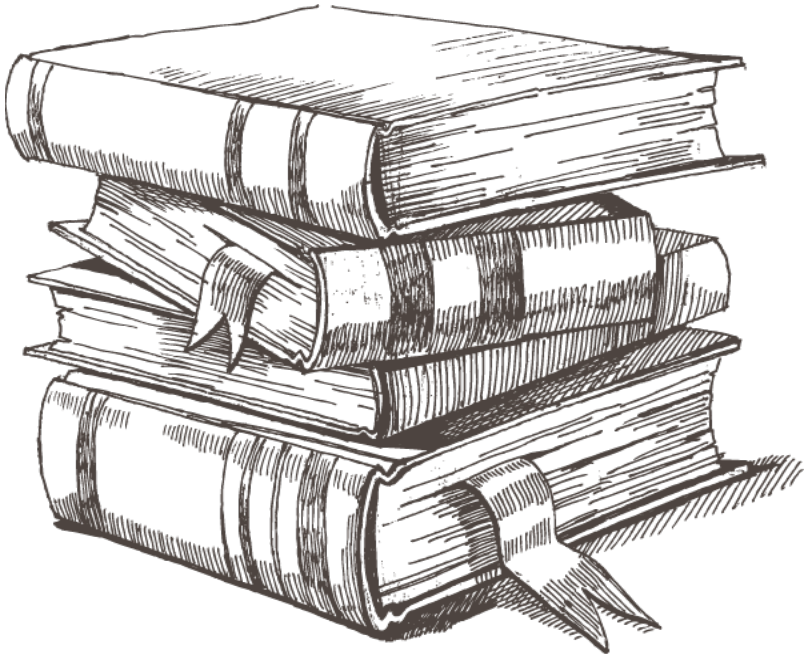
HISTOTECHNICIAN TRAINING PROGRAM STUDENT HANDBOOK



2025-2026

Histotechnician Training Program Handbook Procedures and Policies

Mt. San Antonio College Associate Degree Histotechnician Training Student Handbook

Introduction

Mt. San Antonio College began an Associate Degree Histotechnician Program in August 2001. This program trains histotechnicians for clinical, veterinary, and research laboratories.

On-campus technical training will focus on routine tissue sample preparation as well as special stains and techniques such as immunohistochemistry and in situ hybridization. The latter areas promise substantial growth as future career opportunities. Training on campus will include samples typically observed in clinical, veterinary and research facilities.

As a NAACLS accredited program, this program meets the requirements mandated by the American Society of Clinical Pathology (ASCP) Board of Certification. Effective January 2005, those who wish to take the certification exam offered must either complete a NAACLS accredited Histotechnician program or achieve an Associate Degree or at least 60 semester hours of academic credit with a combination of 12 semester hours of biology and chemistry and one year histotechnology experience. Partnerships with clinical, reference, and research facilities will provide work experience sites to qualify students for the Histotechnician AS degree, and to provide abundant practical experience. Graduates may also be ready to transfer to universities to complete Bachelor of Science degrees in related fields.

Students are expected to read the student handbook and retain for future reference. Students will sign that they have received and understand the policies and procedures of the Histotechnician Training Program.

Non-Discrimination Policy

Mt. San Antonio College provides opportunities for the pursuit of excellence for all students and staff through its educational programs and services. The purpose of all programs, services, activities, conferences, and college-endorsed competitions is to enrich the quality of human life. The college will provide open access to a college education and all support services without regard to sex, race, color, religious creed, national origin, age over 40, marital status, physical or mental disability (including HIV & AIDS), sexual orientation, or Vietnam Era Veteran Status.

If applicants need special accommodation in applying for or participating in the histotechnology program applicants are encouraged to inform the Histotechnician Training Program Director or Education Coordinator. Please refer to the Schedule of Classes for further information.

Admission Requirements

Mt. San Antonio College is an open-access institution. Students eligible for college admission are eligible for the Histotechnician Program. At the present time, there is no formal application process or selection process for the program. Classes are offered on a first-come-first-served basis. Some classes have prerequisites in place.

Assessment

Many classes have basic skills prerequisites or advisory prerequisites that must be assessed prior to registration. An application for admission must be submitted before completing the assessment requirements. Assessment must be completed prior to orientation and registration.

Orientation

Orientation is required for all new students who are enrolling at Mt. SAC, unless otherwise exempted. Completion of orientation is required prior to registering for classes. < https://www.mtsac.edu/counseling/orientation.html>

ESSENTIAL FUNCTIONS FOR ADMISSION AND RETENTION OF STUDENTS IN THE HISTOTECHNOLOGY PROGRAM

Implemented: Spring 2003

Histotechnology faculty have specified the following non-academic criteria (essential function/technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Histotechnology program and professional practice.

1. **Observation:** The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences. The applicant/student must analyze patient specimens (cell samplings and tissues) using a variety of manual and automated techniques. Such analyses usually require the functional use of visual and somatic sensations.

2. **Communications:** The applicant/student must be able to communicate effectively and respectfully with fellow students, faculty, staff, and members of the health care team. Communication skills include speaking, reading, and writing, as well as the observation skills described above.

3. **Motor:** The applicant/student must have sufficient motor function to be able to perform basic manual and automated techniques, including multiple concurrent and repetitive tasks; possess all skills necessary to carry out diagnostic procedures; be able to interpret appropriate procedures; and be able to execute motor movements reasonably required to perform all of the functions described above.

4. **Intellectual/Conceptual, Integrative, and Quantitative Abilities:** The applicant/student must be able to measure, calculate, reason, analyze, evaluate and synthesize; which due to the detailed nature of some laboratory tasks, may require long periods of concentration. In addition, the applicant/student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The applicant/student must have the capacity to perform these skills in a timely fashion.

5. **Behavioral and Social Attributes:** The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities; and the development of mature, sensitive, and effective relationships with fellow workers, students and others. Applicants must be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems. Integrity, concern for others, commitment, and motivation are personal qualities which each applicant/student should possess.

Students are expected to read the essential functions and determine if they meet the requirements. Students will sign off that they either meet the essential functions or that they could meet the essential functions with accommodations. The program coordinator will determine if reasonable accommodations can be made.

Program Goals

Enroll approximately 24 students into introductory HT courses per year. We hope to improve the training of entry-level histotechnicians thereby helping the California histology industry, which currently suffers from an insufficient number of qualified technicians.

Program Mission

The mission of this program is to prepare students to work as biomedical professionals in health care, pharmaceutical and biomedical research, and veterinary medicine; to interact with other biomedical professionals in an ethical manner; to develop the best possible technical skills in histology and to demonstrate at all times the utmost respect and concern for the well-being of those they serve.

Program Options

Students may complete an Associate Degree (AS) in Histotechnician Training, or students may choose to complete the required classes for an Associate of Arts (AA) degree and transfer to an ancillary baccalaureate program, or transfer into the Bachelor's Degree (BS) in Histotechnology

Associate of Science Degree in Histotechnology (Histotechnician Training)
(AS Degree S0961)

This program provides on-campus and on-site technical training in the field of histotechnology, focusing on routine tissue sample preparation, routine and special stains, and techniques such as enzyme histochemistry, immunohistochemistry, and in situ hybridization. Training on campus will utilize samples routinely prepared in both clinical and research facilities. As part of their formal training, students of histotechnology will utilize materials to prepare graduates for the American Society for Clinical Pathology (ASCP) Histotechnician (HT) or Histotechnologist (HTL) certification examination. Partnerships with local facilities will allow for work experience required for certification and provide further training for histotechnology students.

In addition to the general education requirements, students must complete:

Required Courses

Course Prefix	Course Name	Units
BIOL 1	General Biology	4
or BIOL 4	Biology for Majors	
or BIOL 4H	Biology for Majors-Honors	
ANAT 35	Human Anatomy	5
CHEM 10	Chemistry for Allied Health Majors	5
or CHEM 40	Introduction to General Chemistry	
or CHEM 50	General Chemistry I	

or CHEM 50H	General Chemistry 1-Honors	
MICRO 1	Principles of Microbiology	4-5
or MICRO 22	Microbiology	
HT 1	Introduction to Histotechnology (HT 1)	1
HT 2	Scientific Basics for Histotechnicians	3
HT 10	Histology (HT 10)	3
HT 12	Beginning Histotechniques	5
HT 14	Advanced Histotechniques	5
HT 16	Histochemistry/Immunohistochemistry	4
HT 17	Work Experience in Histotechnology	4
HT 25	Cellular and Molecular Biology for Histotechnicians	3
	Total	46-47

Refer to the schedule of classes for general education requirements or consult with an advisor. Students wishing to transfer to a baccalaureate program are advised to consult with an advisor.

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

1. successfully pass the Histotechnician American Society for Clinical Pathology Exam (ASCP)
2. be employed as a Histotechnician
3. demonstrate superior technical skills

Bachelor of Science Degree in Histotechnology (BS Degree BS0962)

The Bachelor of Science in Histotechnology Program at Mt. SAC will prepare students for a career in medical diagnostics by training them to prepare and evaluate tissues on a macroscopic and microscopic level and by developing strong supervisory and leadership skills necessary for high level management positions in a laboratory setting. In addition to performing complex tissue specimen preparations in the laboratory, students will complete courses in biochemistry, microbiology, anatomy, cell and molecular biology, advanced histotechnology, histology, cytology, pathophysiology, anatomic pathology, advanced microscopy, and medical ethics. Clinical rotations will provide opportunities to apply these skills, while courses in laboratory management, leadership, and professionalism will prepare them for supervisory and management positions. Completion of the associate degree in Histotechnician Training and the bachelor's degree in Histotechnology are required to be eligible for certification by the American Society for Clinical Pathology (HTL Exam). The bachelor's degree requires the completion of the California General Education Transfer Curriculum (Cal-GETC) pattern.

In most cases, the student will be required to take additional GE classes to meet this requirement. All courses designated as an upper division major requirement must be completed with a minimum grade of "C" (or "P") for each course in the major.

Required Courses

Bachelor of Science – Lower Division Major Requirements

The following courses must be completed before admittance to the program:

Course Prefix	Course Name	Units
BIOL 1	General Biology	4
or BIOL 4	Biology for Majors	
or BIOL 4H	Biology for Majors-Honors	
ANAT 35	Human Anatomy	5
CHEM 10	Chemistry for Allied Health Majors	5
or CHEM 40	Introduction to General Chemistry	
or CHEM 50	General Chemistry I	
or CHEM 50H	General Chemistry 1-Honors	
MICRO 1	Principles of Microbiology	4-5
or MICRO 22	Microbiology	
HT 1	Introduction to Histotechnology (HT 1)	1
HT 2	Scientific Basics for Histotechnicians	3
HT 10	Histology (HT 10)	3
HT 12	Beginning Histotechniques	5
HT 14	Advanced Histotechniques	5
HT 16	Histochemistry/Immunohistochemistry	4
HT 17	Work Experience in Histotechnology	4
HT 25	Cellular and Molecular Biology for Histotechnicians	3
	Total	46-47

Bachelor of Science – Lower Division General Education Requirements

Completion of Cal-GETC Total 34

Bachelor of Science – Upper Division General Major Requirements

Course Prefix	Course Name	Units
HTL 300	Biochemistry for Histotechnicians	3
HTL 301	Applied Immunology	3
HTL 302	Pathological Basis of Clinical Medicine	3
HTL 308	Essentials of Hematology	3
HTL 312	Ethics and Professional Standards in the Laboratory	3

HTL 320	Anatomical Pathology 1		3
HTL 322	Anatomical Pathology 2		3
HTL 390	Symposia in Histotechnology		1
HTL 404	Cytology		2
HTL 410	Laboratory Management		3
HTL 432	Research in Histotechnology		3
Required Electives			9
HTL 330	Forensic Histopathology		
HTL 406	Pathology of Cancer and Angiogenesis		
HTL 440	Advanced Microscopy		
		Total	39

Bachelor of Science – Upper Division General Education Requirements

Course Prefix	Course Name		Units
Choose three of the following courses:			9
ANTH 314	Forensic Anthropology		
ANTH 316	Medical Anthropology		
COMM 300	Conflict Management and Mediation		
PHIL 312	Introduction to Biomedical Ethics		
SOC 300	Cultural Competence in the Workplace		
		Total	9

Bachelor of Science – Degree Requirements

Lower Division Major Requirements		46-47
Lower Division General Education Requirements (Cal-GETC)		34
Upper Division Major Requirements		39
Upper Division General Education Requirements		9
	Total	**128-129**

Eligibility for the Histotechnology (HTL) Program

Applicants must meet one of the following criteria and completion of Cellular and Molecular Biology for Histotechnicians (HT 25) prior to the start of the bachelor's degree program.

- Current Mt. SAC students enrolled in AS in Histotechnician Training.
    - Completion of all core and HT coursework.
- Graduates of the Mt. SAC Histotechnician Training Program.
- Applicants from other colleges/universities.
    - Must have completed a NAACLS accredited HT or HTL program, with a minimum of an associate degree.

The bachelor's degree requires the completion of the California General Education Transfer Curriculum (Cal-GETC) pattern. In most cases, the student will be required to take additional GE classes to meet this requirement.

Students must complete the Histotechnician AS degree to be eligible for ASCP HT or HTL certification.

Steps for applying for the bachelor's degree in Histotechnology

There is one application period each year. December 1 - February 1

1. Get a Mt. SAC ID number (if you don't already have one):
    a. To do this, Apply to Mt. SAC Now! This can take up to two weeks to process. You need a Mt. SAC ID number in order to apply to the HTL program. If you are a current or returning student and already have an ID number, you do not need to apply again. Students who have not enrolled for two consecutive primary semesters must reapply to Mt. SAC.
    b. Update contact information through Admission and Records Office by following this link prior to starting the bachelor's degree application or through your student portal.
    c. All communication will be via your Mt. SAC student email only. Always check your portal for your Mt. SAC email only. Forwarding your email to your phone, personal email, or other electronic devices is not recommended.
2. Review the Multicriteria Screening
3. Preparation of Required Documents
    a. Using the multicriteria screening form as a guide, compile all required supporting documentation. All documentation must be uploaded in PDF format.
4. Counseling Verification Appointment
    a. Applicants will be required to meet with a counselor to verify the supporting documents. All official transcripts must be on file with the Admissions and Records Office prior to this appointment.
5. Apply Online During the Open Application Filing Period
    a. The online link for the Bachelor of Science Degree in Histotechnology will only be available during the application period. Applications will only be accepted during the time frames listed above. Applications cannot be reopened once submitted. Prior to submitting your application, you must review all uploaded documents to verify that the documents are legible and clear. Unreadable or inaccurate documents will result in the rejection of your application. Complete unofficial transcripts scanned into the application must have applicant name and all pages of transcripts.

b. Submitted application information must be complete, correct, and not withholding any facts or circumstances. All information given is subject to verification. At any time during the application process or during enrollment in the nursing program, discovery of falsification, misrepresentation, or omission of facts are sufficient reason for dismissal.

6. Timeline for Fall Semester application period

    a. Application link open December l through February 1.

    b. HTL Admission Committee Review occurs March through April.

    c. E-mails to candidates chosen for Fall semester sent by May l.

7. Attend orientation. Dates and times to be determined.

Upper Division Student Tuition

Students admitted into the Bachelor Degree Program will pay an additional Upper Division Tuition Fee of $84 per unit for upper-division coursework.

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

1. demonstrate competence and skill in all aspects associated with and practiced in a contemporary histotechnology laboratory.
2. prioritize and perform laboratory testing
3. troubleshoot instrumentation problems and resolve-staining inconsistencies
4. organize, supervise, and manage laboratory personnel and effectively manage a histotechnology laboratory
5. implement quality control standards
6. correlate clinical data with laboratory findings
7. maintain accurate and complete records and communicate effectively orally and in writing with members of the health care team
8. apply safety and government regulations and standards as applied to the histotechnology laboratory
9. demonstrate professional conduct and engage in continuing education and professional development

Core Course Descriptions

ANAT 35 – Human Anatomy **5 Units**

54.0 hours lecture 108.0 hours lab

Prerequisite: *BIOL 1 or BIOL 4 or BIOL 4H*

Study of the anatomy of the human body. The development, structure and components of organ systems of the body will be studied at the gross and histological levels. Laboratory will include the use of human anatomical models and human skeletons as well as the observation of prosected human cadavers and prepared histology slides.

BIOL 1 – General Biology **5 Units**

54.0 hours lecture 54.0 hours lab

Prerequisite: Eligibility for ENGL 68
Advisory: READ 90

Major principles and concepts, including cellular biology, energy relationships, biological systems, heredity, evolution and ecology for nonscience majors.

BIOL 4 – Biology for Majors **5 Units**

54.0 hours lecture 71.0 hours lab

Prerequisite: CHEM 10 or CHEM 40 and Eligibility for STAT C1000 or MATH 110 or STAT C1000H or MATH 11H
Advisory: Eligibility for ENGL C1000 or ENGL 1A or ENGL C1000H or ENGL 1ALH or AMLA 1A

Principles of biology required for advanced study, including cellular and molecular biology, bioenergetics, genetics, reproduction, evolution, biodiversity, and ecology. General Biology for science majors. One hour discussion group per week. Field trips with extensive hiking required.

CHEM 10 – Chemistry for Allied Health Majors **5 Units**

72.0 hours lecture 54.0 hours lab

Prerequisite: Eligibility for MATH 130

Principles of inorganic chemistry including measurements, structure, nomenclature, reactions, radioactivity, energy, properties of matter, acids/bases and solutions. For Allied Health majors such as nursing, dental hygiene, radiation technology. Completion does not give eligibility for CHEM 50.

CHEM 40 – Introduction to General Chemistry **5 Units**
(May be taken in place of CHEM 10)

72.0 hours lecture. 54.0 hours lab

Prerequisite: Eligibility for MATH 130
Advisory: Eligibility for ENGL 1A or ENGL IAH or ENGL 1AM or AMLA 1A

Measurements, structure and properties of matter, writing/balancing equations, stoichiometry, properties and behavior of gases, and properties of solutions. For science/ engineering majors preparing for admission into General Chemistry (CHEM 50.)

CHEM 50 – General Chemistry 1 **5 Units**
(May be taken in place of CHEM 10)

54.0 hours lecture. 108.0 hours lab

Prerequisite: CHEM 40 or satisfactory score on Chemistry Placement Examination; and (MATH 71, 71B or 71X or MATH 10 OR MATH 110 OR MATH 110H OR MATH 120 OR MATH 130 OR MATH 140 OR MATH 160 OR MATH 180)

General Chemistry topics including chemical formulas, equations, nomenclature, reactions, stoichiometry, thermochemistry, periodic trends, atomic structure, chemical bonding and structure, properties of gases, liquids, solids and solutions. Emphasis is on critical thinking as well as mathematical and dimensional analysis problem-solving. Laboratory experiments emphasize the scientific method as well as computer-based technologies in data acquisition and analysis. Introduces laboratory report writing skills.

MICR 22 – Microbiology **4 Units**

54.0 hours lecture 54.0 hours lab

Prerequisite: CHEM 10 or CHEM 40
Advisory: BIOL 1 or BIOL 4 or BIOL 4H

Fundamental concepts of microbiology; viruses, bacteria, fungi, protozoa and parasitic worms.

MICR 1 – Principles of Microbiology **5 Units**
(May be taken in place of MICR 22)

54.0 hours lecture 108.0 hours lab

Prerequisite: CHEM 10 or CHEM 40

Fundamental concepts of microbiology with emphasis on bacteria. Survey of microbial classification, morphology, physiology and genetics; beneficial and pathological aspects; growth and control of microbes; virology, immunology, and host-microbe interactions. Important infectious diseases of humans are surveyed. Laboratory exercises examine microbial morphology, physiology and genetics, as well as environmental influences of

microorganisms. Laboratory techniques include culturing, examining, and identifying microorganisms. Field trips are required

HT 1 – Introduction to Histotechnology 1 Unit

18.0 hours lecture

Advisory: Eligibility for (ENGL C1000 or ENGL 1A) or (ENGL C1000H or ENGL 1AH) or AMLA 1A

The role of histotechnicians in preparation and analysis of tissues samples for diagnostic and research purposes. Internet resources, support organizations and periodical references for histotechnicians, as well as regulatory agencies. Set up of an educational plan and portfolio to be used throughout the program.

HT 2 – Scientific Basics for Histotechnicians 3 Units

54.0 hours lecture

Prerequisite: CHEM 10 or CHEM 40 or CHEM 50 or CHEM 50H (may be taken concurrently)

Defines all aspects of general laboratory issues including general laboratory protocols, GLPs, safety, ethics, and terminology relative to the preparation of tissue samples.

HT 10 – Histology 3 Units

36.0 hours lecture 54.0 hours lab

Prerequisite: ANAT 35

Microscopy, cell structure, cell reproduction and staining. Identification of tissues, organs and special microstructures, and their detailed morphology. Involves distinguishing normal features from pathological conditions.

HT 12 – Beginning Histotechniques 5 Units

54.0 hours lecture 108.0 hours lab

Prerequisite: HT 1 and HT 2
Advisory: MICR 1 or MICR 22

Theory and practical applications and skill-building in tissue fixation, processing, embedding, sectioning, microtomy, hematoxylin-eosin staining (H & E), and microorganism staining. Quality control as it relates to routine histological techniques and equipment.

HT 14 – Advanced Histotechniques 5 Units

54.0 hours lecture 108.0 hours lab

Prerequisite: HT 12

Practical applications of special stains for carbohydrates, amyloid, connective tissues, muscle and nervous tissues, including silver stains. Introduction to frozen sections, cytology preparation, and microwave technology. Field trip required.

HT 16 – Histochemistry/Immunohistochemistry 4 Units

54.0 hours lecture 54.0 hours lab

Prerequisite: HT 10 and HT 12

Practical applications and fundamentals of enzyme and immunological reactions as they relate to tissue staining. Field trip required.

HT 17 – Clinical Experience in Histotechnology 4 Units

240.0 hours lab required

Prerequisite: HT 12 and compliance with Work Experience regulations as designated in the College Catalog.

Provides histotechnology students with actual on-the-job experience in an approved work setting which is related to classroom instruction. A minimum of 75 paid or 60 non-paid clock hours per semester of supervised work is required for each unit of credit. It is recommended that the hours per week be equally distributed throughout the semester. Students who repeat this course will improve skills through further instruction and practice. Placement by Program Coordinator.

HT 25 – Cellular and Molecular Biology for Histotechnicians 3 Units

54.0 hours lecture

Prerequisite: CHEM 10 or CHEM 40 AND BIOL 1 or BIOL 4 or BIOL 4H

Cellular and Molecular Biology for histotechnicians, with emphasis on structure and function of eukaryotic cells and their organelles, prokaryotic cells, biological molecules, cell division, cell signaling, and major metabolic pathways. DNA structure, function, recombination, and manipulation are also emphasized, as well as molecular techniques with applications for diagnostics and research.

HTL 300 – Biochemistry for Histotechnicians 3 Units

54.0 hours lecture

Prerequisite: CHEM 10 or CHEM 40 and Admission to the BS in Histotechnology

Designed for students in the BS in histotechnology program. Structure of proteins, carbohydrates, and lipids; ligand binding, enzyme catalysis and inhibition, principles of metabolism, including glycolysis, citric acid cycle, and oxidative phosphorylation, and anabolic pathways and thermodynamics.

HTL 301 – Applied Immunology 3 Units

54.0 hours lecture

Prerequisite: HT 25 and Admission to the BS in Histotechnology

This upper division course is designed to provide students in the Bachelor's of Science in Histotechnology Program with an in-depth understanding of immunological principles and techniques relevant to their field. The course will explore the immune systems structure, function, and response to pathogens, was well as the applications of immunology in research, diagnostics, and immune therapy.

HTL 302 – Pathological Basis of Clinical Medicine 3 Units

54.0 hours lecture

Prerequisite: HT 25 and HTL 301 and Admission to the BS in Histotechnology

This course provides an in-depth exploration of pathophysiology, focusing on the understanding of disease processes at the cellular and tissue level, with a special emphasis on histopathologic changes in cells and tissues. Students will learn the underlying mechanisms of various diseases and gain practical skills in histological analysis to identify histopathological changes associated with different diseases and disease states.

HTL 308 – Essential of Hematology 3 Units

54.0 hours lecture

Prerequisite: HT 25 and Admission to the BS in Histotechnology

This course provides a histological, biochemical, and clinical diagnostic study of blood, blood cell formation, iron metabolism, blood pathology, and practical laboratory technology used in hematologic evaluation.

HTL 312 – Ethics and Professional Standards in the Laboratory 3 Units

54.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

This course explores ethical and professional standards in a histotechnology laboratory setting, covers a variety of ethical theories, and focuses on issues such as patient confidentiality, integrity, honesty, and professional conduct.

HTL 320 – Anatomical Pathology 1 **3 Units**

36.0 hours lecture 54.0 hours lab

Prerequisite: HTL 302 and Admission to the BS in Histotechnology

Part 1 of a two-part course providing fundamental knowledge and practical experience of human histology and pathology, including biospecimen processing and management at the organ, tissue, cellular, and molecular levels by utilizing human anatomical specimens in applied hands-on laboratory sessions that include dissection, preservation, processing, and sectioning of tissue.

HTL 322 – Anatomical Pathology 12 **3 Units**

36.0 hours lecture 54.0 hours lab

Prerequisite: HTL 320 and Admission to the BS in Histotechnology

This is a continuation of HTL 320. In this class, the student will correlate the information from HTL320 with the anatomy and physiology of the organ systems and clinical behavior by observation, evaluation, and demonstration of how the pathology presents in anatomical specimens, the effects of disease on the anatomy and gross appearance of organ specific pathology, and in demonstration of various surgical techniques used in extracting pathological specimens for histologic assessment.

HTL 330 – Forensic Histopathology **3 Units**

54.0 hours lecture

Prerequisite: HTL 302 and Admission to the BS in Histotechnology
Advisory: HTL 320

This course introduces the specialty of forensic histopathology, in which discipline specific techniques are used to aid in the determination of the cause, manner, and mechanism of unusual and unconventional deaths. Medical and legal implications are covered, in addition to basic forensic principles, such as chain of evidence, appropriate reporting of findings, and privacy.

HTL 390 – Symposia in Histotechnology **1 Unit**

18.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

This course offers symposia of varying lengths in order to present current information and new techniques and methods to students in the BS HTL program. Material covered varies each year and is dependent on current trends and the availability of speakers and presenters on the topics of interest.

HTL 404 – Cytology **2 Units**

36.0 hours lecture

Prerequisite: HTL 302 and Admission to the BS in Histotechnology
This course will explore laboratory techniques, procedures, and preparations used in the cytology lab, including sample preparation, lab safety, quality assurance, and laboratory accreditation requirements. Normal cell structure and function will be reviewed, and approaches to identification and evaluation of pathologic conditions in cells will be described.

HTL 406 – Pathology of Cancer and Angiogenesis **3 Units**

54.0 hours lecture

Prerequisite: HTL 302 and Admission to the BS in Histotechnology
Advisory: HTL 404

This course covers the morphological and biologic basis of human cancer development with emphasis on resulting histologic and cytologic changes, including the metastatic processes, molecular carcinogenesis, mechanism that initiate and promote angiogenesis and laboratory techniques employed in diagnosis and treatment. Histotechnologic techniques in cancer diagnosis, such as microvascular density, are also included.

HTL 410 – Laboratory Management **3 Units**

54.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

This course prepares histotechnologists for leadership positions in the laboratory by developing knowledge and abilities to run a laboratory efficiently. Leadership skills, time management, personnel management, team building, motivation, quality assurance, and strategic thinking and planning prepare students for management opportunities.

HTL 432 – Research in Histotechnology **3 Units**

54.0 hours lecture

Prerequisite: HTL 312 and Admission to the BS in Histotechnology

This course introduces the creation, maintenance, and use of human tissues and the derivatives as tools in translational research. Included are the logistics and legal aspects of creating and maintaining bio-banks, federal, state, and institutional regulatory and funding mechanisms.

HTL 440 – Advanced Microscopy **3 Units**

54.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

This course introduces the theory and practice of modern microscopy. Lectures cover basic physical properties of microscopy, including optics, principles of image formation, light microscopy, fluorescence microscopy, digital imaging, confocal microscopy, and electron microscopy. Required field trips to advanced microscopy laboratories are part of this course and provide hands-on opportunities for students to observe a variety of types of microscopes, explore their features, determine the best applications, and prepare slides using specialized techniques such as heavy metal and fluorescence staining.

ANTH 314 — Forensic Anthropology **3 Units**

54.0 hours lecture

Corequisite: (ENGL C1000 or ENGL 1A) or (ENGL C1000H or ENGL 1AH) or AMLA 1A and Admission to the BS in Histotechnology

This course provides an introduction to the field of forensic anthropology, with a focus on the scientific analysis of human remains in medico-legal contexts. Students will learn about the methods and techniques used in the identification of human remains, including bone analysis, facial reconstruction, and DNA analysis. Topics covered include the history of forensic anthropology, the ethics and legal issues surrounding the discipline, and the role of forensic anthropology in criminal investigations, war crimes, mass fatalities, and unexplained deaths. This is an upper-division course for students who have been accepted into the HTL bachelor's degree program.

ANTH 316 — Medical Anthropology **3 Units**

54.0 hours lecture

Corequisite: (ENGL C1000 or ENGL 1A) or (ENGL C1000H or ENGL 1AH) or AMLA 1A and Admission to the BS in Histotechnology

This course provides a survey of the field of medical anthropology, which examines the intersections of culture, health, and illness. Through cross-cultural comparison, students will explore how diverse cultural beliefs, practices, and social structures shape health, illness, and medical practices. The course also examines disparities in global health in socioeconomic and political context. Medical anthropology employs a holistic approach that considers health at the intersection of biology and culture, shaped by both physical and social environments. Medical anthropology draws on the subfields of cultural anthropology and biological anthropology to understand the impact of culture on human physiology and well-being, with additional perspectives from linguistics and archaeology. This is an upper-division course for students who have been accepted into a HTL Bachelor's Degree program.

COMM 300 — Conflict Management and Mediation 3 Units

54.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

Analytical investigation of the methodology and techniques required to effectively manage and mediate workplace, interpersonal, and group conflicts.

PHIL 312 – Introduction of Biomedical Ethics 3 Units

54.0 hours Lecture

Prerequisite: Admission to the BS in Histotechnology

Key issues within the closely related fields of medical ethics, bioethics, and biomedical ethics. The course will be structured around some of the major “problem areas” that are widely debated in these fields, including the ethics of medical research; human enhancement; reproduction and reproductive technologies; euthanasia. It will also introduce students to a range of ethical theories and modes of ethical theorizing.

SOC 300 — Cultural Competence in the Workplace 3 Units

54.0 hours lecture

Prerequisite: Admission to the BS in Histotechnology

This course will discuss the concept of culture, how it shapes the human experience, and the importance of cultural competence as a tool for reducing various forms of bias when working with and serving diverse populations. From the perspective of intersectionality, students will explore interplay of socioeconomic status, race, ethnicity, nationality, color, sex, gender, gender identity and expression, sexual orientation, age, disability and ability, relationship status, political ideology, religion/spirituality, military service, and tribal sovereign status' among other populations.

Typical Histotechnician Training Program Course Availability
Course Grid

Course	Title	Prerequisite	Semester Offered	Format	Days	Time	Length
HT 1	Introduction to Histotechnology		Fall	Lecture	TTh	1:15 to 2:20	8 weeks
HT 2	Scientific Basics for Histotechnicians	CHEM 10 or higher	Fall	Lecture	Async	Online	16 weeks
HT 10	Histology	ANAT 35	Fall	Lecture Lab	TTh TTh	9:45 to 10:50 11:30-12:55	16 weeks
HT 12	Beginning Histotechniques	HT 1, HT 2 Advisory of MICRO	Spring	Lecture Lab	TTh TTh	9:45 to 11:10 11:30-2:40	16 weeks
HT 14	Advanced Histotechniques	HT 12	Fall	Lecture Lab	MW MW	9:45 to 11:10 11:30-2:40	16 weeks
HT 16	Histochemistry/ Immunohistochemistry	HT 10, HT 12	Spring	Lecture Lab	MW W	9:45 to 11:10 11:30-2:40	16 weeks
HT 17	Work Experience in Histotechnology	HT 12	F, W, S, S		Varies	Varies	6 or 16 weeks
HT 25	Cell and Molecular Biology for Histotechnicians	CHEM, BIOL	varies	Lecture	Varies	Online and/or in person	16

General education and other core classes are offered most semesters.

Clinical Work Experience in Histotechnology

Clinical work experience provides students with actual on-the-job clinical experience in an approved clinical setting in a histology laboratory. Clinical experience is available after completion of the second semester and successful completion of Beginning Histotechniques (HT 12) with a "C" or better. It is available during fall, winter, spring and summer sessions. Students must complete four units of clinical experience for graduation. Each unit of clinical experience requires 60 hours of on-the-job experience. Students are encouraged to complete a combination of HT 17 to get experience in at least two or three different histology settings.

Clinical Assignment

The Educational Coordinator will assign students to a clinical affiliate. Factors considered in assigning students will include:

1. Student preference.
2. Availability of the clinical site to accept students.
3. Geographic distance between the student's home and the various clinical sites.

Students will be asked to select four possible clinical sites. All efforts will be made to accommodate the student, but the program director will make the final decision. **In the event that there are not enough clinical sites for all students**, students will be ranked and placed in order of their rank. Ranking will be determined by the students closest to fulfilling the program graduation **HT AS Degree requirements.** Students not placed, will be put on a waiting list and placed as sites become available.

Selecting Clinical Work Experience Sites

Various sites are available for students at various times and days. Students are responsible for finding transportation to and from the clinical sites. Although there are various schedules available, each site has times and days that they will accept students. If a student cannot find a suitable site, they may need to adjust their schedule. Students are expected to be flexible with the times and days of work experience. Students may be assigned clinical experiences during evenings, nights, and/or weekends. In certain instances, there are limitations imposed by clinical affiliates. Adjustments may need to be made with clinical experience assignments. Students must be prepared to accept an assignment to any facility being utilized by the program. Students must have a physical examination and background check completed prior to beginning work experience. Students are also responsible for transportation expenses to and from the work site.

Medical Examinations, Background Checks, and Drug Testing

All students enrolling in Clinical Work Experience are required to have a medical examination (physical), drug screen, and background check. These are at the student's expense. There are also sites that require a mandatory orientation that may be held on days other than the days the student will be completing work experience. There are also

sites that require fingerprinting and additional background checks. If any facility refuses to allow the student to participate in the clinical work experience as a result of these findings, the student may not be allowed to progress in the program. Every attempt will be made to place the student at another clinical site.

Student Service Work

Students perform service work only under the direction of the clinical site instructor during scheduled practicum hours agreed to by the student and instructor prior to the beginning of each semester. Service work by students outside the scheduled clinical hours is not permitted. Students are assigned during regularly scheduled shifts and may not be paid for their work.

Students are placed only in clinical settings where activities such as phlebotomy are not part of the histology laboratory operations and where current staffing levels are adequate to insure that students will not be used to replace trained technicians.

Dress Code Policy for Clinical Affiliates

Students are required to adhere to dress codes in place at clinical affiliates. Jeans are not allowed at most sites. For safety reasons closed-toes shoes must be worn, long hair should be tied and dangling jewelry should not be worn. Lab coats are required.

Clinical Experience Affiliates*

Balance Health (41)	Pomona Valley Hospital (7)
Children's Hospital LA (29)	Sakura Finetek (40)
City of Hope Medical Center (19)	Scripps Health (106)
Kaiser Chino Hills (8)	USC Labs (23)
Kaiser North Hollywood (42)	UCLA Medical Center (40)
Dr. Kenneth Lee (8)	UCSD Medical Center (110)
Long Beach VA Medical Center (34)	Victor Valley Global (61)
Pathkare, Inc. (24)	

***Numbers in parenthesis indicate mileage from Mt. SAC**
Work sites are subject to change and to availability on a semester-to-semester basis.

Clinical Experience Evaluation

The ability to perform procedures will vary between clinical sites. After demonstrating competency, students may be permitted to perform procedures, with appropriate supervision. In the event that students are not able to perform procedures, practice tissue/blocks will be provided for the student to develop the competencies, and meet their objectives.

Students will be evaluated on their work ethic and objectives/competencies. A Pass/No-Pass is received for clinical experience. No-credit is equivalent to a “D” or “F” grade. No units are awarded and units are not counted in determining grade point average. No-credit grades will be considered in probation and dismissal procedures.

It is important to remember that this is an opportunity for you to interview potential employers just as it is an opportunity for employers to interview you. If a student is asked to leave a clinical affiliate site due to negligence or behavior problems, the student may not be eligible for further clinical experience.

Clinical Grievance Policy

Should a conflict occur in a clinical affiliate the following steps should be followed:

1. All conflicts or complaints should be discussed with the Clinical Coordinator. The discussion should be primarily of a verbal nature and no formal complaint form is required.

2. If the conflict cannot be resolved with the Clinical Coordinator, the student or Clinical Coordinator may contact the Educational Coordinator. The Educational Coordinator will act as a neutral mediator to resolve the conflict. These discussions should be primarily of a verbal nature and no formal complaint form is required.

3. If the Educational Coordinator cannot achieve resolution, any party may contact the Program Director. A formal student complaint form will be completed. The Program Director will resolve the conflict using the College’s student grievance policy. Written documentation of this process will be included in the student’s practicum file.

4. The student academic grievance policy will remain in effect throughout the practicum experience.

College Requirements

Students are subject to all of the rules and regulations of the college. Please refer to the College Catalog, New Student Orientation Handbook, Student Discipline Policy, and Schedule of Classes for specific policies and procedures.

Program Requirements

In order to progress in the program, a grade of “C” or better must be maintained in all academic classes and a “credit” in clinical work experience classes.

Course Substitutions

All coursework taken at another college, in or outside the United States, requires that a course substitution form be completed if that coursework is to be used for credit by the college for this program. It is the responsibility of the student to request a course substitution from the program education coordinator or department chair. After completion, the form will be submitted to the division office for approval by the Dean. Once approved, the course substitution form will be forwarded to the admissions office for grade verification and recording.

Education Plan Requirements

An education plan is required for students enrolled in the Introduction to Histotechnology (HT 1) course. The education plan can be completed in consultation with an advisor or the Education Coordinator. The Education Coordinator will review the education plan. A grade will be issued for turning in an education plan as a component of the HT 1 course.

Attendance

Students are expected to attend class regularly. Each policy for attendance is found in the course syllabi.

Students are expected to arrive on time for scheduled hours at clinical work affiliate sites. If a student is going to be absent or if arrival will be delayed, he/she must notify the supervisor at the clinical work affiliate. Your attendance is considered in the work experience evaluation.

Method of Evaluation

Grades are issued at the completion of each semester. Any student enrolled as of the first day of the fifth week in a full semester course shall receive a grade on his/her permanent record. Grades are issued as follows:

Evaluative Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing less than satisfactory	1
F	Failing	0
P	Pass	
NP	No Pass	

Refer to the Schedule of Classes for a complete explanation.

Student Injury Policy

Any injuries sustained on campus or at clinical affiliate sites are to be reported to a faculty member immediately. The faculty member will complete the required documentation and advise the student regarding treatment based on district policy. Faculty and student will complete necessary forms as indicated.

Health Policy

Clinical affiliates and NAACLS require that students have proof of a current physical exam (medical examination) on file and must be up to date with all required immunizations. In preparation for clinical work experience students will have a complete physical exam processed and on file in the Educational Coordinator's office. Students are responsible for the cost of the physical examination. Please refer to the Medical and Physical forms.

Childcare

Childcare for infants and young children (up to age 5) may be available on campus for a fee on a space available basis. Contact the Child Development Center at (909) 274-4920 or visit http://www.mtsac.edu/cdc/.

Tuition/Fees

Fees are subject to change. See the course schedule for current fees.

Enrollment Fee: $46/unit. Required of all student residents of California except those who qualify for the California College Promise Grant (CCPG), a state financial aid program. Students admitted into the Bachelor's Degree Program will pay an additional $84/unit for upper-division coursework.

Nonresident Tuition: $395/unit + $46/unit enrollment fee ($441/unit). Required of all students who have not established residence in California for a period of one year prior to the day before classes begin.

International Tuition: $371/unit + $46/unit enrollment fee ($417/unit). Required of international students attending Mt. SAC on an F-1 Visa. International students applying for an F-1 Visa must pay a $50.00 application fee regardless of whether they register for classes.

Student Activities Fee: $15/semester (Fall and Spring semesters only). Supports various programs and services on campus, including book grants, cultural programs, speakers, and discount tickets to amusement parks and movie theaters.

Student Representation Fee: $2.00 (Fall and Spring semesters only)

Student Transportation Fee: $8 (part-time students), $9 (full-time students). Collected in Fall and Spring semesters only.

Materials Fee: Varies. Fee is noted under the class listing at the end of the course description.

Parking Fee: $55 per Fall and Spring semester ($30 with CCPG waiver), $30 per Winter and Summer sessions. Student parking permits are required to use all student parking lots.

Student Health Fee:** $23 per Fall and Spring semester. ($17 with CCPG). $20 per Summer and Winter session ($15 with CCPG waiver). The student health fee is required of all credit students, including part-time.

Applications for waivers are available in the Cashier's Office (9A) or in the Student Health Center (67B) for the first two weeks of the semester.

Financial Aid

Financial aid programs are available to eligible students to help met the cost of attending college. Aid programs include grants, work-study opportunities, scholarships, and loans. Forms are available at the Financial Aid Office. For more information, contact extension 4450 or see http://www.mtsac.edu/financialaid/

Scholarships

There are many scholarships available to Mt. SAC students and several additional scholarships for Histotechnology Students. These scholarships can be accessed through the Financial Aid Office. Forms can be obtained from the Financial Aid Office or from the Mt. Sac web site (https://www.mtsac.edu/financialaid/).

Graduation

Students completing all of the requirements for the A.S. Degree Histotechnician Program are eligible to participate in the commencement ceremonies of the College in June of each year. Students completing all of the requirements for the A.S. Degree midyear are also encouraged to participate in these ceremonies in the spring.

It is the individual student's responsibility to have an educational plan in place, to be cognizant of the requirements of the A.S. Degree, and to contact an educational advisor to verify acceptance of any previous course(s).

During the fourth semester of the program, each student is responsible for requesting a graduation check from Student Services. Graduating students must petition for graduation prior to the deadline indicated by Admissions and Records for that current semester.

As graduates of a NAACLS accredited program, students are eligible for national certification through the American Society for Clinical Pathology (ASCP). Students are encouraged to apply for HT or HTL ASCP certification. Graduation is not contingent upon ASCP certification.

Accreditation

The Mt. San Antonio Histotechnology program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For more information on accreditation, please contact NAACLS at 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880 or visit the NAACLS website at https://naacls.org

Certification

Eligible students will apply for certification through the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). The ASCP Board of Certification Procedures for Examination and Certification booklet will be available from the Education Coordinator. For complete instructions, contact the ASCP Board of Certification at 33 W. Monroe St., Suite 1600, Chicago, IL 60603, (312) 541-4999 or visit the ASCP website at https://www.ascp.org/content/board-of-certification

Documentation Required for Certification

An official transcript from Mt. San Antonio College, bearing the embossed seal of the college, the signature of the Registrar and the date your degree was conferred must be submitted to the ASCP BOC. All degree requirements must be completed before you will be able to sit for the examination. The HT Program Director approves the application. The student has a period of five years from completion of the program to sit the exam. After that period, eligibility will be based on clinical laboratory experience.

Certification Application Fees

The application fee must be submitted with the application form. The current fee for the HT ASCP examination is $225 for HT and $250 for HTL. This fee is non-refundable. Beginning January 1, 2026, application fees will increase by $10.

The application is valid for a period of three (3) years.

Examination Format

The Histotechnician Examination is an exam made up of 100 multiple-choice questions. The multiple-choice component uses computer adaptive testing (CAT). The CAT exam is held at Pearson™ Professional Centers. Two hours and thirty minutes are allowed for the 100 questions.

Computer adaptive testing format is based upon the examinee's ability. Initially questions of moderated difficulty are given to the examinee. Each time an examinee answers a question the computer re-estimates the examinee's ability. Then, based upon that estimate, the computer selects questions to challenge the examinee. The advantage to this format is that examinees are not asked questions that are far beyond their ability. The scores are adjusted for level of difficulty. The BOC transforms the scores into scaled scores that can range from 100 to 999.

HT/HTL Examination Grading

A score of 400 is required for passing the CAT HT exam. At the completion of the exam, applicants will know whether they have passed. Notification to view the exam score will be emailed within 5-10 business days after completing the examination. Scores will also be released to the HT Program Director (unless instructed otherwise). An applicant must successfully complete the examination to receive HT ASCP certification.

Re-examination

Students are permitted to attempt the HT examination a total of five times. After five unsuccessful attempts, a student is ineligible for further examination in the HT category under the same route.

Certification Maintenance Program

Certification is valid for 3 years. To maintain the certification individuals will be required to participate in the BOC Certification Maintenance Program.

The Certification Maintenance Program (CMP) requires 36 hours of documented continued competency every three years.

Information on the CMP is available at the ASCP website.
https://www.ascp.org/content/board-of-certification/stay-credentialed#information-about-cmp

Mt. San Antonio College Histotechnology Program Outcomes

Current program outcomes can be found at https://www.mtsac.edu/histotech/

Entry Level Skills:

Educational Background:

Medical Terminology
Scientific Method
Environmental Protection (chemical hygiene, biohazards)
Work Documentation

Technical Skills

Dexterity: handling chemical and biological agents; including weighing/ measuring, temperature monitoring
Use of surgical instruments
Use of embedding centers
Use of microtomes
Staining techniques
Coverslipping techniques
Use of microscopes
Use of centrifuge
Use of pH meter
Use of automated equipment

Administrative/Clerical Skills

Maintain records containing accurate specimen information
Maintain records documenting instrumentation performance
Interpret procedure manuals
Maintain inventory and supplies
Uses basic computer applications for data entry and record keeping

Interpersonal Skills

Ability to work as a team member
Ability to communicate effectively
Ability to adapt to a changing work environment; effective organizational skills, priorities, resourcefulness
Ability to assess tasks, recognize limitations, request assistance when appropriate

Cognitive Learning Skills

Analyze and Evaluate tissue embedding
Analyze and Evaluate tissue sections
Analyze and Evaluate Staining Problems

Dismissal Policy

Students enrolled in the Associate of Science Histotechnician Degree are responsible for adhering to the policies and regulations established by the Board of Trustees (see College Catalog) and the Department of Biological Sciences.
Specific student behavior and conduct, which will result in disciplinary action, are described under item 609 Student Discipline Policy in the Administrative Regulations and Procedures of Mt. San Antonio Community College District. The College, in order to maintain standards of student conduct, commensurate with the academic and social level of higher education shall enforce proper student behavior in the classroom, campus grounds and in authorized activities related to the College. Upon recommendation of the President or designee, a student will be disciplined when his/her attitude, actions, or conduct are detrimental to the College. Disciplinary action will be taken in support of local, state, and federal laws. A professor can remove a student from his/her class for the day of the removal and the next class meeting. This student is then subject to suspension or expulsion from the College. Refer to the Student Standard of Conduct on suspension.

Student Grievance Process

The Student Life Office oversees the Student Grievance Process in accordance with the College Administrative Procedures 5530. Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by a College employee. Student complaints may be classified as grievances and fall into two categories: Academic- and Non-Academic. Academic grievances involve grades. To grieve a grade, a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetence (Education Code 76224). Non-Academic grievances include: any act or threat of intimidation, harassment, or physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy, and/or Administrative Procedures, violation of Title IX Education Amendments of 1972, or violation of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) with reference to the rights of disabled students. Students can obtain the Student Grievance form on-line at Complaints and Grievances (https://www.mtsac.edu/studentlife/ studentgrievances.html). Complaints of discrimination, harassment, retaliation, sexual misconduct, dating violence, domestic violence, or stalking can be filed online at Discrimination Complaint (http:// www.mtsac.edu/discriminationcomplaint/). Students have up to one year from the date of the incident to file a discrimination complaint. Grievances must be filed no later than 30 school days (Monday - Friday when classes are in session) after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis for the grievance. To begin the formal grievance process students are required to meet with the Student Life Director regarding the grievance prior to starting the process since timelines are established for every step of the process and must be met precisely. The process for filing and pursuing a grievance includes two levels: in Level I (informal level) the student obtains the grievance form from Student Life, initiates the grievance with established timelines, and attempts to resolve the grievance by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then the department chair or immediate supervisor, and then the division dean. In the event that the grievance cannot be resolved within 20

instructional days, the student may proceed to Level II (formal grievance) in which the student submits all signed forms and documents to the Student Life Office within the established timelines. Level II consists of a Grievance Review Committee. Level III consists of a Formal Hearing. Refer to the Student Grievance Form for detailed instructions and guidelines.

HT Program Full-time Faculty

Rebecca Radabaugh, Program Director

rradabaugh@mtsac.ed

909-274-

Jennifer MacDonald, Educational Coordinator

jmacdonald@mtsac.edu

909-274-4884

Program Website

http://www.mtsac.edu/histotech/

Notes:

References

Mt. San Antonio College Schedule of Credit Classes

Mt. San Antonio College Catalog

American Society of Clinical Pathology, Board of Certification Procedures for Examination and Certification 2023

Revised: Aug 2025

HISTOTECHNOLOGY PROGRAM

Signature Page

My signature affirms that I have read and understand the student handbook on procedures and policies set forth by the Histotechnician Training Program, the Department of Biological Sciences and the Natural Sciences Division.

I further understand that classes in the Histotechnician Program, like all other classes on this Campus, are available on space availability basis. Certain limitations may be placed on space by clinical affiliates.

I am aware that I am responsible to meet the College graduation requirements in order to receive the Histotechnician Associate of Science Degree.

_____	_____
Signature	*Student Number*
_____	_____
Printed or Typed Name	*Date*

HISTOTECHNOLOGY PROGRAM

Essential Functions for Admission and Retention Certification Statement

Please check **one** of the certification choices below. Sign, date, and return this form to the HT Educational Coordinator. If you believe that you do not meet one or more of the essential functions, or if you have questions about them, please contact the Educational Coordinator.

☐ **I certify that I have read and understand the Mt. San Antonio College Histotechnology Program Essential Functions for Admission and Retention and that I meet each of these standards.**

_____ _____
Signature *Student Number*

_____ _____
Printed or Typed Name *Date*

OR

☐ **I believe that I could meet the Essential Functions with accommodation. I will contact the Educational Coordinator to determine whether reasonable accommodation can be made.**

_____ _____
Signature *Student Number*

_____ _____
Printed or Typed Name *Date*