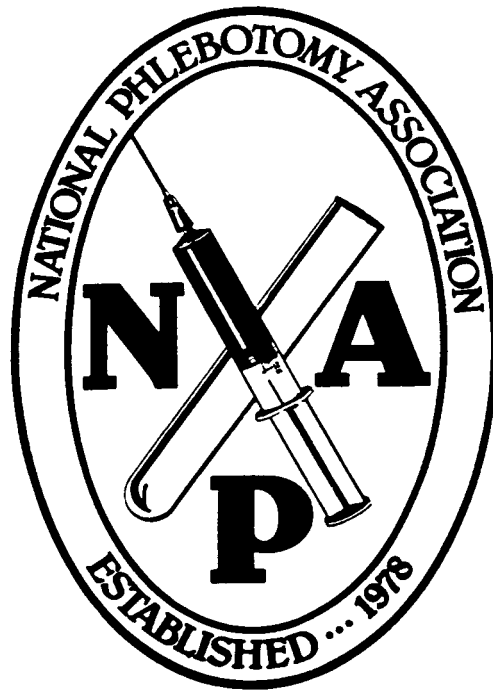


# APPLICATION HANDBOOK



1901 Brightseat Road  
Landover, MD 20785  
(301) 386-4200  
(301) 386-4203

[www.nationalphlebotomy.org](http://www.nationalphlebotomy.org)

Check Out The Job/Career Link  
Check Out The Education Link  
for Exam Preparation

## **PREFACE**

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This edition of the National Phlebotomy Association General Information Handbook is designed to provide you with basic information about the certification process and the Association policies. Your application will be reviewed. Therefore, each candidate will be eligible to take the examination with the capacity to successfully completing this exam.

Each candidate will be knowledgeable of the examination process and policies by carefully reviewing the information contained in this document. Please retain the booklet for your reference and return the Certification Application to the National Phlebotomy Association.

Best Wishes.

Division of Certification  
National Phlebotomy Association, Inc.  
Revised January 2004

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National Phlebotomy Association, Inc.

## INTRODUCTION

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The field of allied health care has expanded tremendously during the last several years. This expansion has increased career opportunities for many that previously only dreamed of contributing to the health care of others.

On the other hand, this expansion has led to great variability in the quality of care available. As the need for professionals increased, particularly in allied health positions, the standards of service delivery and technical knowledge and skills were sometimes lowered, or at best, not comparable from institution to institution.

In response to these phenomena, many of the allied health fields organized professional organizations to promote training and high standards of service delivery. These organizations also established mechanisms for recognizing those who had achieved acceptable levels of performance and assuring comparable standards among institutions.

The National Phlebotomy Association (NPA) created the industry in 1978 in Washington, DC. NPA provides a certification examination in the field of phlebotomy and maintains a Board of Registry of all those who successfully complete the certification process. Certification by NPA has the same prestige and benefits for the Phlebotomist as does certification by any other professional organization for its members. Certification by NPA will aid job placement for Phlebotomist and the general level and quality of phlebotomy care will be enhanced.

# TRAINING PROGRAM APPLICATION

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Individuals who have attended an Allied Health Program that included venipuncture techniques and a clinical practical with documented evidence of attendance. The program must award 16.0 continuing education units or be offered as a course with at least 160 contact hours of lecture time excluding the phlebotomy practical. The training program must include at least 200 hours of practical experience either with mannequins or clinical practicum or a combination of both. The program elements must meet the NPA curriculum requirements.

## **OFFICIAL DOCUMENTS**

Phlebotomy Students: A transcript evaluation indicating completion of the required courses. A copy of your program should be in your student file. All documents must be in our office before you can be scheduled for the examination. You may include any certificate of achievement.

## **RECLAMATION CLAUSE ELIGIBILITY**

In November of 1989, the NPA Board of Directors voted to approve an amendment to the by-laws for certification that became effective on January 1, 1990. The amendment allows the Phlebotomist and other health care workers that have phlebotomy within their job description to become certified through the Reclamation Clause. The guidelines are as follows:

1. Applicant must be currently employed with phlebotomy duties included in their job description.
2. Applicant must have one (1) year or more of working experience. It must be a minimum of one (1) year of paid or volunteer experience. Clinical experience is not acceptable.
3. A letter verifying the length of time of your experience from your employer or supervisor should accompany your application and certification fee of \$100.00.
4. Upon receipt of all required documents, NPA will forward your Proficiency Examination Form to your employer. You will be notified of your application status.
5. Upon receipt of your Proficiency Examination Form from your employer, the application process will continue. Please allow 4 to 8 weeks for the final portion of the application process.

## **ABSENTEES**

If you are scheduled for the National Phlebotomy Association Certification Examination and are absent on the scheduled date, the fees will then become non-refundable and non-transferable.

## **RESCHEDULE**

If you are scheduled for the National Phlebotomy Association Certification Examination and wish to reschedule, you will need to contact NPA's National Office ten working days prior to the scheduled exam date. Failure to contact NPA ten working days prior to exam date will result in the fees becoming non-refundable and non-transferable if you are absent on the examination date.

## **REFUND**

If you choose not to take the National Phlebotomy Association Certification Examination after being processed, you must contact NPA's National Office within ten working days. You will receive a partial refund not to exceed \$65.00 to be mailed 30 days after notice of withdrawal from taking the National Phlebotomy Association Certification Examination.

## **PERSONAL AND MEDICAL EMERGENCIES**

Without an excused emergency that has been approved by the Certification Board of the National Phlebotomy Association, fees for missed examinations are non-refundable and non-transferable.

**THERE WILL BE NO EXCEPTIONS!**

Refunds for the National Phlebotomy Association Certification Board is on a case-by-case basis relevant to personal and medical emergencies. A written description of your situation and copies of documents of proof should be mailed to:

National Phlebotomy Association, Inc.  
1901 Brightseat Road  
Landover, MD 20785

## **RECLAMATION CLAUSE REFUND POLICY**

Applications are processed in accordance with the Reclamation Clause Guidelines. Once the application has been evaluated and the applicant has been found eligible for certification, the fees will then become non-refundable and non-transferable.

If an applicant does not pass the proficiency examination, they will have to take the national boards and pay another certification fee. This policy will be strictly enforced.

## **EXAMINATION DAY**

The National Phlebotomy Association Certification Examination is a two-part examination. The first part is the written portion (2 hours) and the second part is the practical portion (1 hour). Applicants are given a total of three (3) hours to complete both parts of the examination.

## **ADMISSION**

If the applicant is attending a Phlebotomy/Medical Assistant Training Program and the exam is being sponsored by your training center, follow the instructions of your training center.

**EVERYONE** must bring a picture ID (such as driver's license, work ID, passport or student ID) and a No. 2 pencil.

Report to the examination site at least thirty (30) minutes before the scheduled time. Allow ample time to find parking and the examination room. Before the exam starts, relax and calm yourself.

## **RELEASE OF SCORES**

You will receive your score in the mail 8 to 10 weeks beginning the following month after the exam. **No test score results will be given over the telephone.** The passing score is 70% (combination of written and practical parts of the exam). A certificate and wallet size card will be forwarded to NPA's new Certified Phlebotomist Technologist (CPT). Certification is valid for one (1) year. Every year, you must renew your certification. One (1) month before your certification anniversary date, NPA will send you an invoice; but it is your responsibility to maintain your certification. **If you do not receive an invoice, you are still responsible for renewing your certification on time.** Certified Phlebotomists are required to complete 1.8 Continuing Education Units (CEU's) on a yearly basis. Additional information will be provided with your notification of passing.

## **RE-EXAMINATION**

Should you fail the certification exam, you may reapply within two to three months after the first exam. A full application and certification fee is required. You are allowed three (3) times to pass the exam. If you are unsuccessful after three attempts, you are no longer eligible for further examination by the National Phlebotomy Association, Inc.

## **APPEALS MECHANISM**

Complaints and appeals must be submitted to the NPA Board of Registry in writing within 30 days following an incident or notification. A decision will be made within 90 days.

# INSTRUCTOR CERTIFICATION QUALIFICATIONS

## CERTIFIED INSTRUCTOR

In order to become a Certified Instructor, you will have to be qualified under one of the following categories:

1. You have been performing as an Instructor for a period of one (1) year or more in an Allied Health academic classroom setting with proof of course outline (Waiver Clause)
2. You are currently performing as an Instructor for a period of one (1) year or more with proof of course outline (Waiver Clause)
3. You must have knowledge in the field of Phlebotomy and/or one of the Allied Health Fields (Medical Assistant, Medical Technology, Medical Technician, Registered Nurse, Licensed Practical Nurse, Respiratory Therapist, Certified Phlebotomist, Certified Nursing Assistant and Laboratory Assistant).

Individuals in the field of Phlebotomy or any one of the Allied Health Fields must have completed all programs showing proof with a Certificate or Degree and are Licensed or Certified by one of the recognized National Organizations.

### STATEMENT

The Instructor program guidelines have always been developed into NPA's continuing education guide, however, the Association has concentrated on program and individual certification since 1978 to date. In 1995, the Board of Directors developed the Instructors Program and approved the following By-laws and Certification Program.

Any person or organization who tries to duplicate any part of this program must have written permission from the National Phlebotomy Association. If any group or organization, association or agency who wishes to duplicate NPA's written certification standards and intends to proclaim their certification or phlebotomist in any form is in violation of the **Patent and Copyright Laws**.

The National Phlebotomy Association is not limiting anyone in the Allied Health Fields who wishes to implement a certification program, however, NPA does require approval before any group can duplicate in any form.

**NATIONAL PHLEBOTOMY ASSOCIATION, INC.**

1901 Brightseat Road  
Landover, MD 20785

**CERTIFICATION APPLICATION**

**IMPORTANT**  
Please read the rules and regulation carefully  
before completing the application

**APPLICATION FEE: \$100.00**

Pay by Money Order, Company or Certified Checks Only  
Applications will not be processed if not filled  
out completely, signed and accompanied with stated fee.

**NO PERSONAL CHECKS ACCEPTED**

**OFFICE USE ONLY  
DO NOT WRITE IN THIS SPACE**

Received by: \_\_\_\_\_

Amount \$: \_\_\_\_\_

Ck. or Mo.#: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose #: \_\_\_\_\_

CPT: \_\_\_\_\_

Exam Date: \_\_\_\_\_

Grade: \_\_\_\_\_

I WISH TO TAKE THE EXAMINATION IN THE CENTER CLOSEST TO:

\_\_\_\_\_ (City) \_\_\_\_\_ (State)

Have you applied previously for NPA Certification  Yes  No

If Yes, Date: \_\_\_\_\_

Language:  English  
 Spanish

**Exam Preparation go to NPA website, click Education Link**

Please check the number(s) that applies to you

1. Attended Phlebotomy Training Programs  3. Reinstatement CPT # \_\_\_\_\_
2. Reclamation Clause (Article XIII NPA By-Laws)  4. Instructor Certification \_\_\_\_\_

**TYPE OR PRINT CLEARLY**

Name: (Last, First and Middle Name (Maiden))	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Race
Address: Street	City	State	Zip
Telephone Numbers (include area code) Home: ( ) Work: ( )		Social Security Number	
Email address:			

A. ACADEMIC EDUCATION

HIGH SCHOOL: \_\_\_\_\_ YEAR OF GRADUATION: \_\_\_\_\_

NAMES AND ADDRESSES OF COLLEGE(S), UNIVERSITY(IES) ATTENDED	TYPE OF DEGREE	MAJOR FIELD	GRADUATION	
			MONTH	YEAR

B. ACCREDITED EDUCATIONAL PROGRAM

Name of Program \_\_\_\_\_

Address \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

Name of Program Director \_\_\_\_\_

Length of Course (in months) \_\_\_\_\_

Date of Entrance \_\_\_\_\_  
 (Month) (Day) (Year)

Date of Completion \_\_\_\_\_  
 (Month) (Day) (Year)

Total Course Hours \_\_\_\_\_

If you are attending a accredited educational program in phlebotomy which required a transcript evaluation prior to entrance into the program, your institution must send a copy of your transcript to complete your application. This document is required to establish your eligibility.

C. EMPLOYMENT (From present to past)

TITLE	INSTITUTION	ADDRESS	DATES

PRESENT JOB DESCRIPTION (Be as specific as possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. **ADDITIONAL INFORMATION**

(List position held and dates of employment giving laboratory director and complete address)

E. Please list below the name and address of two people who are likely to know your address at all times. Preferably, give names of permanent location of relatives or friends; people through whom we can trace you if necessary.

1. \_\_\_\_\_ (Name) (Address) (City) (State) (Zip)

2. \_\_\_\_\_ (Name) (Address) (City) (State) (Zip)

I understand this application will be subject to the rules and regulations of the National Phlebotomy Association, Inc. All statements contained herein are true and correct to the best of my knowledge. I understand the penalty for false statements includes disqualification of examination and/or revocation of certification for a period of one (1) year. Recertification is based on continuing education and payment of recertification fee.

**Reclamation Clause Applicants Only:**

1. Must submit a letter of recommendation from supervisor along with application
2. Agree that NPA can forward to your supervisor a Proficiency Examination Form

All Applicants Must Sign:

Signature: \_\_\_\_\_ (Sign Name In Full) \_\_\_\_\_ (Date)

**APPLICATION FOR NPA ACCREDITED PROGRAMS ONLY**

I attest that the above-named applicant is currently enrolled and expected to complete his/her NPA Accredited Education Program prior to the date of the examination. I agree to notify NPA promptly if the applicant fails to complete this program.

\_\_\_\_\_  
(Educational Coordinator)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Program Director)

\_\_\_\_\_  
(Date)

**NPA REGISTRY  
SPECIAL INSTRUCTIONS**

DO NOT RECORD ANY INFORMATION IN SECTION I. FILL IN SECTION II OF DATA FORM BELOW USING A PEN OR #2 PENCIL. DATA ENTERED HERE WILL BE MADE A PART OF YOUR PERMANENT COMPUTER RECORD.

SECTION I

<b>(FOR OFFICE USE ONLY)</b>	NEW 1	CHANGE 2	PENDING 3	WITHDRAWN 4
SOCIAL SECURITY NUMBER	EXAM	TEST DATE	TEST CENTER CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SCHOOL TYPE	STATE	SCHOOL	TEST FEE	DEGREE CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPECIAL				REPEAT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION II (Please use Pen or #2 Pencil)

**(MUST BE FILLED OUT)**

PLEASE INDICATE LAST NAME, FIRST NAME, MIDDLE INITIAL

ADDRESS

CITY (COUNTRY, IF FOREIGN)                      STATE                      ZIP

**NO PERSONAL CHECKS ACCEPTED**

**ALL RIGHTS RESERVED PROPERTY OF THE NATIONAL PHLEBOTOMY ASSOCIATION INC.**