PROGRAM OVERVIEW: A phlebotomist collects blood samples from patients, processes physician orders for laboratory testing, represents the laboratory in a professional manner to patients and staff and effectively communicates in the care and support of the patient.

This training results in skills necessary to work successfully as a phlebotomist. Skill areas covered are: Medical Terminology, Basic Anatomy and Physiology, Customer Service, Medical Law and Ethics, Phlebotomy (vacuum collections, arterial specimen collection, devices, syringes, capillary skin punctures, butterfly needles, blood cultures and specimen collection on adults, children and infants) and Cooperative Work Experience (CWE). The program prepares students for certification examinations by the American Society of Clinical Pathologists and the National Accrediting Agency for Clinical Laboratory Sciences.

PROGRAM FORMAT: A group of up to 24 students will move through this training as a cohort. Students attend class for approximately 35 hours a week and complete 26 credits. Classes will be held at LBCC’s Lebanon Center and will run between 8AM and 6PM, Monday through Thursday.

Good visual acuity including color perception is vital to Phlebotomy. Frequent lifting and carrying of light equipment less than 10 pounds as well as exposure to infection from disease bearing specimens and to odorous chemicals and specimens should be expected.

For additional information visit: www.linnbenton.edu/phlebotomy.

INFORMATION SESSIONS: 2nd Wednesday of every month at 4:00 pm. Sessions will be held at LBCC’s Albany campus, Calapooia Center building 2nd floor, Room 212, 6500 Pacific Blvd SW, Albany, OR 97321. Attendees are expected to bring a copy of this bulletin.

ESTIMATED PROGRAM COST: $5,500.00 (subject to change)

PROGRAM DATES: August 15, 2016 – December 9, 2016

APPLICATION DATES:  
Online application opens: April 11, 2016, 9:00 AM  
(Early applications will not be considered)  
Resident Priority ends: April 17, 2016 at midnight

Submit applications to LBCC’s Albany campus, Room WH-120.

ADMISSION DECISION: Emailed to your LBCC email account the week of April 25, 2016

MANDATORY ORIENTATION: August 10, 2016 held at LBCC Lebanon Campus (Proof of all Post-Admission Requirements due)

CLASS SELECTION PROCESS: Applications are accepted on a first-come, first-served basis with preference given to residents of the Linn-Benton Community College (LBCC) tax district followed by in-state, out-of-state and then international applicants. To determine whether or not you live at such an address (whether you rent or own), please refer to your property tax statement, or inquire at your county tax assessor’s office. Some addresses at or near the Linn or Benton county lines, though inside the county lines, may not be within the LBCC District. NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult LBCC’s International Admissions to find out whether they are eligible to apply.

CANCELLATION: Sessions are subject to cancellation if a minimum number of eligible students are not admitted. Students must reapply for later sessions.
ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

- **APPLICATION COMPLETION**: Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program.
- **HOLDS**: Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.
- **ACADEMIC STANDING**: Applicants’ Academic Standing MUST BE in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.
- **STUDENT STATUS**: Applicants MUST BE in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner, 2) Select “Student,” 3) Select “Registration,” 4) Select “Check Your Registration Status,” 4) Select the next available term. Contact your LBCC advisor if you have questions about your status.

NOTE REGARDING FINANCIAL AID: The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select “Financial Aid,” 3) Select “Your Financial Aid Status,” 4) Select “ academic progress.” To find out more about Financial Aid Academic Standards at LBCC go to: http://www.linnbenton.edu/financial-aid/academic-standards

CIVIL RIGHTS

LBCC STATEMENT OF NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information http://po.linnbenton.edu/BPsandARs/ ) Board Policy P1015

PERSONS RESPONSIBLE FOR COORDINATING TITLE II (ADA reasonable accommodations), TITLE IX (gender discrimination), and SECTION 504 (discrimination against individuals with disabilities – a civil rights issue):
- **Affirmative Action Officer**: Scott Rolen - 541-917-4425
- **ADA Coordinator (Students)**: Carol Raymundo - 541-917-4690
- **ADA Coordinator (Employees/Applicants)**: Kathy Withrow - 541-917-4420
- **Title IX Coordinator**: Lynne Cox - 541-917-4806

DISCRIMINATION/HARASSMENT COMPLAINT PROCESS: If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:
- **A student complaint about another student**: Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu
- **A student complaint about an LBCC staff member**: Contact: Scott Rolen, 541-917-4425, rogens@linnbenton.edu
- **An LBCC staff member complaint about another staff member or student**: Contact: Scott Rolen, 541-917-4425, rogens@linnbenton.edu

This and additional information can be found at http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity

2016 PHLEBOTOMY MINIMUM APPLICATION REQUIREMENTS
If you satisfy the minimum application requirements and do not have any other admission limitations, you will be considered a qualified applicant. Course numbers noted below refer to LBCC courses as described in the LBCC Catalog. Spring term enrollment and/or placing above the courses on the LBCC Computer Placement Test (CPT; www.linnbenton.edu/student-assessment) will be accepted pending completion by June 20, 2016. Courses must be completed with a grade of “C” or higher at a regionally accredited institution. Official transcripts from non-LBCC institutions must be sent prior to or with your application. Course equivalence is considered on a case by case basis and is not guaranteed. Once supplemental documentation is submitted, new materials may not be added.

<table>
<thead>
<tr>
<th>Check List</th>
<th>All supplemental documentation, as applicable, must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Application Requirements</strong></td>
<td>Complete and submit this Minimum Application Requirements form. Include your course/CPT information in the spaces provided at the bottom of this form.</td>
</tr>
<tr>
<td><strong>Check Your Status</strong></td>
<td>Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)</td>
</tr>
<tr>
<td><strong>Information Session</strong></td>
<td>Attend one of the Information Sessions (see page 1)</td>
</tr>
<tr>
<td><strong>Online Application</strong></td>
<td>Complete the ONLINE Application for Admission (see next page)</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>LBCC transcripts are not required. If submitting Official transcripts from non-LBCC institutions, please follow the transcript submission steps noted at <a href="http://www.linnbenton.edu/transcripts">www.linnbenton.edu/transcripts</a>.</td>
</tr>
<tr>
<td><strong>LBCC Admission Fee UPDATE</strong></td>
<td>The LBCC application fee is now a Post-Admission Requirement (see last page)</td>
</tr>
<tr>
<td><strong>Compliancy</strong></td>
<td>Complete and submit the Statement of Understanding and Compliance</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td>Submit proof of your official residency for the 90 days prior to April 11, 2016 by completing and submitting the Request to Establish Residency Status form along with supporting documentation (see page 1 for Residency Priority info)</td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td>Submit proof of your state accredited high school graduation or GED certificate.</td>
</tr>
</tbody>
</table>

**Minimum Application Coursework:**

<table>
<thead>
<tr>
<th>Course Number/Title:</th>
<th>Grade:</th>
<th>Completion date:</th>
<th>College/University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 020 – Introduction to Algebra (completed since August 2011)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WR 095 – College Writing Fundamentals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application Questions
Lorraine Lara, Academic Planning Assistant
541-917-4544
lorraine.lara@linnbenton.edu

ONLINE APPLICATION INFORMATION
When applying for the Phlebotomy Program, you are required to apply online. Applications will open online on April 11, 2016 at 9:00 am. Online applications receive an automatic time/date stamp. Early applications will be not be considered. Residency Priority ends April 17, 2016 at midnight. Application close date TBA.

**NEW STUDENTS:** Students who have never attended or applied to LBCC must begin at step 1.
1. Go to [http://webrunner.linnbenton.edu/admit_home.htm](http://webrunner.linnbenton.edu/admit_home.htm)
2. Select "I Want to Earn a Degree or a Certificate"
3. Create a Login ID:
4. Create and verify a PIN:
5. Select "Login"
6. Select the Phlebotomy Program from the Application Type drop down options (See NOTE below)
7. Select “Continue”
8. Select “Summer 2016” from the Admission Term drop down options
9. Enter at least your first and last name into the appropriate boxes
10. Complete all online application checklist items:
   - Name
   - Permanent Address
   - Mailing Address, if different from permanent
   - Personal Information¹
11. Select “Application is Complete”²

**LBCC STUDENTS:** Log in to your WebRunner account, select the “Student” tab, select “Admissions”, select “Apply with an Online Application”, and then, beginning at step 6, follow the rest of the above online application steps.

**Note:** If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select A New Student nor Transfer Student.

**Remember:** The supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to the LBCC Albany Campus, Willamette Hall building, room WH-120 within 2 business days of submitting your online application. Submit all documentation you believe will be necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

**Tips:**¹ Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

² Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.

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**2016 STATEMENT OF UNDERSTANDING AND COMPLIANCE**

Initial:
I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account. If I have never been admitted to nor registered for a class at LBCC, I give LBCC permission to contact me via the email address I provided with my application.

I have read, understand and agree to uphold those policies put forth in LBCC’s Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights.

I have read and understand my civil rights as a student at LBCC.

I have read and understand the information on page 2 regarding Admission Limitations and Financial Aid SAP.

I have read this Phlebotomy Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.

I understand that only the forms included in this Phlebotomy Bulletin may be used, however, they may be copied if more than one of the same form is needed.

I understand some occupational health hazards include, but are not limited to, the use of latex gloves and masks, frequent lifting and carrying of light equipment under 10 pounds, exposure to infection from disease bearing specimens and to odorous chemicals and specimens. Therefore, I will meet with the Phlebotomy advisor if I have any concerns over the risk factors.

I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission letter to remain admitted to the program.

I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.

I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed or employed in this field.

I understand that, if admitted, I will be required to pay for and submit for review proof of the required health/training records as per the admission email. It will be my responsibility to keep all health/training records current for the duration of the program.

I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal program activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.

Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may be required to comply with the non-LBCC site’s policy. Testing may be random and unannounced or conducted when reasonable beliefs that work behavior may be the result of the presence of a drug. The presence, as determined by the program’s test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program if the course is a requirement for program completion. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students’ Rights and Responsibilities.

I understand that, if admitted, I must maintain a minimum “C” grade in each required course, and courses must be taken in the specified sequence.

I understand that I must complete all LBCC Admissions processes as well as the requirements for graduation.

I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/forms or update this information through WebRunner.

Applicant’s Signature        Date

RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a
person intends to return to after any absence, and in which one’s dependents reside for an unlimited period of
time. You must complete the residency information below and provide at least one document from Category 1 AND
one document from Category 2 to prove your permanent residency status.

NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this
program. International students need to consult International Admissions to see if they are eligible to apply. Go to
http://www.linnbenton.edu/international-students for more information.

CATEGORY 1 (One of below)
Rent receipts with your name, resident address, and dates of occupancy for the period of time in
question. (Rental agreements are not acceptable.)
Notarized affidavit substantiating your permanent residency for the period of time in question.
(Applicants cannot complete the Affidavit for Residency for themselves.)
Documents proving your own Oregon property and that the property is your permanent residence.

CATEGORY 2 (One of below)
Oregon driver’s license
Oregon vehicle registration with your resident address.
Oregon state income tax return (for previous year) with resident address.
Verification of local bank account showing resident address.
Oregon voter registration.
Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on
these documents must agree with the permanent address on your application form or the previous addresses you
have listed below.

COMPLETE THE INFORMATION BELOW

Name ___________________________ Phone ___________________________

ID # or SS# ____________________________

Program for which you are requesting to establish your residency ____________________________

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the
time period).

__________________________________________________________________________
Street City State Zip Time Period

__________________________________________________________________________
Street City State Zip Time Period

__________________________________________________________________________
Street City State Zip Time Period

List the two documents you are submitting to verify your permanent address.

Category 1 ____________________________ Category 2 ____________________________

The above information is a true and accurate statement of my residency.

______________________________________ Date ____________________________

Admissions & Records

AFFIDAVIT OF RESIDENCY IN OREGON
STATE OF OREGON 
COUNTY OF ______ )

I, ________________________________________, being first duly sworn, state the following:

(Landlord certifying residency)

That _______________________________ has lived at _______________________________

(student’s name and ID #)

__________________________________

(street, city, state)

since ______________________________.

(date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

_________________________   ________________________________________

(date) (signature of Landlord certifying residency)

NOTARIZATION: Subscribed and sworn before me this ____ day of _____ , 20 _______

________________________________________________________________

Notary Public for the State of Oregon

My Commission expires:

6500 Pacific Blvd SW Albany, Oregon 97321 (541) 917-4812
POST-ADMISSION REQUIREMENTS

Please do not turn in proof of the items listed below with your application packet. Only students who are admitted to this program will be required to complete the Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The requirements and estimated costs listed below are subject to change. The cost of the health and training, criminal background check, drug test and Certification Exam are not included in the estimated cost of the program.

- **DEPOSIT**: Pay the mandatory deposit and submit the appropriate Deferred Note Contract (DNC; see Tuition, Expenses and Financial Aid information below)
- **SPRING TERM COMPLETION**: If applicable, submit proof of Spring term minimum application course completion with a “C” grade or better by June 20, 2016. If completed at another institution, you must submit an official transcript
- **RECORD RELEASE**: All admitted students will be required to complete and submit a Record Release form
- **CRIMINAL BACKGROUND CHECK**: All admitted students will be required to complete and pass the LBCC approved criminal background check to remain eligible for this program (estimated cost: $60; not included in program cost estimate)
- **HEALTH AND TRAINING DOCUMENTATION**: All admitted students will be required to electronically submit the appropriate immunization, medical screening, and CPR documentation (estimated review and tracking cost is $20; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost).
  - **Hepatitis B** – 3 doses and a positive titer
  - **MMR (Measles, Mumps, Rubella)** – positive titer or 2 doses
  - **Varicella (Chicken Pox)** – positive titer or 2 doses
  - **Tdap (Tetanus, Diphtheria and Pertussis)** – 1 dose within last 10 years
  - **TB (Tuberculosis) Skin Test (PPD)** – Negative PPD within last 12 months and repeated annually
  - **CPR** – Submit proof of current CPR certification; ONLY American Heart Associations’ Healthcare Provider BLS (recommended) or American Red Cross’ Professional Rescuer certifications will be accepted. Other CPR certifications will be denied. CPR certification must be kept current for the duration of the program.
    - Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.
- **RECOMMENDED IMMUNIZATIONS**: The following immunizations are recommended but not required for admission to this program. Since some clinical sites in Oregon require one or both of these immunizations for clinical placement acceptance, not completing these requirements might result in fewer clinical placement options while in the program. (Cost of immunizations varies; NOT included in program cost.)
  - **Flu shot** – Current flu vaccine & repeated annually
  - **Polio** – positive titer or 3 doses
- **DRUG TEST**: Instructions regarding the drug test (completing and clearing) as a requirement for continued admission will be provided with the admission letter (estimated cost is $45).
- **LBCC ADMISSION FEE**: If you have never paid the one-time LBCC Admission Fee in the past, you will be required to submit payment of the LBCC Admission fee prior to your first term of classes at LBCC.

TUITION, EXPENSES AND FINANCIAL AID: The estimated cost of the program is $5,500 (subject to increase). This includes required books, registration, lab fees and instructional costs. Payment options and plans are available to those who qualify. You may pay online with a credit card or through the LBCC Business Office.

Students NOT receiving financial aid, unless paying for the program in full, must complete a deferred note contract (DNC) and pay a deposit of 1/2 of the program cost ($2,750 – subject to increase).

Students who receive a financial aid award for Phlebotomy must complete a DNC for financial aid recipients and pay a deposit of $415 (subject to increase). The deposit is due before any financial aid is received. An award document must accompany the DNC. Please call 541-917-4927 with any questions.