

Phlebotomy (BTC) Enrollment Form

Welcome to the CEI Phlebotomy Program and the beginning of your healthcare career!

The Phlebotomy Program at CEI provides a comprehensive education in phlebotomy, designed to equip students with the knowledge and skills necessary to draw blood safely and effectively from patients for diagnostic purposes. This program includes both classroom instruction and hands-on training in a mock clinical setting, followed by a clinical experience. Topics covered include the anatomy and physiology of the circulatory system, medical terminology related to phlebotomy, infection control and safety procedures, patient identification and communication skills, types of blood collection equipment and their uses, venipuncture and capillary puncture techniques, special considerations for pediatric and geriatric patients, handling and processing of blood specimens, and quality control and assurance in phlebotomy.

In addition to phlebotomy-specific training, courses in ethics, computer literacy, human biology, and medical terminology will help students develop a professional demeanor, preparing them for integration into medical offices. Course material is delivered through lectures, labs, online assignments, and clinical experiences with industry partners. Upon successful completion, students will receive a Basic Technical Certificate (BTC) from CEI and become a Certified Phlebotomy Technician (CPT) through the National Healthcare Association (NHA).

Individuals should give careful thought and consideration to the physical and mental demands of the Phlebotomy program and the pressures involved in undertaking the responsibilities of being a healthcare student. Phlebotomy is a demanding discipline. We urge you to recognize the commitment essential to be successful in the program.

Enrollment Deadlines & Requirements

Enrollment is open all year. Candidates are admitted each fall and spring semester. Candidates are enrolled based on available space, and meeting the minimum criteria does not guarantee admission. Enrollment forms for fall semester start are due every year by August 10th and enrollment forms for spring semester start are due every year by January 5th.

Enrollment Process

Students must enroll as a College of Eastern Idaho (CEI) student and select the Phlebotomy Program by following the steps below:

Step 1: Meet with an Admissions Counselor

- All CEI students are encouraged to contact an admissions counselor at admissions@cei.edu for guidance, enrollment questions or change of program steps.

Step 2: Complete the CEI Enrollment Application

- Navigate to CEI's enrollment page at: [CEI Enrollment Application](#).
- Create a user account and/or sign in.
- Select "Create a New Application" and then "Start Admissions Application."

- Follow the prompts to complete the application and select Phlebotomy as your program of study.
- Submit all required enrollment documentation.

Step 3: Complete Phlebotomy Enrollment Form

- Upload a signed copy of the Phlebotomy Enrollment form in the supplemental section of your CEI application.

Length of Program

The Phlebotomy Program is a 1-semester program starting each fall and spring.

Program Progression

All classes must be passed with a minimum grade of C+ (77%) to complete the program.

We encourage students to complete the program within one semester. However, students may take up to two semesters to complete the program. This means that students admitted for a fall start date must finish by the end of the spring semester of that academic year; students admitted to a spring start date must finish by the end of the fall semester of the following academic year.

Courses in the Phlebotomy BTC program are designed to “stack” into the Medical Assisting (ITC) program meaning that students completing the Phlebotomy program will have earned 11 of the 37 credits required for the Medical Assisting Program. Students completing the Phlebotomy BTC program will be granted priority consideration for the Medical Assisting Intermediate Technical Certificate (ITC) Program.

Degree

Upon successful completion of the program, students will receive a Basic Technical Certificate (BTC) from CEI.

Program Costs

In addition to tuition fees, students can expect to spend approximately \$750 on books, supplies, and miscellaneous fees. This program is not financial aid eligible.

Personal Appearance/Hygiene Requirement

Students must always maintain a professional appearance.

Post Acceptance Requirements

After acceptance into the program, the following documentation is **required on the first day of the semester:**

Immunization Records

Immunization/IRIS Report

- Mumps, Measles, Rubella: 2-shot series or positive/reactive titers
- Hepatitis B: 2 or 3-shot series
- Hepatitis B Titer: Positive/Reactive (required in addition to vaccinations)
- Hepatitis A: 2-shot series
- Varicella: 2-shot series or positive/reactive titer
- Tdap: Must be current, expires every 10 years from date received
- COVID-19: Current CDC recommended dosage
- Flu Shot: Current yearly shot

You may need to provide your records to Eastern Idaho Public Health Department (EIPH) to obtain an IRIS report. If you are not obtaining immunizations at EIPH, you will be charged a \$10.00 fee to complete your IRIS. EIPH is located at 1250 Hollipark Drive, Idaho Falls, Idaho 83401.

TB Test

- QuantiFERON-TB Gold Plus Test
- Chest x-ray (ONLY for previous positive TB results)
- The test must be dated within 6 months of starting the program.

Proof of Health Insurance Coverage

- Students must provide proof of health insurance. If coverage lapses during the program, the student will not be eligible to perform clinical procedures or externships.

BLS CPR Certification

- Must be one of the following options:
 - American Heart Association BLS provider
 - American Red Cross BLS provider

Pre-Check Background Check

- The background check must be less than one year old at the time you start the program. Instructions for completing the background check are available on the CEI Phlebotomy webpage: [CEI Background Check Instructions](#).

Background Check Information

Criminal background checks are a requirement. Acceptance into the program is contingent upon the results of your background check. Instructions to complete the background check are available on the CEI Phlebotomy webpage.

Applicants must provide a copy of a completed background check from Pre-Check dated after January 1st of the application year. All student background checks are done through Pre-Check to ensure we meet clinical site requirements. No other background checks are accepted.

Any student with a felony conviction within the past seven years will not be admitted to the phlebotomy program. Convictions greater than seven years will be reviewed on a case-by-case basis in accordance with clinical site policy.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the medical assisting program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assisting program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assisting program.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the medical assisting program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assisting program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assisting program

Enrolled students are **required** to disclose any new misdemeanor or felony convictions, other than minor traffic violations while in the Medical Assisting program. These current charges must be reported to the Program Manager within five business days of occurrence and may result in dismissal from the program.

Certifying Statement

I acknowledge that I have read and understand the information in the Phlebotomy Enrollment form and the program requirements outlined above. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the Phlebotomy program. I understand that felony convictions, misdemeanor convictions, and impaired driving (alcohol, drugs, etc.) charges while in the program may prevent me from continuing in the program and employment opportunities.

Printed Name

Signature

Date