



**NATIONAL PHLEBOTOMY ASSOCIATION, INC.**  
**1901 Brightseat Road**  
**Landover, MD 20785**

## **Your Certification**

You are certified with the National Phlebotomy Association, Inc. as a Certified Phlebotomist Technologist (CPT). Your certificate and card indicate your CPT number and expiration date. When inquiring about any matters concerning your certification, please review this information.

## **How to Renew your certification:**

Recertification is required every year by paying the current Recertification fee. Reminder notices may or may not arrive to you thirty days before your expiration date. It is your responsibility to keep up with your certification. It is essential that you submit your Recertification fee online or by mail (check or money order) within thirty days of your expiration date in order to remain certified and to avoid late fees.

## **Continuing Education Units (CEU):**

A total of 1.8 Continuing Education Units per year are the current standard for the National Phlebotomy Association. The Continuing Education Units are for your benefit as to see that each Phlebotomist measure up the highest level as a professional. Due to the current and future issues in the health profession it is pertinent that you keep abreast of new and different techniques, products, and procedures in the field of Laboratory Medicine.

You will need to submit proof of your continuing education by providing copies of certificates, attendance to programs, CPR cards, and agendas (signed by the speaker or supervisor). Ten hours of training is equal to One Continuing Education Unit.

If you do not have all of your Continuing Education Units, you still must submit your Recertification fee on or within thirty days of your expiration date to avoid late fees. If you allow your certification to lapse ninety days, your certification becomes inactive. Meaning you will need to reinstate at the current reinstatement fee.

## **The following activities are approved Continuing Education Units**

- Certification and Recertification classes in cardio-pulmonary resuscitation (CPR) by the American Heart Association and/or American Red Cross. First Aid certification is accepted.
- Documented attendance at a health care related seminar, course of instruction, or workshop
- Any in service program that is rendered by your place of employment
- Certificates from a Health related Home Module Program
- Teaching of Phlebotomy procedures to students at the work place. (Must provide proof of hours spent)
- Volunteer work at Health Fairs. (Must have proof of hours spent)
- Any University or Community College Credit dealing with the medical field. (Must provide proof of hours earned ie College Transcript)

## **Certificate and Card**

You will receive a new card and seal for your certification every time you renew your certification. You will receive a new certificate when all the spaces for your seal are filled.

National Phlebotomy Association Office is available for any questions Monday – Thursday 10:00 a.m. to 3:30 p.m. (Eastern Standard Time) with the exception of holidays.

You may also go to our website at [www.nationalphlebotomy.org](http://www.nationalphlebotomy.org)