



ACADEMY
of MEDICAL PROFESSIONS

PHLEBOTOMY TECHNICIAN

CERTIFICATE
PROGRAM

•
WITH CPT
NATIONAL
CERTIFICATION

What is a Phlebotomy Technician?

Phlebotomy technicians, also referred to as a phlebotomist, have an essential role in the clinical laboratory process, as their main job duty is drawing patient's (or animal) blood for testing to help in the detection and diagnosis of disease, transfusions, donations, and research. They are employed in hospitals, clinics, private practices, diagnostic laboratories, and blood banks. Phlebotomy technicians properly label, store, and deliver samples to the laboratory or drop-off point. Their job duties include ensuring quality control throughout the process, making sure specimens are not contaminated. They also perform record keeping, entering patient information and blood testing results. They collect blood primarily by performing venipuncture, and for collection of minute quantities of blood; fingerstick, or for infants through a heel stick.

Become Nationally Certified in 10 weeks as a Phlebotomy Technician by professionals in the industry. Our course provides the skills required to sit for the national certification examination through the National Healthcareers Association.

Career Outlook:

Employment of phlebotomists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations. About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.¹

All Inclusive - Tuition Includes:

- All Textbooks and supplies
- Certified Phlebotomy Technician (CPT) Practice Exams
- Resume Building, Job Search, and Interview Skills
- NHA CPT Exam Registration and Fees
- Externships may be available through our hospital partners.

Class Calendar

Hybrid Program: A combination of Online Classes and in-person skills held locally at Adult Education Centers in Maine.

- Online Tuesday evenings for 10 Weeks. **5:30 PM to 8:30 PM**

In-Person Clinical Skills Lab

- **Locations vary.**
- **Thursday evenings 5:30 PM - 8:30 PM. (see page 2 for details)**

Class Start Dates:

Tuesday, March 11, 2025

Tuesday, June 17, 2025

Tuesday, October 14, 2025

1. Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Phlebotomists, at <https://www.bls.gov/ooh/healthcare/phlebotomists.htm> (visited June 10, 2024)

PHLEBOTOMY TECHNICIAN - WHAT YOU WILL LEARN:

- Health Care Structure, Safety, Infection Control
- Phlebotomy Basics, Medical Terminology, Human Anatomy & Physiology, Circulatory, Lymphatic, and Immune Systems
- Specimen Collection: Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Special Nonblood Collection Procedures
- Specimen Transport, Handling, and Processing, Point-of-Care Testing
- Professional Issues: Quality and Legal Issues in Phlebotomy

COURSE DESCRIPTION

• **Phlebotomy Technician- 10 Weeks.** Become Nationally Certified in 10 weeks as a Phlebotomy Technician. Our course is all-inclusive and prepares you for national certification with live classes via Zoom and in-person skills labs. You will be able to perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the procedure and answer patient questions, perform basic point of care testing, such as blood glucose levels on patients, prepare blood, urine, and other body fluid specimens for testing according to established standards. \$3,500

****Lab Locations** are offered throughout Maine and are subject to change each semester, please call or email for lab locations**

*****Please note that Labs** are typically held on Thursday evenings; some sites may schedule a different day of the week or schedule an occasional day during the week or on a Saturday to obtain all the Lab Skill hours. ***

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required for most employment opportunities but is not required to take or start the training.

*****No criminal record ***** please contact the school for more information should you have any prior record.

Must submit a copy of current, up-to-date immunization records (titers preferred) before attending Labs. Measles Ab (IgG) Qual; Mumps (IgG) Qual; Rubella Ab (IgG) Qual; Varicella Zoster Virus (IgG) Qual; we do not require Hep B, tetanus, flu, COVID, or TB test, but these may be needed by several clinical facilities.

Students must be aware and agree to participate in “sticking/drawing” each other in class and will sign a consent prior to the first class.

ATTENDANCE POLICY

The attendance policy set forth by the Academy of Medical Professions is strictly enforced.

Students attending Live Classes are expected to attend 100% of all scheduled meetings; missing a scheduled meeting will require the student to watch the recorded version of the meeting prior to attending the next lecture.

Self-Paced students are expected to watch recorded lectures and communicate weekly with the Academy or their assigned instructor. Students whose attendance drops below 70% (not withstanding mitigating circumstances), may be dis-enrolled from the program.

STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan or success, the student will be subject to academic dismissal with no refund.

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, not the instructor, in writing. Termination will become effective upon receipt of the written notice. The refund will be based on notification week corresponding with your course assignments or week associated with start date of the program.

2. If you terminate before you commence training, you will receive a refund of the money paid to the school, minus \$500 for the course books, unless they are returned unused, unopened. The \$300.00 application fee is nonrefundable. If no unused books are returned, the total subtracted from the refund will be \$800.00.

3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignments, less the application fee of \$300.00 and the book fee of \$500.00. If you terminate any time after week 3, there will be no refund. If you are on a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.



ACADEMY

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PHLEBOTOMY COURSE ENROLLMENT AGREEMENT

(PLEASE PRINT, MAIL, EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: _____ SS# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ (H) _____ (C)

E-MAIL: _____

I have earned a High School Diploma or Equivalent (GED, HiSET, etc.) (Initial here) _____

LOCATION ATTENDING _____ START DATE _____

Where Did You Hear About Our Courses? _____

If Adult Education brochure or website, which one? _____

Please initial:

_____ I have provided or will provide a copy of my current immunizations.

_____ I understand that I will be required to participate in performing common phlebotomy practices in this class which requires a number of needle sticks on myself, others in the program and/or volunteers.

_____ I understand that I will **NOT** be required to participate in an externship but will provide consent to the instructor and school should I desire to obtain one and that it is not guaranteed.

_____ I understand that there may be a dress code in this field, which may include but not limited to hair color, tattoos and/or piercings.

PAYMENT METHOD

****Please make checks payable to the Academy of Medical Professions****

\$300.00 non-refundable enrollment fee is **already included** in the price
VOUCHER PAYMENTS I.E. GOODWILL, DEPT OF LABOR, ETC.

SINGLE PAYMENT

CHOOSE ONE

_____ **\$3,500** Phlebotomy, all inclusive program

_____ **\$3,500** **Voucher Payment**, Phlebotomy, all inclusive program

Name of Organization paying and contact information:

*** All applicants must sign the contract agreement below regardless of payment method.**

PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # _____

EXPIRATION: _____ SECURITY CODE: _____ TYPE OF CARD: _____

NAME AS IT APPEARS ON CARD: _____

BILLING ADDRESS IF DIFFERENT FROM REGISTRATION FORM:

(Initial One)

Payment in FULL \$ _____ Date to take out the full payment: _____

(OR)

PAYMENT PLAN: \$3,750: \$500 Down, \$325 a month for 10 months DEPOSIT

(Finance Fees Amount \$ _____ Date to take out deposit: _____
Included) Date to begin payments: _____

ADDITIONAL INFORMATION

1. **Choose One:** ____ Textbooks shipped to me. **OR** ____ eBook with Read Aloud feature.
2. ____ I have current or previous healthcare/dental office experience in a patient-facing role and would like to be considered for a full-tuition scholarship: By initialing this box I give consent for my information to be shared with Maine JobLink for this purpose.

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program, including the ATTENDANCE and STANDARDS OF PROGRESS policies. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY for this course and agree to its terms. I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to:

SIGNATURE: _____ DATE: _____