

FREQUENTLY ASKED QUESTIONS (FAQ)

Phlebotomy Training Program Approval
Laboratory Field Services/CDPH
850 Marina Bay Parkway
Richmond, CA 94804-6403
www.cdph.ca.gov

Note: Contents Subject to Change

Requirements	
<p>What requirements must a program meet to be eligible for approval to provide didactic and practical phlebotomy instruction?</p>	<p>Training programs must meet the following requirements:</p> <ol style="list-style-type: none">1. Instruction must be offered by one of the following:<ol style="list-style-type: none">a. National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) approved program for training phlebotomists,b. Accredited college or university,c. Private, post-secondary program or occupational program registered or approved by the Bureau for Private Postsecondary and Vocational Education,d. California Adult Education or Regional Occupational Program (ROP),e. United States of America military medical laboratory specialist program,f. California licensed clinical laboratory.2. The director of a program must be one of the following:<ol style="list-style-type: none">a. Licensed physician and surgeon (MD or DO),b. Licensed physician assistant,c. Registered nurse,d. Person licensed under Chapter 3 of the California Business and Professions Code (BPC).3. Instructors must be licensed as one of the following:<ol style="list-style-type: none">a. Licensed physician and surgeon (MD or DO),b. Licensed physician assistant,c. Registered nurse,d. Person licensed under Chapter 3 of the BPC,e. Respiratory care practitioner with a minimum of 2 years of experience in the previous 5 years,f. Certified phlebotomy technician with a minimum of 3 years of experience in the previous 5 years.4. The program must provide didactic instruction and practical instruction in a clinical setting to students.5. The program must ensure that students complete minimum sampling requirements.6. The program must provide a certificate of completion to students who complete the program.7. The program must submit a complete application for approval to Laboratory Field Services (LFS) in the California Department of Public Health (CDPH). <p>For more complete information, check the requirements specified in Title 17 of the California Code of Regulations, Section 1035.1</p>

	(hyperlink: https://govt.westlaw.com/calregs/Document/I720FEB40D60511DE88AEDDE29ED1DC0A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
Who may direct a training program?	<p>The director of a program must be one of the following:</p> <ol style="list-style-type: none"> 1. Licensed physician and surgeon, 2. Licensed physician assistant, 3. Registered nurse, 4. Person licensed under Chapter 3 of the California Business and Professions Code (BPC).
What are the responsibilities of a training program director?	<p>The director is responsible for:</p> <ol style="list-style-type: none"> 1. Overall operation and administration of the phlebotomy training program; 2. Ensuring the quality of the technical, scientific and clinical instruction; 3. Ensuring that each person providing instruction meets the qualifications specified in 17 CCR 1035.1; 4. Ensuring that each person providing instruction is competent and that his or her work performance is periodically evaluated, monitored, and documented.
Who may provide instruction or supervision?	<p>Persons providing instruction or supervision must be one of the following:</p> <ol style="list-style-type: none"> a. Licensed physician and surgeon (MD or DO), b. Licensed physician assistant, c. Registered nurse, d. Person licensed under Chapter 3 of the BPC, e. Respiratory care practitioner with a minimum of 2 years of experience in the previous 5 years, f. Certified phlebotomy technician with a minimum of 3 years of experience in the previous 5 years. <p>Persons specified in (a) through (e) must pass a written examination in phlebotomy, administered by a certifying organization approved by the department prior to employment by a phlebotomy training program.</p>
What are the requirements for the didactic curriculum?	<p>There are two parts to the didactic curriculum:</p> <ol style="list-style-type: none"> 1. Basic phlebotomy curriculum (20 hours) must include: <ol style="list-style-type: none"> a. Basic infection control, universal precautions and safety b. Basic anatomy and physiology of body systems with emphasis on the circulatory system, the appropriate medical terminology c. Proper identification of patient and specimens, the importance of accuracy in overall patient care d. Proper selection and preparation of skin puncture site, including selection of antiseptic e. Blood collection equipment, types of tubes and additives, proper order of draw when additives are required, special precautions f. Post-puncture care g. Appropriate disposal of sharps, needles, and waste. 2. Advanced phlebotomy curriculum (20 hours) must include: <ol style="list-style-type: none"> a. Advanced infectious disease control and biohazards b. Anti-coagulation theory c. Knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage

	<ul style="list-style-type: none"> d. Anatomical site selection and patient preparation e. Risk factors and appropriate responses to complications that may arise from phlebotomy f. Recognition of, and corrective actions to take, with problems in test requisitions, specimen transport, and processing, and corrective actions to take g. Application of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, and legal implications of phlebotomy h. Quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results i. Legal issues related to blood collection
<p>What are the requirements for the practical curriculum?</p>	<p>The program must provide practical instruction in phlebotomy in a clinical setting that provides access to patients whose blood is being tested by a clinical laboratory.</p> <p>The practical training curriculum (40 hours) must include:</p> <ul style="list-style-type: none"> 1. Selection of blood collection equipment appropriate to test requisition, 2. Preparation of the patient and infection control, 3. Skin punctures for testing purposes from patients of varying age, including pediatric and geriatric, and of varying health and obesity status, 4. Venipunctures from patients of varying age, health, and obesity status, 5. Post-puncture care, 6. Processing of blood containers after collection, including centrifugation, 7. Proper disposal of needles, sharps, and medical waste, 8. Observation of arterial punctures, 9. Practical examination showing evidence of successful completion of the requirements 1 through 7 listed above. <p>The program must assure that every student completes a minimum of 10 skin punctures and 50 venipunctures that fulfill all sampling requirements of all clinical laboratory tests or examinations during or after his or her practical instruction.</p>
<p>What sampling requirements must students meet?</p>	<p>The program must ensure that students complete sampling requirements as follows:</p> <ul style="list-style-type: none"> 1. Limited Phlebotomy Technician (LPT) students must complete 25 skin punctures, 2. Certified Phlebotomy Technician I (CPT I) students must complete <ul style="list-style-type: none"> a. 10 skin punctures, b. 50 venipunctures, c. observation of arterial punctures.
<p>Does the program need to provide students with a certificate of completion?</p>	<p>The program must provide a certificate of completion to each student who successfully completes the program and submit a sample copy. The certificate must be signed by the director of the program and must include:</p> <ul style="list-style-type: none"> 1. Name and address of the training program, 2. Name of the student, 3. Statement of satisfactory completion of the program, 4. Hours of didactic instruction, 5. Dates that training began and ended, 6. Signature of the program director. <p>The program must maintain a copy of each certificate for five years.</p>

Application	
What forms do applicants need to complete to apply for approval as a training program?	<ol style="list-style-type: none"> 1. LAB 180: Application for Phlebotomy Training School Approval (link to LAB 180) <ul style="list-style-type: none"> o This form requires attachment of supporting documentation. 2. LAB 1513: Disclosure of Ownership and Control Interest Statement (link to LAB 1513)
What are the requirements for completing the training program application?	<p>A complete application must include the following:</p> <ol style="list-style-type: none"> 1. Name and address of training program 2. Locations of all sites where didactic and practical instruction occur 3. For every director of the program: <ol style="list-style-type: none"> a. Name b. License number 4. For every person providing instruction or supervision: <ol style="list-style-type: none"> a. Name, b. License number or certificate number, c. Experience in phlebotomy, and d. Evidence of satisfactory performance on a phlebotomy certification examination administered by certifying organization with departmental approval in effect at the time the examination was administered 5. List of equipment, supplies, and educational materials used for instruction 6. Curriculum and instructional objectives, including hours spent at each activity.
Is there a fee to apply for approval as a training program?	There is no fee.
Does the program need to provide documentation to verify the application?	<p>A phlebotomy training program seeking approval from the department must provide documentation to substantiate that its program objectives meet training criteria stated in this section.</p> <p>Verification may include an on-site inspection of the program.</p>
Can I fax required documents?	<p>No. You must mail all requested documents to LFS at:</p> <p style="text-align: center;">Phlebotomy Training Program Laboratory Field Services – CDPH 850 Marina Bay Parkway Bldg. P, 1st Floor Richmond, CA 94804</p>
How will I know if my application has been received?	You will receive an email from LFS when your application is received.
What is the timeframe for processing an application?	<p>The median time for processing an application is 90 days. The minimum time for processing an application is 30 days. The maximum time for processing an application is 150 days.</p>
When does LFS consider the application abandoned?	LFS considers an application to have been abandoned when the applicant fails to respond to the department's request to submit specific information or documentation within 30 days of notification.
How long is the approval good	Approval is good for two years.

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Renewal of approval													
Does the program need to renew the approval?	Yes. The program director must submit a renewal application at least 60 days prior to the end of the approval period. Failure to renew and meet the requirements will be cause for revocation of approval.												
Changes to the program													
Does the program need to notify Laboratory Field Services (LFS) of any changes?	<p>The training program must notify the department in writing of any of the following changes in information or materials.</p> <ul style="list-style-type: none"> • Changes of address of the phlebotomy training program - submit within 30 days after the change has occurred. • Changes in ownership or director - submit within 30 days after the change has occurred. • Changes in the phlebotomy training program – requires approval prior to change. • Changes in training site locations – requires approval prior to change. <p>OR</p> <table border="1" style="width: 100%;"> <tr> <td>If the program changes ...</td> <td>submit the request for approval ...</td> </tr> <tr> <td>address of the phlebotomy training program</td> <td>within 30 days after the change has occurred.</td> </tr> <tr> <td>ownership or director</td> <td>within 30 days after the change has occurred.</td> </tr> <tr> <td>the phlebotomy training program</td> <td>prior to making change.</td> </tr> <tr> <td>training site location</td> <td>prior to making change.</td> </tr> <tr> <td>certificate of completion</td> <td>prior to making change.</td> </tr> </table> <p>Send an email requesting approval for each change to LFS at lfsphebotrainingschool@cdph.ca.gov.</p>	If the program changes ...	submit the request for approval ...	address of the phlebotomy training program	within 30 days after the change has occurred.	ownership or director	within 30 days after the change has occurred.	the phlebotomy training program	prior to making change.	training site location	prior to making change.	certificate of completion	prior to making change.
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Contact LFS													
How can I contact LFS?	<p>You can contact LFS by:</p> <p>Mail: Phlebotomy Training Program Laboratory Field Services – CDPH 850 Marina Bay Parkway Bldg. P, 1st Floor Richmond, CA 94804</p> <p>Email: lfsphebotrainingschool@cdph.ca.gov</p> <p>Telephone: (510) 620-3800</p>												