



Dear Phlebotomy Technology Specialist Program Applicant:

The Coordinator and faculty member of the Phlebotomy Technology Specialist Program at Athens Technical College (ATC) are pleased you have expressed interest in pursuing the Technical Certificate of Credit in Phlebotomy Technology Specialty!

Enclosed you will find an application checklist and some general information about the program. What you specifically need to submit by the **June 1st deadline for a fall semester start date and by September 1st for a spring semester start date** depends upon your student status at ATC (see the “Phlebotomy Technology Specialist Program Application Checklist” included in this packet).

All **Application Materials** must be submitted by June 1st for a fall start date and September 1st for a January start date to:

Admissions Coordinator for Phlebotomy Technology Specialist
Athens Technical College
800 US Hwy 29N
Athens, GA 30601

The Phlebotomy Technology Specialist Program will conduct one (1) day-time orientation session per semester. Documented attendance is **required** by all Phlebotomy Technology Specialist Program applicants. All applicants must present a government-issued driver’s license at the orientation session attended. Applicants must attend one of the orientation sessions prior to the June 1st and September 1st deadlines of the year that application is being submitted. Attendance to a mandatory orientation session for a previous year’s application does **NOT** carry over to the next year’s application process.

Official transcripts (must be sent directly to Athens Technical College from the institution at which you earned course credit). All transcripts from colleges you attended previously must be official and it is your responsibility to request that they be sent to Athens Technical College such that they will arrive well before the application deadline. Once you have been accepted into the college, the Director of Registration and Records will evaluate your transcripts to determine if credit will be granted for previous coursework and will inform you by letter or ATC student email address of the credit awarded for previous college-level study. Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student’s responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the June 1st* application deadline.

Students who seek financial aid to help fund their college education should contact the Athens Technical College Financial Aid Office at (706) 355-5009 to speak to a financial aid counselor.

If you have any questions, do not hesitate to visit the college website at www.athenstech.edu to learn more about the College, the Phlebotomy Technology Specialist Program, the admission process, and financial aid. You may also contact the Program Coordinator Patty Stripling, (706)425-3328 pstripling@athenstech.edu if you have additional specific questions about the Program.

We wish you success in the application process.

Sincerely,

Patty Stripling, Ed.D., R. T. (R)
Coordinator, Phlebotomy Technology Specialist Program

06/12/2025

PROGRAM INSTRUCTOR:

The Program Instructor and Clinical Coordinator, Michelle Duncan received her Bachelors of Science in Medical Technology from the Medical College of Georgia in 1995. Mrs. Duncan is a certified Medical Technologist for 30 years, certified by the American Society for Clinical Pathology (A.S.C.P). Mrs. Duncan has worked as a medical professional for the University of Georgia since 1999. Mrs. Duncan has been a faculty member of the Phlebotomy Technology Specialist Program at Athens Technical College since 2009.

APPLICATION PROCESS:

The Phlebotomy Technology Specialist Program cannot offer admission to all qualified applicants. Program enrollment is limited to a total of 8 students. Only students meeting the minimum requirements will be evaluated for Program admission. Final selection will be made by ordering the highest total GPA of pre-application courses and the academic standing of Program applicants. Candidates will be ranked using the following criteria. GPA in Structure and Functioning of the Human Body (ALHS 1011) and Introduction to Healthcare (ALHS 1040). Medical Terminology (ALHS 1090) is a College and Program graduation requirement (see the “Phlebotomy Technology Specialist Program Application Checklist” included in this packet).

LENGTH OF PROGRAM:

After the pre-application courses have been successfully completed and a student has been accepted into the Program, the curriculum can be completed in one (1) semester. Most students, if not all students complete ALHS 1090 prior to enrolling in the Program. Program-specific courses are taught in a strict sequence that begins each fall and spring semesters of the Program. Students are awarded a Technical Certificate of Credit (TCC) upon Program completion.

ACADEMIC RIGOR:

Each course in the curriculum is offered only once per semester in a very strict course sequence. Even when students have completed most or all of the general education courses in the curriculum, many students find that to be successful in the program academically they must make a full-time commitment to the Program. Students are expected to be *ACTIVE* participants in the learning process. Successful completion requires dedicated, hard-working students who can conduct themselves in a professional manner during the learning process.

GENERAL PROGRAM INFORMATION:

The Program combines a variety of science and technical courses to prepare students to be employed as phlebotomists in a variety of settings. During the duration of the Program, didactic and laboratory instruction are used to form a foundation upon which students can rely during the clinical phase of the Program.

HANDS-ON and CLINICAL EXPERIENCE:

In the ATC Phlebotomy Technology Specialist Program, initial training often utilizes models and alternative learning methods to allow students the opportunity to become proficient in technical skills prior to performing those skills in the clinical setting. The Program schedules learning laboratories in which students can fine tune their skills. Clinical externships are scheduled at hospitals and clinics in the greater Athens and surrounding areas.

Clinical education plays a very significant role in your development as a Phlebotomy Technology Specialist. Attendance in clinical rotations is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotations will occur at a variety of locations and will include daytime and some evening rotations. Unlike traditional college courses, clinical rotations will usually consist of 8-hour shifts.

Some questions you should ask yourself include:

- Do I have dependable transportation?
- Do I have enough money to cover my gas expense to get to and from clinical?
- Will my current employer be flexible with my clinical education schedule?
- How reliable is your support structure outside of school?
- What alternatives do you have for unexpected personal schedule changes?
- There may be times when you will miss a clinical rotation; however, there is a process for communication for such absences and students are expected to follow this process.
- ANY and ALL missed clinical time is required to be made up; if a great deal of time is missed, you may be required to be released from the Program and requested to repeat the clinical course

STUDENT HEALTH:

After admission to the Phlebotomy Technology Specialist Program, the following are required by our clinic sites and copies of immunization records must show:

- **Measles, Mumps and Rubella (MMR):** Series of 2 vaccines required **or** must have a positive antibody titer to demonstrate immunity.
- **TB Skin Test:** *Two-step PPD test is required, unless student has a history of annual tests for the previous 2 years. If TB skin test is positive, proof of chest x-ray and INH documentation is required.
- **Hepatitis B Vaccine** (or signed Declination form): Requires a series of 3 vaccines, with a subsequent titer to document immunity. (This immunization is recommended, but not required).
- **Varicella (Chicken Pox):** Positive Varicella antibody titer **or** 2 doses of vaccine **required**; we can no longer accept documented history of chicken pox
- **Tdap (Tetanus, Diphtheria, Pertussis):** Required to be within the last 8 years.

Also Required:

- Current Health and History Exam: This exam should be administered by a qualified health care professional and will reflect the student's competence in all areas of our Technical Performance standards (Located in the Phlebotomy Technology Specialist Program (Addendum to the Student Handbook).
- Background check and Drug screen through Advantage Students
- Current Healthcare Provider CPR certification from the American Heart Association / Red Cross / National Safety Council
- Malpractice insurance coverage (paid for in tuition/fees)

ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT:

All students enrolled in the Phlebotomy Technology Specialist Program must complete a drug screen and background check. Individual clinical sites may prohibit students from participating in clinical rotations at their facilities based on the results of the background check and drug screen.

Applicants should be aware of this (potential) limitation for certification and clinical site rotation prior to entering the Phlebotomy Technology Specialist Program. Practice of deceit in the application procedure is cause for dismissal from the Program.

If you have concerns regarding your eligibility to sit for the NCCT examinations, please contact the NCCT at:

The National Center for Competency Testing (NCCT)
11020 King Street, Suite 400
Overland Park, KS 66210
(800) 875-4404
contactus@ncct.com

Pre-Application Requirements		Hr	Fall		Pre-Application Requirements	Hr	Spring	Hr
ALHS 1011*	5	PHLT 1030, Introduction to Venipuncture	3	ALHS 1011*	5	PHLT 1030, Introduction to Venipuncture	3	
ALHS 1040	3	PHLT 1050, Clinical Practice	4	ALHS 1040	3	PHLT 1050, Clinical Practice	4	
College/Program Graduation Requirement				College/Program Graduation Requirement				
ALHS 1090: Med. Terminology**	2			ALHS 1090: Med. Terminology**	2			
	10		7		10		7	

- ALHS 1011, Structure and Functioning of the Human Body and ALHS 1040, Introduction to Healthcare are required courses that must be completed prior to application to the Program.
- * Completion of ANATOMY AND PHYSIOLOGY I **and** II W/ LAB (BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L) will substitute for ALHS 1011
- **ALHS 1090 is completed prior to Program admission to allow for devoted studies for Program information and clinical rotations
- All pre-application courses to the Phlebotomy Technology Specialist Program must be completed with a final course grade of C or higher.
- Application materials for entry into the Phlebotomy Technology Specialist Program are due on June 1st for a fall semester start date and September 1st for January start date. Students are admitted, typically by early July and December respectively, to begin Program specific (PT71) coursework the following semester. Application materials are not retained by the Program after the selection process has been completed each semester; students not selected must reapply for Program admission in subsequent semesters.
- All courses subject to change. Please refer the current ATC College Catalog for any updates / changes.

Phlebotomy Technology Specialist Program Application Checklist

All Applicants – submit all items in the following list plus Option A, B or C depending upon your status:

- _____ Verification of Lawful Presence in the United States and applicant age (submit a photocopy of your passport, driver’s license or state-issued photo identification card);
- _____ **Phlebotomy Technology Specialist Program Intent Form** - this form is to be submitted electronically at Athens Technical College
- _____ Documented attendance at one (1) required Phlebotomy Technology Specialist orientation session. Times and dates available at www.athenstech.edu-select “Future Students”, and then “Health Information Sessions”;
- _____ Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student’s responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the June 1st or September 1st* application deadline.
 - Applicants currently/previously enrolled at ATC should submit copies of their on-line academic transcript.

Option A - New students (not currently or previously enrolled at Athens Technical College):

- _____ Completed and signed Application for Admission to Athens Technical College (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) and the required application fee;
 - Indicate “Technology Specialist Program” on the application form as your intended program of study.
- _____ Official transcripts from every college attended previously (if applicable) **OR** Official transcripts from the high school from which the applicant graduated (or GED documentation) if no prior college-level coursework has been completed. (College and University Transcript Request forms are available online at www.athenstech.edu – Select *Prospective Students*, then *Admissions Process*).

Option B - Currently enrolled ATC students:

- _____ Completed and signed Program Change Form (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) indicating “Phlebotomy Technology Specialist” as your intended program of study.

Option C - Former Students (not enrolled at ATC within the last two consecutive semesters of application):

- _____ Completed and signed Readmission Request Form (available on-line at www.athenstech.edu - Select *Prospective Students*, then *Admissions Process*) indicating “Phlebotomy Technology Specialist as your intended program of study;

Candidates will be ranked using the following criteria: GPA in Structure and Functioning of the Human Body (ALHS 1011) or Anatomy and Physiology I AND II w/ lab (BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L), and Introduction to Healthcare (ALHS 1040). Students can typically expect to receive written notification regarding their standing by mid/late July and December, respectfully.

Estimated Additional Expenses*

There are many expenses that will be incurred in addition to class tuition and fees. Every attempt has been made to be as thorough as possible, expenses may vary from the estimates listed. Travel is estimated at \$.60 p/mile. Average distance listed is one way and is dependent upon the distance between the student's residence and assigned clinical facility.

Fall or Spring		
	Books	\$132.50
	Notebooks and other supplies	\$35.00
	Uniforms	\$150.00
	Criminal Background Check	\$100.00
	Drug Testing	\$100.00
	Immunizations	\$615.00
	Physical Exam	\$200.00
	Clinical Site Placement Fee	\$50.00
	CPR	\$110.00
	Malpractice Insurance	\$11.00
	NCCT Exam	\$119.00
	Graduation Application	\$35.00
	Cap & Gown	\$71.00
Total		\$1728.50

**Subject to change without notice.*

Student is responsible for purchasing required textbooks needed to complete the Program.

Athens Technical College
Phlebotomy Technology Specialist Program
 Admission Criteria Evaluation Sheet

Name: _____ Student ID: _____ Application GPA _____

Mandatory Phlebotomy Specialist Technology Orientation Session: Y or N

Course	Credits	Final Course Grade	
ALHS 1011	5		
ALHS 1040	3		
ALHS 1090	2		
BIOL 2113*	3		
BIOL 2113L*	1		
BIOL 2114**	3		
BIOL 2114L	1		GPA

* Completion of both BIOL 2113/2113L and 2114/2114 can be substituted for ALHS 1011

Tie Breakers:

1. Date of Intent Form
2. Individual Core and General Education Course Grades
 - ALHS 1011
 - ALHS 1040
 - ALHS 1090
 - FSSE 1000
 - BIOL 2113*
 - BIOL 2113L*
 - BIOL 2114*
 - BIOL 2114L*

* Completion of BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L (all 4 courses) may be substituted for ALHS 1011