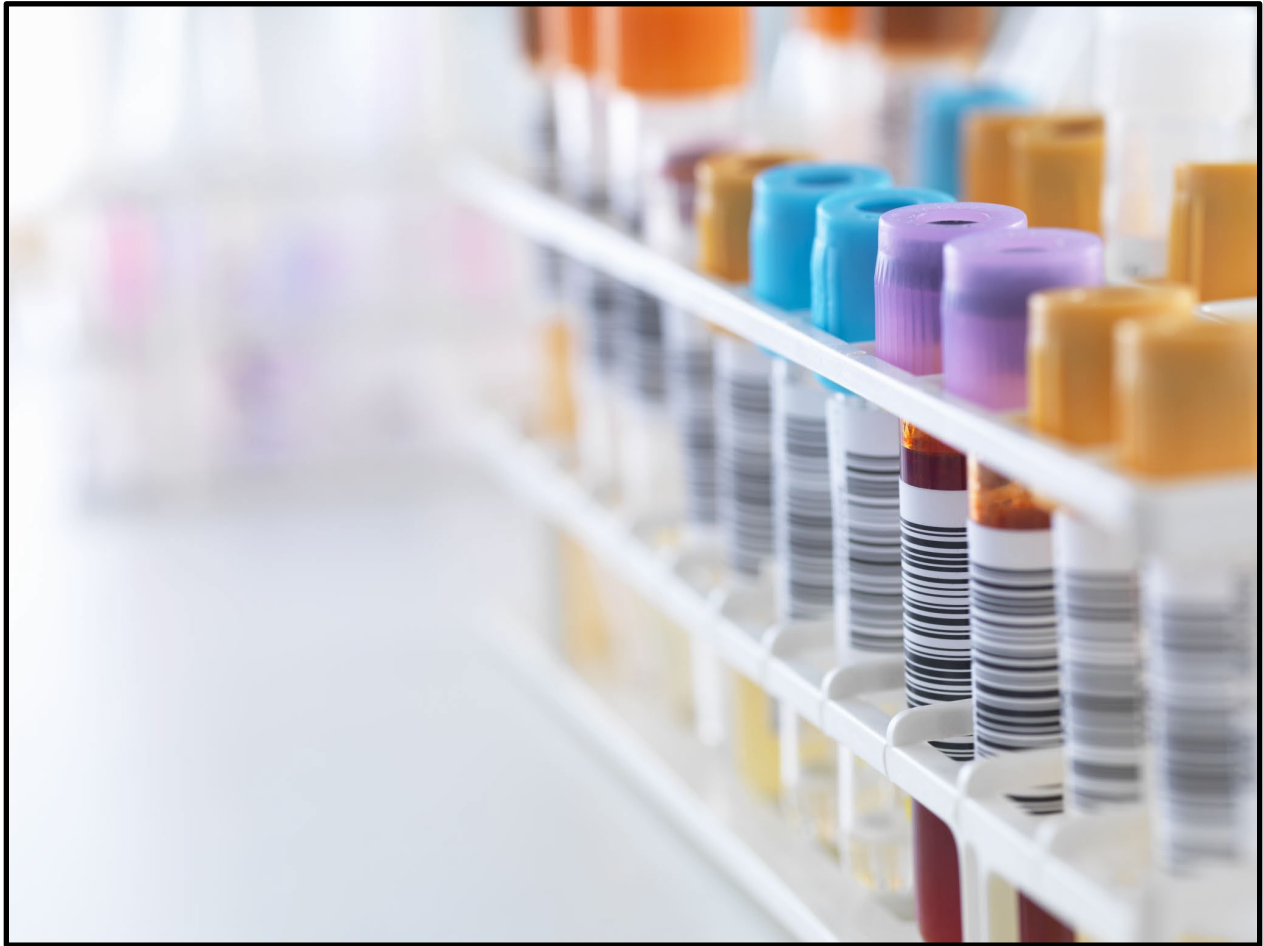




2025-2026 Advising Guide

Clackamas Community College – Health Sciences Department
Harmony Campus, Harmony East 3rd Floor
Phone: 503-594-6589; Email: healthsciences@clackamas.edu

Phlebotomy Certificate - Clackamas Community College

Harmony Campus, Milwaukie, OR

The Phlebotomy Program accepts sixteen (16) students per cohort at the Harmony Campus (cohort #1 is offered in Fall-Winter and cohort #2 is offered in Spring-Summer). The program provides students with a combination of online learning with hands-on skills labs and an externship (e.g., clinical or hospital experience).

The purpose of the Advising Guide is to provide prospective students with the necessary information to make an informed decision prior to applying.

If you have questions regarding eligibility, application dates, and/or process below, please contact healthsciences@clackamas.edu.

Program Eligibility and Requirements

Students formally accepted into the Phlebotomy Program must attend a mandatory orientation. During the orientation, students will start the process of completing all non-academic requirements. Please start collecting your vaccine records for the below list of immunizations and if accepted, be prepared to submit documentation during the orientation.

- High School Diploma or equivalent
- Immunizations (MMR, Varicella, Tdap, Hep B, COVID-19*, seasonal Flu*)
- Criminal Background Check
- Drug Screen
- Tuberculosis test
- Training (BLS/CPR for Healthcare Providers through American Heart Association)

Note: Criminal background check requires a social security number. Students will start the criminal background check process during the orientation and upload vaccine records and BLS/CPR card.

*COVID-19 and Seasonal Flu vaccines are recommended but not required.

Student Success with Online and Lab Courses

The Phlebotomy Program is designed for online learning with face-to-face skills labs.

The online courses require students to have strong computer skills (examples below):

- using Microsoft Word, Excel, and PowerPoint, and Google Docs
- saving and uploading documents
- using email, and avoiding phishing attempts
- attaching documents to emails
- navigating the Internet; recognizing credible, safe information
- searching for career and job information
- understanding the impact of your digital footprint

Although not required, we highly recommend students to prepare for online course navigation. If you are a current CCC student, you have access to the following free preparatory courses:

- ☐ Computer and digital literacy - <https://libguides.clackamas.edu/northstar>
- ☐ Moodle 101 – Information about Moodle can be found on the CCC website by searching “Moodle 101”

The face-to-face skills lab requires students to have the following abilities (examples below):

- Fine motor skills (ability to make movements using the small muscles in your hands or wrists)
- Tactile ability (sense of touch)
- Visual acuity (clearness of vision)
- Hearing ability (auscultate patient vitals, audible alarms, etc.)
- English language (ability to read, write and verbally relay information to patient and team)
- Professional behaviors (ability to show up on time, maintain boundaries and appropriate language, follow protocols, adapt to changing environment)

Recommended Courses

Note: although the following courses are not required to enter the Phlebotomy Program, they are highly recommended to help support student success.

- ☐ HP-110 Medical Terminology (4 credit)
- ☐ WR-121Z Composition I; or WR-101 Workplace Writing (4 credit)

Phlebotomy Program Courses and Schedules

Cohort #1: Fall-Winter

Term	Course #	Course Title	Credits/Hours	Day
Fall	PHB-110	Fundamentals of Phlebotomy	5 credits (online); 55 hours	Online
Fall	PHB-115	Professionalism for Phlebotomists	1 credit (online); 11 hours	Online
Fall	PHB-112	Phlebotomy Techniques	2 credits (lab/campus); 66 hours	Wed/Fri
Winter	PHB-125	Professionalism in Healthcare	1 credit (online); 11 hours	Online
Winter	PHB-130	Phlebotomy Practicum	5 credits (practicum) 160 hours	Wed/Th/Fri

Cohort #2: Spring-Summer

Term	Course #	Course Title	Credits/Hours	Day
Spring	PHB-110	Fundamentals of Phlebotomy	5 credits (online); 55 hours	Online
Spring	PHB-115	Professionalism for Phlebotomists	1 credit (online); 11 hours	Online
Spring	PHB-112	Phlebotomy Techniques	2 credits (lab/campus) 66 hours	Wed/Fri
Summer	PHB-125	Professionalism in Healthcare	1 credit (online); 11 hours	Online
Summer	PHB-130	Phlebotomy Practicum	5 credits (practicum) 160 hours	Wed/Th/Fri

Application Deadlines and Due Dates

16 students are accepted for each cohort.

Cohort #2 (Spring-Summer):

- **Application Due:** February 13th, 2026
- **Notification of Application Status:** February 20th, 2026
- **Mandatory Orientation for Conditionally Accepted Students:** March 4th, 2026 (time TBA)

Application Point Breakdown

The Phlebotomy Program application requires prospective students to answer one essay question. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias. Please see the essay question and rubric on the next page.

□ **Essay 1** (see rubric) = **10 points possible**

PROGRAM COST BREAKDOWN

2025-26 Academic Year Tuition Rate

- Tuition Rate: \$126 per credit hour
- General and Technical Fee: \$13 per credit hour
- College Service Fee: \$30 per term

Course #	Course Title	Credits	Tuition & Fees	Course Fees	Total Cost
PHB-110	Fundamentals of Phlebotomy	5	\$695.00	\$0.00	\$695.00
PHB-115	Professionalism for Phlebotomists	1	\$139.00	\$100.00*	\$239.00
PHB-112	Phlebotomy Techniques	2	\$278.00	\$150.00 *	\$428.00
PHB-125	Professionalism in Healthcare	1	\$139.00	\$100.00 *	\$239.00
PHB-130	Phlebotomy Practicum	5	\$695.00	\$135.00*	\$830.00

*Note: Course fees included with tuition cover the following items: criminal background check, drug screen; disposable lab coat; NHA workbook and practice exam; NHA national credentialing exam.

ADDITIONAL PROGRAM COSTS (not included with tuition)

- Phlebotomy Worktext and Procedures Manual 5th edition (ISBN: 9780323642668) - \$88.99
- Black Scrub Top(s) and Bottom(s) ~ \$40-\$100
- American Heart Association BLS Provider CPR Card ~ \$99-\$150

PHLEBOTOMY PROGRAM APPLICATION ESSAY

The Phlebotomy Program application requires prospective students to answer one essay question. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias.

Prior to submitting your essays, we recommend you utilize the free Grammarly online software to check your spelling and grammar.

Essay 1: (250 words or less) The admissions team would like to know more about what makes you a well-rounded applicant. Share what experiences led you to the medical field and phlebotomy specifically. Share with us what makes you a unique and strong candidate for this program.

Note: We are asking this question because we recognize that candidates have additional skills and experience that they have gained that make them a strong candidate for the Phlebotomy Program.

CRITERION	RESPONSE EXCEEDS EXPECTATIONS (5 POINTS)	RESPONSE MEETS EXPECTATIONS (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION (3 POINTS)
The candidate describes what experiences lead you to the medical field and phlebotomy specifically.	Response provides a clear and detailed statement about what experiences lead you to the medical field and phlebotomy specifically.	Response provides a clear statement about what experiences lead you to the medical field and phlebotomy specifically.	Response shows an opportunity for the candidate to reflect more on what experiences lead you to the medical field and phlebotomy specifically.
The candidate describes what makes you a unique and strong candidate for this program.	Response provides a clear and detailed statement about what makes them a unique and strong candidate for this program.	Response provides a clear statement about what makes them a unique and strong candidate for this program.	Response shows an opportunity for the candidate to reflect more about what makes them a unique and strong candidate for this program.

PHLEBOTOMY ESSENTIAL FUNCTIONS

To be successful in the Phlebotomy program and become employable, the student must be able to perform essential functions expected of the PHB (see list below). Please contact the PHB program regarding questions or concerns about these requirements.

Students must have the physical, intellectual, and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, physical strength, and endurance must be maintained as well. Practice of Phlebotomy requires the following functional abilities with or without reasonable accommodation.

Essential Function	Example
Visual acuity (clearness of vision)	With or without corrective lenses sufficient to assess patients and their own environments. Detect changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect a fire in a patient area and initiate emergency action; reading and following instructions pertaining to phlebotomy materials; ability to perform procedures involving fine detail, including the use of indirect field of vision.
Hearing ability	With or without hearing aids to hear a patient's call for help, to auscultate a patient's vital signs, and their own environment. Detect audible alarms; hear clearly during telephone conversations; effectively hear to communicate with patients and other healthcare team members.
Olfactory ability (smells)	Detect smoke from burning materials; detect odors from hazardous material spills.
Tactile ability (sense of touch)	Read and record patient vital signs; detect unsafe temperature levels in heat-producing devices used in patient care; perform patient care procedures; detect anatomical abnormalities.
Strength and Mobility	Ability to lift 25lbs; prolonged time sitting and/or standing on feet (8-12 hours); repetitive bending and twisting.
Ability to speak, comprehend, read, and write in English	Able to question the patient about his/her condition; accurately relay information about the patient both verbally and in written communication to others.
Fine motor skills (ability to make movements using the small muscles in your hands or wrists)	Demonstrate eye/hand coordination; safely dispose of needles in sharps containers; safely perform venipuncture and intramuscular, subcutaneous, and intradermal injections.
Emotional stability to function effectively under stress	Ability to adapt to changing situations and to follow through on assigned patient care responsibilities.
Cognitive ability (reasoning and/or thinking)	Ability to collect, analyze, and apply information. Ability to make clinical judgments and manage decisions that promote positive patient outcomes.

ADA Accommodations: The Americans with Disabilities Act of 1991 (ADA) mandates that reasonable accommodations must be made for individuals with disabilities. Any student who may need an accommodation for a disability should make an appointment with the Program Director and the Disability Resource Center.

APPLICATION PROCESS AND REQUIREMENTS

To be considered for formal program admittance, please complete the following:

Step 1: Review the program webpage and the advising guide prior to applying.

Step 2: Submit program application.

- You will answer one essay question (see Advising Guide for question and rubric).
- You will need to submit the "Vaccine Attestation Form" in this application. Your application will not be considered for review without the Vaccine Attestation Form.
- If you need assistance in locating your vaccine records, and you received vaccines in Oregon, please connect with the Oregon State Immunization Registry (see webpage for details) system. They can provide you with copies of any records they have on file.
- The application link will be available on the program webpage.
- Please review the application deadlines listed on page 3 of this Advising Guide.

Step 3: Collect your vaccine records

If accepted, you will bring your vaccine records to the mandatory orientation. **Students who do not have proof of immunization at the time of orientation, will be deferred to the following cohort.**

Program Contacts

Admissions

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Advising

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