

COLLEGE OF THE ALBEMARLE Spring 2025 PHLEBOTOMY ADMISSION FACT SHEET

EACH APPLICANT MUST PROVIDE CORRECT CONTACT INFORMATION
TO THE ADMISSIONS DEPARTMENT

Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.

COLLEGE OF THE ALBEMARLE
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(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

PHLEBOTOMY PROGRAM FACT SHEET

The admission process outlined in this fact sheet was developed by the Phlebotomy faculty and is to be implemented by the Admissions Office with Phlebotomy faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Phlebotomy program must complete the following steps **by November 15th 2025** in order to be considered for acceptance for the Fall Semester 2023 (At the discretion of the Phlebotomy Program Coordinator, some applications may be considered after the deadline.)

- _____A. **Complete and submit a COA Application for Admission**, which expresses interest in the Phlebotomy program, to the Admissions Office, Elizabeth City Campus.
- _____B. **Bring or send an official high school transcript and all official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is highly recommended**, for a review of the admission process. Check with the admission department or the Health Sciences Admission Coordinator for scheduled dates and times. On-line orientation can be viewed at:
<http://bit.ly/coahealthsciences>
- _____D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.

To qualify for the Phlebotomy program, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)
To qualify for the Phlebotomy program, the student must meet all the pre-requisites for MAT 110 (without a co-requisite requirement.)
Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.
- _____E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes,

and program completion.

- _____ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may complete a Phlebotomy Application. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. One week after submitting validation forms, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext. 2304), who will confirm their form has been validated.

PHASE II: PHLEBOTOMY APPLICATION REQUIREMENTS:

_____ G. **CONFIRMATION OF APPLICATION PROCESS COMPLETION.**

Once students have met all preadmission criteria A, B, C, D, E, and F, an email will be sent confirming that all aspects of the application process are complete for the COA Phlebotomy Program. Confirmation will come from the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext 2304). Confirmation will only be given to students who demonstrate completion and validation of preadmission requirements A-F.

- **Only those students who have completed the application process in its entirety will be considered for the admission ranking. All documents must be received in the HSWP Admissions & Advising Director's Office (Owens Center, Office 107) by 4 p.m. on the deadline date.**
- **NOTE: ALL CORRESPONDENCE REGARDING ADMISSIONS TO PROGRAMS WILL BE SENT THROUGH YOUR COA EMAIL ADDRESS. BE SURE TO LIST YOUR EMAIL ACCURATELY AND TO CHECK YOUR COA EMAIL FREQUENTLY DURING THE ADMISSION PERIOD.**

_____ H. **ATTEND THE PHLEBOTOMY PRE-ADMISSION MEETING.**

After meeting the minimum PRE-ADMISSION qualifications for admission to the Phlebotomy program and submitting the Phlebotomy application, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Phlebotomy faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Phlebotomy program and answer questions or concerns of the applicants.

- **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the HSWP Administrative Assistant's office, Owens Center, Office 102, Extension 2283.**
- **It is the applicant's responsibility to maintain communication with the college via the Health Science Administrative Assistant's office, Owens Center, Office 102, Extension 2283.**

PHLEBOTOMY PROGRAM RANKING PROCESS

All students who have met all the required academic and testing criteria, have a complete Phlebotomy application and validation form on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked on a **first come-first serve basis, based on the date their validation form was submitted to the Health Sciences Admissions Technician (Annette Roberson).**

PHASE III: SELECTION PROCESS

- A. **Letters of contingent acceptance** will be sent to the top applicants for the number of program slots available.
- B. **Letters to other applicants who qualified**, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their dated validation form. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Phlebotomy Program Coordinator, whose decision is final, starting with “Alternate 1.”
- C. **The admission process ceases and the alternate list is void beginning with the first day of class in fall semester.** Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next time the phlebotomy program is offered.

An applicant who has concerns about the admissions process to the Phlebotomy Program should contact the Phlebotomy Program Coordinator (Owens Center, Office 207, Ext. 2999).

OTHER IMPORTANT INFORMATION RELATED TO THE PHLEBOTOMY PROGRAM

Upon conditional acceptance, but prior to enrollment in the Phlebotomy program, applicants will be required to provide additional information including:

- A. **The fully completed and signed COA health care examination form indicating physical and emotional health and record of immunizations. This must be submitted via the assigned third party vendor and available for review prior to the beginning of the PBT 101 Practicum. Students who do not meet this requirement may be dropped from consideration for the PBT program,** even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).
- B. **Criminal background check and/or drug testing** may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.
- C. **Documentation of current BLS CPR Certification through the American Heart Association** – must be received by the MLT Program Coordinator prior to the beginning of the PBT 101 Practicum. Students who do not meet this requirement may be dropped from consideration for the PBT program, even if they have met all other criteria and have initially been accepted into the program.

READMISSION PROCESS

Definition of Re-Admit: A student who has previously been enrolled in any Phlebotomy Program.

- Applicants applying for readmission into the first semester of the phlebotomy program should contact the Phlebotomy Program Coordinator (ext. 2999) for information concerning this special situation.

Certificate Phlebotomy Curriculum Schema

Course	Title	Class	Lab	Clinical	Contact	Credit
ACA 111	College Student Success	1	0	0	1	1
PBT 100*	Phlebotomy Technology	5	2	0	7	6
PBT 101*	Phlebotomy Practicum	0	0	9	9	3
PSY 101 or PSY 150	Applied Psychology General Psychology	3	0	0	3	3
CIS 111	Basic PC Literacy	1	2	0	3	2
TOTAL CREDIT HOURS						15

*Students must be at least 18 years of age to take these courses.

Therapeutic and Diagnostic Services - Phlebotomy Pathway

		Contact Hrs	Credit Hrs
ACA 111, 118 or 122 College Student Success		1	1
ENG 111 Expository Writing	P=ENG090/RED090 or ENG 095	3	3
Medical Terminology I	P= ENG090 and RED090 or ENG 095	3	3
CIS 111 Basic PC Literacy or CIS 110 Intro to Computers		3-4	2-3
BIO 163 Anatomy and Physiology I	P=One unit of HS Biology or BIO 090 or higher, and ENG 090 and RED 090 or ENG 095 (BIO 168 & BIO 169 will be accepted – must take both)	6	5
PSY 150 General Psychology	P=ENG 090/RED090 or ENG 095	3	3
HEA 112 First Aid and CPR		3	2
MED 118 Medical Law and Ethics	P= ENG090 and RED090 or ENG 095	2	2
*Humanities/Fine Arts Must choose either PHI 240 or HUM 115	P=Varies	3	3
Medical Terminology II	P= MED 121	3	3
PBT 100 Phlebotomy Technology	P=Admission to Phlebotomy program Coreq: PBT101, CIS 111, ACA 111, PSY 150	7	6
PBT 101 Phlebotomy Practicum	P=Admission to Phlebotomy program Coreq = PBT100, CIS 111, ACA 111, PSY 101 or PSY 150	9	3
COM 231 Public Speaking	P=ENG 111	3	3
TOTAL DEGREE HOURS			39-40

*Students must be at least 18 years of age to take PBT 100 & PBT 101.