

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Admissions Criteria

Admission to the Phlebotomy program is based on completion of all of the following admission requirements including appropriate academic assessment outcomes. It is the student's responsibility to ensure that documentation of testing and/or courses completed is transmitted to the Enrollment Office. Prospective students are not considered for admission until all paperwork and all assessment benchmarks are complete and verified through the Enrollment Office.

1. Apply online at www.montgomery.edu.
2. Be a high school graduate or have an adult high school diploma or high school equivalency certificate (GED®) that meets North Carolina standards.
3. Submit a high school/ GED®/Adult High School transcript and any necessary college transcripts. (MCC reserves the right to proficiency test any applicant asking for transfer credit on any theory or clinical course.)

Applicants for the limited positions in the Phlebotomy program are admitted in the order that all admissions requirements are met. Once positions are filled, students who complete all admission requirements are accepted into the program for the next academic year(s).

Admissions criteria 1 - 3

Acceptance Status

After all criteria for admission have been satisfactorily completed, applicants will be evaluated for provisional acceptance. Each applicant will receive written notification by the Enrollment Office concerning provisional acceptance or placement on the Phlebotomy waiting list. Acceptance is provisional pending the following requirements:

4. **Attend mandatory information sessions conducted by college representatives.**
5. Be certified with Basic Life Support CPR. No fully online certification will be accepted. Documentation must be submitted to the Enrollment Office prior to registration and certification must be maintained throughout enrollment.
6. Meet physical and emotional health requirements necessary to provide safe phlebotomy care. If provisionally accepted, the applicant will receive an Applicant Medical Form provided by the Enrollment Office.
 - a. The Physical Examination portion of the form must be **completed, signed and dated** by a physician, physician assistant, or nurse practitioner.
 - b. The Immunization Record requires a **clinician signature or clinic stamp and must be dated.**

The completed form should be returned to the Enrollment Office by the designated due date or the provisional acceptance will be forfeited. The Applicant Medical Form will be reviewed by the Phlebotomy Department and must be approved before the applicant can register.

Acceptance Criteria 4 - 6

Applicants for Readmission

A student previously enrolled in the Phlebotomy program at MCC who withdrew in good academic standing (making satisfactory progress and eligible to continue at the time of withdrawal) because of documented medical reasons will be given first consideration. Other students in good academic standing will be considered next. Students who have withdrawn or have been suspended or dismissed for academic, attendance, or disciplinary reasons will be considered last.

Students who are dismissed from the Phlebotomy program may apply for reentry into the program by first contacting the Enrollment Office at MCC. Reentry into the program is based upon available space and faculty review. The student must reapply to the program and meet the admission requirements for the year of reentry into the program. Reentry requires the student to retake PBT 100 if necessary. A student may be readmitted only once.

Should there be competition for space available for transfer applicants and applicants for readmission, applicants will be prioritized based upon admission criteria and overall GPA at the time of withdrawal or dismissal. Applicants in good academic standing will be given priority consideration

Criminal Records, Drug Testing & Health Screenings

Affiliating agencies used by MCC's Phlebotomy program may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency/clinical requirements.

Mandatory Information Session

Applicants accepted into the program will be contacted about attending mandatory group information sessions conducted by college representatives. ***Students are required to attend all sessions unless arrangements are made with the Phlebotomy Instructor. If you do not attend or notify the Instructor, you will forfeit your position in the program.***

**For more information
www.montgomery.edu**

**1011 Page Street Troy, NC 27371
910-576-6222**



Medical History Report

Due to the nature of the phlebotomy profession, students must have the physical ability to bend, sit and stand for sustained periods. Each applicant selected for acceptance into the program is required to submit a medical history report completed by his/her physician. **The report must include a Tuberculosis screening after July 1 of the year of admission.** The Forms will be provided by the Enrollment Office and the applicants will be notified of the due date.

Applicants selected for acceptance must also provide a record indicating that he/she received the Hepatitis B vaccination, has begun the series, or sign a form declining the vaccination (declination should be supported by a medical reason). Due to clinical site requirements, students who decline the Hepatitis B vaccination may not be able to complete the clinical requirements of the program. **Students should be aware that progress toward graduation may be limited by any inability to meet the agency/clinical requirements.**

Reapplication for Subsequent School Terms

If you are not accepted into the program or if you are accepted but decide not to attend and wish for your application to be considered for another academic year, you must reapply for admission by completing a new application. *Your application will not be considered unless you reapply.*

Transfer Applicants (Transferring credits to MCC)

Positions are sometimes available in Spring Semester for students who have previously completed all Fall Semester courses. All students applying for transfer to MCC should complete the application process by November 15 and will be required to take a minimum of Spring Semester and clinical requirements at MCC. Any transfer credits must carry a grade of "C" or above and be evaluated by Student Services prior to entrance. The College reserves the right to test any applicants requesting transfer credit on any theory or clinical course.

Applicants for transfer must apply for admission in the same manner as new applicants, meet the requirements for entrance for new applicants, and submit an official transcript from his/her former phlebotomy school along with course descriptions and evidence of content completed (i.e. course outlines, skills checklists, etc.) Applicants in good academic standing eligible to return or continue will be given priority consideration.

Related Information about Phlebotomy

Academic Requirements, Homework, & Work Recommendations

The majority of the Phlebotomy program involves approximately 28-32 hours a week of classroom, lab and clinical hours. Students should allow for at least two hours each day for homework which will include reading, studying and classroom assignments. Phlebotomy students are required to maintain at least a 2.0 GPA (a "C" average) to remain in the program with a grade of "C" or better on each Phlebotomy courses.

Attendance

Students accepted into the Phlebotomy program **must** attend at least 90% of the class meetings, labs and clinical practicum in order to pass a course. Personal appointments should be scheduled during non-class/clinical hours. Tardiness exceeding five minutes may constitute an absence.

Class Size

Class size is limited to 14 students. The first 14 applicants who have completed the admissions requirements are offered positions in the upcoming class. The remaining qualified applicants are placed on a waiting list. If any of the applicants offered a position decline that offer, applicants on the waiting list will be contacted about filling the available positions. *Please note: A student may be accepted only twice into the program.*

Clinical Site

The Phlebotomy student performs clinical work at various clinics and private medical offices. In the Spring Semester, the clinical rotation will involve two or more clinical sites with a requirement of 144 hours per semester. During clinical rotations, students will be responsible for providing their own transportation to clinical sites. **Please note that students do not receive monetary compensation for their clinical experience.**

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

Hours

Phlebotomy at MCC is a comprehensive, two-semester program offered during daytime and evening hours beginning with Fall Semester each year.

Insurance

Students are required to pay \$11 per year for liability insurance and \$1.60 per term for accident insurance. These fees are due at registration. Students are highly encouraged to carry personal health and additional accident insurance.

Job Referral Service

The job opportunities for phlebotomy graduates are plentiful at present across North Carolina. The job openings received at MCC have averaged between \$10 and \$12 per hour. MCC coordinates its job referral service with the Employment Security Commission and the Montgomery County JobLink Career Center for regional and statewide Phlebotomy openings.

Phlebotomy Certification Testing

Phlebotomy certification allows students/graduates the opportunity to become a Certified Phlebotomy Technician (CPT). The exam may be taken upon successful completion of the program. Successful completion of the CPT exam leads to a national certification that is highly valued by both employers and patients.

Related Classes

Prior to acceptance into the Phlebotomy program, students may enroll in the related courses. By completing these related classes ahead of time, the course load the following year will be reduced. However, the reduced load may impact financial aid awards. Consult with the financial aid staff for more information. Being enrolled in these related classes, however, **does not guarantee a position** in the Phlebotomy class for the following year. Applicants may transfer related courses from another institution with a grade of "C" or better. If you decide to take refresher/related courses, please contact the Enrollment Office to receive the necessary information.

Courses with a technical or skill content have a five-year (5 year) time limitation on the acceptance of transfer credit. *Due to course content, Phlebotomy course credits must have been completed within three years prior to reenrollment or to be considered for transfer credit. **This includes credits earned at MCC as well as other post-secondary institutions.**

*Pending committee approval

Costs

The total estimated cost of the phlebotomy program is approximately \$2,322.20 for North Carolina residents. These costs are subject to change. For more detailed cost information, see the "Estimated Costs by Semester."

The total estimated cost for out-of-state residents is approximately \$5,394.20. Tuition and fees for out-of-state residents.

Fall Semester	\$2,732.60
Spring Semester	1,660.60

A student may forfeit his/her position in the program if tuition and fees are not paid by designated payment due dates.

Financial Assistance

All phlebotomy applicants are encouraged to apply for financial aid assistance. For more information, contact the Financial Aid Office at MCC or visit www.fafsa.gov. Scholarships and veteran's benefits information is also available.

Nelnet

MCC is proud to offer Nelnet as a convenient budget plan. This is a payment plan, not a loan program. For more information, click on the *e-Cashier* logo on our website: www.montgomery.edu or call the Business Office at 910-576-6222, Ext. 329.

Estimated Costs by Semester

These costs are subject to change.

Fall Semester

Tuition and Fees (in-state rate)	\$ 812.60
Lab Fee	50.00
Books & Supplies (estimated)	350.00
Insurance	11.00
Shoes & Uniforms (lab)	175.00
Hepatitis Vaccine (if needed)	<u>200.00</u>
	\$1,598.60

Spring Semester

Tuition and Fees (in-state rate)	\$ 508.60
Lab Fee	50.00
Books & Supplies (estimated)	130.00
Graduation Fee	<u>40.00</u>
	\$728.60

IMPORTANT NOTE TO APPLICANTS:

Infection control guidelines for the Phlebotomy program have been developed to protect the student and the patient from disease transmission and are articulated in specific program courses. Students will have the knowledge and skill to deliver patient care safely through classroom instruction and laboratory experiences. A student in the program is at an increased risk for exposure to a variety of diseases including Hepatitis C, HIV/AIDS, and tuberculosis. Because of these risks, students are expected to follow all infection/hazard control guidelines that have been established. MCC's Phlebotomy infection control and bloodborne pathogens standards are available upon request.