

Application Procedure
Phlebotomy Education Program
Saint Luke's Hospital of Kansas City

Thank you for expressing interest in the Phlebotomy Education Program. An application packet is enclosed which contains forms necessary to the application process. Please refer to these specific instructions to ensure proper completion. Contact information has been included for specific questions concerning the application process.

The following items are required for all applicants to complete the application process:

1. Brochure Please review.
2. Essential Functions Please review.
3. Standards for Admission Please review.
4. Statement of Understanding Please review and **Submit** signed document with application.
5. Application Please complete the application in ink. The receipt of this form initiates consideration for a personal interview.
6. Application Fee \$25.00 non-refundable application fee must accompany application.
7. Education **Submit** proof of High School completion (diploma or GED).
8. Photo **Submit** photo of yourself with application. (For identification and security purposes.)
9. Interview The Admissions Committee will review all **COMPLETED** packets, and use an objective scoring system for determining whether candidates qualify for interview. This process is selective, but non-discriminatory in accordance with all System and Hospital policy.
10. Interview Status Following a personal interview, the applicant will be notified by mail of their status (Acceptance, Alternate, Non-Acceptance).
11. References Reference forms must be **submitted** by two **non-family** individuals who have supervised your education or work experience.
12. Admission Offer for a position in an upcoming class is based on recommendation without reservation by references and all members of the Phlebotomy Education Program admissions committee.
13. Matriculation Fee \$100.00 nonrefundable matriculation fee is due at time of acceptance into the program. This fee will be applied toward the tuition.
14. Health Appraisal Accepted applicants will be instructed to contact Saint Luke's Hospital Employee Health Service to arrange for a health screening. The screening must verify the applicant's sound physical health. **Immunization records must also be submitted.**
15. Tuition Tuition for the Phlebotomy Education Program is \$1000.00. The tuition is due in full prior to the admission start date.
16. Book Fee Book fee of \$80.00 is due in full prior to the admission start date.

Sent all application materials to: Phlebotomy Education Program
Saint Luke's Hospital – Laboratory
4401 Wornall Road
Kansas City, Missouri 64111
Phone (816) 932-2074 Fax (816) 932-0211