Dear Student:

Thank you for your interest in applying for our Phlebotomy Technician Certification Program. This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). You begin with this 90-hour lecture course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of this didactic course, you will be recommended to start our externship program at a local healthcare facility. There is an additional cost for the externship. Upon successful completion of this entire certificate program, both didactic and externship, you will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. Upon successful completion of the didactic, you will be cleared to register for the externship, which will start in October 2014.

Classes will begin on Monday, October 6 to Wednesday, December 10 classes meet Mondays, Wednesdays and various Saturdays. Total cost is $1396.00 and must be paid in full at time of registration. The $100 registration fee is non-refundable. The last date to drop and receive the refund of the $1296.00 in tuition is September 26, 2014.
STEPS TO ENROLL IN OUR PROGRAM

STEP 1

• Attend the information session which takes place at our Conference Center. Date is posted on www.mccc.edu/ccs/healthcareers. While not required, this is strongly recommended. Please call or email ComEd@mccc.edu 609-570-3311 to reserve a space or check on the next information session date.

STEP 2

• Initiate your background check at www.mercercollegecx.com. Please indicate that you are interested in the Phlebotomy Technician program.

STEP 3

• Supply us with the following paperwork:
  1. Continuing Studies Application Form completely filled out (p. 10)
  2. Contract initialed and signed stating that you understand all course requirements (p. 11)
  3. Proof of Personal Health Insurance – a photocopy of your insurance ID card is acceptable (recommended)
  4. A photocopy of HS Diploma, GED or College Transcript (we do not need original or certified copies)
  5. Physical Examination Report signed by your physician with proof that you have had all required shots and tests. Shots and tests must have been done within the past year and be valid through December 31, 2013. Your PPD 2 step Mantoux shots must be current while you are in the class. (p. 12 – 13)
  6. Proof that you purchased Phlebotomy Liability insurance

Applicants will be entered into the program on a first-come first-served basis. Class size is limited to 15 students.
REGISTRATION

You will be invited to register ONLY after all paperwork is submitted and approved and we have been advised that your background check has cleared. When you are invited to register you will be required to make payment in full of $1396 which includes a non-refundable fee of $100 for application review and processing.

YOUR APPLICATION AND REGISTRATION PROCESS IS NOW COMPLETE.

Your textbook is available at the college bookstore. You are strongly encouraged to begin to review the study materials before beginning class. You must have your book the first day of class.

Financial Assistance

Non-credit courses are not eligible for financial assistance or payment plans at MCCC. If you are in need of a loan:

The following list represents a small number of lending institutions that may offer alternative loans. There are many other lending institutions that may offer similar or better loan programs. Our college does not endorse any lending institution. **The list is provided for quick reference only and students are encouraged to shop and secure the best terms from any lending institution on their own.**

Chase 866-661-3877
Citibank 800-967-2400
Nelnet 800-922-6352
Sallie Mae 888-272-5543
   Wells Fargo 800-658-3567
Wachovia 877-689-0763
DROPPING THE COURSE

If you decide to drop the course you may do so only 10 business days before the class begins to avoid forfeiting your tuition. If you drop the class before, you will forfeit the $100 application fee and you will be reimbursed the balance of $1296 via a check mailed to you 2-4 weeks after refunds are processed. If you drop the class after September 26, 2014 you will not receive any refund.

If you have questions or need assistance, please contact Carol Clark at 609-570-3856, or clarkc@mccc.edu.

Carol Desmond Clark
Director, Continuing Studies
Mercer County Community College
STUDENT PHLEBOTOMY TECHNICIAN APPLICATION DETAILED INSTRUCTIONS

Physical Examination Report Instructions

The Physical Examination Report located at the end of this document must be completed by your healthcare provider. The form must be submitted to the Center for Continuing Studies office before being invited to register. The Robert Wood Johnson Health Center is a recommended and convenient local clinic for your immunizations but you may go to any hospital or doctor’s office. Many walk-in minute clinics do give PPD shots. All immunizations and medical testing required for admission to this course is done at the student’s own expense and must be done within the past 12 months. PPD shots must be current during the time the student is enrolled in class.

Immunizations

Hepatitis B – A series of three (3) vaccinations is highly recommended for healthcare professionals. You must complete the series before you enter the externship. The dates need to be indicated and a blood test (titer) is required to show immunity status. If you have not begun the series, you may do so now and we will accept you into the program.

Mantoux (PPD)

A current two (2) stage PPD is required for your initial health record. Copies of the PPD results must be submitted. For students who have received a BDG or have a positive PPD, a chest x-ray report must be submitted. If you have already been tested for PPD, a single stage PPD or chest x-ray must be submitted annually, while enrolled.

You will also need a CBC, Urinalysis and Drug Screening as well as your doctor’s signature stating that you are physically able to perform the duties assigned in the class and clinical settings.
Student Liability Insurance Instructions

All students are required to purchase student liability insurance.

A copy of your certificate of insurance must be submitted to the Continuing Education Office before registration. The two companies suggested are Allied Healthcare Professionals Insurance Center (www.ahc.lockton-ins.com; 1-800-253-5486) or Cotterell, Mitchell & Fifer, Inc. (www.cmfgroup.com; 1-800-221-4904). You may find a comparable company, as long as it has the appropriate coverage for a Phlebotomy Technician. You need to purchase insurance at the appropriate rate in the state that you reside.

Background Check Instructions

You will not be admitted to our program until your background check is completed and approved.

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening since September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

A background investigation must be completed prior to your acceptance to Mercer County Community College Phlebotomy Program. Students are responsible for payment of their background investigation, and American Databank must conduct the investigation. The basic cost is $15 and an additional $15 for each maiden name or alias. To initiate your background clearance, go to the website www.mercercollegex.com and follow the step by step process. Please check the box that says Phlebotomy. After you receive the results, you must forward them to Carol Clark at clarkc@mccc.edu with the subject
“Phlebotomy Background Check Results.” Their phone number is 1-800-200-0853 if you need assistance.

The following search is required for students attending facilities for clinical instruction through Mercer County Community College:

- Criminal History Record Search (7 years)
- Maiden/Alias Names

If you do not have a credit card you may contact American Databank to arrange to pay via check or money order. Please note that this may delay your application several weeks.

This is what the online application looks like:
BACKGROUND CHECK ADDITIONAL INFORMATION

All students will also be required to complete a MCCC criminal background check prior to beginning the Phlebotomy Technician Program.

An applicant whose criminal background check discloses a conviction or unresolved arrest for a crime or misdemeanor that could jeopardize the health, safety or welfare of any patient, employee, student or visitor may also be barred from entrance to the school.

If your MCCC background check is flagged, you will be required to provide a written statement indicating the specific details of each conviction you have on your criminal record, the outcome of any trial/hearing and what you have done since the offense to better yourself. Letters of reference may also be required. If
your application is under review you will not be admitted to the program until any background check issues are resolved.

In order to take part in the educational program an applicant must not have been convicted of, or pled guilty to:

- Homicides
- Assaults
- Kidnapping or criminal coercion
- Sexual offenses
- Robbery
- Thefts, larceny and fraud
- Endangering the welfare statues
- Drug offenses
CENTER FOR CONTINUING STUDIES
MERCER COUNTY COMMUNITY COLLEGE
PHLEBOTOMY APPLICATION FORM

NAME ___________________________ MCC ID NUMBER: ___________________________

ADDRESS ________________________________________________________________

STREET ---------------- CITY -------------- STATE --- ZIP

HOME PHONE ( ) ____________________ WORK PHONE ( ) ________________________

CELL PHONE ( ) ____________________ E-MAIL _________________________________

DO YOU HOLD A COLLEGE DEGREE? NO YES IF YES, AS BS MS PhD

COLLEGE _________________________________________________________________

NAME ------------ ADDRESS ----------- CITY/STATE

PROGRAM OF STUDY ________________ DATE OF GRADUATION _______/ DATES ATTENDED______________

HIGH SCHOOL ____________________________

NAME ------------ ADDRESS ----------- CITY/STATE

DATE OF GRADUATION _______ ARE YOU OVER 18 _________ MALE FEMALE

EMERGENCY CONTACT _______________________________________________________

NAME ------------ RELATIONSHIP ------ PHONE

NUMBER

WORK EXPERIENCE (MOST RECENT FIRST OR ATTACH RESUME)

DATES EMPLOYED ________________ NAME OF EMPLOYER ________________ POSITION ________________

Held

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

IF YOU NEED ADDITIONAL SPACE TO ANSWER ANY QUESTIONS, PLEASE USE THE BACK OF THIS FORM.
Phlebotomy Technician
Student Agreement

I, ________________________, understand that my admission to the Phlebotomy Technician program is provisional based upon the completion of the following.

<table>
<thead>
<tr>
<th>Initial</th>
<th>I am required to submit proof of a high school diploma, GED or college transcript by before registering</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I am required to have all current laboratory tests and required shots and submit a medical release form signed by my physician before registering</td>
</tr>
<tr>
<td></td>
<td>I am required to provide proof of liability insurance for Phlebotomy Technicians and proof of personal health insurance before registering.</td>
</tr>
<tr>
<td></td>
<td>I understand that I am responsible to purchase the required uniform, shoes, (for externship) and textbook for the first day of the class. I understand that I must obtain a MCCC Student ID badge prior to the first day of externship. Students who fail to purchase the required items will not be allowed to attend clinical and will be dismissed from the program.</td>
</tr>
<tr>
<td></td>
<td>I am informed of the requirement to undergo a criminal background check by Mercer County Community College for clearance. A positive criminal history may preclude a student’s ability to complete externship and/or obtain certification from NHA. Application to American Databank for the criminal background check must be initiated by the student and received by the college before the student is permitted to register. Please read attached addendum for additional information.</td>
</tr>
<tr>
<td></td>
<td>I understand that I will be admitted to the program and pay my registration only after my background check and application are completed and approved. The fee of $1396 includes a non-refundable $100 application review fee. If I withdraw from the program, I will forfeit the $100 fee. The last day to drop this course is September 25, 2013.</td>
</tr>
</tbody>
</table>

I have read and understand the requirements set within this document. I understand I will not be able to complete the Phlebotomy Technician program unless the above requirements have been met.

__________________________________________________________________________

Student Signature – Date