liability insurance and of professional liability insurance with limits of at least one million dollars ($1,000,000) per incident and three million dollars ($3,000,000) in the aggregate for itself, its Faculty, and its Students. The College hereby acknowledges that such coverage is a condition precedent for each Student and Faculty member assigned to the Laboratory.

Responsibilities of the Laboratory:

1. The Laboratory will facilitate the Student's training in histotechnology according to the Program's curriculum.

2. The Laboratory will provide an employee ("Clinical Mentor") who will guide the Student in practical training in histologic techniques. This person must be ASCP certified HT or HTL. The Clinical Mentor will use demonstration, explanation, supervision, and evaluation to direct the Student's learning in the Laboratory.

3. The Laboratory will maintain a sufficient level of staff to carry out adequate service functions so that a Student will not be expected to perform histologic duties in lieu of the staff.

4. The Laboratory will ensure that all Students and Clinical Mentors have all Laboratory-required immunizations and diagnostic tests, have the qualifying health status to work with patients, and are capable of performing the requirements of the Practicum at the Laboratory without posing any risk to the Laboratory patients or employees. The Laboratory reserves the right to interview specified students before accepting them for placement.

5. The Laboratory retains the responsibility for obtaining criminal background checks, if required, on all Students and Clinical Mentors.

6. The Laboratory will provide emergency medical care to Students, Clinical Mentors, and/or Faculty who become ill or injured while on duty at the Laboratory, at the expense of the Student, Clinical Mentor, or Faculty member, as applicable, but assumes no responsibility for hospitalizations or ongoing care of the Students, Clinical Mentors, or Faculty.

7. The Laboratory shall inform the College of any changes in its operation, policies, personnel, or in-service delivery, which will affect the Practicum or the number of Students that can be accepted in any one-time period.

8. The Laboratory will provide adequate space, equipment, and supplies necessary to meet the Practicum assignments mandated by the Program. If the Laboratory is unable to provide all phases of Practicum assignments for the Student, the Laboratory may identify additional training location(s) and provide time for the Student to accomplish the off-site module(s) requirements.

9. The Clinical Mentor will evaluate the Student in technical skills and professional performance using the Program's forms according to the Program's schedule of evaluation.

10. If, at any time during the academic year, the Laboratory has cause for dismissal of the Student from employment or restrict access to their facility, the Laboratory will notify the College immediately. Reasonable efforts will be made by the Laboratory and the College to assure that the Student be allowed to complete the Program.

11. The Laboratory will provide information about the Laboratory facility and its employees, as required by the NAACLS, for accreditation purposes. The Laboratory may be asked to

allow NAACLS visitors to conduct a site inspection during the accreditation review process.

12. The Laboratory shall advise Students who are exposed to protected health information ("PHI") that PHI is confidential and that students may not access or disclose PHI when there is not a need to know or to pass on such PHI. The Laboratory shall advise Students that Students are required to attend the Laboratory's HIPAA training. The Laboratory shall advise Students that no PHI or individually identifiable health information to which the Student is exposed during a Student's Practicum shall be removed in any form (including, but not limited to, photocopies, reports, computers, diskettes, palm pilots, or other electronic devices) from the Laboratory's Premises.

Mutual Responsibilities:

1. Representatives of both the College and the Laboratory shall communicate on an ongoing basis to discuss issues of mutual concern that pertain to the Practicum. Such communication shall include, but not be limited to, meetings, phone calls, written documentation, and site visits.

2. The College and the Laboratory shall make no distinction in the admission of Students to the Program at the Laboratory or in the provision of instruction to such Students based on race, color, gender, creed, age, national origin, or disability.

3. The College and the Laboratory each represent and warrant that each organization, its officers, agents and employees shall be in material compliance with federal, state and local laws, regulations and ordinances applicable to its activities and obligations under this Agreement.

Responsibilities of the Student:

1. The Student will register and pay tuition and/or fees to Harford Community College.

2. The Student curriculum will be 40 weeks long and can be started anytime, but must be completed in 40 consecutive weeks. Students needing longer than 40 consecutive weeks to complete the Program may apply in writing to the College for a 2-month extension. The awarding of this extension is subject to the approval of the College. Students taking longer than 12 months to complete the Program must apply for readmission to the Program. This includes the completion and submission of a new admission packet to the College and payment of full tuition and/or fees.

3. The Student will complete the required work in both the lecture and Practicum portions of the Program. This work consists of written work and technical products such as blocks and/or stained slides. Student work will be submitted to the College by the published due dates. The Student is responsible for mailing costs.

4. The Student pledges to work independently on all technical tasks and examinations.

5. The Student will communicate with the College if any difficulties in completing the course are encountered during the year.

6. The Student is encouraged to apply for and take the American Society of Clinical Pathologists (ASCP) Board of Registry Histologic Technician examination within six months of completion of the Program.

Miscellaneous items:

1. This Agreement will have an initial term of one (1) year from the date it was first signed by the authorized College representative. A new agreement will be signed for each Student a Laboratory has in the Program.

2. Either party may opt not to renew this Agreement with 30 days written notice. Any termination will not affect Students in a Practicum at the Laboratory unless the parties determine otherwise in writing.

3. Students who terminate their employment with the sponsoring Laboratory may be required to find a new clinical site to complete the Program.

4. All parties will respect patient confidentiality and comply with all confidentiality policies of the clinical affiliate. A breach in patient confidentiality will result in the immediate suspension of the student.

Signatures:

_____	_____	_____
HCC Representative	Print Name	Date
_____	_____	_____
Laboratory Representative	Print Name	Date
_____	_____	_____
Student Signature	Print Name	Date

REGISTRATION FORM FOR THE ONLINE HISTOTECHNOLOGY PROGRAM

Harford Community College – Noncredit Registration	**Office Use Only:** **Spring** **Summer** **Fall** **Registered by:** _____ **Cashier's: C/R#:** **Initials:** **Date:**

New Student's SSN	Last Name *(Please Print)*	First Name	MI

Street	City	State	Zip Code

Home Phone	Work Phone	Mobile Phone

☐ Male ☐ Female	Date of Birth:	Senior Citizen (60 or older)? ☐ Yes ☐ No	U.S. Citizen? ☐ Yes ☐ No If no, specify status/visa type:

Ethnicity: Are you of Hispanic or Latino origin (a person of Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish culture or origin regardless of race: ☐ Yes ☐ No	Race ☐ (01) Caucasian ☐ (02) African American ☐ (03) Hispanic ☐ (04) Asian ☐ (05) Native American ☐ (06) Other ☐ (07) Multi Racial **To view the definitions of race, visit www.harford.edu/CET/Forms/noncreditregistration form.pdf**

Course #	Course Title	Course Fees	Out-of-Co	Out-of-State	Cost
	Online Histotechnology Certification Program	$4,495.00	Does not apply	Does not apply	
				Total Cost	$4,495.00

☐ Check ☐ Money Order (Payable to HCC) ☐ FACTS Payment Plan
☐ Credit Card: VISA___ MasterCard___ Discover____ American Express____ Card # _____ Exp. Date:_____

Name as it appears on the credit card: _____

Billing Address if different that student address: _____

*If using FACTS Payment Plan please include a copy of the confirmation email.

I accept and agree to abide by the policies and regulations of HCC. I understand that violation of these regulations may subject me to penalties and sanctions. (A copy of the Student Code may be obtained from the College Life & Wellness Office.) I certify that the information on this form is accurate and complete. Failure to provide accurate information may be just cause for dismissal from the College.

Student Signature _____ Date _____

An email address is required for registration.
The following email address will be used for this online course:

_____(Please print clearly).

Your admission packet maybe be faxed to Online Histotechnology at 443-412-2482, or emailed to HTonline@harford.edu, or mailed to the following address:

Online Histotechnology Program
Harford Community College
Continuing Education & Training
401 Thomas Run Road
Bel Air, MD 21015

Ten-Month Histotechnology Online Certification Program Document Checklist

Please use this checklist to determine that all required documents are in your admission packet before submitting. Students must submit all documents at the same time to be considered for enrollment into this program.

NACCLS requires the following list of documents to be in each student's records.

- ☐ Completed, signed and dated **Registration Form**
- ☐ **Payment:**
  - Make check payable to Harford Community College
  - Include credit card number on your registration form
  - FACTS Payment Plan - include a copy of your e-confirmation
  - Education Loan - include a copy of your approval
- ☐ A copy of your high school or college **Transcripts**
- ☐ **Clinical Mentor Information Form**
- ☐ Completed **Clinical Facility Fact Sheet** and **List of Stains**
- ☐ Completed **Clinical Affiliate Summary Sheet** and **Capital Equipment List**
- ☐ A signed copy of the **Agreement**

- ☐ Please Note: Florida residents must submit a ***COPY*** of their **Florida Trainee License**

Incomplete packets will be returned to student.

9.2013