Health Careers Resource Center
Building 67B Room 250 (909) 594-5611 ext. 4788

Memorandum

To: Donna Burns, Nancy Meggelin, Kathy Killiany, Virginia Villegas, Kathi Coleman, Myrna Moreno, Joyce Ellison, Rebecca Rios, Sabeena Soni, Sheryl Ocampo, Linda Rodriguez, Sharon DeLaby, Renu Katoch

From: Vivian Saldana

Date: January 3, 2012

RE: Phlebotomy Orientations

The following dates have been set for Phlebotomy Orientations for Fall Semester 2010:

July 13, 2010 2:00-4:00 p.m. Tuesday Bldg. 67A
July 15, 2010 2:00-4:00 p.m. Thursday Bldg. 67A

Please forward all calls to x4788 to schedule students for the orientations.

Thank you.
Mt. San Antonio College

Phlebotomy Technician Program

Step One

✓ Attend Orientation

Step Two

✓ Lottery Number Drawing
  Proceed to next step only if your lottery number is drawn

Step Three

✓ $1600.00 Registration Fee and Registration Forms
✓ Sign Acknowledgment Form and Program Rules
✓ Social Security Card
✓ California Drivers License or picture ID

Step Four

✓ Complete History and Physical
✓ Criminal Background Check
✓ Proof of High School or GED Completion
✓ CPR Certification
✓ Uniform
✓ Student ID & Clinical Badge ID
✓ Parking Permit

Step Five

✓ Complete Classes

Step Six

✓ Externship

Step Seven

✓ California State Exam $90.00
✓ CPT I Application $100.00
Phlebotomist

• Technician who collects blood for clinical lab tests or examination purposes
Steps to Success
Step One

☑ Attend Orientation
Step Two

✅ Lottery Number Drawing
Lottery Numbers
Issued At Orientation

- 16 numbers will be randomly drawn
- We will notify the students by phone when their number is drawn
- 6 alternates will be drawn
- Selected students must respond within 24 hours of notification. If we do not hear back from you, we will go on to the next alternate
Step 3

- Registration Fee $1,600.00
  - Cash
  - Check
  - Money Order
  - Credit Card

- Sign Program Rules
- Soc. Sec. Card & ID
Program Rules

Acknowledgement of CPT 1 Program Rules, State Certification, State Exam, & Refund Policy

• Understand and have read the rules of the Phlebotomy Program and agree to abide by them

• Understand after the successful completion of the Phlebotomy Technician I program the California State Certification application fee is $100.00. Additionally, the fee to take the CPT I exam is $90.00

• Understand that the course fee of $1600.00 is not refundable

• Must provide proof of high school graduate or GED
  – High school transcripts or GED transcripts
  – Original notarized copy of high school diploma or GED
  – Proof of higher education
Step Four

- Complete History and Physical
  - Completed within 3 months prior to course
  - Immunizations, Labs, Drug & Alcohol Test

- Criminal Background Check - $46.00

- Proof of High School or GED Completion

- CPR Certification
  - AHA Healthcare Provider

- Uniform
  - White Scrubs & White Shoes

- Student Picture ID & Badge
  - $10.00 at the Bursar’s office

- Parking Permit – optional
  - $40.00 at Bursar’s Office, Building 9A
Step Five

Complete Classes

8 Weeks Lecture & Lab

Mt. SAC Campus
Step Six

6 Weeks Externship
Local Hospitals
Absence Policy

• It is extremely important that you make every effort to attend **ALL** lectures and externship days
  – Any absence or tardy of a session must be completed by retaking the whole session
  – Absenteeism in excess of TWO lectures or TWO externship days will result in removal from the program
  – There are no makeup days for any absence beyond above permitted hours
  – Lecture class will begin promptly - Clinical days will begin promptly

• **YOU MUST BE ON TIME.** If you are tardy three (3) times in excess of ten (10) minutes, it will count as one (1) absence.
Step Seven

☑ California State Exam
  - $90.00
  - On-Line Testing at Mt. SAC

☑ California State Certification
  - $100.00
  - CPT I
Questions?
Thank You For Attending!

If you are interested in being considered for the Phlebotomy Technician Program you need to get a lottery number before leaving today!