



# HARFORD

COMMUNITY COLLEGE

Dear Prospective Student:

Thank you for your interest in the Histologic Technician Certificate Program at Harford Community College (HCC). 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 you must be an incumbent worker, currently employed by a laboratory. The prerequisites for this program are as follows:

- ☑ **An Associate's Degree or higher from a regionally accredited college/university**
- ☑ **Successful completion of high school and/or college level biology and chemistry**

The Associate's Degree can be in any subject. Official transcripts of your records from academic institution(s) must be provided to the college, Attn: Histologic Technician Program-CET. Transcripts from international schools, colleges, and universities must be accompanied by an official evaluation.

**About the Program:** This ten (10) month, 654 clock hour, program includes both theory (on-line) and laboratory components. Your classroom lessons will be guided self-study with the online mentor providing instruction via email, discussion forums, and occasional phone calls. All lab assignments will be done at your employing laboratory under the supervision of your clinical mentor. Clinical mentors must be ASCP certified as an HT or HTL. Completed lab assignments are mailed to the online mentor for grading.

**State Licensure:** Please be advised that each state has the power to set its own practices. Completing our NAACLS accredited program prepares students for the ASCP Histotechnician certification exam. This national certification does not guarantee licensure in any individual state. At this time, we are not able to accept students who intend to work in New York due to the state's licensure requirements. For more information, refer to the New York State Education Department; <http://www.op.nysed.gov/prof/ct/clp-cytlic.htm>.

**Cost and Payment Options:** The cost for the program is \$4,945.00. Multi-student rates may be available if more than one student from the same lab registers simultaneously. This program is not covered under FAFSA. Harford Community College offers all students a payment plan (please see the information sheet included in this packet). Please note, course numbers and student IDs are assigned by the college at time of registration

**Refund Policy:** Should a student need to withdraw from the program, the student needs to contact the Program Director by letter or email stating the reason for withdrawing. A full refund will be granted to a student who withdraws from the program within one week of the start date. Students who withdraw after one week are only eligible for a partial refund. No refund will be issued to students who withdraw after spending two months or more in the program. No refund will be issued to students who are dropped from the program due to nonpayment or incompleteness after a year in the program.

**Application Documentation:** *All documents must be sent at one time. Incomplete packets will not be accepted.*

In order to process your application, we will need the following documents:

- Completed and signed registration form with the email address you will be using clearly printed in the space provided
- Payment: please make check payable to Harford Community College. If using the FACTS payment plan, include a copy of the e-commerce confirmation page
- College transcripts indicating that you have earned a degree
- College and/or high school transcripts indicating that you have completed courses in biology and chemistry

- Clinical Mentor Information sheet completed with the resume of the HT (ASCP) or HTL (ASCP) who will serve as your clinical mentor
- Completed Clinical Facility Fact sheet with list of stains
- Completed Clinical Affiliate Summary Sheet with equipment list
- A signed copy of the Clinical Agreement

Please note, clinical facilities may require additional documentation, including health insurance, immunization records, and a criminal background check and/or drug screening; which would be the responsibility and expense of the student to obtain.

All students must submit, in entirety, the completed admission packet, including transcripts and payment for the course, to Harford Community College, Attn: Histologic Technician Program, Darlington Hall, 401 Thomas Run Road, Bel Air, MD 21015. You may also fax your packet to 443-412-2110. ***The confidentiality of Internet email cannot be guaranteed, so please do not send applications by email.***

**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 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 443-412-2110 or email [HTOnline@harford.edu](mailto:HTOnline@harford.edu), a copy of your lab's license. 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. A copy of this license must be included with your admission packet.

**Special Note to New York Residents:** We are also unable to accept students who intend to work in New York due to licensure requirements for the state of New York. For more information, refer to the New York State Education Department: <http://www.op.nysed.gov/prof/ct/clp-cytlic.htm>.

**Questions about the Program?** Please visit <http://www.harford.edu/histotech>. After reading the information and materials, please contact Histology Online at [HTOnline@harford.edu](mailto:HTOnline@harford.edu) or 443-412-2498 for any questions.

We look forward to helping you achieve your goals.

Sincerely,



Scott A. Snyder, BA, HT (ASCP) QIHC<sup>CM</sup>  
Histotechnology Program Director

401 Thomas Run Road  
Bel Air, Maryland 21015  
[www.harford.edu](http://www.harford.edu)

**Let Curiosity.**



# HARFORD

COMMUNITY COLLEGE

Dear Laboratory Representative:

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 following documents:

- Clinical Mentor Information Sheet (with resume attached)
- Clinical Facility Fact Sheet (list of stains attached) and the
- Clinical Affiliate Summary Sheet (list of capital equipment attached).

These documents must be submitted with the admission packet. A clinical site visit is not a requirement. Harford Community College will pay all expenses that may be associated with the NAACLS approval process. Students will not be considered for the program until the college receives the admission packet completed in its entirety.

Included in the admission packet you will find an affiliation agreement. This program is unique in that its delivery is for incumbent workers sponsored by the clinical facility. The College affiliation agreement defines the responsibilities of the College, the Laboratory, and the Student, and is specific to this program as approved by NAACLS. Because of the distinct nature of the HCC program, there are items included in individual facility affiliation agreements that do not apply. For example, both the student and clinical mentor are employees of the facility; therefore, the College does not request immunization records, physicals, drug screens, or criminal background checks. Additionally, HCC does not send additional faculty or other students your site. For these reasons, the College will not consider alterations to the HCC affiliation agreement.

If you have any questions, please contact us at [HTOnline@harford.edu](mailto:HTOnline@harford.edu) or 443-412-2498. Sincerely,



Scott A. Snyder, BA, HT (ASCP) QIHC  
Program Specialist, Histologic Technician Program



## Required Textbooks

Prior to beginning the program, you will need to purchase or have access to the following textual materials. It is strongly suggested 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: 5th edition / 2020

Additional information: purchase this book at either Amazon.com or ASCP ([www.ascp.org](http://www.ascp.org))

Type: Required resource

## Required NSH Materials

### Exam Simulator

The NSH Exam Simulator is designed as an aid to prepare you for the HT (ASCP) certification. The exam simulator has over 2,000 questions with images and feedback. Students have the option to take mock exams or to focus on specific subject areas.

The cost of the simulator is \$99 (\$79 for NSH members).

Order here: [https://www.labce.com/histology\\_exam\\_simulator.aspx](https://www.labce.com/histology_exam_simulator.aspx).

*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 Textbooks

It is strongly recommended that students have access to these textbooks, especially when preparing for the HT ASCP BOC exam:

Title: **Atlas of Histology with Functional Correlations**

Author: V.P. Eroschenko

Publisher: Wolters Kluwer

Edition/Year: 13<sup>th</sup> Edition/2017

Type: Recommended resource

Title: **Bancroft's Theory and Practice of Histological Techniques**

Author: J.D. Bancroft and K.S. Suvarna

Publisher: Elsevier

Edition/Year: 8<sup>th</sup> Edition/2018

Type: Recommended resource

Title: **Histologic Preparations: Common Problems and Their Solutions**

Author: R.W. Brown

Publisher: College of American Pathologists

Year: 2009

Type: Recommended resource

Title: **Wheater's Functional Histology: A Text and Colour Atlas**

Author: B. Young, et al.

Publisher: Churchill Livingstone

Edition/Year: 6<sup>th</sup> Edition/2014

Type: Recommended resource



## Recommended HT ASCP BOC Study Materials

It is strongly recommended that students have access to these study materials when preparing for the HT ASCP BOC exam:

Title: **BOC Study Guide**

Author: F. Carson

Publisher: ASCP Press

Edition/Year: 2<sup>nd</sup> Edition/2013

Type: Recommended resource

Title: **Histotechnology: A Self-Assessment Workbook**

Author: F. Carson

Publisher: ASCP Press

Edition/Year: 5<sup>th</sup> Edition/2020

Type: Recommended resource

Title: **HistoDeck Flash Cards**

Author: F. Carson

Publisher: ASCP Press

Edition/Year: 3<sup>rd</sup> Edition/2010

Type: Recommended resource

**Dako Pathology Education Guides**

Title: IHC Staining Methods, 6th Edition

Title: Bone Marrow Diagnosis

Title: Special Stains

Free Downloads: <https://www.agilent.com/en/dako-pathology-education-guides>

Type: Recommended resource



## Payment Plan

The College has contracted with NelNet, which allows students registering in Workforce Development programs to pay through multiple installments for their courses. A minimum deposit of 25% is required when enrolling with NelNet and the balance of the account must be paid in full by the end of the current semester. A \$35 processing fee is debited from the designated account immediately upon activation. Students must be registered for the classes before applying for the payment plan.

To use the Payment Plan, you will need to first submit your registration form and program application; indicate on your registration form that you will be paying via the Nelnet Payment Plan; see image below. Once you have been accepted into the program, you will receive instructions on how to setup a payment account.

Waiver Eligibility:	
<b>Payment is due at time of registration.</b>	
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Nelnet Payment Plan	I a u r a r w  I c p r  — S i
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	
If paying by credit card, Registration will <a href="#">contact you</a> for information.	
<b>Make checks payable to: Harford Community College.</b> If check sent separate from admission packet, be sure to put attn.: Histologic Technician Program - CET	



**HARFORD**  
COMMUNITY COLLEGE

# Continuing Education

**Mail form to:**  
Harford Community College  
Histologic Technician Program  
401 Thomas Run Road, Bel Air, MD 21015  
phone 443-412-2498 • fax 443-412-2110

**Office Use Only**

Spring  Summer  Fall

Registered by: \_\_\_\_\_

Cashier's Office: \_\_\_\_\_

C/R \_\_\_\_\_ Ini. \_\_\_\_\_ Date \_\_\_\_\_

**H (Issued once registered)**

HCC ID \_\_\_\_\_ Last Name (Please Print) \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone (Home or Cell - circle one) \_\_\_\_\_ Second Contact Phone (Cell/Work/Home - circle one) \_\_\_\_\_

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

\_\_\_\_\_ (Please print clearly).

**Contact information for HCC AlertMe Emergency Notification System**

YES, please contact me in the event of an emergency on campus or a non-emergency campus closing.

\_\_\_\_\_ preferred contact phone number

NO, I choose not to be contacted in the event of a campus emergency or non-routine campus closing.

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Senior Citizen** (60 years or older) YES  NO   
month/day/year

**Gender**  Male  Female

**Citizenship**  U.S. Citizen  Permanent Resident/Asylee/Refugee (Must bring in original card.)  
 Non-U.S. Citizen (Must submit copy of immigration document.) Visa Type: \_\_\_\_\_

**Ethnicity** Are you of Hispanic or Latino origin? YES  NO   
(Defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Race** See back for definitions of race.

Select one or more of the following categories: White  (01) Black/African American  (02) Asian  (03)   
 American Indian or Native Alaskan (04) Native Hawaiian or Other Pacific Islander (05)

**How did you hear about this course?**

Newspaper  Radio  HCC Marquee  HCC Website  Printed Schedule of Classes  HCC Kids Summer Program Booklet  
 Email  Postcard/Flyer/Brochure  HCC Facebook  Referral from Family or Friend  Referral from Instructor

COURSE#	COURSE TITLE	TUITION	FEE	OUT-OF-COUNTY SURCHARGE \$20	OUT-OF-STATE SURCHARGE \$35	COST
	Histologic Technician Certificate Program		\$4,945	N/A	N/A	\$4,945
<b>Sub-total</b>						\$4,945
<b>Waiver Eligibility:</b>						<b>Waiver Total</b> -----
<b>Total Cost</b>						\$4,945

**Payment is due at time of registration.**

Check  Money Order  Inet Payment Plan  
 VISA  MasterCard  Discover  American Express

If paying by credit card, Registration will contact you for information.

**Make checks payable to: Harford Community College.** If check sent separate from admission packet, be sure to put attn.: Histologic Technician Program - CET

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 actions. (A copy of the Student Code may be obtained from the college website, www.harford.edu.)

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.

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Clinical Mentor Contact Information

Please print all information legibly.

Name \_\_\_\_\_ HT/HTL Certification No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please attach a 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 HTLs	_____	_____	_____
Credentialed HTs	_____	_____	_____



## Clinical Affiliate Summary Sheet

Sponsoring Institution: **Harford Community College**

Program Level: **HT/HTL (depending on degree)**

New Clinical Affiliate(s): \_\_\_\_\_

The following information will be compiled and 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 offers a 10-month Histologic Technician Certificate 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 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. Reasonable efforts will be made to retain the Student in the Program, according to College and Program policies.
10. The College will supply the student with necessary instructions on applying for the American Society of Clinical Pathologists (ASCP) certification examination. The College will 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 two million dollars (\$2,000,000) per incident and four million dollars (\$4,000,000) 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.
13. The College shall save, indemnify, defend and hold harmless the Laboratory and employees against liability, costs, and expenses that they incur as a result of any suits, actions, or claims arising from or relating to any negligence or willful conduct of the College, its employees or students while participating in the program set forth in this Agreement. This section shall survive termination of this Agreement for a period of three (3) years.

**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 and drug testing, 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 by any method (including, but not limited to, photocopies, reports, computers, data storage devices, or any electronic devices) from the Laboratory’s Premises.
13. The Laboratory shall save, indemnify, defend and hold harmless the College, its trustees, officers, employees and students from any and all costs, expenses and liabilities that they incur as a result of any negligence or willful conduct of the Laboratory and its employees, while participating in the program set forth in this Agreement. This section shall survive termination of this Agreement for a period of three (3) years.

**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, religion, marital status, sexual orientation, occupation, personal appearance, political opinion, or physical/mental 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 additional 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 Histotechnician 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 Student's immediate suspension from the Program.

Signatures:

_____	<u>Rob Johnson, Director for Procurement</u>	_____
HCC Representative	Print Name	Date
_____	_____	_____
Laboratory Representative	Print Name	Date
_____	_____	_____
Student Signature	Print Name	Date

***HCC reviewed for legal sufficiency January 2014.***

## Ten-Month Histologic Technician Certificate 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. All incomplete packets will be returned to student.

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

- \_\_\_ Registration Form( include email address you wish to use for program communication and form of payment)
- \_\_\_ If paying by FACTS, include copy of confirmation page
- \_\_\_ College Transcripts for Degree
- \_\_\_ High School and/or College Transcripts for Biology and Chemistry
- \_\_\_ Clinical Mentor Contact Information Form
- \_\_\_ Clinical Mentor's Resume
- \_\_\_ Clinical Facility Fact Sheet with list of stains
- \_\_\_ Clinical Affiliate Summary Sheet
- \_\_\_ Equipment List
- \_\_\_ Signed and Dated Affiliation Agreement between HCC and Histotechnology Lab (leave date on first page of agreement blank)
- \_\_\_ All Florida residents must submit a COPY of their Florida Trainee License. Refer to cover letter for instructions on obtaining your trainee license.