

## Externship Prerequisites for the Phlebotomy Full Course

In order to be eligible to go on a clinical externship, students must submit the following prerequisites to the Administration. Externships are given on a first come, first serve basis to students who submit all the requirements listed.

Students must submit all prerequisites by the **designated date** otherwise they will not be allowed to continue with the Phlebotomy Full Course until all prerequisites have been received. Please contact Administration regarding the deadline date for the class you are interested in.

If a student is able to submit the externship prerequisites within 60 days after the designated date, the student will be enrolled in the next available Practical class (pending there is room available). No additional fees will apply.

If a student is **unable** to submit the externship prerequisites within 60 days after the designated date, the Administration will consider the student to have abandoned the course and will issue the student an Incomplete. Should the student wish to complete the Phlebotomy Full Course, they will have to re-enroll and start the course from the beginning. Additional fees will apply.

### Externship Prerequisites

#### 1. **Cleared Background Check & Drug Screen**

Included as part of the \$250 non-refundable registration fee.

Instructions will be given upon receipt of completed online Registration Form and Registration fee.

#### 2. **Proof of Immunizations**

##### ❖ **MMR (Measles, Mumps, Rubella)**

Must Submit one of the following:

- *2 doses of the MMR vaccine*
- *Positive titers for MMR*
- *Positive titers for Measles and Mumps and 1 dose of the MMR vaccine.*

##### ❖ **Varicella**

Must submit one of the following:

- *2 doses of the Varicella vaccine*
- *Positive Varicella Titer*

##### ❖ **Hepatitis B**

Must submit one of the following:

- *Positive Hepatitis B Titer*
- *Hepatitis B 3 Shot vaccine series and a Positive Hepatitis B titer*

##### ❖ **TDAP**

Must submit one of the following:

- *Proof of your Tdap after 2005*
- *No other vaccinations such as TD or dTap will be accepted*

##### ❖ **TB results**

Must submit one of the following:

- *Negative Annual PPD TB Skin Test*
- *Negative Annual QuantiFERON Gold or T-spot TB Blood Test*
- *If you have a known history of having a positive PPD TB Skin Test or QuantiFERON Gold or T-Spot TB Blood Test, you must submit proof of a Chest X-Ray and TB Symptom Screening Questionnaire, in addition to the positive test.*

##### ❖ **Seasonal Flu Vaccine**

- *Proof of your Seasonal Flu Shot*
- *This is only required if you are completing your externship during flu season (November – March)*

## **Other Documents Required:**

### **3. Proof of U.S. High School Education or Equivalent:**

- U.S. High School or accredited college transcript (official or unofficial)
- GED Transcript
- Post-Secondary/Vocational schools are not acceptable
- If your education is outside the United State, you will need to get an evaluated transcript from an approved site. Please see below for further instructions.

*\*Note you will need one officially sealed copy of your transcript to submit to the CDPH once you are ready to apply for your CPT I license. Please request a copy now and hold on to it. You will be given further instructions on when and where to send this transcript after you have completed the course.*

### **4. Copy of your government issued photo ID. Some examples include:**

- Driver's License
- Passport
- Military ID

### **5. Current BLS Certificate**

- Basic Life Support (BLS) CPR Certification for Healthcare providers.
- Must be obtained from an AHA certified organization.
- We recommend using iMaster CPR who gives our students \$15 off the course using the discount code: FHS

### **6. Current Resume**

- Resume does not have to be finalized but must have an overview of your education, work/volunteer experience, etc.
- The Administration can work with you to polish your resume if needed.

### **Obtaining Your Officially Sealed School Transcripts**

Contact your high school registrar to request a copy of your official transcripts in an unopened envelope sealed by the school. You may substitute official transcripts from an accredited college or university where you obtained a Bachelor's or Associate's degree.

### **Important Notice regarding evaluation transcripts from outside the US:**

All non-U.S. transcripts must be evaluated by "Current Members" of the **National Association of Credential Evaluation Services (NACES)** or "Endorsed Members" of the **Association of International Credential Evaluators, Inc. (AICE)**. This allows LFS to determine if your education is equivalent to a U.S. college or university education. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

- National Association of Credential Evaluation Services (NACES):  
<http://www.naces.org/members.html>
- Association of International Credential Evaluators, Inc. (AICE):  
<http://aice-eval.org/members/>

If you are an applicant whose education and training/experience is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

The transcript will need to be mailed out to CDPH-Laboratory Field Services once you have completed and submitted your CPT I application. Further instructions will be given upon completion of the Phlebotomy Full Course.

*Please refer to CDPH website for more information.*

