

# Scholarship Enrollment Guide

## Phlebotomy Technician

### **Program Description:**

Phlebotomy Technicians are trained to draw blood samples by venipunctures, skin puncture, and arterial collection for medical tests and blood donations. In the practice of phlebotomy, safety precautions must be taken to prevent the transmission of infectious diseases. Phlebotomy Technicians may work in hospitals, commercial laboratories, clinics, large medical offices, and blood banks. This program will prepare the student to sit for the NHA Exam (National Healthcare Association), CPT (Certified Phlebotomy Technician). Training includes skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, specimen collection in adults, children, and infants. This program will also include an onsite clinical, introduction to the health care industry, CPR training, and an extensive medical terminology component. Students requesting a scholarship will be required to attend an online 9-hour Introduction to Health Sciences Training course (at no cost) prior to starting the Phlebotomy program. Details are on page 2. **Total course hours: 88**

**Program Delivery:** The majority of this program will be delivered in-person and via Zoom. Participants will need a computer or laptop with reliable internet. Using a phone or tablet is not recommended. Access to CCTC computer labs can be made available to students, if needed.

### **Step 1: Basic requirements**

- At least 18 years old
- High school diploma or GED
- Hepatitis shots
- Immunization records (see next page for additional information)
- WorkKeys or WIN bronze level scores (see next page for additional information)
- Students will be required to get a TB shot within 30 days prior to being placed on a clinical site
- Complete a Workforce Development registration form (see next page for additional information)

**\*Fees associated with meeting the basic requirements for a scholarship are the responsibility of the student and will not be reimbursed. Meeting basic requirements does not guarantee a scholarship.**

### **Step 2: Application / Interview**

- Schedule an application appointment with Deborah Richardson 803-778-7837 or richardsondf@cctech.edu
- Bring the following to your appointment
  - Copy of high school diploma or GED
  - Hepatitis shot record
  - Immunization records
  - WorkKeys or WIN scores
  - Completed Workforce Development registration form

### **Step 3: Scholarship decision**

- Scholarships are awarded on a first come, first served basis for students who meet all the scholarship requirements and successfully complete the Introduction to Health Sciences Training.

### **Step 5: Materials and fees**

- Scholarship covers: tuition and books
- Students are responsible for the national certification exam fee
- Students are required to have an uniform, shoes, and lab coat prior to starting clinicals

### **Step 6: Participation**

- Attendance is required for all class meetings and clinical
- A minimum grade is required for successful completion of the program

## **Central Carolina Technical College - Workforce Development Division**

Advanced Manufacturing Technology Training Center

853 Broad St., Sumter, SC 29150

803-778-6656, <http://www.cctech.edu/training-continuing-ed>

### **Introduction to Health Sciences Training**

This 9-hour online program provides includes an overview of the healthcare industry, ethics, HIPPA, compliance, medical records, and various entry level positions in the industry. ***Students will not be eligible for a scholarship until they have successfully completed the Introduction to Health Sciences Training program.*** Student success will be based on attendance, participation, and completion of assignments. Successful completion is ultimately determined by the instructor. There is no fee associated with the training.

### **WorkKeys / WIN Testing Information**

If you do not have WorkKeys or WIN assessment scores you can take WIN assessments at the CCTC Testing Center (WorkKeys are no longer being administered). To be eligible for a scholarship you must score a Level 3 or higher on the following assessments:

- Location for Information
- Reading for Information
- Applied Math

Eligible participants may take each assessment for free, one time, through CCTC's Testing Center.

3 easy ways to register:

**Online:** <http://www.cctech.edu/resources/testing-center/testing-center-registration/>

Click: *Certification Exams (including CLEP, DANTES, CIC, MSSC, NALA)*

Follow instructions for registration

**Call:** 803-774-3306 or **In-person:** by the CCTC Main Campus in Sumter, in Building M100, Room M109.

Testing Center hours: Mon. - Thurs.: 8:00 a.m. - 8:00 p.m. Fri.: 8:00 a.m. - 4:30 p.m. Sat.: 8:00 a.m. - 1:00 p.m.

### **Immunization Records:**

An individual's immunization records should be available at the local health department office in the county you were born. The **Sumter County Health Department is located at 105 North Magnolia Street, 29151 (803-773-5511)**. Family doctors may also have the records.

### **Workforce Development Registration Form**

Visit <http://www.cctech.edu/training-continuing-ed/registration/> or stop by the AMTTC at 853 Broad St., Sumter (Monday-Friday: 8:00 a.m. – 4:30 p.m.)

### **Tentative Course Dates:**

Course dates are to be determined and may be adjusted depending on student availability & class enrollment.

**Course Location:** This course will be offered at CCTC's **AMTTC at 853 Broad St., Sumter**