



Dear Applicant,

Congratulations on exploring the Phlebotomy Technician career path!

In this packet, you will find the basic information and application requirements to apply for the Phlebotomy Technician Certificate at Tillamook Bay Community College (TBCC).

TBCC is proud to be accredited by the Northwest Commission on Colleges and Universities. The goal of Tillamook Bay Community College's PBT program is to provide the best education possible to prepare competent entry-level PBT's in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is assured by maintaining the quality of our teaching staff, teaching aides, and equipment, and by following the national curricula. Ultimately, we aim to provide students with the knowledge and skills needed to successfully complete the certification process and function as an entry-level technician.

Registration at TBCC is required prior to application to the Phlebotomy program. Detailed information is available upon request. For convenience, the application steps checklist and point grid worksheet are included in this packet along with the actual application document.

#### Application Process

- Submit application (Forms 1, 2, 3, & 4) and supporting documentation to:  
[AH\\_Apply@mail.tillamookbaycc.edu](mailto:AH_Apply@mail.tillamookbaycc.edu)
- Email subject line format:  
**LastName FirstName ID Number TBCC PBT Fall Application Packet**
- Save application document and supporting documents with the following naming structure: LastName\_FirstName\_TBCCIDNumber\_PBT24.  
For example: **Smith\_John\_88888888\_PBT24**

#### **Applications may also be mailed, or delivered in person to:**

Tillamook Bay Community College Attn: Phlebotomy Program  
4301 Third Street  
Tillamook, OR. 97141

Tillamook Bay Community College and the Allied Health Program have specific requirements pertaining to clinical/field experience. The various healthcare organizations providing student training opportunities have requirements as well. An acceptable Criminal History Background Check, negative toxicology report, and current appropriate medical documentation is mandatory prior to participation in clinical/field experiences.

*Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to educational programs or activities as set forth in compliance with federal and state statutes and regulations.*

**NOTE:**

Applications due no later than **5:00pm, September 9, 2024 for Fall Term or March 17, 2025 for Spring Term**

## Required Coursework

### Required Phlebotomy Courses - 18 credits, all credits

Fall Term Cohort	AH 130 BI 100 (or Bi231,232, and 233) HE 110 AH 101	Introduction to Today's Careers: Health Biology of Human Body Systems  CPR/AED for Professional Rescuers and Health Care Providers Phlebotomy
Winter Term	AH 100 AH 102	Medical Terminology Phlebotomy II
Spring Term Cohort	AH 130 BI 100 (or Bi231,232, and 233) HE 110 AH 101	Introduction to Today's Careers: Health Biology of Human Body Systems  CPR/AED for Professional Rescuers and Health Care Providers Phlebotomy
Summer Term	AH 100 AH 102	Medical Terminology Phlebotomy II



## FORM 1: Phlebotomy Certificate Program Application

Complete application packets are due no later than **September 9, 2024/March 17, 2025**.

### Applicant Information

TBCC Student ID Number:	
TBCC Student E-mail:	

Last Name			
First Name			
Middle Name			
Cell Phone:		Personal E-mail:	

Current Address	Street:		
	City:	State:	Zip:
Emergency Contact Name:			Phone:

**High School Diploma or GED (Yes/No):** \_\_\_\_\_

### Post-Secondary Education

Name of College or Training Facility	Date From	Date To	Degree/Certificate

### Relevant Work or Life Experience

Employer/Situation	Date From	Date To	Location

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## Attestation

I hereby affirm that all information supplied on this form, including all required documentation, is complete and accurate. It is my understanding that failure to list previously attended colleges or universities or the submission of false information and/or academic records is grounds for denial of admission or immediate suspension.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Form 2: Immunizations and Certifications

### Immunizations

*Immunizations must be current. Immunizations requiring multiple steps that are not yet complete must have a projected completion date. Please provide a copy of your immunization record.*

Immunization	Date Completed	Notes
Varicella		
MMR		
Hepatitis B (Series)		
Tdap (<10 years)		
COVID-19 (or declination)		
Influenza (or declination)		

*\*If a declination was signed for COVID-19 or Influenza, please attach to this application with other documentation.*

### Other Certifications or Licensures

Certificate/License	Expiration Date	Number
Certified Nursing Assistant		
Basic Life Support		
Other:		
Other:		
Other:		

*\*BLS Certification must be kept current while in program. Certification must be from the American Heart Association (AHA), which is valid for 2 years.*

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## FORM 3: PHLEBOTOMY PROGRAM APPLICATION CHECKLIST

**I have completed the following and submitted prior to the application deadline.  
Please read and check each box.**

A. Completed the TBCC Admission process at <https://tillamookbaycc.edu/getting-started/apply/> and obtained a TBCC E-mail address

B. Submitted the application documents and all supporting documents to [AHApply@mail.tillamookbaycc.edu](mailto:AHApply@mail.tillamookbaycc.edu)

- Application documents (FORM 1, FORM 2, FORM 3, FORM 4)
- Supporting documents (unofficial transcripts, DD214 (if applicable), proof of healthcare certification or licensure, etc.)

### **Conditions of Application: (Read and check each box)**

A. I have read ALL information in the Phlebotomy Program Application Information Packet.

B. I understand that my application will not be returned and that it is my responsibility to keep a personal copy.

C. I understand that I am NOT considered an applicant to the program unless all required admission steps are completed, and documentation has been received prior to the application deadline.

D. I understand that if accepted into the program, **mandatory** attendance at the orientation session is required. Information about the following requirements will be provided: Fingerprints, immunizations, CPR certification, background check; drug screening, etc.

E. I understand that this program is eligible for Financial Aid and that Scholarships are also available. Please see <https://tillamookbaycc.edu/financial-aid-cost/financial-aid/> and <https://tillamookbaycc.edu/financial-aid-cost/scholarships/> for more information.

F. I understand that I must provide copies of my immunizations with this application, and they must be current. Immunizations that require several steps and are not complete should have an anticipated date of completion.

- Quantiferon Gold or two-step PPD will be required within 30 days of starting clinical rotations, so this is not required prior to program start.



G. I understand that it is required I purchase personal health insurance if I do not already have it.

I affirm that all application information and documentation submitted by me is accurate and authentic and I understand that errors I may have made on the forms will not be corrected by the Health Professions Department.

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

Date: \_\_\_\_\_

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## Phlebotomy Blood Draw Consent and Release of Liability

As a student enrolled in the Medical Assistant Certificate Program, I understand and expressly acknowledge that as part of the program there will be physical contact in which students will practice phlebotomy techniques on me, just as I will practice the same techniques on other students in the program. I understand that this is important practice in developing quality phlebotomy skills, which are performed as safely as possible.

I hereby consent to allow students within this program to practice phlebotomy techniques, including venipunctures and capillary punctures on me under the direct supervision of a program instructor, just as I will practice these same techniques on other students in the program. I understand and expressly acknowledge that there are risks, some of which are very rare, associated with phlebotomy, which include, but are not limited to infection, bruising, and other potential damage to surrounding tissue. I voluntarily accept these risks and agree to perform these skills as safely and professionally as possible.

I hereby agree to release and hold harmless TBCC, its officers, employees, agents, and students from any and all liability, claims, demands, actions or caused of action arising out of or related to injuries that I may receive as a direct result of such phlebotomy practice.

By signing this form, I am consenting to performing the procedures stated above and to having the above procedures performed on me and I am releasing Tillamook Bay Community College from liability from any injury that might occur as a direct result from these procedures.

I have read and voluntarily sign the consent and release of liability, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made. Further that I have read and that I understand this release of liability agreement, that I have been given an opportunity to ask any questions I might have had, and that those questions have been answered in a satisfactory manner. I also understand that I am free to withdraw my consent to the procedures at any time.

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*Student Name (PRINT)*

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*Signature of Student*

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*Date*