



# 2025 Phlebotomy Technician Application Instructions

1. **Enrollment for admission to AWC must be completed if:**
  - a. You are a new student to Arizona Western College or
  - b. You are a former AWC student and have not taken classes in the past 12 months.
  - c. Note: this is a separate enrollment process from the phlebotomy technician application.
2. **Click on the “Phlebotomy Technician Application” link on the phlebotomy technician program’s website to access the online application.**
  - a. **This link will be active January 6, 2025 – March 6, 2025.**
  - b. **Deadline to submit your completed application is 4pm Thursday March 6<sup>th</sup>, 2025.**
  - c. You will need to use your AWC email address and login credentials to access the phlebotomy technician application.
  - d. Answer all questions.
  - e. All requested documents must be uploaded prior to submitting the application.
3. All documents must be in **PDF** format
  - a. Here is a list of the documents that you will need to upload.
    - i. Next Generation Reading exam results.
      1. Scores can be obtained from your self-service account or from Testing Services located in the 3C building. OR
      2. Completed and passed ENG 101 course
    - ii. Unofficial AWC transcripts
      1. Obtained from the Admission and Registration Office located in the 3C building.
      2. Printout from self-service
      3. AWC Transfer Evaluation, if you had pre-requisite courses transferred to AWC.
    - iii. Copy of a valid Arizona Fingerprint Clearance Card
      1. To be valid, your card cannot expire prior to June 2025 – instructions are posted on the phlebotomy technician website
    - iv. Copy of your American Heart Association BLS/CPR card
      1. Through Arizona Western College
        - a. [www.azwestern.edu/sites/default/files/awc/workforced-education/IN%20PERSO3N%20-%202025%20CPR%20TRAININGS%20\(2\).pdf](http://www.azwestern.edu/sites/default/files/awc/workforced-education/IN%20PERSO3N%20-%202025%20CPR%20TRAININGS%20(2).pdf)
          - i. 928-317-7674
        - b. Must be valid through December 2025

- v. Copy of front and back of a valid Identification card
    - 1. i.e. drivers license, passport, state identification card
  - vi. Copy of the completed PLB Contract Waiver
    - 1. Please download from the PLB program website
4. It is **HIGHLY** recommended that you have these documents on hand prior to start of class for clinical site determination
- i. 2 tb tests from June 2024 to present
    - 1. You may visit the Yuma County Health Department
      - a. Cost \$15 per test
      - b. By appointment only
      - c. Chest Xray \$25 – only needed if you have a positive result
      - d. Cannot be done if you are pregnant
    - 2. Any other walk-in clinic – prices vary
  - ii. Vaccination Record – Showing proof of 2 MMR vaccines, 2 Varicella vaccines and 3 Hep B vaccines
    - 1. May be any vaccination card from childhood showing full name and date of birth
    - 2. Can be obtained from public health records at Yuma County Health Department OR
    - 3. Obtained from your doctor's office
  - iii. 9-10 Panel drug screen
    - 1. No less than 9 will be accepted
    - 2. Can get it done at any walk-in clinic i.e. BioFamily, agile etc.
5. If you cannot provide proof of vaccinations another option would be to get titer tests done
- a. A titer is a blood draw that shows degree of immunity to each disease
    - i. May be obtained through any laboratory
      - 1. Sonora Quest is the cheapest
      - 2. Prices vary
    - ii. May get a lab requisition through your primary care physician
  - b. Must get a titer for each vaccine requested
    - i. Varicella titer
    - ii. MMR titer
    - iii. Hep B titer
6. **You MUST attend one of the information sessions listed on the Phlebotomy Technician Program website.**
- a. Remember the date as it will be needed for your application.
7. After submitting the final application, with ALL required documents, you will receive an email within two weeks after the deadline closes on Thursday March 6<sup>th</sup> 2025.
- a. Please do not email regarding status of your application
  - b. Ensure application is complete before submitting