**5675 South Academy Blvd. Colorado Springs, CO. 80906**

***Phlebotomy Certificate***

***Students must*** [**apply to the program**](https://www.ppcc.edu/degrees-certificates/phlebotomy) ***for acceptance.***

Upon completion of the required courses, students will receive a certificate achievement for phlebotomy from PPCC and will eligible to take the National Registry Board Exam for National Certification - Registered Phlebotomy Technician (RPT). This certificate can be completed within two semesters if coursework is completed as advised. [AMT](http://www.americanmedtech.org) or [ASCP](http://www.ascp.org)

See phlebotomy handbook for other association’s information. All courses are offered every semester including summers.

| **Course Prefix /Number & description** | **Credits** | **Prerequisites-Recommendations-Information** |
| --- | --- | --- |
| HPR 139 Medical Terminology | 2 | Students must take PPCC online sections only. |
| HPR 208 Medical Records Terminology | 2 | Online only |
| HPR 106 Law & Ethics for Health Professionals | 2 | Online only |
| HPR 112 Phlebotomy | 4 | Program Application required |
| HPR 101 Customer Service in Healthcare | 2 |  |
| HPR 113 Advanced Phlebotomy | 4 | Prerequisite: HPR 112 with a C or better. |

In order to comply with Employment Providers requirements students will need:

1. Written documentation of vaccination: (verified by a medical provider)
2. Hepatitis B (3 shot series):
   * 1. One (1) must be complete when enrolling in HPR 112.
     2. Two (2) Must be completed when enrolling in HPR 113.
3. Tetanus TDAP (within 10 years).
4. 2 step PPD or Quantiferon documentation (within 6 months).
5. MMR (2nd shot in series – if born after 1-1-1957).
6. Chicken Pox (Varicella zoster) (or notarized copy of medical record indicating having disease).
7. Flu vaccination: those with a documented allergy will be expected to wear a mask the entire time that they are on the hospital / laboratory campus premise.

***OR***

Students may present blood titer results to demonstrate immunity to 1-5 conditions above. Titers must be dated within 1 year.

2. Pass a drug screen test

1. Pass a criminal background check
2. Hold a current CPR active card for the duration of the semester.
3. Have a current college photo identification for clinical access. New ID per HPR 112 & HPR 113 at the cost of $5.00 per ID per term to be validated by the clinical site in order to access clinical areas.

***The Phlebotomy ID is NOT available from Student life until after the semester begins – The instructor will announce in class when to obtain this ID.***

***If the student does not provide the above requirements by the specified date in the semester, they must withdraw from the course***

HPR 112, HPR 113 lecture classes are held at Centennial Campus. Lab classes are held at off campus laboratory providers, the instructor will notify student of laboratory locations.

* Students are ***not permitted*** to engage in any phlebotomy activity at any location not authorized or prior approved by the college and phlebotomy faculty. Any such action by the student may constitute a violation of the student code of conduct and may constitute dismissal from the program and Pikes Peak Community College and may also be considered malpractice and subject to legal action.
* Background checks done by another facility are not accepted. (See Phlebotomy Handbook).
* The clinical sites used in the phlebotomy program require background checks of all potential students. New students who refuse to comply with the background investigation, drug screen policy or phlebotomy handbook requirements will not be allowed to enter the Phlebotomy Certification Program or Phlebotomy course.
* Students will have to review the ***Phlebotomy Handbook*** (located in D2L & [college web site](https://www.ppcc.edu/degrees-certificates/phlebotomy/faq-resources)) and sign an agreement to abide by the rules of the handbook.

Students will be required to complete the online Criminal background check once they have received provisional program acceptance. Once the background check is submitted and payment is made the online system will issue an order for the drug screening. The student will then submit a specimen for drug screen by the date designated by the program coordinator’s instructions each term.

* Failure to comply with the deadline will result in the student’s application being rejected. There are no exceptions to this deadline.
* Any positive result will result in the student’s application being rejected for 2 consecutive terms.
* Diluted specimens will be deemed positive. Students will not be allowed to retry for program reentry for 1 semester.
* Student will be allowed only 1 specimen submission, with no second submission if the first test returns positive or is diluted.

When the student has enrolled in the HPR 113 Advanced Phlebotomy class, the fees for criminal background check and drug screen will be repeated **IF** the student does not take this class in a consecutive term to HPR 112. Information will be discussed and the instructions about the paperwork completion will be done in HPR 112 for the next term HPR 113.

**Pikes Peak Community College Medical Office Technology Programs Background Check**

***Healthcare Programs Disqualifying Criminal Offenses***

The following criminal offenses appearing on a criminal background check will disqualify an

applicant for admission to CCCS Phlebotomy program.

***The listed disqualifiers apply to the following Pikes Peak Community College - Medical Office Technology Department programs:***

* Certification in Phlebotomy.

• Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of

application.

• Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk

adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.

• Any offense involving unlawful sexual behavior in the 7 years immediately preceding the

submittal of application.

• Any crime, the underlying basis of which has been found by the court on the record to include

an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.

• Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years

immediately preceding the submittal of application.

• Any crime related to the sale, possession, distribution or transfer of narcotics or controlled

substances in the 7 years immediately preceding the submittal of application.

• Any felony theft crimes in the 7 years immediately preceding the submittal of application.

• Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-

405.5C.R.S in the 7 years immediately preceding the submittal of application.

• Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years

immediately preceding the submittal of application.

• More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

• Any felony homicide conviction (no time limit).

• Registered Sex Offenders (no time limit).

• Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially

Designated Nationals (SDN).

• Listed on Health and Human Services/Office of Inspector General List of Excluded

Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.

• Any offense in another state, the elements of which are substantially similar to the elements of

any of the above offenses.

• If the investigation reveals information that could be relevant to the application, the designated

individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.

• Students who have successfully completed the terms of a deferred adjudication agreement will

not be disqualified.

• If any applicant feels the criminal background check is inaccurate, they may appeal the

decision and request a review with the specific community college applied at. It is the applicant’s burden to produce substantial evidence that proves the crimes charged are incorrect.

***Students are responsible to verify department policies for other healthcare training*.**

***Medical Marijuana***

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law.

Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

***Admission Requirements***

* Admission to Pikes Peak Community College
* Submission of Program Acceptance Application with all required documentation.
* Successful passing the Criminal Background check & drug screening.
* Approval of application by program coordinator & phlebotomy faculty.

***Graduation Requirements***

* All major, general education and other courses required for the degree must be completed with a grade of "C" or better.
* To graduate, students must apply for graduation and complete the [graduation survey](http://www.ppcc.edu/academics/records/graudation/) (available via myPPCC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their ***official college student email address only****.*
* As a graduate of a Career and Technical Education program you will be contacted by a PPCC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPCC receives certain federal funding.

***Students are responsible to verify department policies for other healthcare training.***

Students are required to sign a Waiver of Rights, Assumption of Risk, and Release of Liability, Agreement in HPR 112 and HPR 113 before they may start the laboratory part of these courses that involve the use of needles / lancets / sharp object for any type of demonstration or performance of bodily fluid specimen / simulation of body fluid acquisition.

For further information contact:

Vicki Bond @ [vicki.bond@ppcc.edu](mailto:vicki.bond@ppcc.edu) 719-502-3324

Kim Kirkland @ [kim.kirkland@ppcc.edu](mailto:kim.kirkland@ppcc.edu) 719-502-3523

**Graduation Requirements**

* To graduate, students must apply for graduation and complete the [graduation survey](http://www.ppcc.edu/academics/records/graudation/) available via myPPCC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their official college student email address only.
* As a graduate of a Career and Technical Education program you will be contacted by an PPCC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPCC receives certain federal funding.

Effective Spring 2014 this certification is financial aid eligible.

Students planning on working at UMC-Memorial Healthcare system in Colorado Springs as a Phlebotomist be advised: the employer requires the phlebotomist to hold either a CNA licensure or an AAS Medical Assistant Certification.

| **1st Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 101 | Customer Service in Healthcare | 2 |
| HPR 112 | Phlebotomy | 4 |
| HPR 139 | Medical Terminology online only | 2 |
|  |  | Total 8 |

| **2nd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 208 | Medical Records Terminology online only | 2 |
| HPR 113 | Advanced Phlebotomy | 4 |
| HPR 106 | Law & Ethics in Health Professions online only | 2 |
|  |  | Total 8 |

Prefix: HPR= Health Professional

For Financial Aid you must take a minimum of 6 credit hours per semester. See [Financial Aid](Program%20Admission%20Requirements:) for details.

12 credit hours is considered a full-time student.

9 credit hours is considered a ¾ time student.

6 credit hours is considered a half-time student.

* Students are ***not permitted*** to engage in any phlebotomy activity at any location not authorized or prior approved by the college and phlebotomy faculty. Any such action by the student may constitute a violation of the student code of conduct and may constitute dismissal from the program and Pikes Peak Community College and may also be considered malpractice and subject to legal action.