



## **2021-2022 Clinical Laboratory Assistant/Phlebotomy Program**

Thank you for your interest in the Clackamas Community College Clinical Laboratory Assistant/Phlebotomy Program. We are pleased that you are exploring Clinical Laboratory Assistant as a profession.

*The Clackamas Community College Clinical Laboratory Assistant/Phlebotomy Program offers a broad-based curriculum consisting of **three terms of full-time study**. The clinical laboratory assistant profession is a demanding discipline and the course of study is challenging as well as rewarding.*

*We urge you to recognize the commitment that is essential if one is to be successful in this program.*

*Please review the contents of this application packet **thoroughly** prior to submitting your application and supporting documents. If you have questions regarding the Clinical Laboratory Assistant/Phlebotomy Program contact the Clackamas Community College Health Sciences Department at [healthsciences@clackamas.edu](mailto:healthsciences@clackamas.edu).*

*If you have questions regarding the application process contact our Advising Specialist at 503-594-0623.*

### **CCC Admission Policy Statement**

Clackamas Community College supports an open door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate or have a GED. Admission to the College does not guarantee entrance to all programs.

Students seeking to enter a special admit program must meet additional admission criteria. Applicants should turn 18 years of age on or before January 1, 2022 and must have a high school diploma or GED in order to be admitted to the 2020-2021 cohort of the CLA Program. They are allowed to enroll in selected courses under ORS 339.030 and are encouraged to enroll in the program the following year. (Specific enrollment permission may be considered on a case-by-case basis.)

An applicant who has been arrested, charged or convicted of any criminal offense will be evaluated and a determination will then be made as to whether the arrest, charge, or conviction bears a demonstrable relationship to the practice of clinical laboratory science. An applicant with any felony conviction in the last 7 years will be automatically disqualified. Healthcare facilities may not allow an individual with a criminal history to perform clinical rotations at their site.

Examples of crimes for which an individual will be denied entrance to the program include:

- Crimes against another person such as murder, manslaughter, assault, rape, sexual abuse, child abandonment or neglect.
- Conviction within seven years for a crime against property such as first degree offenses including burglary, arson, criminal mischief, robbery, or forgery.
- An extended history of arrests and convictions demonstrating habitual disregard for societal rules.

A criminal record and a drug screen check will be conducted prior to program admission. In addition, a few practicum sites will require another background and drug screen immediately prior to the practicum experience. A criminal record or a positive drug screen detected in this manner may preclude your ability to complete the required clinical experience and may result in dismissal from the program.

### **About the Program**

The Clinical Laboratory Assistant Program is accredited by Approved Status through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Rd. suite 720, Rosemont, Ill. 60018 Phone: 773-714-8880. Website: <http://www.naacls.org> and is designed to prepare students for entry level positions in clinical laboratory settings, such as medical center clinical laboratories, reference laboratories, research

laboratories, and physician office laboratories (POLs).

Trained in all aspects of medical laboratory support, including phlebotomy, specimen processing, quality control, and laboratory orientation and regulation, the clinical laboratory assistants serve a diverse ancillary role, assisting other laboratory personnel, physicians, and patients. Their duties may also include computer skills, laboratory collection and waived level testing according to standard operating procedures. Students will participate in unpaid, supervised practicums in ambulatory or acute care laboratory settings during winter and spring terms.

### **Certification**

Upon successful program completion, students are eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification(BOC) National Phlebotomy Technician Certification Examination and the Medical Laboratory Assistant (MLA) Certification Exam. For more information please visit the ASCP website at <http://www.ascp.org> *Both are recommended.*

They are also eligible to take the national American Medical Technologist's (AMT) - Certified Medical Laboratory Assistant (CMLA) or RPT (phlebotomy) examination. For more information please visit [www.amt1.com](http://www.amt1.com).

### **Getting Started**

For questions prior to or during the application process:

Harmony Campus; [philtr@clackamas.edu](mailto:philtr@clackamas.edu)

Oregon City Campus; [tracy.pantanorumsey@clackamas.edu](mailto:tracy.pantanorumsey@clackamas.edu) or [advising@clackamas.edu](mailto:advising@clackamas.edu)

Health Sciences Department, [healthsciences@clackamas.edu](mailto:healthsciences@clackamas.edu)

- **Enroll in Prerequisite Courses asap: MA-110, Medical Terminology, and MTH-050 Or MTH-065**
- Download the application from the website: [www.clackamas.edu/healthsciences](http://www.clackamas.edu/healthsciences)
- Review Clinical Laboratory Assistant / Phlebotomy admission and program requirements in this packet.
- Complete CCC placement assessment and gather necessary official transcripts and supporting documents needed for the application process. Be advised: if applicant places in a remedial course, in the placement assessment, that course must be completed and passed before they can take the required course. Complete placement assessment as soon as possible.
- Only completed applications that follow the application phases and deadlines will be considered for admission approval.
- Note: Sealed **Official Transcripts** from institutions other than Clackamas Community College must accompany the completed application form.
- **It is essential the application be read completely before initializing the application process. Your attention to detail will assist you in successfully completing the required phases.**
- Complete the CLA application process and submit with appropriate documentation.

### **ADMISSIONS DISCLAIMER**

- **Eligibility for admission to the Clinical Laboratory Assistant/Phlebotomy Program** will be based on meeting the stated criteria.
- Spaces are limited; therefore, eligibility does not guarantee admission to the program.
- Submitting an application does not guarantee that applicants have satisfied minimum criteria.
- Any application submitted after the deadline will be considered on a space-available basis at the discretion of the Health Sciences Department. For questions regarding this please contact [healthsciences@clackamas.edu](mailto:healthsciences@clackamas.edu)
- Admission criteria are subject to change from year to year. It is the responsibility of the student to be informed. Health science admissions personnel will evaluate each application and supporting documents for eligibility criteria.
- *The Health Sciences Department reserves the right to establish an alternate list. Students on the alternate list will be notified if space becomes available.*

**Reminder:** A criminal record and a drug screen check will be conducted prior to a required clinical experience. A

criminal record or a positive drug screen detected in this manner (see *Application, page 1*) may preclude your ability to complete the required clinical experience and, therefore, preclude you from continuing with the application/admission process.

**All expenses incurred during this process are at the CLA program candidates' expense. Candidates will not receive refunds from Clackamas Community College or Complio for failure to pass the criminal history background check and urine drug/alcohol screen successfully.**

Applicants are advised that a **high level of dexterity, the ability to multi-task, and a high degree of attention to detail** are required for the successful completion of this program.

#### **Financial Aid & Scholarships**

Please take the time now to fill out your FAFSA (federal financial aid) eligibility information even though you do not know if you will be admitted to the CLA program. Being proactive in this manner, helps ensure you have the opportunity to be awarded money to assist with program costs in a timely manner. Visit: <http://www.fafsa.ed.govClackamas> Community College awards more than \$500,000 in scholarships each year. The Financial Aid department offers two rounds of scholarships each academic year. The scholarship application for the 2021-2022 academic year is open from Jan. 30 through Nov. 1. There are two scholarship deadlines: April 25 and Nov. 1. Students who apply for a round 1 scholarship will automatically be considered for round 2 if student does not receive an awarded in round 1. Students are notified by the end of November of round 2 results. Visit: <http://www.clackamas.edu/Scholarships> & apply!

#### **Clinical Laboratory Assistant/Phlebotomy Program Admission Process Check list 2021-2022**

This application process is for the 2021-2022 school year as outlined below. The applicant must follow and complete all steps to be invited to continue through each phase of the admission process, with the final phase resulting in the opportunity to be invited for admission.

**Please use this list to guide you through the steps required to apply for the CLA program**

**Clinical Laboratory Assistant/ Phlebotomy Program Entry prerequisites:**

**MA-110 -- Medical Terminology 4 credits**

**MTH-050 -- Technical Mathematics OR MTH-065 Algebra II**

**These courses must be completed PRIOR to beginning the Clinical Lab Assistant/Phlebotomy Program in September**

#### **PHASE 1: The CLA APPLICATION PACKET (April 26 TO June 30, 2021)**

- 1) Completed 2021-2022 Clinical Laboratory Assistant/Phlebotomy Program application.**
- 2) Copy of official transcripts, if from institution other than Clackamas Community College**
- 3) Non-refundable application fee: \$50**

Completed mailed in application packets will be accepted starting April 26 until 5:00pm June 30, 2021 at the Harmony Campus address

\*\*\* Mail application packets to:

Allied Health Admissions / CLA 7738 SE Harmony Road, Milwaukie, OR, 97222.

Contents must be contained in an 8.5 x 11" manila envelope; postmarks not accepted. It is imperative that you write legibly. Please note: All communications will occur using the email address you provide on your application. Write legibly and submit an email address that you check regularly. Once the program starts students will need to use their school email. All application supporting documents are required regardless of age, educational background or experience.

*\* Note: if openings remain a second round of applicants may be considered after August 3, 2021.*

Only completed application packets will be processed, allowing applicants to advance to Phase 2.

- 4) Student need to complete CCC's Placement Assessment process** to determine math and writing placements. Visit the PASS webpage <https://www.clackamas.edu/admissions-financial-aid/getting-started/complete-your-placement-assessment> and complete the PASS Intake Survey. One of our PASS advisors will reach out to you to schedule a video/phone conference upon receipt of the completed survey. Email [pass@clackamas.edu](mailto:pass@clackamas.edu) or call 503-594-3283 if you have questions about the placement process.

Students must place into WR-101 or WR-121 **and** MTH-050 or MTH-065 or better to be eligible to apply OR show previous college coursework as documented on official college transcripts.

Integrity is a significant factor in working in Healthcare. Students must understand and be committed to practice integrity in all phases of their life, schooling and career. With that in mind, this next requirement is to be done demonstrating integrity and whom the student is to the application committee.

### **ESSAY COMPOSITION NOTIFICATION** completed BEFORE June 30,2021

Candidates will write Essay Composition as part of application process.

The essay will be sent via student's school email address, and consist of about 200 words; topic information will be presented via email to student.

- ✓ The essay must be completed ***no later than June 30, 2021***
- ✓ After rubric scoring, successful candidates will be invited to Phase 2 and will be notified.
- ✓ Completing this step does not guarantee advancement to the next phase.
- ✓ **On or before July 15, 2021 successful candidates will receive an email notification of progression to PHASE 2.**

### **PHASE 2: COMPLETING YOUR PROFILE ON Complio for BACKGROUND check**

**(July 16– August 26, 2021)**

You will be required to create an account with Complio and begin the process of the initial criminal history background check and urine drug/alcohol screen. You will receive, via your Phase 2 invitation email, specific instructions on how to complete this section of the application process which includes:

- ❖ Criminal History background and Urine drug screen
- ❖ You are required to pass the criminal history background check & urine drug/alcohol screen within 90 days of the start of the program per Oregon Health Authority regulations.
- ❖ Marijuana use (medical or recreational) will mean failure to pass the UDS. Marijuana is legal on the State level but remains illegal on the Federal level and unacceptable for use by healthcare systems.
- ❖ Failure to do so may preclude you from moving into Phase 3 of the application / admission process. Be advised: It takes 3 to 4 business days to successfully upload information to the system.
- ❖ Copies of background checks and urine drug screens will be viewed and saved by staff from the Health Science department at Harmony campus.
- ❖ CLA students may be required to repeat the background check and UDS at their own expense depending on practicum site requirements.
- ❖ **Note: Candidates who feel confident they will pass phase 2, should begin the Phase 3 process at this time.**
- ❖ **All costs incurred are at the candidate's expense. There will be no refunds from either CCC or Complio for Background check upon failure to be admitted.**

### **PHASE 3: CONDITIONAL CLINICAL REQUIREMENTS (JULY 16-August 26, 2021)**

**Phase 3 requirements:**

- Completed Immunization / Vaccination Form, including Titers and upload them onto Complio account
- Complete course granting American Heart Association BLS Provider CPR/AED Certification AND Heartsaver First Aid- **BE SURE course meets these particular requirements**
- Completion of this phase in a timely manner is essential.** You will not advance to the admissions review phase without all items required in Phase 3. Should Phase 3 requirements not be completed by due date August 26, the candidate may be placed on a Phase 3 alternate list. Alternates will only be considered on space availability.

**Admissions Review Phase:** You will receive notice of admission decision on or before September 1, 2021. CCC reserves the right to form a wait list of qualified applicants.

**Upon Acceptance, applicants must complete the following checklist:**

- Notice of acceptance: you will be sent an official email with a Statement of Intent from Allied Health Admissions.
- You will need to Sign, Date and return email the Statement of Intent form to the Allied Health Admissions**
- Review the copy of the **2021-2022 Clinical Laboratory Assistant/Phlebotomy Handbook** for understanding
- ATTACH **copies of documents** pertaining to vaccinations and classes to COMPLIO Account
- Copy of CPR card
- Copy of First Aid card
- Sign the receipt of the Clinical Laboratory Assistant/Phlebotomy Handbook at Orientation
- Photo release to be signed at Orientation
- Risk Form – to be signed at Orientation

**Attend a mandatory Orientation, Sept. 8, 2021 from 10:00 – 11:00 AM at Harmony Community Campus.**  
OR Zoom depending on current restrictions

**Please return Allied Health Admission Statement of Intent to Harmony Community Campus as soon as possible after notification of Acceptance.**

**Clackamas Community College Harmony Campus  
Allied Health Admissions/ CLA program  
7738 SE Harmony Rd  
Milwaukie, OR 97222**

## Clinical Laboratory Assistant/ Phlebotomy Certificate Program Course Requirements

### Prerequisites:

MA-110 Medical Terminology.....	4
MTH-050 Technical Math I or MTH-065 Algebra II .....	4

**\* Courses can be taken before enrolling in the program but must be completed for certificate to be awarded**

### Fall Term

BI-120 Introduction to Human Anatomy & Physiology .....	4*
or (BI-101 and BI-102 General Biology)	
CLA-101 Clinical Laboratory Assistant Skills I .....	4
CLA101L Lab Clinical Laboratory Assistant Skills I .....	1
CLA-118 Phlebotomy for Healthcare .....	2
CLA-118L Lab for Phlebotomy for Healthcare .....	2

### Winter Term

CLA-102 Clinical Laboratory Assistant Skills II.....	4
CLA -102L Lab Clinical Laboratory Assistant Skills II.....	1
CLA-115 Laboratory Administrative Skills.....	4
WR-101 Communication Skills: Occupational Writing or WR-121 English Composition .....	3-4*

### Spring Term

CLA-120 Phlebotomy/Laboratory Practicum II.....	6
CLA-123 Career Development .....	2
elective from CLA list .....	2-5*

Minimum credits required for certificate.....35-39

### Elective list:

BI-231	Human Anatomy & Physiology I	4
BI-232	Human Anatomy & Physiology II	4
BI-233	Human Anatomy & Physiology III	4
BI-234	Introductory Microbiology	4
CH-104	Introductory Chemistry	5
CH-105	Introductory Chemistry	5
CH-106	Introductory Chemistry	5
CH-221	General Chemistry	5
CH-222	General Chemistry	5
CH-223	General Chemistry	5
CH-243	Organic Chemistry III	5
CLA -100	Introduction to Healthcare	2
COMM-111	Public Speaking	4
PSY-101	Human Relations	3
SOC-204	Introduction to Sociology	4



# Clinical Laboratory Assistant/Phlebotomy Application Fall

Date \_\_\_\_\_

Social Security # or CCC Student I.D# \_\_\_\_\_

Indicate the term you are applying for: Fall \_\_\_\_\_

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

Birthdate: \_\_\_\_\_ Current age: \_\_\_\_\_

MM/DD/YYYY

If you're under 18, additional permissions may be required before you can register for classes.

Formal Name \_\_\_\_\_  
Last First (i.e. Anthony) Middle Preferred (i.e. Tony)

Mailing address \_\_\_\_\_  
Address City State County Zip

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Title of Program you will be studying? CC.clinical.lab.assist.phleb

**Residency/Student Type:**

<p><b>In State</b> (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)</p> <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other <p><b>Out of State:</b></p> <input type="checkbox"/> US citizen - permanent resident outside of Oregon, CA, ID, WA, or NV <input type="checkbox"/> International visitor (B, J, H or other nonstudent Visa) <input type="checkbox"/> International student (requires I-20) <p><b>Race</b> (Choose all that apply)</p> <p><i>Clackamas is required by the U.S. Federal Government to ask the following:</i></p> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	<p><b>Educational Goals check all that apply</b></p> <input type="checkbox"/> Earn a degree/certificate <input type="checkbox"/> Transfer classes <input type="checkbox"/> Learn job skills <input type="checkbox"/> Update job skills <input type="checkbox"/> High school completion/GED <input type="checkbox"/> Explore career/academics <input type="checkbox"/> Reading/writing/math skills <input type="checkbox"/> Learn English language <input type="checkbox"/> Personal interest <input type="checkbox"/> Other _____ <p><i>Please note: You must be certificate/degree seeking in order to be eligible for financial aid. Social Security Number is required in order to receive financial aid</i></p>
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<b>Ethnicity</b>
<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Not Hispanic or Latino

<b>Gender:</b> CCC would appreciate your response to the following: (Identify as preferred)
<input type="checkbox"/> Male
<input type="checkbox"/> Female

<b>High School/GED Completion</b>
<input type="checkbox"/> Received High School Diploma
Graduation Date _____
Name of School and Location _____
<input type="checkbox"/> I certify that I have graduated from high school or passed the GED exam.

**Previous Colleges Attended**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of School Dates Location Award

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of School Dates Location Award

<p><b>Please answer the following questions: (For statistical purposes only)</b></p> <ol style="list-style-type: none"> <li>Are you the first person in your family to attend college?  <input type="checkbox"/> Yes  <input type="checkbox"/> No</li> <li>What is your household income?  <input type="checkbox"/> \$0-\$15,000  <input type="checkbox"/> \$15,000-\$30,000  <input type="checkbox"/> \$30,000-\$50,000  <input type="checkbox"/> \$50,000+</li> <li>What is your employment status?  <input type="checkbox"/> Employed 35 hrs/week or more  <input type="checkbox"/> Retired  <input type="checkbox"/> Employed less than 35 hrs/week  <input type="checkbox"/> Not employed</li> <li>Are you a veteran of the U.S. Military ___Yes___ No        or do you have a family member who is a veteran? ___Yes___ No</li> </ol>	<p><b>Certification of application information and academic standards policies.</b>        I have read and understand the admission criteria for the CCC Clinical Laboratory Assistant/Phlebotomy program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe client care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), and endurance to be successful in the program. I will complete and submit the Health History form prior to the start of classes.</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p><b>Application must be submitted to: CCC Harmony Community Campus, 7738 SE Harmony Rd., Milwaukie, Oregon 97222.</b></p>
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