

Instructions for Certified Phlebotomy Technician Application (Form LAB 182)

3-22-06

Dept. of Health Services (DHS) – Laboratory Field Services Branch (LFS)

Personnel Licensing Section - Phlebotomy Program

850 Marina Bay Parkway, Bldg P, 1st Floor, Richmond, CA 94804-6403

Contact Information: 213-576-6746

General Instructions :

- 1. Important: You must include the words “Attention: Phlebotomy Program” to the left of the mailing address when you send the application, passport photographs, checks, copies of certificates, transcripts, evaluations, letters or any correspondence meant to support this application to LFS. If you fail to include this phrase, these items may become lost if they are given to one of the many other sections or programs within LFS. Please remember to tell the high school, college, current employer, past employer, translation service, transcript evaluation service (AACRAO), training program, certifying organization or other entity that they must use this phrase to avoid misplacing the documents within LFS.**
 - Please include a photocopy of your original LAB 182 Phlebotomy Technician Application Form, if sending a paper application, with the portion of the documents going to the Richmond address and the original copy of the application to CPS Human Resources, Sacramento.**
2. A completed application requires that you answer each numbered item in the main body of the application - if the item is not applicable, mark “NA”. Any application that lacks any of these requested items or documentation is considered incomplete.
3. The application fee of \$54 must be sent by personal check, cashier’s check or a money order. If the personal check is returned for insufficient funds, the application will not be processed until satisfactory payment is received. Send the application, fee, and supporting documentation to the mailing address indicated on the application. This payment, payable to CPS Human Resources, goes to Sacramento to CPS.
4. Submit two “passport-sized photos” (2” X2” color) and write your name on the back of each one. These photographs may either be or very closely resemble an official “passport photo. The pictures must be current. Do not include other individuals in the pictures. Please enclose the photographs in a jacket or envelope to avoid the photograph becoming accidentally separated from the application. These go to LFS in Richmond.
5. To satisfy the transcript requirement, LFS must receive a transcript showing proof of graduation from high school (HS) graduation or that you passed the General Education Development Test (GED). If you have completed college courses, you may submit a college transcript instead. You must direct your HS or college registrar to send an official copy of the transcript directly to LFS. If you have passed the GED, please direct your local GED office or the state Dept. of Education office to send proof of your GED directly to LFS. LFS will make an exception to this requirement and will allow you to send an official copy of your HS, college transcript or GED certificate directly to LFS only if the institution has first sent a copy to you and you then send it unopened to LFS.
6. Foreign transcripts must be treated with special attention. These must be submitted in English from the school. If it is in your native language, then it must be translated into English by a translation service approved for government or legal translations. The transcript must be sent directly to the translation service which must then send the translation directly to LFS with the words “Attention: Phlebotomy Program”.
7. Foreign HS or college transcripts must also be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). This is done to allow LFS to determine if your education is equivalent to a US HS or college education. You must notify your HS or college to submit your transcript directly to ACCRAO which will then send to LFS an evaluation of your educational facility and the academic courses along with a copy of your transcript. To obtain an AACRAO application, instructions and information, view their website at www.aacrao.org, telephone (202) 296-3359, or FAX to (202) 422-3940.
8. On a case-by-case basis and for exceptional circumstances beyond the control of the applicant, LFS may accept other documentation in place of a HS or college transcript. However, the applicant must make an honest, good faith effort to have the transcript sent directly to LFS. The applicant must contact LFS to discuss this option.
9. For the purposes of this application, you must apply for one of the three categories of phlebotomy technician that defines what type of phlebotomy you wish to perform: Limited Phlebotomy Technician - LPT – allows you to perform skin puncture only; Certified Phlebotomy Technician – CPT I – allows you to perform skin puncture and venipuncture]; Certified Phlebotomy Technician – CPT II – allows you to perform skin puncture, venipuncture and

arterial puncture.

Instructions for numbered items on the application:

1. Please **print your name and address legibly in large, well-spaced letters and numbers. If the information is not clearly readable, the information may be entered into the databases incorrectly and you will not receive important letters or notices.**
2. Self explanatory
3. Self explanatory
4. Self explanatory
5. Self explanatory
6. Self explanatory – write “NA” if not applicable
7. Self explanatory – write “NA” if not applicable
8. Similar certification would be Limited Phlebotomy Technician or Certified Phlebotomy Technician I. You must indicate which type of certificate you hold.
9. This refers to whether you were issued an LPT or CPT certificate or other medical professional license or certificate such as an MD, CNA, RN, LVN, et cetera.
10. If you answer “Yes”, you must describe the convictions. LFS will send a fingerprinting card and Department of Justice (DOJ) application form with instructions. You must return the fingerprinting card, completed DOJ application and \$32 DOJ fee to LFS. LFS will the request a DOJ records report that will be reviewed and evaluated by DHS legal staff.
11. You must check the box and give the “date requested” in MM/DD/YYYY. Under “comments”, list the type of transcript and name of the educational institution. If it is a non-U.S. transcript, you must indicate the country of origin. Please refer to “General Instructions” items 6 and 7 above for the requirements that the transcript must be sent to LFS in English and must be evaluated by the AACRAO.
12. Please answer every part of this section completely. The “Graduation Date” or “Equivalence Date” must be given in MM/YYYY.
13. Didactic instruction means classroom instruction. You must answer every part of this section completely. You must also submit a copy of the certificate indicating that you successfully completed a course offered by a phlebotomy training program approved by LFS. The course can be one of the following: 20 hour basic curriculum for the LPT certification (new skin puncture phlebotomist), 20 hour advanced curriculum for the CPT I or II certification (experienced phlebotomist with more than 6 months full time work experience), 40 hour basic and advanced curriculum for the CPT I or II certification (experienced phlebotomist with less than 6 months full time work experience), or the full course of 40 hour basic and advanced curriculum with 40 hours of clinical externship for the CPT I certification (new phlebotomist with no previous training). **Note** that the program must be approved by LFS in accordance with the new phlebotomy laws that began on April 9, 2003. Programs approved under the old laws must now be approved under the new laws. If you are a person who is reading this application and its instructions in consideration of becoming a “new” phlebotomist, you should check with LFS to learn which the training programs are approved.
14. Practical instruction means training at a clinical externship site – i.e. “hands-on” training performing phlebotomy on real patients in a clinical laboratory setting which may be a hospital, reference laboratory, clinic with a clinical laboratory, or physician’s office laboratory. This type of training is required of all “new” phlebotomists. An experienced phlebotomist learning how to perform arterial punctures to become a CPT II would also need such training. These clinical externship sites are either associated with an approved “off-site” training program where the classroom training is held at a different location or is part of an “on-site”, “all-in-one” approved training program such as a hospital or reference laboratory. If this type of externship training applies to you, please answer every part of this section completely.
15. This section must be completed by applicants with on-the-job work experience as phlebotomists. The work experience can be either paid or volunteer. If this applies, please answer every part of this section completely.
16. This section must be completed by applicants with on-the-job work experience as phlebotomists as described in item 15 above. The “Date requested” must be given in MM/YYYY and must give the following: dates of employment, statement that the individual has work experience that satisfies practical training requirements as described in Title 17, CA Code of Regulations, Section 1035.1(f) of the new phlebotomy regulations, gives an estimate of the number of venipunctures, skin punctures and arterial punctures (if applicable) performed during the dates of employment and is signed by the laboratory director or public health supervisor. To assist your clinical laboratory employer in writing this document, you may contact LFS Phlebotomy Program staff to obtain the “Suggested Guidelines from LFS, 12-4-03 – California Statement of Phlebotomy Puncture Performance Sheet”. The “comment” area can be completed if there is any other information the applicant wishes to provide.
17. This section must be completed by all applicants. There are no exceptions. The certifying organization must be approved by LFS. The “Date of examination” and “Effective date” must be given in MM/DD/YYYY. The “comment” area is provided for any information the applicant wishes to add.
18. The applicant must sign the application in ink. We urge that you sign it with blue ink because this indicates an original signature. The date must be given as MM/DD/YYYY. All three original pages go to Sacramento to CPS and a copy to Richmond to LFS.