PHLEBOTOMY PROGRAM APPLICATION FORM

Program Start Date: November 6, 2017
Application Deadline: Monday, October 9, 2017, 6:00 p.m.
Class Schedule: Mondays & Wednesdays 6:00pm to 9:00pm

Program Includes: Textbooks, Externship Insurance, Lab Coat, CPR Certificate, Background Check and Drug Test.

Admission Requirements

- You must attend one of the following mandatory information meetings in order to submit your application for consideration: Tuesday, Sept. 12, or Thursday, Sept. 14 at Turlock Adult School in the Performing Arts Building at 6:00 p.m.
- You must be 18 years of age or older.
- You must be a high school graduate or possess a high school equivalency certificate.
- Reading Requirement: You must take the MJC Reading Accuplacer test and place at Reading 82 or higher, or you must have an AA degree or higher from a U.S. college. Contact MJC Workforce Development at 209-575-7889 if you need assistance with the Accuplacer test requirement.

Return this completed application including processing code, a copy of your high school diploma or equivalent, copy of your driver’s license, letter of intent, professional letter(s) of recommendation (no more than 2 letters), Reading test score or transcripts, and receipt from mandatory meeting to: Turlock Adult School, 1574 E. Canal Dr., Turlock, CA 95380 - (209) 667-0643.

Please Type or Print

Name: ___________________________ ___________________________

SSN# Last 4 digits -xx- ___ ___ ___ ___ Date of Birth: __________

Phone: Home: ___________________ Cell: ___________________ Work: _______________

Email Address: ____________________________ ___________________ Sex (circle) M F

Address: _____________________________ City: __________ State: _______ Zip: __________

Application Screening Process – Point System:

Students with points accumulated on the Points System form will be considered first. The students with the most points will be at the top of the list down to students with a single point. The Advisory Committee will review the applications, grades, and any professional letters of recommendation.

Should there be less than 10 qualified applicants with points, the Advisory Committee will review those applications and select the most qualified applicants based on GPA, work experience, and professional letters of recommendation. Please refer to the Point System on page three of application packet.
Please initial each section, signifying you understand and agree with the requirements

**Background Check and Drug Screening**

Externship sites will require you to pass a fingerprinting and criminal background check, and proof of immunizations. Externship placement is determined by the Program Director and arranged with the Program Director and Program Specialist. *Failure to have a clean background and clean drug screening will result in immediate dismissal from the training program.*

**Completion Requirements**

You must attain an average of 70% or better on quizzes. You must pass the Mid-Term Exam with a 70% score or you will fail the class and be dropped from the program. **No exceptions.** You must attend a 40 hour externship to be completed in 1 week - 8 hours per day, usually Monday through Friday.

**Attendance – Non-Negotiable**

California State Phlebotomy Training Regulations governing this class require the following policies: The State regulation requires that 60 hours of didactic (classroom) lessons be attended, 40 hours of preceptor externship lessons be attended, 50 venipunctures be performed, 10 skin punctures be performed, and 2 arterial punctures be observed in this course.

This legal requirement is not negotiable. Therefore, absence from class or externship time is not permitted by the State of California. Being late, leaving early, and being absent will require the student to repeat the portion missed. This is THE ONLY remedy for tardy and absence allowed by the State.

**Drop or Repeat Course Policy**

Students may withdraw or drop the class at any time. However, there will be no special considerations given to a student who wishes to take the class again. The student must go through the application process, including the Mandatory Meeting, again.

**Re-Application Policy**

Should you not be chosen for this cohort, we encourage you to re-apply for the next class offering. **You must attend the Mandatory Information Meeting associated with each cohort for which you are applying.**

I have read and agree with the Attendance, Application Point System, Drop, Drug Screening and Background Check, Repeat and Re-Application Policies listed above.

Signature_______________________________________________ Date______________

Print Name_______________________________________________

MJC PHLEBOTOMY PROGRAM
Points System Form

**ATTENTION:** Circle points for which you qualify for – and submit documentation with your application

Print Name: __________________________ Signature: __________________

Students with points accumulated on the Points System form will be considered first. The students with the most points will be at the top of the list down to students with a single point. The Advisory Committee will review the applications, grades and any professional letters of recommendation.

Should there be less than 10 qualified applicants with points, the Advisory Committee will review those applications and select the most qualified applicants based on GPA, work experience, and professional letters of recommendation.

**PLEASE NOTE:** If selected, the applicant will be interviewed. If you are offered a seat in the class, you will be required to start an online background check and urine drug test within 72 hours of accepting your seat.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINT DISTRIBUTION</th>
<th>REQUIRED SUPPORTING DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic degrees or diplomas, or relevant certificates held by an applicant (from accredited college)</td>
<td>Circle points for which you qualify</td>
<td>Include with your Application</td>
</tr>
<tr>
<td>Four-year degree in any Science</td>
<td>3</td>
<td>Copy of diploma</td>
</tr>
<tr>
<td>Two-year degree in any Science</td>
<td>2</td>
<td>Copy of diploma</td>
</tr>
<tr>
<td>Two-year degree in any Subject</td>
<td>1</td>
<td>Copy of diploma</td>
</tr>
<tr>
<td>Four-year degree in any Subject</td>
<td>1</td>
<td>Copy of diploma</td>
</tr>
<tr>
<td><strong>Licensed/certified healthcare worker</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LVN - Licensed Vocational Nurse, EMT - Emergency Medical Technician CA certification or national registry, LPT - Licensed Psychiatric Technician, RRT - Registered Respiratory Therapist, CRT - Certified Respiratory Therapist,Paramedic, Radiology Technician, Ultrasound Technician, Dental Hygienist</td>
<td>2</td>
<td>Copy of current certificate</td>
</tr>
<tr>
<td>Certified Nurse Assistant (CNA), Home Health Aide (HHA), Certified Hemodialysis Tech (CHT) Medical Assistant</td>
<td>1</td>
<td>Copy of current certificate</td>
</tr>
<tr>
<td>Vet Tech</td>
<td>1</td>
<td>Copy of current certificate</td>
</tr>
<tr>
<td>Working in medical field with patient contact (subject to Advisory Committee)</td>
<td>1</td>
<td>Letter from supervisor</td>
</tr>
<tr>
<td><strong>Academic class/units</strong> 3 units, with grade B or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>1</td>
<td>Copy of transcript</td>
</tr>
<tr>
<td>Human Biology</td>
<td>1</td>
<td>Copy of transcript</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>1</td>
<td>Copy of transcript</td>
</tr>
</tbody>
</table>