

Arapahoe Community College Phlebotomy Certificate Program

Application Instructions

To APPLY at Arapahoe Community College

- a. Come by the ACC campus at 5900 South Santa Fe Drive in Littleton. Visit our Information Central desk on the second floor in the main building and they will give you an application and assist you in this process.
- b. Call the Information Central desk (303-797-4222) and request an application be mailed to you. Fill out the application and mail or fax it back to ACC.
- c. Visit the Arapahoe Community College website at www.arapahoe.edu.
 - i. On the gray bar underneath the school logo click on the words “Apply & Register”
 - ii. Under the category “New Students” click on either the second or third bullet. i.e. “Apply online via the student personal information system” or “download and print an application form”.

NOTE: Regardless of how you choose to apply to ACC there will be a 3 – 4 day turn around time from the time the college receives your application to the time you are accepted and entered into the ACC computer system.

You must have your name placed on the Phlebotomy Applicant List no later than October 30, 2008 for the Spring 2009 phlebotomy class. Contact Jennifer Kroetch at jennifer.kroetch@arapahoe.edu to have your name put on the list. You will need to provide your address and telephone number.

I. Application Process

About 2 months before the class begins the Phlebotomy Program Coordinator, Crystal Loibl, will send out a letter of application with questions to each person on the applicant list. The applicant must return the application to Crystal Loibl at Arapahoe Community College. She will then call individuals for interviews (if necessary) and make the class selection.

II. Registering for HPR 112 and HPR 113

You do NOT have to personally register for the phlebotomy class. Once all students have applied to the college the ACC program coordinators will register / enroll you in the HPR 112/113 classes. Each student will then receive a bill for the tuition and fees.

III. Paying for the Phlebotomy Class

Once the ACC program coordinators enroll you in the HPR 112/113 class you will then be responsible for paying for the course.

All students will be enrolled by the instructor. You must pay the tuition in full no

later than **December 31st, 2008** or you will be dropped from the class for “non-payment”.

IV. Textbook

All students are responsible for obtaining the following phlebotomy textbook from the ACC bookstore located on the first floor of the main building at Arapahoe Community College – 5900 South Santa Fe Drive, Littleton, CO 80160.

Students may also order the textbook online at
<http://shop.efollett.com/htmlroot/storehome/arapahoecommunitycollege249.html>

All students must have their textbook for the first day of class.

V. Class Times

The class meets on **Tuesday and Thursday from 5-8 pm** at Arapahoe Community College.

You will also be required to complete **120 hours of clinical internship** in addition to the class time on-campus.

VI. Program Costs

a. Tuition / fees = \$800.00 (approximately)

- i. All students should expect to receive a bill for Tuition and fees that will be paid directly to Arapahoe Community College.

b. Textbook = \$35 - \$45

- ii. Students are responsible for obtaining their textbook from the ACC bookstore.

c. Graduation Application = \$25.00

- iv. In order to receive the official State of Colorado certificate of completion for the Phlebotomy class all students must fill out an application for graduation and submit the \$25 processing fee. Applications and fees will be collected towards the end of the phlebotomy class.

The approximate total cost of this Phlebotomy certificate program is \$860.

If you have any questions about the above processes please contact:

Jennifer Kroetch
Medical Laboratory Technology
Program Director
Arapahoe Community College
303-797-5796
jennifer.kroetch@arapahoe.edu