

ADMISSION REQUIREMENTS

Students with felonies are encouraged not to enroll in this program as employment options are extremely limited for persons with felonies and recent criminal charges. Pregnant students are highly advised to wait until delivery to enroll in this program!

1. **Schedule/pass WorkKeys**

Assessments. (Required scores are 4 or better on Applied Mathematics, and on Locating Information.) No fee for initial testing (retests are \$10 each).

2. **Complete Forms & Return**

- Admission Form
- Photo ID
- Proof of high school diploma/GED
- Complete both sides of Enrollment Questionnaire / Advisement Form.

3. **Once ALL above requirements are met, submit \$100 non-refundable enrollment deposit.** (Will first be accepted on 4/19/11 @ 10:00 am)

4. **Submit proof of vaccinations before 1st day of class:**

- 1st of 3 Hepatitis B
- MMR vaccine – do NOT schedule MMR vaccine before PPD skin test!

5. **Complete/pass: physical, background check, PPD skin testing & drug test before starting class.** (dates & details to be announced)

6. **Attend mandatory orientation & pay balance of fees at/before orientation.** (dates & details to be announced)

PROGRAM INFORMATION

- Infection Control & Safety
- Documentation, Specimen Handling & Transportation/Blood Collection Equipment
- Phlebotomy/Venipuncture Procedures
- Collecting Capillary Blood Specimens
- Complications in Blood Collection
- Pediatric , Arterial, Intravenous & Special Collection Procedures
- Elderly/Home/Long-Term Care Collections
- Urinalysis, Body Fluids/Other Specimens
- Forensic, Toxicology & Workplace Testing
- EKG Lead Application
- EKG Terminology/Procedures
- EKG MAC/5000 Machine Functions
- EKG Resulting/Interpretation
- Cardiovascular System

SCHEDULE

- **Classroom: 8/30/11 – 11/17/11 Tuesday, Wednesday, Thursday (4:00 - 8:00 pm)**
- **Externship- 100 hours:** individually arranged on rotational basis, times vary (**tentative range 10/31/11 – 12/30/11**)

FEES

Tuition	\$1,586
Estimated Fees*	\$ 332
TOTAL	\$1,918

*Includes books, lab fees, liability insurance certification assessments, & personal/career counseling services. Fees are estimated and may change before class begins.

EXPECTATIONS

- This 244 hour Course consists of 144 classroom and 100 externship hours and gives students two employment avenues. Upon completing ALL classroom and externship hours, students sit for certification testing as a Registered Phlebotomy Technician (RPT) from American Medical Technologists (AMT).
- Students must maintain at least a 2.0 (C) grade point average and 90% attendance. Students missing more than 3 days are dismissed. **Arriving late is not tolerated.**
- Class consists of lecture and hands-on lab (including drawing from classmates). Students can expect daily homework of 1-2 hours per night and weekly tests.
- Students must maintain a professional attitude through the program (in class and externship experiences). Failure to do so will result in dismissal from the program.
- Students must maintain confidentiality when in class and externship settings. Failure to do so will result in immediate dismissal from the program.

GRADUATION

All students completing this program will be invited to participate in the Madison Adult Career Center Graduation Ceremony to be held **Friday evening, June 22, 2012.**

FINANCIAL AID INFORMATION

This 244-hour program is less than the 600 hours required for Title IV Financial Aid (*Pell Grants/ Stafford Loans, etc.*) and therefore students are not eligible. Students may want to check these other sources of assistance below.

Workforce Investment Act Funding (WIA)

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000 ext. 5052
Crawford County	(419) 562-8066 ext. 309
Huron County	(800) 668-5175 ext. 3411
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

TAA – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

Veterans' Training Benefits – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

Bureau of Vocational Rehabilitation (BVR)

Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

Madison Adult Career Center offers:

Administrative Office Technology
Automotive Technology
Basic Electricity/Advanced Residential Wiring
Child Care Certification/Re-certification
Clinical Care Specialist
Computers/Accounting/Business classes
Cosmetology
CPR/First Aid classes
Customized Training for Business & Industry
Creative Arts classes
Dental Assisting/Radiography
Electrical Apprenticeship (*ABC*)
Home & Garden classes
Nurse Aide Training (*STNA*)
Medical Coding/Terminology classes
Precision Machining/CNC Programming
Phlebotomy/EKG Training
Spanish classes
Sign Language classes
Welding Technology (*AWS Certification*)

PHLEBOTOMY/EKG TECHNICIAN

Program Information 2011-12

Instructor

Debra Ruckman, CMA, CPT
Julie Kirk, CPT

*Microsoft Office Specialist
Test Center*

*A.APC Certification
Test Site*

*ASE Certification
Test Center*

*American Welding Society
Certification Testing*

*ACT WorkKeys
Test Site*

*NIJS Test Site
STNA Test Site*