

## Externship Prerequisites for the Phlebotomy Full Course

To be eligible to go on a clinical externship, students must submit the following prerequisites to the PhlebotomyU Administration at [info@phlebotomyu.com](mailto:info@phlebotomyu.com). Externship options are given on a first come, first serve basis to students who submit all the requirements listed.

Students will be given up to 6 months from the last day of classroom instruction to complete a clinical externship. If a student is unable to submit the externship prerequisites or commit to a clinical externship by this time, PhlebotomyU 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, repay and start the course from the beginning. Additional fees will apply.

### Externship Prerequisites

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

Instructions on how to register for the Background Check & Drug Screen will be given on the first day of class.

#### 2. Proof of Immunizations

- **MMR (Measles, Mumps, Rubella)** - Must Submit one of the following:
  - At least 1 dose of MMR vaccine. *Prefer proof of 2 doses.*
  - Positive titers for MMR
  - Positive titers for Measles and Mumps and 1 dose of the MMR vaccine.
- **Varicella** - Must submit one of the following:
  - At least 1 dose of Varicella vaccine. *Prefer proof of 2 doses.*
  - Positive Varicella Titer
- **Hepatitis B** - Must submit one of the following:
  - At least 1 dose of Hepatitis B vaccine. *Prefer proof of 3 doses.*
  - Positive Hepatitis B Titer
- **TDAP** - Must submit one of the following:
  - Proof of Tdap within the last 10 years
  - No other vaccinations such as TD or dTap will be accepted
- **COVID Vaccination** - Must submit one of the following:
  - 2-dose Pfizer COVID vaccine
  - 2-dose Moderna COVID vaccine
  - 1-dose Johnson & Johnson (J&J) COVID vaccine
  - *Students may begin a clinical externship 2 weeks post the last dose of Pfizer or Moderna series, and 4-weeks post the last dose of J&J.*
- **Seasonal Flu Vaccine**  
*Proof of your Seasonal Flu Shot is only required if you are completing your externship during flu season (November – March)*

#### 3. TB results - Test results must be within the last year and go through your clinical externship. 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 the following:
  - Proof of a cleared Chest X-Ray within in the last year.
  - TB Symptom Screening Questionnaire
  - Prior positive TB test.

4. **Proof of U.S. High School Education or Equivalent** – Must submit one of the following:
  - U.S. High School or accredited college transcript (official or unofficial)
  - GED Transcript
  - 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.
  - Post-Secondary/Vocational schools are **not** acceptable.
  - Note you will need one officially sealed copy of your educational 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.
5. **Current BLS Certificate**
  - Basic Life Support (BLS) CPR Certification for Healthcare providers.
  - Must be obtained from an AHA certified organization.

### 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.

A lot of our students have had their transcripts evaluated with Educational Credential Evaluators. I have included a link to their website: <https://www.ece.org/ECE/Individuals/Services--Fees> - If you order the General Report type, I believe this will be sufficient for your needs.

You will need to provide an evaluated copy of your transcript in order to be eligible to go on a clinical externship. **Please be sure to request at least 1 officially sealed copy** of your evaluated transcript as you will eventually need to send a sealed official copy to the CDPH once you complete the program and are ready to apply for your CPT I license. The evaluation agency should send you a copy of their evaluation report, which is the unofficial copy that you can submit to the PhlebotomyU Admin staff at [info@phlebotomyu.com](mailto:info@phlebotomyu.com)

The sealed official 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.

