



Fall 2022 Phlebotomy Technician Program Application

Dear Phlebotomy Technician Program Applicant:

The application filing period for Fall 2022 is from April 25th through June 10th, 2022. A completed application includes: 1) The three (3) page application signed and dated at the bottom of every page; 2) Verification of high school completion; 3) Supplemental documents as outlined in the application. To be considered for admission a completed application must be dropped off at the Noncredit Adult Education Department **IN PERSON no later than June 10th 2022.**

The Phlebotomy Program Director or designee will review all complete application files during June 2022.

Please **drop off your completed application** in one envelope with your name and contact information printed on the outside no later than June 10th, 2022 to the Noncredit Adult Education Department. **Only complete applications will be considered.**

Los Angeles City College
Noncredit Adult Education Department, EWD building
855 N. Vermont Ave
Los Angeles, CA 90029

Remember: It is the student's responsibility to ensure that the application packet is complete with all necessary documents prior to the final deadline for the review by the Program Director. **Please drop off your COMPLETE application and supplemental documents to the Noncredit Adult Education Department address above. Incomplete and/or late applications will not be processed.**

We look forward to receiving your complete application and wish you the best in your pursuit of a career in allied health.

Sincerely,
Sheryl Howland, *Phlebotomy Program Director*
Lucas Maschi, *Strong Workforce Coordinator*
noncreditadulted@lacitycollege.edu

(323) - 953 - 4000 Ext. 2230

+ Please keep this letter as a reference +

Los Angeles City College Phlebotomy Technician Program
APPLICATION for Fall 2022 (If you are reapplying check here)

Print Clearly & Do Not Leave Blanks. If Not Applicable, please write N/A in the pertaining section. Please Read the Entire Application Carefully

Last Name _____ **First Name** _____ **Middle Name** _____

List ALL Previous Names Used: _____

Social Security Number **LACCD Student ID (if applicable)** **Email Address**

Home Address _____ **City** _____ **State** _____ **Zip Code** _____

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Home Phone _____ **Cell Phone** _____ **Birthdate**
MM/DD/YY

Criminal background check & drug testing are required. Do you have any background violation? Yes No

High School Attended: _____ **Graduated** Yes No _____
School Name, US City, US State or Foreign Country

GED Examination: _____ **Score** _____ **Date Taken** _____ **Passed:** Yes No
Location

College Degree: _____ **Graduation Date** _____ **Degree** _____
College Name, US City, State or Foreign Country

***Evidence of high school or GED completion is required.**

Emergency Contact Information	Name: _____	Relation to you: _____
	Phone number: _____	

I, (print full name) _____, understand that any omission(s) and/or information stated on my phlebotomy program application found to be inaccurate and/or fraudulent may be cause for immediate dismissal.

Signature: _____ **Date:** _____

Please submit, along with this application, the following documents:

- Choose One
- A picture ID (copy) with your full name
 - LACCD Student ID card – if applicable (copy)
 - Name Change Document if applicable - marriage certificate, etc. (copy)
 - High school diploma (copy) OR high school transcripts showing graduation date OR GED/HiSET/CHSPE Certificate (copy)* - **MUST** show your full name

Your complete application **MUST** include high school diploma **OR** high school transcripts showing graduation date **OR** GED/HiSET/CHSPE Certificate

Foreign Transcripts or Diplomas

Foreign transcripts or Diplomas **MUST** be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE).

I, (print full name), understand that any omission(s) and/or information stated on my phlebotomy program application found to be inaccurate and/or fraudulent may be cause for immediate dismissal.

Signature: _____

Date: _____

IMPORTANT INFORMATION

Acceptance Process

The Phlebotomy Technician Certificate of Completion program is approved by the California Department of Public Health and can lead to the State CPT-I license needed to practice the phlebotomist profession in the State of California. As part of the training students will need to attend 40 (forty) hours of clinical training at an affiliated medical center where they will perform venipuncture on live patients.

Because of this, the program is subject to managed enrollment. **Only 20 students who submitted complete applications will be enrolled. Students will be selected randomly, using random.org software.** If you are selected you will be notified via email after the application window closing day (June 10th). **MAKE SURE YOU CHECK YOUR SPAM/JUNK FOLDER!** If you are not notified by email before June 30th, then you may reapply the following semester.

Requirements

Before the training begins, selected students **MUST** purchase and complete, through CastleBranch on-line platform, a urine drug test, background check, and immunization tracker. **The cost of these 3 items will be approximately \$130. Students will also need to have a valid LA Fire Card and a BLS for Healthcare Provider Card, and be up to date with ALL vaccination requirements (COVID, TB, Flu, etc.).** All documents must be submitted through CastleBranch by August 15th and physical copies must be presented on the first day of class. **Failure to comply by the deadline August 15th may result in your enrollment place being granted to another randomly selected student.**

More information on these requirements will be provided at the **MANDATORY orientation** to be scheduled after June 30th. **Failure to attend the mandatory orientation may result in your enrollment place being granted to another randomly selected student. Please check the email account you provided in this application for the invite to attend the orientation.** Emails will be sent after the application window closing day (June 10th). **MAKE SURE YOU CHECK YOUR EMAIL AND JUNK FOLDER REGULARLY!**

Attendance and Grading:

Attendance will be strictly enforced and students are expected to attend 100% of lecture and lab sessions. Students who miss more than 2 (two) classes may be dropped from the program. Make-up tests may be allowed only in occasion of emergencies, illness, or religious or civic duties. The students need to complete all courses in the program with a passing grade (P) in order to obtain the certificate.

I, (print full name) _____ **acknowledge that I have read and understood the above requirements and conditions for acceptance and enrollment to the Phlebotomy Technician Program, and I agree to abide by them.**

Signature:

Date: