



# Phlebotomy Technician

## Program Application

**Applications Available:** Rolling Admissions

### ADMISSION REQUIREMENTS

To become a candidate for selection to the Anne Arundel Community College Phlebotomy Technician Program, please complete and email the application to [healthsciencesadmissions@aacc.edu](mailto:healthsciencesadmissions@aacc.edu) (preferred) or mail their application to:

Anne Arundel Community College  
School of Health Sciences  
ATTN: Health Sciences Admissions  
101 College Parkway  
Arnold, MD 21012

Students will be admitted to the Phlebotomy course sequence on a rolling admission basis. Students will apply for the Phlebotomy program only after meeting all academic and admission criteria. Applications will not be processed if incomplete. Incomplete applications will be returned to the student and can be resubmitted once they are complete. A future seat will be slotted for them once the student meets the criteria for admission. The Phlebotomy Technician Program runs 3 times a year: a January spring term start, a May summer term start and a August fall term start.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- Attend a mandatory face-to-face information session prior to submitting application. Real-time virtual information sessions will be considered face-to-face.
- For dates and times visit: <http://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/>
- Demonstrate eligibility for ENG 101/ENG 101A.
- Must be 18 years of age or older by the first day of class.
- Official transcripts, if applicable. Official transcripts are to be received by AACC's Records and Registration office in the sending institution's original sealed envelope or through acceptable electronic method. Visit <https://www.aacc.edu/apply-and-register/credit-application/apply/transfer-credit-to-aacc/> for details.
- 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](http://www.ece.org), WES (World Education Services) at [www.wes.org](http://www.wes.org) or SpanTran: The Evaluation Company at [www.spantran.com](http://www.spantran.com).
- Foreign educated students: 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 101 /ENG 101A and ENG 102 course sequence with grades of C or better prior to applying to the Phlebotomy Technician program.

Eligible applicants will receive a selection packet assigning them to one of the following categories:

- **Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected into the Phlebotomy Technician program. With the selection packet, conditionally accepted students will receive the health examination record, criminal background check and CPR instructions to be completed by a designated deadline. Conditional Acceptance candidates who do not meet this deadline will not be considered for admission and the next person on the list will be contacted.
- **Wait List:** Qualified applicants not initially selected for Conditional Acceptance will be placed on a waitlist in order of application received and notified of selection when a seat becomes available. Waitlisted applicants not given a seat for the semester for which they applied will automatically be given a seat in the next class.

Final acceptance into the program will be contingent upon satisfactory completion of a criminal background check, health examination record and submission of a copy of the required CPR card.

### IMPORTANT INFORMATION

1. Direct all inquiries regarding the application process to [healthsciencesadmissions@aacc.edu](mailto:healthsciencesadmissions@aacc.edu) Following review of all applications, students will receive an email regarding the status of their application.
2. AACC will only accept criminal background checks performed by college approved vendor. Criminal background checks are completed online and must be paid for by the student. Information and instructions are given to applicants once accepted into the program.

3. All Health Sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check. All student applicants' final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and health examination form\*

### Criminal Background Checks and Drug Screening

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](mailto:healthsciencesadmissions@aacc.edu).

**\* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs 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.**



# PHLEBOTOMY TECHNICIAN PROGRAM

Rolling Admissions  
PROGRAM APPLICATION

Students are admitted to the Phlebotomy Technician Program on a rolling admission basis. Incomplete applications will be returned to the student and can be resubmitted only after they are complete. Students need only apply once to the program, provided their application is complete. A future seat will be slotted once the applicant meets the criteria for admission.

Submit completed application to [healthsciencesadmissions@aacc.edu](mailto:healthsciencesadmissions@aacc.edu) (preferred) or via mail to Anne Arundel Community College, School of Health Sciences, ATTN: Health Sciences Admissions 101 College Parkway, Arnold, MD 21012.

### DEMOGRAPHIC INFORMATION

Last Name		First Name		Middle
Address				
City		State	Zip Code	County
Last 4 digits of social security #			College ID #	
Phone	AACC Email Address			
	<b>@mymail.aacc.edu</b>			

**Your AACC email address is required. No other email is acceptable.**

The mailing address you provide will be your address of record. It is your responsibility to notify the Health Sciences Office as well as the Records Office of name, address and phone number changes during the application process.

**Applicants are advised to check their AACC email account periodically for placement updates and notices.**

## Admission/Academic Requirement Checklist

**By signing below, I agree to and understand the following:**

1. I attended a mandatory Phlebotomy Technician program information session or a virtual real-time session.  
Date: \_\_\_\_\_
2. I am ENG 101/ENG 101A eligible.
3. I am 18 years of age or older.
4. My AACC email address is required for correspondence with AACC.
5. International students must submit official transcript evaluation report from ECE, WES or SpanTran to verify /authenticate your high school and/or college transcripts. It is not necessary to submit AACC transcripts.
6. If information is missing from my application or file (including transcripts), it will NOT be processed and will be returned to me.
7. I understand that by filling in my name below, it will be considered my signature.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## INTERNATIONAL STUDENTS

### TOEFL TEST

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 completed ENG 101/101A and ENG 102 course sequence with grades of C or better prior to applying to the Phlebotomy Technician Program. AACC's code for TOEFL is 5019.

Semester/Year : \_\_\_\_\_ Total Score: \_\_\_\_\_ Where Completed: \_\_\_\_\_

### TRANSCRIPTS

I acknowledge that that I have submitted an official transcript evaluation report from ECE, WES, or SpanTran for verification of my high school and/or college transcripts to the Records office prior to this application submission.

I used the above listed agency: \_\_\_\_\_

### BACKGROUND INFORMATION

Submit explanation of questions for which you answer "yes" and provide documents relating to your answer emailed to [tdneall@aacc.edu](mailto:tdneall@aacc.edu) or mailed separately to address on first page of this application, ATTN: Tammie Neall.

**Do not write explanation(s) on the application**

Yes	No	Were you ever disciplined for any academic or behavior/conduct issue by any college, university, or any other educational institution after High School including, but not limited to, probation, dismissal, suspension, disqualification, or imposition of a failing grade as a disciplinary sanction? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever been convicted of a crime, driving while intoxicated or impaired (either by alcohol or drugs), had your driving privileges suspended or revoked, and/or are there any pending charges regarding any of the above? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever surrendered your driver's license or had such license suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever surrendered a professional license, certification or registration, or had one restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever been placed on professional probation, had conditions or limitations placed on your ability to work even if your license had not been restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.
Yes	No	Have you ever had your clinical privileges at any office or facility restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.

**NOTE:** Licensing 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 national certifying boards for your program of interest.

*I certify that the information on this application is true and accurate to the best of my knowledge. Falsification or misrepresentation of any information on this application may result in being denied admission to the program. I understand that final acceptance into the Phlebotomy Technician Program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.*

**Please review prior to submitting this application. This application must be completed in its entirety.**

I understand that by filling in my name below, it will be considered my signature.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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](mailto:complianceofficer@aacc.edu) or Maryland Relay 711.