College of Eastern Idaho

Phlebotomy Enrollment Guide

We are excited to guide you through the application process for the CEI Phlebotomy Program! Earning your Basic Technical Certificate (BTC) in Phlebotomy is the first step toward a rewarding and hands-on career in healthcare, and we are here to help you every step of the way. This program admits new students on the following schedule:

- o Enrollment for spring semester – Enrollment forms due **January 5th**
- o Enrollment for fall semester – Enrollment forms due **August 10th**
- o Select the semester and year you would like to **START** the program when completing CEI application

Enrollment for new and current CEI students:

- ☐ Meet with an admissions counselor for guidance and application process. Contact CEI Admissions at 208-524-3000 Ext. 4 or email

- ☐ Complete a [CEI admission application](#):
  - o Submit required admission documentation
  - o Speak with an advisor to determine if you require a placement exam

- ☐ Complete and submit the online [Phlebotomy Enrollment Form](#) and upload in the supplement section of the CEI application.
  - o Enrollment form can be found on the CEI Phlebotomy webpage under "Resources" tab

Candidates for admission are selected based on available space. Meeting the minimum criteria for admission does not guarantee admission into the program. Those not selected for the current enrollment period will need to submit a new enrollment form in the next application period. Applications will be reviewed after all admission requirements are met.

Please reach out to Admissions@cei.edu if you are having issues with your application or login.

Post Acceptance Paperwork

Once you have been accepted into the professional portion of the Phlebotomy Program, you will receive detailed instructions on how to complete and submit all post-acceptance paperwork. This will include valuable information on required fees and how to register for My Clinical Exchange, the electronic student paperwork system.

Please note that there is a **$39.50 fee** to register for My Clinical Exchange. All post-acceptance paperwork must be completed and submitted by the first day of class.

Please have the following documentation ready by the first day of class:

☐ **Background Check**
Upload copy of completed Pre-Check background report. Report must be less than one year old at the time you start the program.

Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are on the CEI Phlebotomy webpage. **It is strongly encouraged to start the background check no less than <u>one month</u> before the deadline. Acceptance in the program is contingent on successfully passing the background check.**

☐ **Immunization Record**
You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

   ☐ Hep B (3 shots) or positive/reactive titer
   ☐ Hep B Titer – Positive/reactive titer <u>required</u> in addition to immunizations.
   ☐ MMR (2 shots) or positive/reactive titers
   ☐ Tdap (1 shot) – Expires 10 years from date received
   ☐ Varicella (2 shots) or positive/reactive titer
   ☐ Flu shot – Due October 1st for current flu season
   ☐ COVID – We follow current CDC guidelines and clinical site requirements.

Immunizations must be on an IRIS report. You can obtain the report from Eastern Idaho Public Health Department. You may be charged a $10 fee to add immunizations to your record. East Idaho Public Health is located at 1250 Hollipark Drive, Idaho Falls, ID 83401.,

☐ **TB Test**
   • QuantiFERON-TB Gold blood test dated on or after January 1st of application year.

☐ **BLS CPR Certification and First Aid**
   • A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers and First Aid certification is required.

☐ **Health Insurance**
   • Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Phlebotomy program. If your insurance coverage changes, you are required to update your information ASAP.