



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; there will also be a related attestation form regarding this that will be submitted as part of the program application on the Canvas application course.
- Review your background check information:
 - You will need to pass a background check before participating in the program.
 - Certain convictions could preclude students from completing the program, obtaining credentials, and securing employment in the healthcare sector. Please see [WAC 388-113-0020](#) and [RCW 43.43.842](#).
- 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 you may have general education courses to complete in the **Summer** quarter or earlier depending on your [Placement Testing](#).
- Complete your [Financial Aid](#) application before May 1.
- The Phlebotomy Program application is due **June 1** by **5:00 pm**.
- 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 to acquire a ctclink ID# and be added to the AMPA student group, which will then provide them access to the application course on Canvas.
 - Students can also meet with the Program Director for advising and the Program Director can complete these steps by filling out a Change of Program form.

April

- Request a letter of personal reference for your Phlebotomy Program application.
- Sign up for and complete the online Peninsula College [New Student Orientation](#).
 - There is also a *mandatory* new student orientation specific to the Phlebotomy program held at the beginning of **September**
- The Phlebotomy Program application is due **June 1** by **5:00 pm**.

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.
- Open registration for **Summer** and **Fall** quarters starts in late **May**.
- The Phlebotomy Program application is due **June 1** by **5:00 pm**.

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 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, booklists, and instructions for completing the background check.
- 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**.