

# THE NATIONAL PHLEBOTOMY ASSOCIATION



## APPLICATION FOR PROGRAM APPROVAL

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## NATIONAL PHLEBOTOMY ASSOCIATION Application for Program Approval

Sponsoring Agency: \_\_\_\_\_

Website Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name and Title of Responsible Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Include the following information:

1. Objectives - Describe the expected outcomes of the learning experiences
2. Describe briefly the content to be presented, methods of instruction, handouts and list of media to be used.
3. List number of instructional contact hours (omit registration and coffee breaks) A minimum of 200 hours must include a clinical experience. You may structure your program according to your discretion. Hours of instruction and hours of clinical experience must be clear. Proof of clinical i.e. contract with health care institution.
4. Describe the evaluation plan, submit copy of evaluation tool.
5. Identify each instructor; include a resume.
6. Submit a copy of the Program.

Submit two (2) sets of supporting documents and a **\$700.00 non-refundable fee payable to the National Phlebotomy Association** to:

Diane C. Crawford, CEO/Founder  
National Phlebotomy Association  
1809 Brightseat Road  
Landover, MD 20785  
(301) 386-4200



## **Criteria for Program Approval of a Phlebotomy Training Program**

The agency may use current material in each category. This self-study is to be prepared in two (2) copies.

A site visit will be made to the school for verification of the self-study report at the time of the first scheduled NPA Board Exam.

All recommendations are presented to the Board of Directors for Program Approval.

1. Statement of philosophy, goals and purposes
2. Capability statement
3. Budget or audit system
4. Objective of the program
5. Content of the program (listing all classes) projected calendar
6. Description of location of school
7. Curriculum vitae of faculty
8. Teaching, methodologies (lecture, seminar, audio, visual, self study, etc.)
9. Recruitment methods utilized
10. Method of assessing learner needs
11. Record keeping system
12. Contracts with cooperating agencies
13. Malpractice insurance
14. Student handbook
15. Drug testing, HIV (Aids) and HBSAG (Hepatitis, Syphilis and Gonorrhea)

### **\*\*\* All Programs Must Include the Following \*\*\***

Historical Perspective  
Medical Terminology  
Anatomy and Physiology  
Communication  
Phlebotomy Practical  
Cardio-Pulmonary Resuscitation (CPR)  
Point of Care

Stress Management  
Phlebotomy Techniques  
Human Relations  
Legal Aspects  
Infection Control  
Drug Awareness  
Professional Practices