

Laboratory Phlebotomy Entrance Procedures and Criteria

All requirements for entrance must be completed or be in final process in order for the application to be reviewed. The first 24 (maximum) applicants meeting all requirements (both academic and documentation) will be assigned to the next available class. Upon review of the application the Program Manager will notify eligible candidates with a letter of acceptance and the applicant is placed in the next available program opening. NOTE: Submission of a program application to the Health Career Enrollment Center (HCEC) DOES NOT indicate *acceptance* into the program.

A. Apply to the College: Complete General Cuyahoga Community College application online: www.tri-c.edu.

B. Send the following to Cuyahoga Community College, Office of the Registrar, PO Box 5966, Cleveland, Ohio 44101-0966:

- a. Official high school transcript or GED certificate.
- b. Official transcript(s) from all colleges/universities previously attended. (Request that the institution forward one (1) to Registrar and one (1) to you so that YOU can also submit one with your completed Health Careers application packet to the Health Careers Enrollment Center).

Note: It may require 8 weeks to evaluate transcripts once they are received. Your application to the Health Career Program will not be complete until transfer credit for core course equivalents is complete.

C. Core Courses/Prerequisites Completion:

Successfully complete Core Courses/Prerequisites, Assessment Test or transfer of equivalent with at least a 2.5 GPA, with no course grade lower than a "C". Core courses may be repeated once to improve a grade. Science and Math courses may be no more than 7 years old at time of application to the program. The 7 year rule does not apply to applicants holding biology and or chemistry degrees/certain allied health degrees. Contact Program Manager.

Core Courses:

ENG 990	Language Fundamentals II* (see ESL note below) **
MATH 950	Beginning Algebra I*
BIO 1050	Human Biology, lecture only***
MA 1020	Medical Terminology I

*or eligibility for these courses by sufficient score on the English or Math Assessment Test

****ESL Students TOEFL Test:** The ability to communicate verbally and in written form is basic to the provision of health services in a safe and effective manner. Therefore, any student placed in English as a Second Language (ESL) courses through the college's ESL Assessment procedure (at the College Assessment Center) will be required to take and pass the Test of English as a Foreign Language (TOEFL) Internet Based Test (IBT) with a minimum scores of: Reading 21, Listening 22, Writing 23 and Speaking 24.

Arrangements and costs incurred for the TOEFL will be the responsibility of the student. If the student does not achieve this, please contact the ESL department to obtain remediation, and then re-test to obtain these minimums prior to applying. Submit successful TOEFL report with program application. <http://www.ets.org>

***BIO 1221, BIO 2341 or BIO 234A may be substituted by submitting substitution form to Program Manager.

D. Complete the Health Careers Program Application found online (when enrolled in final core courses) at: www.tri-c.edu/Phlebotomy and mail along with one copy of your transcript(s) from any other colleges/universities attended.

Program application and transcripts should be sent to:

Health Careers Enrollment Center, Cuyahoga Community College, 2900 Community College Ave. Cleveland, Ohio 44115.

The student needs to notify the Health Careers Enrollment Center (HCEC) of course **substitutions or waivers** either by submitting a copy of their approved substitution form or a note along with their program application letting us know which substitution or waivers are in place. Please label all credentials with your current and maiden name, student number, and date. The responsibility for credential receipt and follow up rests with the applicant. Applicants can readily check the status of required credentials by phone (216-987-4247). After the application is received, requirements are met and verified; the applicant's folder is dated and forwarded to the Program Manager. An acceptance letter will then be sent to the student.

E. AFTER the student has replied to the acceptance letter from the program by the Program Manager, the student must successfully complete a **background check**, fingerprinting and Bureau of Criminal Investigation (BCI) records search. A student *may* be admitted to the Allied Health Career Program at Cuyahoga Community College even if a felony has been committed. However, there may be instances where a student will not be permitted to test for licensure/certification or be admitted to a clinical setting depending on the guidelines of the outside Accrediting/Certifying Agency or the clinical site affiliate. There is no guarantee of placement at a clinical site. Admission is not complete until receipt of a clear background check by the Associate Dean of Health Careers. Drug screens may be required to enter a clinical site. Admission is not complete until the results are approved by the associate dean of health careers. See www.tri-c.edu/HEALTHCAREERS