PHLEBOTOMY TECHNICIAN PROGRAM

ADMISSION REQUIREMENTS
Rolling Admission

ANNE ARUNDEL COMMUNITY COLLEGE

School of Health Sciences
Dear Prospective Phlebotomy Student,

Welcome! You have made an important decision to pursue a career as a Phlebotomy Technician and we are delighted that you have chosen the program at Anne Arundel Community College.

The Phlebotomy Letter of Recognition requires time and dedication, and our goal is to prepare each and every student to function proficiently and professionally as a Phlebotomy Technician. Our graduates work in a variety of health care settings, such as physicians’ offices, clinics, hospitals and satellite laboratory offices.

The faculty and staff are firmly committed to your success in this course of study and we offer our assistance in helping you make your matriculation a fulfilling one. Please call 410-777-7310 or access [www.aacc.edu/apply-and-register/credit-application/health-science-applicants/](http://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/) for upcoming information session dates and times. We look forward to meeting you at the information session.

Sincerely,

Lorraine J. Doucette, MS, MLS (ASCP), CM  Tammie D. Neall, MS, MT (ASCP)
MLT Program and Phlebotomy Coordinator   Manager, Admissions and Advising
School of Health Sciences     School of Health Sciences
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Vision
To recruit, retain and graduate self-directed, self-determined and market-ready citizens of the world who are “change leaders” in their respective fields of study.

Mission
To attract, nurture and prepare market-ready phlebotomists through continuous improvement of all aspects of the educational program. The challenge is to develop integrative, experiential, and transferable learning outcomes that make for a fully competent and totally dynamic phlebotomy technician professional.

Program Goals
1. To develop a curriculum in phlebotomy that prepares entry-level practitioners for the marketplace.
2. To establish clinical sites that provide for a variety of quality experiential learning opportunities.
3. To create shared interdisciplinary learning experiences for students with an emphasis on ethical and diversity issues.
4. To utilize a holistic approach to the management of client care.
5. To form linkages with professional organizations that will accept students as members.
6. To provide experiences for students that create opportunities for communication among other health care providers and the lay public.

Program Outcomes
Upon completion of the Phlebotomy Letter of Recognition program, graduates will be able to:
1. Utilize technical, critical thinking and problem-solving skills in their performance.
2. Practice their profession based on sound ethical values.
3. Promote and maintain cooperative and successful relationships between patients, physicians and other health care providers.
4. Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
5. Obtain eligibility to sit for the Phlebotomy Technician Exam.
6. Practice the profession of phlebotomy with the recognition of and sensitivity to cultural and socioeconomic differences.
7. Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, other health care providers, and the public.

8. Participate in continuing education and the development of new knowledge and skills.

9. Make a substantial contribution to the quality of health care in the United States and globally.

**ADMISSION REQUIREMENTS**

**College Admission Information**

Students who wish to enroll in the Phlebotomy Technician program at Anne Arundel Community College must complete a college application. To facilitate enrollment, bring a copy of ACT, SAT, or advanced placement scores and unofficial college transcripts to AACC’s Counseling, Advising and Retention Services (CARS) office. Students who transfer should follow the usual procedures for sending official transcripts to the college Records office. If no previous college courses have been taken, and students do not have ACT/SAT English scores, college placement tests will be necessary.

Students can apply to Anne Arundel Community College online at www.aacc.edu. Paper copies of the college application are available in the college’s Admissions office upon request.

**Advising**

New students should contact Counseling, Advising and Retention Services at 410-777-2307, select option 1.

Current students should follow the instructions below:

- Log into MyAACC https:portal.aacc.edu
- Click on MENU
- Select SELF SERVICES
- Locate and click on OASIS in the Self Services Resource Links section

Students who are transferring general education requirements should have official transcripts sent directly to the college Records office. In order to facilitate evaluation of transfer credits to meet academic requirements, official transcripts from all previously attended institutions of higher education must be submitted in a timely manner.

**ADMISSION/ACADEMIC REQUIREMENTS**

**Application Submission**

Students will be admitted to the Phlebotomy Technician program on a rolling admission basis. There is no application deadline. Students will apply for the Phlebotomy Technician program only after meeting all academic and admission criteria. Once the applicant’s admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete, and returned to student. Applications may be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.
Photo Identification
Applicants are required to submit a photocopy of their MD Driver’s license or a photocopy of a government issued photo I.D. attached to their program application.

Information Session
Attendance at a face-to-face information session is required prior to submitting an application. Please call 410-777-7310 for dates and times or you may view the schedule by visiting www.aacc.edu/apply-and-register/credit-application/health-science-applicants/. There is no registration needed and no cost to attend.

English
Students must demonstrate eligibility for ENG 111, 115 or 121 as evidenced by one of the following:

- Satisfactory ACT or SAT scores according to the college standard. If available, please submit a copy of the scores to the Records office. OR
- Satisfactory scores on the English Placement Test*. OR
- Successful completion of noncredit developmental English requirements as determined by ACT, SAT or English Placement Test scores*. OR
- Transfer of credits for ENG 111 from other institutions or credits awarded on basis of CLEP, advanced placement exam or honors English course*.

International Students

- Foreign educated students must have their college and high school transcripts evaluated by one of the following credential evaluators:
  - ECE (Educational Credential Evaluators at www.ece.org
  - WES (World Education Services) at www.wes.org

  This evaluation must be done prior to evaluation by the Records office at Anne Arundel Community College. Please be advised that this process may take several weeks.

  - All international students whose native language is not English must successfully pass the TOEFL (Test of English as a foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent internet-based score) or must have completed the ENG 111/112 or ENG 115/116 or ENG 121 course sequence with grades of “C” or better prior to applying to the program. Anne Arundel community College’s code for TOEFL is 5019.

- Valid Immigration Documentation for Non-U.S. Citizens

  - Non-U.S. Citizen applicants must submit valid immigration documentation to the AACC Admissions and Enrollment Development Office in order to complete the required College Application. For assistance regarding immigration documentation needed, please call 410 777-2152. Incomplete college applications may result in non-selection of a health sciences program.

  Please note: Students without Social Security number may not be permitted at some clinical rotation sites; site availability may delay or inhibit progression in the program. An International Student Admission Specialist in the AACC Admissions and Enrollment Development Office may be able to assist international students with F-1 visa status to obtain a Social Security number through Practical Training; please contact them at 410
777-2677. For detailed information, please refer to the college catalog (available on campus or

Additional Information

- Applicants must be 18 years of age or older to be considered for admission.
- Remedial and tutorial services are available to students; call 410-777-2642.
- Upon completion, students will be eligible for the National Healthcareer Association Phlebotomy Technician Certification.
- The program provides practical hands-on experience.
- Students must be prepared to complete MLT 275 which has a requirement of 100 consecutive nonpaid hours of clinical experience.
- Course sequence must be completed with a GPA of 2.0 or higher.
- Students must complete all required courses with a grade of “C” or better.

Technical Standard Requirement

1. Students conditionally accepted to the program will be required to complete the Health Examination Record. Once a physician certifies that the candidate meets the technical standard requirement (defined in #2 below) as established by the department and within the scope of practice of the profession, and the admissions department receives and concurs with the physician’s certification, the candidate will be considered as having met the technical standard requirement.

2. Qualification: Good physical and mental health.

Admission Criteria (Technical Standards): Student must be free of contagion and possess sufficient stamina with or without reasonable accommodations, as may be required by law and mental stability to fulfill the requirements of the program and the customary requirements of the profession:

- Work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating patients.
- Perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.
- Establish and work toward goals in a consistently responsible, realistic manner.
- Have auditory ability sufficient to monitor and assess health needs (for example, communicate verbally, in an effective manner, with patients and other personnel).
- Have visual ability sufficient for observation and assessment necessary for patient care (for example, read and process patient-related information like patient charts and requisitions).

Criminal Background Checks and Drug Screening

All health sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants’ final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen—as may be required by the program—that results in satisfactory reports. If an accepted student tests positive for an illegal or
un-prescribed drug, the student shall be denied admission or terminated from any health sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a health sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciencesadmissions@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs and clinical sites will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.

NOTE: Licensing boards, national certifying or registry boards for certain health care occupations may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work, if it is determined that an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. If applicable, it is recommended to contact the American Association of Medical Assistants at 312-899-1500 or the American Medical Technologists at 847-823-5169 for clarification.

PLEASE NOTE:
AACC will only accept criminal background checks performed by a college approved vendor. Criminal background checks are completed online and paid for by the student. Please do not do the criminal background check prior to being instructed to do so. Information and instructions are given to applicants once accepted into the program.

CPR Certification
Conditionally accepted students must successfully complete the American Heart Association Basic Life Support (BLS) CPR and submit valid certification card by designated deadline. CPR certification must be valid through the end of the practicum.
APPLICATION/SELECTION PROCESS

- Phlebotomy applications are available on campus in Florestano 100 and on the college website.

- Eligible students desiring entry must return the completed application to the School of Health Sciences office (FLRS 100).

- Applications will be accepted on a rolling basis.

- Students eligible to submit applications for selection are those who have completed all of the admission and academic requirements by the date the application is submitted.

- Incomplete applications will not be considered and will be returned to the applicant.

- The applications will be reviewed and students will receive an email indicating that their application is complete.

- Selection will be made according to the criteria listed in the Admission/Academic Requirements section of this booklet.

- Selected applicants will receive a selection packet for Conditional Acceptance.

**Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected into the program are given Conditional Acceptance. Students who are granted conditional acceptance must submit a completed health examination record and criminal background check and submit verification of current American Heart Association Basic Life Support (BLS) CPR certification by a designated deadline. Students who do not meet this deadline will not be further considered for admission and the next person on the list will be contacted. Instructions on how to complete these items will be enclosed in the selection packet and are not to be done until instructed to do so.

Qualified applicants not initially selected for Conditional Acceptance will be placed on a list in order received and notified of selection when a seat becomes available. These applicants do not have to reapply.

- Final acceptance into the program shall be contingent upon satisfactory completion and submission of a health examination record, criminal background check and current CPR certification card.

*All Admissions paperwork is reviewed by the School of Health Sciences Admissions Office. The Department Chair and Faculty do not have access to this information. If you have a question about the status of any information submitted, please call the School of Health Sciences Admissions Office.*
Required Courses
The Letter of Recognition Phlebotomy program is offered the fall and spring term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MDA 100</td>
<td>Introduction to Medical Terminology</td>
<td>1 credit</td>
</tr>
<tr>
<td>MDA 110</td>
<td>Professionalism in Health Care</td>
<td>1 credit</td>
</tr>
<tr>
<td>MLT 103</td>
<td>Entry Level Clinical Laboratory Testing</td>
<td>4 credits</td>
</tr>
<tr>
<td>MLT 125</td>
<td>Phlebotomy</td>
<td>4 credits</td>
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<tr>
<td>MLT 275</td>
<td>Phlebotomy Practicum</td>
<td>2 credits</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>12 credits</strong></td>
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May 2017

Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification.

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.