

**Phoenix College Forensic Phlebotomy Program  
Skills Update Course  
Application Packet**

# **Phoenix College Forensic Phlebotomy Program**

## **CONTINUING EDUCATION "SKILLS UPDATE" COURSE INFORMATION**

### **General Class Information**

Thank you for your interest in the Phoenix College Forensic Phlebotomy Continuing Education "Skills Update" Course.

The Forensic Phlebotomy Program Continuing Education "Skills Update" Course is a full day, in-person venipuncture review and lab which includes mandatory attendance and on-site phlebotomy coursework. If a student does not meet any of the mandatory competency requirements at any stage of the training, the student will receive a failing grade/no credit for the course.

Classroom instruction is fast-paced and students practice venipuncture on one another. Refusing to fully participate in the venipuncture process will result in failure or withdrawal from the program. The Forensic Phlebotomy Program Director will review the ability for a student to fully participate on a case-by-case basis.

### **Course Costs**

The Arizona Governor's Office of Highway Safety will provide the costs of curriculum and training. However, once admitted into the training (and after the start of coursework), if a student withdraws from the training for any reason, or does not meet any of the mandatory competency requirements at any stage of the training, the student will receive a failing grade/no credit for the course.

The cost of lodging and per diem for the course may be eligible for reimbursement if the student is outside of the 50-mile radius for the campus providing the training. Any questions related to travel, lodging and per diem must be addressed with GOHS.

### **Agency Approval and Obligations**

Agency approval is required for acceptance into the Forensic Phlebotomy Continuing Education "Skills Update" course. By signing the application, the agency supervisor/coordinator and the prospective student acknowledge the requirements for attending the training and the agency grants permission for the prospective student to apply for admission to the Phoenix College Forensic Phlebotomy Program Continuing Education "Skills Update" training. The signers also acknowledge that the student shall complete any necessary prerequisites and requirements for this program prior to acceptance into the program. By signing the application, the student authorizes the training facility to release information pertaining to this curriculum, including examinations and practical training, to GOHS or employing agency upon request. All signers acknowledge and agree that the requesting agency will be responsible for the cost of the training and any other costs incurred should the prospective student cancel, not attend, not complete, or fail the training once they have been accepted into the initial training program.

If the student withdraws for any reason after being registered, the student or paying party will be refunded course fees in accordance with Maricopa Community College District Policy. Once the refund period has ended, if the student withdraws from the course, the student will receive a no credit/failing grade. Once the course has started, failure to complete the course or removal from the course for any reason will result in the student being given no credit/failing status for the course.

## How to Apply

Submit a completed Forensic Phlebotomy Continuing Education "Skills Update" course application by the application deadline. Applications will be reviewed following each deadline and applicants will be notified of their status within two weeks following the deadline. Acceptance is not guaranteed; admission is a competitive process based on evaluation of each application. Incomplete application packets will not be considered for approval/placement (no exceptions). It is the applicant's responsibility to verify that the application is complete.

### Application Process/Checklist:

\_\_\_\_\_ Step 1: Completely fill out the "APPLICANT INFORMATION" page. Write in the program dates for which you are applying or mark the "No Preference" option.

\_\_\_\_\_ Step 2: Follow the instructions on the "ID NUMBERS AND ADMISSION TO THE COLLEGE" page.

- Obtain a MEID - write this in the designated box on the "APPLICANT INFORMATION" page.
- Obtain a student number - write this in the designated box on the "APPLICANT INFORMATION" page.
- Enroll in Phoenix College - if you do not do this step, you will NOT be able to be registered if you are selected for training. If you elect not to do this step at this time, you will need to do it immediately if you are notified you are selected for training. Delay in enrollment may result in you forfeiting your training slot.

\_\_\_\_\_ Step 3: Read and sign the ACKNOWLEDGEMENT/FINANCIAL RESPONSIBILITY STATEMENT. Obtain the appropriate signatures for the bottom portion.

\_\_\_\_\_ Step 4: Submit the completed application packet by the application deadline.

**All application packets must be submitted via email to Candace Byrd at**

**Candace.Byrd@maricopa.edu.**

**Applications sent by any other method will not be accepted.**

**Phoenix College Forensic Phlebotomy Program - SKILLS UPDATE  
APPLICANT INFORMATION**

<b>Name</b>	
<b>Work Phone</b>	<b>Cell</b>
<b>MEID (see instruction page)</b>	<b>Student ID number (see instruction page)</b>
<b>Mailing Address</b>	
<b>Email</b>	
<b>Agency</b>	
<b>Supervisor Name</b>	
<b>Supervisor Direct Phone</b>	<b>Supervisor Email</b>
<b>Agency Coordinator Name</b>	
<b>Agency Coordinator Phone</b>	<b>Agency Coordinator Email</b>
<p>I am applying for acceptance for the following program dates:</p> <p>___ Date range: _____</p> <p>___ No Preference – Any Course Date Option</p>	

# **Phoenix College Forensic Phlebotomy Program ID NUMBERS AND ADMISSION TO THE COLLEGE**

## **Obtaining a MEID and Student ID number**

### MEID AND STUDENT ID

Applicants must obtain a **Maricopa Enterprise Identification (MEID)** PRIOR to submitting a Forensic Phlebotomy Program application. Obtaining a MEID incurs no cost for the applicant, the applicant's agency or the Governor's Office of Highway Safety.

The applicant can obtain a MEID (or retrieve their existing MEID if former or current student) at the Maricopa Community Colleges website: <https://eims.maricopa.edu/MAW/MAW.html>. For any technical questions related to obtaining a MEID, contact the Maricopa Community Colleges Information Technology Staff.

Follow the steps in the MEID Wizard. On the final page of the Wizard, your MEID and Student ID will be displayed. Write these numbers in the appropriate boxes on the Applicant Information page.

## **Enrolling at Phoenix College**

Applicants must apply for admission to Phoenix College in order to be registered for Forensic Phlebotomy classes.

Go to the website [my.maricopa.edu](http://my.maricopa.edu). Click on "Student Center". (If you have just created your MEID, you will need to wait about 20 minutes before you will be able to log in to the Student Center.)

Log in with your MEID and password you created. If you do not remember your password, hit the "forgot password" link to reset.

Once you have logged in, click the "Admissions" link in the Admissions section of your Student Center main page. Follow the instructions to apply for admission to the College. If you are selected for training and you are not enrolled, the Program Director will be unable to register you for classes. **DO NOT** attempt to register yourself for the phlebotomy classes. You will not be able to do so - all students are registered by the Program Director only after application acceptance.

## ACKNOWLEDGEMENT/FINANCIAL RESPONSIBILITY STATEMENT

I certify that:

- It is my responsibility to provide all requested information to complete my file. Failure to provide all requested information and requirements WILL adversely affect my admission into the continuing education course.
- I understand and agree to fully participate in classroom activities. I understand that students shall practice on one another during laboratory sessions in this program, performing hand and arm venipunctures. Refusing to fully participate in the venipuncture process will result in no credit/failure grade for the course.
- I understand that in the event that I am removed from the course after the start of the class or I fail to complete the training, I and my agency will be responsible for the cost of the training and any other costs incurred. The Arizona Governor's Office of Highway Safety will be notified if I fail to successfully complete the course/program.
- The information provided in this application is true, correct, and complete to the best of my knowledge. If any information changes (such as name, phone number, or address), it is my responsibility to notify the Phoenix College Forensic Phlebotomy Program Coordinator so the changes can be made in my file.
- I have reviewed the Phoenix College Forensic Phlebotomy Continuing Education "Refresher" Course Information and acknowledge notification of the program requirements and the obligations incurred by signing this application.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I have reviewed the above information with the applicant and understand and acknowledge that the applicant is responsible for the actions/information required. I and the applicant have reviewed the Phoenix College Forensic Phlebotomy Continuing Education Course Information and acknowledge notification of the program requirements and the obligations incurred by signing this application. I and the applicant understand that if the applicant fails to complete the required course objectives and performance competencies, the applicant/student will receive a failing grade for the course and the Arizona Governor's Office of Highway Safety will be notified of the failure to successfully complete the course/program. I and the applicant understand that in the event that the applicant/student is removed from the course after the start of the class or the applicant fails to complete the training, the requesting agency will be responsible for the cost of the training and any other costs incurred.

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Coordinator Name (Print)

\_\_\_\_\_  
Agency Coordinator Signature

\_\_\_\_\_  
Date