



## Phlebotomy Program Application Timeline

### January

- Download the Phlebotomy Program Student Handbook
- Complete a self-assessment survey in the Handbook to identify whether you are physically and behaviorally able to complete the tasks required of a Phlebotomist
- Review your background check information: [RCW 43.43.842: Convictions that Preclude a Career in Healthcare](#) of the Handbook
- Schedule your immunization and/or titers if you do not have the required immunizations and/or documentation. Immunizations must be complete upon application
- Submit your transcripts to Peninsula College following the instructions at [Peninsula College Admissions](#)
  - It can take up to ten weeks for the college to process your transcripts

### February

- It is not too late to start January's tasks

### March

- It is *still* not too late to start January's tasks
- Apply to [Peninsula College](#) *before* applying for the Phlebotomy Program
  - The Phlebotomy Program starts in the **Fall** quarter, but there are prerequisites to take in the **Summer** quarter or earlier
- Complete your [Financial Aid](#) application *before* May 1
- The Phlebotomy Program application is due **June 1 by 5:00 p.m.**
- Contact Student Services at (360) 417-6340
  - Request to be added to the Program Director's advisee list
  - Change your program of study intent code to Phlebotomy
  - Course registration is completed through the [Peninsula College](#) website. Students must contact Student Services with ctcLink ID AMPA to be added to the correct student group which will provide access to the application course on Canvas.

## April

- Request a letter of personal reference for your Phlebotomy Program application
- Sign up for and complete online Peninsula College [New Student Orientation](#)
- The Phlebotomy Program application is due **June 1 by 5:00 p.m.**

## May

- Compose a personal essay for the Phlebotomy Program application. Guidelines for your personal essay are located in the Handbook
- Meet with the Program Director or appropriate Program Faculty Advisor for an advising appointment. You *cannot* register for classes without meeting with your advisor first
- May advising sessions are for the **Summer** and **Fall** quarters
- The Phlebotomy Program application is due **June 1 by 5:00 p.m.**

## June

- Open registration for **Summer** and **Fall** quarters starts in early **June**
- Tuition for the summer quarter is due **mid-June**
- Acceptance and rejection letters for the Phlebotomy Program will be sent by **July 1**
- Background checks *must* be completed (if accepted) by **September 1**

## September

- Attend the mandatory Phlebotomy Program New Student Orientation in early **September**; the exact date/time/location will be disclosed in the New Student Welcome Packets, along with the most recent version(s) of the Handbook and booklists
- Specific dates can be found on Peninsula College's [Academic Calendar](#)
- The last day to register for classes is in **mid-September**
- The first day of **Fall** quarter classes is in **late-September**