



School of Phlebotomy

Application for Admission

It is the policy of Rapides Regional Medical Center School of Phlebotomy to seek and enroll the best qualified students without discrimination against any person on the basis of age, gender, disability, race, color, ancestry, citizenship, religion, pregnancy, sexual orientation, gender identity, national origin, medical condition, marital status, or veteran status.

Please print the following information.

General Information:

Applicant Name:

Last	First	MI
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Applicant Address:

Street/P.O. Box	City	State	Zip
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Applicant Telephone: _____ **Applicant Email:** _____

Emergency Contact: _____ **Relationship:** _____

Telephone: _____

Application Requirements:

- Must be at least 18 years of age.
- Submit completed Phlebotomy School Application for Admission.
- Submit signed Statement of Understanding for Essential Requirements (submit only the signature page).
- Submit one copy of:
 - High school transcript (2.5 or higher GPA) **or**
 - GED scores (530 or higher) **or**

- o HiSET score (60 or higher)
- o Submit two letters of reference/recommendation; at least one of the letters MUST be a professional reference (i.e. supervisor, employer, professor, teacher, etc.)
- o Submit a personal statement explaining your interest in phlebotomy. One to two paragraphs are sufficient.

Education and Training:

High School	City and State	Graduation Date	Degree	Major
			Diploma/GED /HiSET	-----
Vo-Tech School	City and State	Graduation Date	Degree	Major
College / University	City and State	Graduation Date	Degree	Major

Employment History:

Please list your work experience beginning with your **most recent employer**.

Company	City and State	Position Held	Dates of Employment	Supervisor and Phone Number

Admission Procedures:

1. Applications are accepted throughout the year. Application deadlines for each class are as follows: November 15 (January class), March 15 (April class), and July 15 (August class).
2. Applications can be downloaded at www.rapidesregional.com, or by contacting Elizabeth Duck, Phlebotomy Program Director, at 318.769.3177 or Elizabeth.Duck2@hcahealthcare.com.

3. Completed applications can be delivered to the Laboratory at Rapides Regional Medical Center (1st Floor) **or** can be mailed to the following address:

**Rapides Regional Medical Center
ATTN: School of Phlebotomy
211 Fourth Street
Alexandria, LA 71301**

4. Candidate interviews are determined after all complete applications are reviewed and scored. All applicants will be notified by phone or mail of their application status after applications are reviewed. Applicants not selected for the class can request that their application be held for consideration in the next class.

Ranking of Students:

All prospective students will be ranked according to the admission requirements listed above. Prospective students are ranked academically based on GPA/GED/HiSET scores. The non-academic criteria used in ranking includes reference letters, the personal statement, and the interview (for those applicants selected for interviews). All submissions for the above requirements will be verified. Please make sure that your application is complete and legible. **Any incomplete applications will not be considered for admission to the program.**

I agree, if accepted to the RRMCM School of Phlebotomy, to serve to the best of my ability and to abide by all policies established by the educational program of RRMCM. I hereby grant permission for reference checks.

Signature: _____

Date: _____

Please note all students selected for the Rapides Regional Phlebotomy Program will be subjected to a background check and drug screen conducted through Rapides Regional Medical Center's Human Resource Office (at no cost to the student). Failure to pass either of these checks will result in immediate dismissal from the Program.