SITE TESTING GUIDELINES
August 2019

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Landover, MD 20785
(301) 386-4200
(301) 386-4203
certification@nationalphlebotomy.org
www.nationalphlebotomy.org
SITE TESTING GUIDELINES

As an examination site, other applicants may be assigned to your facility. However, your students or applicants will have priority sitting. Each year a minimum of two (2) examination dates is required. **An agreement, signed by authorized personnel, must be returned to NPA's National Office before the first examination date.** The National Phlebotomy Association will provide all proctors, who have complied with NPA's required training and regulations. All NPA's examination representatives have signed an affidavit of confidentiality and are assigned to the examination site to administer the Phlebotomy Certification Examination.

All requested examination dates are to be submitted at the beginning of each year.

**PROCEDURES**

1. The Certification Application Handbook can be downloaded from NPA website at [www.nationalphlebotomy.org](http://www.nationalphlebotomy.org). This document is reproducible. Any applicant applying through a training program will not receive any correspondence from NPA about the scheduled examination. All pertinent information about the examination must be obtained from the site program coordinator.

2. For the examination to be held at your location, a minimum of fifteen (15) applicants is required. If you are unable to meet this quota, you have two options:
   
   Reschedule until your next class is finished, then combine classes
   or
   Subsidize the cost of traveling for the NPA Proctor(s)

All applications are to be mailed in one packet along with the $130 certification fee per applicant. **APPLICATIONS MUST BE IN NPA’S NATIONAL OFFICE THIRTY (30) DAYS PRIOR TO THE EXAMINATION DATE.** If necessary, please use an overnight service. Student Clinical Sheet must be submitted with applications.

3. No application will be accepted without full payment or a voucher.
No personal checks are accepted.

4. **REFUNDS:** Applicants that have submitted an application for the phlebotomy examination and fail to appear on the assigned date and time, their certification fee is NON-REFUNDABLE AND NON-TRANSFERABLE. Certification fees can not be applied to future examination dates.

5. **WITHDRAWALS:** An applicant must submit, in writing, ten (10) working days prior to the examination date, a request to withdraw from an examination. Each request will be evaluated on a case-by-case basis. In order to receive a partial refund payment of $95.00, it is the applicant’s responsibility to make sure that his/her application has been withdrawn.

6. All applications must be filled out and signed by the student. Social security numbers are required on all applications.

   *An NPA Proctor may be assigned to your region, contact the NPA National Office.

**EXAMINATION PREPARATIONS**

- Please provide NPA with one classroom large enough to accommodate the number of applicants scheduled for testing. The NPA Office will notify you in advance of the final count for the written portion of the exam. The atmosphere for testing should be quiet.

- Each applicant must have picture identification (driver’s license, work ID or passport) with the applicant’s name as it appears on the application. Each applicant must wear their scrubs on the day of the test. **NO ONE WILL BE PERMITTED TO THE EXAMINATION ROOM WITHOUT A PICTURE ID. NO EXCEPTIONS!**

The above guidelines will be strictly enforced. NPA appreciates your cooperation.
NATIONAL PHLEBOTOMY ASSOCIATION
TEST SITE APPLICANT LIST

EXAM SITE: _________________________________________________
EXAM DATE: ___________________________ TIME: ________________

TYPE OR PRINT FULL NAME OF EACH APPLICANT

1. _________________________________________________
2. _________________________________________________
3. _________________________________________________
4. _________________________________________________
5. _________________________________________________
6. _________________________________________________
7. _________________________________________________
8. _________________________________________________
9. _________________________________________________
10. _________________________________________________
11. _________________________________________________
12. _________________________________________________
13. _________________________________________________
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25. __________________ _______________________________________
26. __________________ _______________________________________
27. __________________ _______________________________________
28. __________________ _______________________________________
29. __________________ _______________________________________
30. __________________ _______________________________________

TOTAL NUMBER OF APPLICANTS ________________
TOTAL AMOUNT OF MONEY $________________($130.00 FEE PER APPLICANT)

____________________________________________________________
Signature of Director and/or Instructor

____________________________________________________________
Name of Institution

This form must be returned to the NPA Office no later than thirty (30) days prior to examination date with all monies.
NAME OF SCHOOL: __________________________________________________________________________

EMAIL: _________________________________________________________________________________

LOCATION: ______________________________________________________________________________

TIME: __________ AM ____________ PM

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Signature of Director and/or Instructor

Please return this sheet to NPA as soon as you have selected your date(s) in order to secure a
definite place on NPA’s calendar. If there are any conflicting dates, you will be informed by
NPA immediately so that you may reschedule.
STATEMENT OF AGREEMENT

TO: The National Phlebotomy Association
1809 Brightseat Road
Landover, MD  20785

I, __________________________________________, hereby agree not to expose the National Phlebotomy Association’s Certification Examination in any part.

I will not discuss the content of the test with any party in any capacity.

I will also follow all of the directions that NPA will provide for me.

I will not talk to any person concerning the examination or copy any of the information.

Should I have any comments or suggestions concerning the procedure of the examination, I will write them exclusively to the National Office.

I agree to be a testing site with the National Phlebotomy Association. I agree to schedule at least two (2) examination dates as required by the National Phlebotomy Association.

____________________________________ _________ _________________
Program Representative Signature    Date

___________________________________ _________ _________________
NPA Representative Signature     Date