



## INTRODUCTION TO PHLEBOTOMY – ENTRANCE CHECKLIST

1. Completed **Application** accompanied by a **signed Essential Functions Form and Essay**
2. High School Degree (or GED) required. Applicants with foreign education: A transcript evaluation form from a recognized agency is required. EMCC recommends World Education Services ([www.wes.org](http://www.wes.org))
3. Completion of a **Criminal Background Check** is required before acceptance. Visit <http://www.emccscreening.com/> to complete the process. Results will be sent directly to EMCC. The minimum fee is \$75. Additional fees may be incurred for multiple names and/or addresses within the past 7 years.
4. A completed Health History Form is required with proof of immunization required prior to participation in clinicals. (Mandatory)
5. Experience in the medical field or completion of a medical terminology course is a plus. Excellent customer service/communication skills desired.
6. Must be 18 years of age or older by start date of the course.

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## PROCEDURES FOR APPLICATION (READ CAREFULLY!)

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|--|---------------------------------|
| 1. Please submit the following:              | Submit online or Return to:     |
| ➤ <b>Application</b>                         | Eastern Maine Community College |
| ➤ <b>Application Essay</b>                   | Attn: Business and Industry     |
| ➤ <b>Essential Functions Form (signed)</b>   | 354 Hogan Rd                    |
| ➤ <b>Completed Criminal Background Check</b> | Bangor, ME 04401                |
| ➤ <b>Completed Health History Form</b>       |                                 |
| <b>With proof of immunization</b>            |                                 |

**\*\*\*Application deadline is January 25, 2018. (Above items due by this date.)\*\*\***

2. Then arrange for high school transcript sent to EMCC.
3. Interviews will be conducted January 29-31. Applicants are contacted by phone and email by January 26 to arrange interview.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer.  
Contact: [bni@emcc.edu](mailto:bni@emcc.edu) or call 207.974.4810