

Admission Process for the Histology Program

- 1) **Applicants must turn in the following in completed:**
(Due May 1st of each year):
 - Application
 - Resume
 - Letters of Recommendation (2)
 - Official Education Transcripts (Biology, chemistry, algebra courses must have been completed with passing grades)

- 2) **All references are checked and emailed the reference check document**
(Completed within 10 days of application receipt)

- 3) **Set interview times with qualified candidates and interview**
(Completed within 10 days of verified reference checks)
 - Use preset interview questions for all applicants
 - Each interviewer fills out evaluation sheet on each candidate
 - Points are added together on selection form to determine the selected candidates

- 4) **Send out selection letters and wait for return of acceptance or rejection.**
(Completed within 7 days of interview)

- 5) **Candidates that are selected and accepted offer to enter the program pending the clearance of required background checks and screenings.**
(Completed within 10 days of acceptance)

- 6) **If all background checks and screenings are clear, start dates and badge information is given out so new trainees can begin processing for the first day of training. Rejection letters will be sent out to non-selected candidates.**
(Completed within 10 days of clearing screenings)