

UCLA Health School of Cytology

GENERAL POLICIES & INFORMATION

UCLA Health School of Cytology is sponsored by the UCLA Department of Pathology and Lab Medicine and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the Cytology Programs Review Committee of the American Society of Cytopathology. Graduates of the program are eligible to sit for a national certification examination given by the American Society for Clinical Pathology Board of Certification. Successful completion of this examination indicates attainment of entry level proficiency in the field, and individuals are then recognized as **CT (ASCP) - certified Cytologist**; international students will be granted the professional title, **CT (ASCP)ⁱ**.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Mailing address:

9355 - 113th St. N, #7709

Seminole, FL 33775

Phone: 727-210-2350

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1. Admissions

UCLA Health School of Cytology primarily accepts students through the California State University, Dominguez Hills, College of Professional Studies, School of Health, Human Services and Nursing, Division of Health Sciences, Clinical Sciences, Post Baccalaureate Certificate Program in Clinical Science, Cytotechnology option. CSUDH will grant academic credit for the year of clinical training in the UCLA Health School of Cytology. CSUDH Post Baccalaureate Certificate Program students will be awarded a **Certificate** upon successful completion of the program. Application process is described below.

2. Department of Pathology Certificate Program Option

U.S. residents as well as international students may also apply directly into the Department of Pathology's Cytology Certificate program. Certificate applicants following this admission route must possess at least a Bachelor of Science Degree from an accredited college or university. Prospective candidates must have completed a minimum of 20 semesters (30 quarter) hours of biological sciences and 8 semester hours of chemistry, with additional prerequisite courses listed in the following section. Applicants who have

completed college degrees outside of the U.S. must submit a Transcript/ Degree evaluation completed by one of the American Society for Clinical Pathology designated agencies in their application submission. A list of the Acceptable Evaluation Agencies for Foreign Transcripts is shown on the following link: <https://www.ascp.org/content/board-of-certification/get-credentialed>

The following pre-Clinical/Science Courses are **required** or recommended for Non-CSUDH Certificate students. Equivalent coursework may be accepted at the discretion of the Program Officials. The process for applying for the Department of Pathology Cytology Certificate program option is described on UCLA Health School of Cytology website.

Cell Biology	Human Genetics
Human Anatomy	Molecular Biology
Biostatistics	Histology
Microbiology (recommended)	Immunology
(recommended) Hematology (recommended)	

3. Program Fees/Tuitions

The current program fees are posted on the UCLA Health School of Cytology website.

<https://www.uclahealth.org/pathology/school-of-cytology>

4. Pre-Clinical Coursework

The pre-clinical courses must have been taken within the last five years in the United States. Exceptions may be granted by the Division Chair at CSUDH (see current on-line CSUDH Catalog, Clinical Sciences section for details) or by the Medical Director of the UCLA Health School of Cytology for the Department of Pathology, Certificate option program applicants. Usually an exception requires validation and documentation of currency of the subject through credit by examination, independent intensive study, or directed study or by documented clinical experience. **Experiential learning will not be accepted to meet the requirements of the Clinical training year in the UCLA Health School of Cytology.**

5. Application for CSUDH option

Submit a California State University Admission Application with a \$55.00 (non-refundable) application fee. The application can be submitted at <https://www.csudh.edu/student->

[support/academic-services/](#)

1. Fall application deadline April 1
2. Spring application deadline November 1

A \$15 late fee will be assessed if the completed Admissions application and ALL transcripts are not received PRIOR to the deadline date. Applications will not be reviewed until **ALL** transcripts have been submitted.

6. Admission to Clinical Internship Program

Admission to the Clinical Science internship is **restricted to students admitted to the University and enrolled in the pre-clinical component of the major.** Applications to the clinical internship component for Cytotechnology are handled through the department and are accepted: **March 1-31 for the following August class.**

College of Health, Human Services, and Nursing

Location: Welch Hall

Phone: (310) 243-2046

Fax: (310) 217-2800

For more information, related to the College, please contact Dean's Office: (310) 243 -2046

To reach the Clinical Sciences section, please contact the Program Office: (310) 243-3748

7. Application for UCLA Department of Pathology Certificate Program Option

Download Certificate application from UCLA Health School of Cytology website. **Application deadline is March 31.** Deadline may be extended depending on the needs of the Program. Submit application and all required documents with a non-refundable application fee of \$50 USD, payable to the **“Regents of the University of California”**. Include memo: “Application fees, UCLA Health School of Cytology”.

8. Non-discrimination Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act

of 1975, and Americans with Disabilities Act of 1990, the University of California does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does the University discriminate on the basis of sexual orientation.

This nondiscrimination policy covers admission and access to and treatment and employment in University programs and activities, including but not limited to academic admissions, financial aid, education services, and student employment.

Students may complain of any action which they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, disability, or age.

9. Program accessibility for Students with Disabilities

For CSUDH Students:

Students with Disabilities attending CSUDH should contact the Student disAbility Resource Center on campus for information at <https://www.csudh.edu/sdrc/>

Phone: (310) 243-3660; or email: dss@csudh.edu

*“The **Student disAbility Resource Center** is focused on making sure CSUDH students with disabilities have full access to the university’s educational, cultural, social, and physical facilities and programs.”* CSUDH, Student disAbility Resource Center

For All Cytology Students:

UCLA Health School of Cytology prohibits unlawful discrimination against students on the basis of disability in our Program, in accordance with, but not limited to, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable California state laws. UCLA Health School of Cytology Policy is consistent with current applicable federal and state laws concerning the non-discrimination of students on the basis of disability.

UCLA Health School of Cytology is committed to providing an inclusive environment, which is responsive to the needs of all students. To ensure this inclusion, appropriate accommodations are provided to students and prospective students who have self-identified with verified disabilities and who require these accommodations in order to afford the students equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others in the Program, services, or activities for which the students are otherwise qualified. Accommodations will not be provided if they fundamentally alter or impact the nature of the program, or inappropriately impede access for others. If, as a result of the interactive process between the Program and the student, the Program denies a particular requested accommodation, the Program will take any other actions that would not

result in a fundamental alteration/undue burden to ensure to the maximum extent possible the student receives benefits or services. The Program’s goal is to provide an equivalent training experience and learning opportunity, not to guarantee the success of the student’s education or career.

Please contact the Program Director to discuss your specific requests for reasonable accommodations. All requests will be given adequate and thorough consideration by UCLA Health School of Cytology.

10. Withdrawal from the Program

CSUDH students enrolled in the Clinical Sciences, Cytotechnology option should refer to the University Regulations section of the current University Catalog for details on the official course Withdrawal policy and procedures. Requests for withdrawal from both Degree and Certificate program options must be **submitted in writing** to the Program Officials following discussion with the Program Director.

11. Refund Policy

Policies governing **refund of fees paid to CSUDH** may be found at <https://www.csudh.edu/federal-compliance/refund/> on the University website.

Refund of Fees paid to the Regents of the University of California for the UCLA Department of Pathology, Certificate option will be prorated dependent upon the portion of the term for which the student has been enrolled. A student who withdraws PRIOR to the start of the School year will receive a full refund of all fees paid **minus \$50 processing fee**. A student who withdraws during the course will receive a refund of School fees **minus \$50 processing fee** based on the following:

Time period	Refund
Within 30 days after training start date	70%
Within 60 days after training start date	50%
Within 90 days after training start date	30%
After 90 days	No refund

12. Course Credits

Academic credit for the School of Cytology coursework is available to students enrolled through the program’s academic affiliate, CSUDH, for successful completion of the

program components. Application to and acceptance to the CSUDH program must occur in alignment with the deadlines set in the University catalog. Please see the current CSUDH Catalog for details. No academic credit will be granted to students enrolled in the UCLA Department of Pathology, Cytology Certificate option. **Approved transfer course equivalents and credits will be accepted by CSUDH for pre-Clinical coursework requirements only.**

13. Advanced Placement

This program does not offer Advanced Placement.

14. Distant Learning

This program does not offer a Distant Learning option.