

Phlebotomy

The following lists course requirements for certificate programs. Please note that courses listed are not in order based on semester.

C 45 60 0 Certificate

	<i>[prerequisite]</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ACA 111 College Student Success		1	0	0	1
CIS 111 Basic PC Literacy		1	2	0	2
PSY 101 Applied Psychology		3	0	0	3

Major Courses

Core Courses	<i>[prerequisite]</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
PBT 100 Phlebotomy Technology	[Admitted to Phlebotomy Program]	5	2	0	6
PBT 101 Phlebotomy Practicum (Clinical Training)	[PBT 100]	0	0	9	3

Total Semester Hours Required for Certificate:

15

Practical Nursing

D 45 66 0 Diploma

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and home health agencies.

General Education Courses

<i>Communications</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ENG 111 Expository Writing	[ENG 090/RED 090]	F	3	0	0	3

<i>Natural Science/Mathematics</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
BIO 163 Basic Anatomy & Physiology	[ENG 090 and RED 090/HS BIO or BIO 090]	F	4	2	0	5
OR						
BIO 168 Basic Anatomy & Physiology I &		F	3	3	0	4
BIO 169 Basic Anatomy & Physiology II		F	3	3	0	4

<i>Social/Behavioral Science</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
PSY 110 Life Span Development	[None]	S	3	0	0	3
or						
PSY 150 General Psychology &		S	3	0	0	3
PSY 241 Developmental Psychology		S	3	0	0	3

Major Courses

Core Courses	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
NUR 101 Practical Nursing I	[Admission to PN]	F	7	6	6	11
NUR 102 Practical Nursing II	[NUR 101]	S	8	0	12	12
NUR 103 Practical Nursing III	[NUR 102]	SS	6	0	12	10

Other Required Hours

<i>Courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ACA 111 College Student Success	[None]	F	1	0	0	1
or						
ACA 118 College Student Skills		F	2	0	0	2
CIS 111 Basic PC Literacy	[None]	S	1	2	0	2
or						
CIS 110 Introduction to Computers		S	2	2	0	3

Total Semester Hours Required for Diploma:

47-55



College of The Albemarle
 Certificate- Phlebotomy (C 45 60 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

<u>Title</u>	<u>Class</u>	<u>Lab</u>	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
I. GENERAL EDUCATION COURSES					
ACA 111 College Student Success	1	0	1	_____	_____
CIS 111 Basic PC Literacy	1	2	2	_____	_____
PSY 101 Applied Psychology	3	0	<u>3</u>	_____	_____
			6		
II. MAJOR COURSES: CORE (Required 9 semester credit hours)					
PBT 100 Phlebotomy Technology	5	2	6	_____	_____
PBT 101 Phlebotomy Practicum (Clinical Training)	0	9	<u>3</u>	_____	_____
			9		
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:					15

COA Health Science Programs Comparison Grid

Students must complete these requirements before receiving a Health Sciences application

Pre-Admission Requirements***											
Program	COA Appl. on file	HS and College Transcripts on file	Eng Devel. Requirement Completed through	Math Devel. Requirement Completed through	Minim. GPA	HS Biology C / 77 or better required	HS Chemistry C / 77 or better required	HOBET Math	HOBET Reading	HOBET Composite	Applic. Deadline date -5 p.m.
A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	1/14/2011
LPN-A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	9/15/2010
MLT* (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	5/15/2011
PN (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.0	Yes	---	50%	45%	50%	3/15/2011
Surg Tech (168/169)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	Yes**	50%	45%	50%	5/15/2010
Med Asst (163)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	---	45%	35%	40%	6/1/2010
Phleb* (none)	Yes	Yes	ENG 090& RED 090	MAT 060	2.0	Yes	---	****	****	****	6/15/2011

*MLT and Phlebotomy Programs admit students every other year, starting with 2007 (odd years only)

****Chemistry is a Bio 168 - Anatomy & Physiology I pre-requisite; if any questions please call Kiesha Knight, ext. 2304**

***** Shaded areas MUST be completed before a student will be allowed to take the HOBET. When students have completed ALL shaded requirements for their program of interest - they should see Annette Roberson for validation of meeting these pre-admission requirements and pay to take the HOBET Admission test (\$30.00)**

**** Phlebotomy program does not require the HOBET test - but they still must complete the validation form. Students are selected on a first-come-first-served basis based on the date on their validation form.

HOBET TESTING DATES

Computer Lab-Owens Center, EC Campus
Choice of test sessions are usually 9 am, 1 pm, or 6 pm on the dates listed:
2010

Thursday Jan. 14
Thursday Feb. 11
Thursday Mar. 11
Thursday Apr. 8
Thursday May 13

Thursday Jun. 10
Thursday Jul 8
Thursday Aug. 12
Thursday Sept. 9
Thursday Oct. 14
Thursday Nov. 11
Thursday Dec. 9
2011

Thursday Jan.13
**Picture ID Required!!!
Pencils, scrap paper & calculators provided.**

College of The Albemarle HOBET Information

What is the HOBET? The **H**ea**l**th **O**ccupation **B**asic **E**ntrance **T**est is a computerized test administered by College of The Albemarle at the Owens Center, on the Elizabeth City campus, & at the Dare County campus for most of the Health Sciences programs. It is a diagnostic test used to help provide information on a prospective student's aptitude for success by identifying skill development in math and reading comprehension related to the competitive Health Science programs. In addition, the HOBET provides valuable information on learning style, test-taking skills, and other components essential for student success in the health science programs.

How can I prepare for the HOBET? The coursework you have already completed is probably the best preparation for this test. However; if you would like additional preparation, two copies of the HOBET study guide are available for review at the Owens Center from **Kiesha Knight, office 107** or **Vivian Bridgers, office 102**, however; you will only be allowed to use these copies at the Owens Center and cannot take them out of the facility. We also suggest a Google websites search for additional study guides and sample practice test.

How do I sign up for the HOBET? You must complete the pre-admission requirements for the Health Science program(s) you wish to apply for before you can request to take the HOBET. Verification of completed pre-admission criteria is done through a HOBET Validation form with **Annette Roberson, Admission Technician office AE 133, ext. 2221**. You will need to take the form to the business office and pay for the test and bring the form back to Ms. Roberson with your payment receipt to verify payment. Your file will then be forwarded to the Owens Center for review of pre-admission requirements. You may call **335-0821 ext. 2304**, or stop by the Owens Center (**office OC 107 or OC 102**) after completing the validation form to schedule a date and time for testing.

How long does it take and when will I get my results? The timed test will be taken on a computer in the Owens Center and will last approximately three hours. Results will be available immediately after completing the test.

How are scores used? The most recent HOBET test score is used for qualification. Students must score the minimal required scores for their program(s) of interest in Math, Reading and Composite scores within a single HOBET test. The Composite percentage score(s) are also used as 50% of the competitive ranking process. If you do not score at the minimal scores, the test will give you feedback on your strengths and weaknesses so you can work to improve these areas or consider other career options.

How much does it cost? A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form.

How many times can I take the test? You may take the test once and then are allowed one retake within a 365 day period, as long as 90 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. Retakes are not permitted once minimum scores for a program of interest have been met. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant's testing opportunities.

How long are my scores good for? Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the test date. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.

How do I secure reasonable accommodations for testing if I am a student with a disability? If you are seeking reasonable accommodations for the HOBET, please see Andrea Temple, Director of Disability Support Services, at 335-0821 ext. 2277, atemple@albemarle.edu, or visit AE 119.

IMPORTANT!!!

A PICTURE ID (Student ID or Driver's License) IS REQUIRED FOR TESTING. CALCULATORS, PENCILS AND SCRAP PAPER WILL BE PROVIDED.

**COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)**

PHLEBOTOMY PROGRAM GUIDANCE SHEET

This guidance sheet for students and their advisors is designed to serve as an abbreviated version and check-off sheet for the requirements of the Phlebotomy admission process. Students and their advisors should refer to the Phlebotomy Admissions Fact Sheet for specific information related to each phase and criteria of the admission process.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Phlebotomy program must complete the following steps by **June 15, 2011** in order to be considered for acceptance for the **Fall Semester 2011**.

- _____ A. **Complete and submit a written COA Application for Admission**
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts.**
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
- _____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher)

REQUIREMENTS A, B, C, D, and E, must be met in entirety before applicants may complete a Health Science Application. Once students have met criteria A-E completely, they should contact the Health Science Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. Validation forms will be submitted to the Health Sciences Office by the Health Science Admissions Technician. One week after submitting Validation forms, students may contact the Health Science Administrative Assistant (Owens Center, Office 107, Ext. 2283) who will confirm their form has been received and at that time the applicant may complete the Health Science Application form.

PHASE II: PHLEBOTOMY APPLICATION REQUIREMENTS:

- _____ F. **COMPLETE THE HEALTH SCIENCE ADMISSION APPLICATION indicating an interest in the Phlebotomy program by 5 p.m. on June 15, 2011. (Only if applying for other programs than Phlebotomy – if only applying for Phlebotomy, then the Validation Form serves as the Admission application – students should still call the office to confirm their form was received)**
- _____ G. **ATTEND THE PHLEBOTOMY PRE-ADMISSION MEETING** Qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the phlebotomy faculty.

PHASE III: SELECTION PROCESS:

- _____ **Ranking Process:** all students who have met all the required academic and testing criteria, have a complete Health Science application or Validation form on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked on a **first-come-first-serve basis based on the date their Validation form was submitted to the Health Science Admissions Technician** (Annette Roberson).
- _____ **Other Requirements:** If selected for entrance into the program, applicants will be required to complete a health physical and immunization requirements by the first day of classes. Students should also be aware that a criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program.

**COLLEGE OF THE
ALBEMARLE
Fall 2011
PHLEBOTOMY
ADMISSION
FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE**

COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327
 COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
 (252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

PHLEBOTOMY PROGRAM FACT SHEET

The admission process outlined in this fact sheet was developed by the Phlebotomy faculty and is to be implemented by the Admissions Office with Phlebotomy faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Phlebotomy program must complete the following steps **by June 15, 2011** in order to be considered for acceptance for the Fall Semester 2011. (At the discretion of the Phlebotomy Program Coordinator, some applications may be considered after the deadline.)

- _____ A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Phlebotomy program, to the Admissions Office, Elizabeth City Campus.
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
 Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of "PC" or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of "C" or better before the application deadline, ENG 111 and/or MAT 060 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of "PC" or "C" on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of "PC" or "C" on MAT 060, or it's equivalent, or courses beyond these, from a regionally accredited institution.

PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	81	41	440 *	19 *
English	70	41	440 *	19 *
Math	47 Pre-Algebra	41 Numeric		

- **SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

- _____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, and E, must be met in entirety before applicants may complete a Health Science Application. Once students have met criteria A-E completely, they should contact the Health Science Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. Validation forms will be submitted to the Health Science Office by the Health Science Admissions Technician. One week after submitting Validation forms, students may contact the Health Science Admission, Lab/Clinical Coordinator (Owens Center, Office 107, Ext. 2304) who will confirm their form has been received.

PHASE II PHLEBOTOMY APPLICATION REQUIREMENTS:

- _____ F. **COMPLETE THE HEALTH SCIENCE ADMISSION APPLICATION.** (only for students who are applying for other Health Science programs beyond Phlebotomy – **IF APPLYING SOLELY FOR PHLEBOTOMY, the Validation Form expressing area of interest in Phlebotomy only serves as the Health Science Application. Students should still call the Health Science office to confirm their form has been received.** Once students have met all preadmission criteria A,B,C,D, and E - students must complete an application to the COA Health Science Program. Applications may be obtained at the Health Science Administrative Assistant’s office (Owens Center, Office 102) or from Chris Robertson, Health Sciences Admission, Lab/Clinical Coordinator (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-E. **Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the Health Science Administrative Assistant’s office (Owens Center, Office 102) by 5 p.m. on June 15, 2011. Late applications will NOT be accepted for any reason.**
- _____ G. **ATTEND THE PHLEBOTOMY PRE-ADMISSION MEETING** After meeting the minimum PRE-ADMISSION qualifications for admission to the Phlebotomy program and submitting the Phlebotomy application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the Phlebotomy faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Phlebotomy program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Science Administrative Assistant’s office, Owens Center, Office 102, Extension 2283 or Extension 2304. It is the applicant’s responsibility to maintain communication with the college via the Health Science Administrative Assistant’s office, Owens Center, Office 102, Extension 2283.**

PHLEBOTOMY PROGRAM RANKING PROCESS

All students who have met all the required academic and testing criteria, have a complete Health Science application or Validation Form on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked on a **first-come-first-serve basis based on the date their validation form was submitted to the Health Science Admissions Technician** (Annette Roberson).

PHASE III: SELECTION PROCESS

- A. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available.
- B. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their dated validation form. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Phlebotomy Program Coordinator, whose decision is final, starting with “Alternate 1.”
- C. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next time the phlebotomy program is offered.

An applicant who has concerns about the admissions process to the Phlebotomy Program should address the problem with the Program Coordinator of the Phlebotomy Program (Owens Center, Office 207, Ext. 2999).

OTHER IMPORTANT INFORMATION RELATED TO THE PHLEBOTOMY PROGRAM

Upon conditional acceptance, but prior to enrollment in the Phlebotomy program, applicants will be required to provide additional information including:

- A. **A completed COA health care examination form indicating physical and emotional health and record of immunizations must be received in the Health Science Administrative Assistant’s office by the first day of classes in the fall semester the program is offered. Students who do not meet this requirement will not be allowed to progress to clinical and laboratory classes, even if they have met all other criteria.**
If a student has not had the COMPLETE, 3-shot series, of the Hepatitis B vaccination, they will have to sign a waiver before going to clinical sites.
- B. **Criminal Background Check**
A criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.

READMISSION PROCESS:

Definition of Re-Admit: A student who has previously been enrolled in any phlebotomy program. Applicants applying for readmission into the first semester of the phlebotomy program should contact the Phlebotomy Program Coordinator (ext. 2999) for information concerning this special situation.

Phlebotomy Curriculum Schema

Course	Title	Class	Lab	Clinical	Contact	Credit
ACA 111	College Student Success	1	0	0	1	1
PBT 100	Phlebotomy Technology	5	2	0	7	6
PBT 101	Phlebotomy Practicum	0	0	9	9	3
PSY 101	Applied Psychology	3	0	0	3	3
*CIS 111	Basic PC Literacy	1	2	0	3	2
TOTAL CREDIT HOURS						15

*Students may attempt to test out of CIS 111 through the computer department.