The Rutgers-SHRP Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, Illinois 60018-5119
Phone: 973.972.5578  http://www.naacls.org

Are you...
● Looking for a career change
● Interested in helping others
● Motivated to be part of the health care team
● A health professional seeking phlebotomy skills

If you answered YES to any of these questions

This exciting Certificate Program is for you!

Phlebotomy is the science and art of obtaining blood specimens from patients for laboratory analysis.
Specimen accessioning is the multi-tasked steps for processing these laboratory specimens.

Certificate of Study in Phlebotomy & Specimen Accessioning
Spring 2015

http://shrp.rutgers.edu/dept/CLS/phlebotomy/index.html
PHLEBOTOMY & SPECIMEN ACCESSIONING PROGRAM

Spring 2015 Program Information

Tuition: $1100.00

Part I: Live On-Campus
January 6, 2015—March 5, 2015
Tuesdays & Thursdays
6:00-9:00 PM EST

Location: Rutgers –SHRP
65 Bergen St.
SSB Building
Newark, NJ 07107

Part II: Lab Sessions—March 10, 12, 17, 19, 2015
Rutgers –SHRP
65 Bergen St.
SSB Building
Newark, NJ 07107

Clinical rotations begin—March 23, 2015

Textbook: Phlebotomy Essentials, Fifth Edition
McCall, R. & Tankersley; Lippincott Williams Wilkins

Faculty: Keith Bellinger, BA, PBT (ASCP)
Assistant Professor
Department of Clinical Laboratory Sciences

Program Director: Sean T. Ahrens, MT (ASCP)
Instructor
Phlebotomy Program Director
Department of Clinical Laboratory Sciences

PHLEBOTOMY & SPECIMEN ACCESSIONING CERTIFICATE APPLICATION

APPLICATION DEADLINE DATE
Due on or before September 12, 2014

PLEASE USE LINK BELOW FOR APPLICATION AND APPLICATION FEE PROCESS
http://apps.shrp.rutgers.edu/projects/onlinepayment/CLS/CLS_app_form.cfm

AFTER THE APPLICATION AND APPLICATION FEE HAS BEEN RECEIVED AN EMAIL WILL
BE SENT TO YOU. PLEASE FOLLOW INSTRUCTIONS ON ALL EMAILS.

Submit the following by September 12, 2014 - (WE WILL NOT BE ACCEPTING
APPLICATIONS AFTER THIS DATE.
⇒ Online Application Form (provide all required information)
⇒ Non-refundable $25 application fee (Online payments only—see link above)
⇒ Copy of H.S. Diploma or Higher degree, GED or WES evaluation—send via
email to address below.
⇒ Official TOEFL score (If applicable) - send via email to address below.
⇒ NOTE: All of the above documents are required for a complete a complete
application packet to be processed.

PLEASE PAY CLOSE ATTENTION TO ALL DEADLINES. THERE WILL BE NO EXCEN-
TIONS.

Email all documents to the attention of Kesha Jenkins at
www.phlebotomy@shrp.rutgers.edu

All questions will be answered via email.

Tuition Refund Policy:
A tuition refund, less a $100 administration fee will be issued if notice is
received in writing one month before the first day of class. No refund of tuition
if cancellation is requested after that time. Applicant must agree to refund
policy terms
APPLICATION SUMMARY AND ADMISSIONS CHECKLIST

PLEASE PAY CLOSE ATTENTION TO ALL DEADLINES. THERE WILL BE NO EXCEPTIONS.

ADMISSIONS PRE-REQUISITES:

- Minimum 18 years of age
- Copy of High School Diploma, GED, or higher degree must be sent with the application form and fee.
- If a High School diploma or higher degree is from a country other than the United States, a copy of the World Education Services evaluation must accompany the diploma. For information contact WES at: 1-800-937-3895 or www.wes.org
- If a High School diploma or higher degree is from a country other than the United States a TOEFL is required. Contact: www.toefl.org or 1-609-921-9000; Minimum TOEFL score: Web-based 79/80; computer-based 213; paper exam 550.

STEP #1: PROGRAM APPLICATION—SUBMIT THE FOLLOWING:

- Certificate of Study Application Form - provide all information requested
  Deadline Date: September 12, 2014
- Application Fee: $ 25 (Non-refundable)
  ONLINE PAYMENTS ONLY (SEE NEXT PAGE FOR INSTRUCTIONS)
- Copy of H.S. diploma, GED, higher degree or WES evaluation (Via email)
- Official TOEFL score (If applicable) - Via email

STEP #2: PROGRAM ACCEPTANCE NOTIFICATION:
Applications will be reviewed by the admissions committee. You will receive a letter notifying you of your admissions status (accepted or not accepted).

STEP #3: ADMISSIONS REQUIREMENTS:
Upon receipt of your acceptance letter, you are required to submit the following by the deadline dates indicated in the acceptance letter:

- Phlebotomy & Accessioning Registration Form—Due on or before Oct 10, 2014
- Student Authorization for Criminal Background Check- Due on or before Oct. 10, 2014
  - $75—ONLINE PAYMENTS ONLY—INSTRUCTION WILL FOLLOW AFTER APPLICATION FEE IS RECEIVED.
- Tuition—Due on or before Oct 17, 2014
  - ONLINE PAYMENTS ONLY—INSTRUCTION WILL FOLLOW AFTER BACKGROUND CHECK FEES ARE PAID.
  - $1100.00
  - NOTE: NO REFUND OF TUITION IF THE STUDENT WITHDRAWS FROM THE PROGRAM AFTER JANUARY 6, 2015.
- All health, immunization records and proof of active health insurance. Due on or before Nov. 7, 2014

COURSE DESCRIPTION:

Part I consists of theory in specimen collection, processing and storage, laboratory safety, anatomy and physiology of body systems, and legal responsibilities of the phlebotomist. Students must achieve a minimum grade of 75% overall course average, and a minimum grade of 75% on the proctored final exam to successfully complete Part I and continue into Part II.

Part II consists of advanced theory, 20 hours of lab sessions for phlebotomy practice, live classroom and a clinical rotation at an affiliate health care facility.

Clinical rotations are a mandatory 2.5 week, full-time, rotation at an approved Rutgers affiliated clinical site. Failure to complete the clinical rotation will result in an incomplete and failure of the course.

- 100 hours and a minimum of 100 successful venipunctures and capillary punctures.
- Clinical sites: Affiliate hospitals in surrounding counties
- Students are responsible for their own transportation to and from the clinical sites
- Clinical must be completed within 6 months from start of the program (must be completed by the end of June)

Upon successful completion of Part I & Part II students will be awarded a School certificate, and will be eligible to take a national certification examination in the Phlebotomist Category to become a certified Phlebotomy Technician, PBT(ASCP), from the American Society of Clinical Pathology.
### IMMUNIZATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Patient Contact With Risk Of Exposure To Blood Or Potentially Infectious Body Fluids</th>
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</thead>
<tbody>
<tr>
<td>Complete History and Physical Exam</td>
<td>REQUIRED</td>
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| Hepatitis B* - 3 doses of vaccine (at least one dose prior to any activities with any risk of exposure) or serologic proof of immunity | REQUIRED  
Post-vaccination serology  
Hepatitis B Record |
| TB testing* – PPD Mantoux 2 STEP or an FDA approved blood assay for TB | REQUIRED |
| Measles –2 doses of vaccine or serologic proof of immunity | REQUIRED |
| Mumps –1 dose of vaccine or serologic proof of immunity | REQUIRED |
| Rubella –1 dose of vaccine or serologic proof of immunity | REQUIRED |
| Influenza- annual dose of vaccine in the fall    | REQUIRED                                                                           |
| Varicella –2 doses of vaccine or serologic proof of immunity | REQUIRED |
| Tetanus-diphtheria-pertussis – primary series of vaccine plus Tdap booster dose after 2 years since last Td booster or since DPT primary series | REQUIRED |
| Polio – Primary 3-dose series of vaccine or booster dose(s) | RECOMMENDED                                                                         |

- The student is responsible for any costs associated with providing the required documents listed above.
- All documentation must be complete. Partial information/submissions will not be accepted, and will be returned to the student.
- Students will not be permitted to begin the program unless all medical/immunization information has been deemed compliant by Rutgers Student Health Services.
- All information/immunizations must be complete and sent to Student Health Services by Nov. 3, 2014
- Rutgers reserved the right to alter the requirements.

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### IMPORTANT INFORMATION

**COURSE CONTENT INFORMATION:**
Phone 973-972-5578  
E-mail: phlebotomy@umdnj.edu  
Website: http://shrp.rutgers.edu/dept/CLS/phlebotomy/index.html

**CRIMINAL BACKGROUND CHECK:**
In order to complete your educational program at Rutgers, a criminal background check is required. Rutgers engages the services of a consumer reporting agency to conduct this background check. Authorization to conduct this background check and results deemed favorable by Rutgers and clinical facilities are conditions for admission and continued enrollment. Only the Rutgers approved agency can perform this background check.

**CANCELLATION OF COURSE:**
The courses require minimum enrollment and may be cancelled because of insufficient enrollment. If a course is cancelled, the student will be notified and given a full tuition refund.

**COURSE TUITION AND FEES REFUND POLICY:**
All fees are non-refundable. A tuition refund, less a $100 administration fee will be issued if notice is received in writing, one month before the first day of class. No refund of tuition if cancellation is requested after that time.

**CONFIRMATION:**
A confirmation letter will be sent to you prior to the start of class.

**CONTINUING EDUCATION CREDIT:**
The American Society for Clinical Pathology recognizes this activity as meeting the criteria in category A1 of the ASCP Recognition Award for Continuing Medical Laboratory Education. ASCP, CMLE credit hours are acceptable to meet the continuing education requirements for the ASCP Board of Registry Continuing Competency Recognition Program.

Rutgers reserves the right to modify the program content, faculty and activities, and the right to cancel the course, if necessary.

ASCP-178-01-12

Program graduates have a 100% pass rate on the National Certification Examination administered by the American Society for Clinical Pathology - Board of Certification.