

St. Luke's College Phlebotomy Certificate Program

St. Luke's College
2800 Pierce St.
Sioux City, IA 51104
Ph: 712-279-3149
Email: college@stlukescollege.edu

To: Prospective Phlebotomy Certificate Program Students

Applicants must be high school graduates or equivalent and will be accepted for admission to the program after evaluation by the decision committee of all the following requirements:

1. Completed application
2. Signed Essential Requirements form
3. Two written references from non-family sources (instructor or employer preferred)
4. Official high school transcript or official copy of GED
5. Minimum GPA of 2.5
6. Official college transcripts for all college courses taken
7. Good school/work attendance record
8. Good verbal and written communication skills
9. Personal interview with a program official

Essential Requirements: The Essential Requirements provide criteria so potential applicants can independently evaluate their own ability to participate in educational activities and successfully fulfill the expected competencies required of a phlebotomist. These performance criteria are in compliance with the current regulations of the Rehabilitation's Act, the American Disabilities Act, Civil Rights Act, and the Standards of NAACLS. St. Luke's College requires all applicants read and sign the form and submit at the time of application.

References: Two completed references forms are required. These should be delivered by you to the two persons selected to serve as your references. It is preferred one of these people be a high school or college instructor or advisor. The second reference should be a current or former employer. Neither reference can be from a family member. Please select persons with whom you have had sufficient contact to make a meaningful reference possible. Request they return the completed form to the above address within two weeks.

Interview: A personal interview is required of each applicant. You will be contacted by the program director to schedule this interview. The interview will be conducted at St. Luke's College.

Applications: Applications will be processed in the following manner: After the completed application, signed essential requirements form, transcripts, and references have been submitted, and interview will be scheduled with the program director and/or instructor. Each candidate's application file will be evaluated by members of a decision committee. At the time of the interview, you will be informed of an acceptance decision date. Applications will be accepted for entrance into the program until a class is filled. If any questions arise about the application process, you may contact the admissions department.

*****Mailing of Application Materials:** Application materials should be mailed to the following address:

St. Luke's College
Attn: Admissions
2800 Pierce St.
Sioux City, IA 51104

ST. LUKE'S COLLEGE PHLEBOTOMY CERTIFICATE PROGRAM
PERSONAL REFERENCE

NAME OF APPLICANT: _____
(First Name) (Middle) (Last)

Applicant's Waiver of Right to Access:

The Family Educational Rights and Privacy Act of 1974, as amended, (PL 93-380), allows a candidate for admission to waive his or her right of access to confidential statements written on his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. St. Luke's College does not require that you make such a waiver as a condition for admission. However, under the legislation, you have the option of signing such a waiver as follows:

I hereby voluntarily _____ waive, _____ do not waive my right to examine this confidential evaluation.

Applicant's Signature _____ Date _____

- I. How long have you known the applicant? _____
In what capacity have you known the applicant? _____
How well do you know the applicant? _____ Very well _____ Fairly well _____ Slightly

For Questions II to X, please circle the appropriate rating.

II. QUALITY OF PERFORMANCE

5. Requires minimum supervision and completes work accurately and on a timely basis
 - 4.
 3. Requires some supervision and completes work accurately most of the time
 - 2.
 1. Needs direct supervision to correct frequent errors
- NA Unable to evaluate

III. DEPENDABILITY/ATTENDANCE

5. Always punctual, very conscientious and dependable; minimal absenteeism
 - 4.
 3. Usually punctual; absenteeism average/acceptable; usually reliable
 - 2.
 1. Poor in punctuality; excessive absenteeism; unreliable
- NA Unable to evaluate

IV. INITIATIVE/COOPERATION

5. Energetic, enthusiastic; a self-starter; performs all tasks willingly and without complaint
 - 4.
 3. Average enthusiasm; sometimes needs encouragement; does only what is assigned
 - 2.
 1. Does just enough to get by or seldom finishes a task; lazy; uncooperative
- NA Unable to evaluate

V. PERSONAL APPEARANCE

5. Displays a professional demeanor; dresses appropriately for the occasion
 - 4.
 3. Generally neat and clean, somewhat more casual than preferred
 - 2.
 1. Dresses inappropriately; hygiene needs improvement
- NA Unable to evaluate

VI. STABILITY/ACCEPTANCE OF CRITICISM

- 5. Tactful, even-tempered, tolerates pressure and accepts constructive criticism well
- 4.
- 3. Sometimes frustrated and confused; usually accepts constructive criticism well
- 2.
- 1. Has difficulty under stress; loses temper, especially when offered constructive criticism
- NA Unable to evaluate

VII. DECISION-MAKING ABILITY

- 5. Makes decisions quickly and intelligently after evaluating information
- 4.
- 3. Usually makes the best decision after some thought; sometimes uncertain
- 2.
- 1. Unable to set priorities; often changes mind; unsure; makes poor choices
- NA Unable to evaluate

VIII. COMMUNICATION SKILLS

- 5. Communicates well with others; outgoing, positive attitude
- 4.
- 3. Hesitant and sometimes uncomfortable in communicating with others
- 2.
- 1. Shy, very reserved; avoids meeting and interacting with others
- NA Unable to evaluate

IX. HONESTY/INTEGRITY

- 5. Above reproach; truthful; readily admits mistakes and corrects them, or seeks help
- 4.
- 3. Usually admits mistakes; generally seeks help to correct them
- 2.
- 1. Hides errors or blames them on others; not trustworthy; would probably cheat on an exam
- NA Unable to evaluate

X. IF YOU WERE RESPONSIBLE FOR ACCEPTING/HIRING THIS APPLICANT, YOU

- 5. Would definitely hire or accept
- 4. Would probably hire or accept
- 3. Would hire or accept with reservations
- 2. Would hire or accept if only the last resort
- 1. Would not hire or accept

XI. NARRATIVE (NOT REQUIRED BUT VERY MUCH APPRECIATED)

The Admissions Committee would appreciate any other comments regarding the character, ability or the background of this applicant, or specific reasons why you have judged him/her as you have. You may include an extra page for your comments. Thank you.

EVALUATOR

Signature: _____ Title/Occupation: _____
 Address: _____ Date: _____

PLEASE RETURN THIS FORM TO:

St. Luke's College
 Attn: Admissions
 2800 Pierce St.
 Sioux City, IA 51104