

The American Society Of Phlebotomy Technicians, INC



Information Packet 2017

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For Its Members, By Its Members

Founded in 1983, ASPT is the second oldest certifying agency of Phlebotomy. Although testing and certification is one of the organization's most valuable functions, ASPT does more than just certify trained phlebotomists. The society provides materials for continuing education, home study, membership newsletters, develops cross-training programs and approves training programs and their instructors for various programs.

The organization tries to give healthcare professionals more sense of professionalism which helps them feel more confident in their duties and that feeling reflects back on the lab. The society stresses that professionalism begins with the certification process. Members who apply to take the certification exam, offered in both English and Spanish, receive a free official study outline to help them prepare for the examination. To ensure that certification participants receive the latest information and training techniques, the exam and study outline are edited and updated each year by various instructors throughout the country.

Phlebotomists are an important part of the laboratory team, often the only part of the lab staff that a patient sees...the public relations people. The American Society of Phlebotomy Technicians, Inc. (ASPT) strives to provide an atmosphere of professionalism and confidence, as well as a sense of belonging and fellowship for these members of the laboratory staff. The role of the healthcare professional is changing dramatically. ASPT is continually developing new programs to meet these needs by offering our members the opportunity to cross-train in all areas in which they are now involved.

Continuing education is of the utmost importance to the healthcare provider and the supervisor. ASPT feels that no organization should offer certification without offering education and it is for this reason that we also offer to develop continuing education in conjunction with institutions. The major difference is that we ask for the institutions' support in program development.

Our staff can provide assistance in arranging examinations in your area. You will need to provide a date, time, a place to hold the examination, and qualified monitors. Eight weeks notice is needed in order for ASPT to provide service to you and any participant for the exam. Each participant will be expected to pay the application/ membership fee and exam fee at least four weeks in advance.

We look forward to working with you,



Helen Maxwell
Executive Director

What We Offer at ASPT

Waivers from Approved Agencies

In-House Certification

Continuing Education

Home-Study CEU'S

Training Manuals

Numerous Programs Designed for Specialty Training

New Information Sheet

We are often asked why we feel ASPT should be the certification agency that laboratories and hospitals should choose to certify their phlebotomists or other healthcare professionals, over other agencies. This is really easy to answer.

Many certification agencies do not have a practical phase of the examination. ASPT feels that the entire range of skills and knowledge needs to be tested.

Not all certification agencies require continuing education in order to maintain the certification. Six hours of continuing education yearly is mandatory with ASPT. Some agencies require as much continuing education for Phlebotomists and unlicensed healthcare professionals, as they do of their Medical Technologists or Registered Nurses. The problem with that is Phlebotomists and unlicensed personnel, do not get the support, financial or understanding of their need to have continuing education.

Most agencies provide no continuing education for any certified member. Many agencies provide only one program a year, which could be very far away. ASPT offers the greatest opportunity for the phlebotomist and other healthcare workers to maintain certification at the least overall cost to the healthcare worker and the institution.

ASPT specializes in helping the healthcare professional develop into the best professional they can be. Opportunities to become involved are greater with us than any other agency.

ASPT has some **new** guidelines regarding certification examinations and retakes.

- The fee for applications **submitted 30 days prior** to any event will be **\$90.00** (Specialty Examinations will be **\$165.00**).
- The fee for applications **submitted less than 30 days prior** to any event will be **\$115.00** (Specialty Examinations will be **\$190.00**).
- The fee for **walk-ins** will be **\$135.00** (Specialty Examinations will be **\$210.00**).
- The fee for any **retake examination** will be the cost of the exam if application is **submitted 30 days prior** to any event. For any retake applications **submitted less than 30 days' prior** there will be a **\$20.00** fee added to the cost of the exam. For any **walk-in retake** examinations, there will be a **\$40.00** fee added to the cost of the exam.

****ONLY MONEY ORDER WILL BE ACCEPTED FOR WALK-INS****

YOU WILL ONLY HAVE 6 MONTHS TO RETAKE TEST BEFORE YOU ARE REQUIRED TO TAKE THE COURSE AGAIN.

Any documentation required for the certification examinations (i.e., venipunctures, mounted EKG, etc.) must be put into the completed test packet and sent back to the national office.

This documentation must not be sent with the application or faxed to the ASPT Office.

THERE WILL BE NO EXCEPTIONS.

NO CERTIFICATE WILL BE AWARDED IF THE ABOVE RULES ARE NOT FOLLOWED.

Mission Statement

ASPT is a non-profit educational and certification organization that certifies Health-Care Professionals in Phlebotomy, ECG, CPR, and Patient Care Technician. We will provide quality training to our students so they will provide excellent healthcare to our patients and community.

ASPT's Vision:

Take Healthcare Professionals and allow them to grow and advance in the medical field.

Why should you choose ASPT?

Many certifying agencies do not include practical skills for National Registry. ASPT's exam covers the entire range of skills and knowledge for testing.

Continuing Education Provided is P.A.C.E. Approved

ASPT NATIONAL CERTIFICATION EXAMINATIONS

Phlebotomy Technician

Eligibility Requirements

Qualifications for this certificate are:

1. One full year as a part-time phlebotomist, or;
2. Six months as a full-time phlebotomist, or;
3. A letter from a healthcare supervisor attesting that part of the job is procuring blood specimens regularly; must be submitted with the membership application on facility letterhead; OR signature of supervisor/instructor on application attesting to the above.
4. Successful completion of an accredited phlebotomy training program; **MUST** have at least **75 documented successful venipunctures** and **5 documented skin punctures** and a current ASPT membership.
5. Provisional Certificates may be awarded (special arrangements through school programs).

Phlebotomy Technician Exam Fee: \$60.00
New Application / Membership Fee: \$30.00
TOTAL \$90.00

EKG Technician

Qualifications for this certificate are:

1. Current ASPT member, and;
2. A mounted EKG must be submitted with the completed examination
3. An applicant for EKG Technician requires proof of **5 documented ECG's** by a supervisor/instructor **Or**
4. A graduate of an approved EKG Program;
5. A letter of verification from the instructor or supervisor must accompany the application OR a supervisor/Instructor's signature on application attesting to the above

EKG Technician Exam Fee: \$60.00
New Application / Membership Fee: \$30.00
TOTAL \$90.00

Specialty Examinations

Patient Care Technician

The PCT I examination will cover patient care, skin punctures techniques, as well as isolation, infection control, safety, Universal/Standard Precautions and terminology.

Qualifications for this certificate are:

1. Current ASPT member, and;
2. A letter from the supervisor describing the duties of the job, what tests are performed as a daily routine for that job, and the length of employment. OR
3. A letter from the instructor stating what was taught in class (a lesson plan may be provided).
*****If participant is certified with another organization in Phlebotomy, participant must still take phlebotomy practical the day of the exam.

Patient Care Technician Exam Fee: \$135.00

New Application / Membership Fee: \$30.00

TOTAL \$165.00

Medical Assistant

The medical assistant examination has all of the above in the Patient care Technicians Examination, also included will be clerical duties, CLIA Waived Testing and Basic EKG procedures **A mounted EKG must be submitted with completed exam and

*****If participant is certified with another organization in Phlebotomy, participant must still take phlebotomy practical the day of the exam.

Medical Assistant Exam Fee: \$135.00

New Application / Membership Fee: \$30.00

TOTAL \$165.00

EXAMINATION FEES

Phlebotomy, Point-of-Care, Electrocardiography, Drug Collection Specialist, and Paramedical Insurance Examiner:

New Application/Membership Fee:	\$30.00
**Phlebotomy Examination Fee:	\$60.00
**EKG Examination Fee:	\$60.00
**Retake Fee: (If paid 30 days prior to the exam)	\$60.00
**Retake Fee: (If paid less than 30 days from the exam)	\$80.00

**Retakes or more than one exam may be taken with the price above as long as participant holds a current year membership card. If not, application fee must be paid along with examination fee.

In-House Certification or In-House Waiver

Fee for each certification: \$100.00 (includes Application/Membership Fee)

**Must be submitted thirty days prior to the examination.

Regards to a WAIVER:

While ASPT recognizes the tenure of its senior phlebotomists, it is the policy of the certification guidelines that all phlebotomists desiring certification submit to the ASPT national certification, unless holding a national certification by ASCP, AMT, or NCA. All individuals requesting a waiver must submit a copy of their national certificate and grades. An application/membership fee for this waiver is \$95.00. ASPT requires a completed practical exam on all applicants for certification. **Waivers apply only to the CPT written exam.**

Submit an application and fee(s) and you may come to an exam location and be tested on the practical. You may also allow your supervisor to give you the exam; follow the guidelines for an In-House exam below.

Regards to an IN-HOUSE EXAMINATION

Sometimes we do not have exams scheduled in a particular area. If you requested an exam site and we do not have one in your area, you may do the following. (1) You can have your supervisor give an In-House exam or (2) you may wish to set up an exam at your facility. We can certainly work with you on setting up an exam. Talk to your supervisor and see if we can work with your facility. ASPT is the largest phlebotomy organization in the world because we feel that our members should be involved in their organization. We look forward to getting you certified as well as setting up future programs in your area. This would certainly show leadership in you and your profession. Look over the material closely and let us know what you would like to do.

Retake an Examination

The fee for any retake examination will be the same cost as the first exam taken prior to 30 days, after that the fee will be \$85.00 and must be received by the office 21 days prior to the exam. If a retake application is received at the door there is no promise of an exam available but if there is an exam available, the fee will be \$130.00 money order or certified check. No exceptions allowed.

In-House Examination Registration Form

Return this form with proper fees (\$100.00) and an exam request letter on letterhead from the supervisor stating when the exam is going to be given, where the exam will be given, who will be giving the exam and a day phone number that we can reach the person administering the exam. This information needs to be requested

60 days prior to the exam date. In-House fees received less than 30 days from the testing date are \$120.00.

IN HOUSE/WAIVER

Please PRINT Clearly

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

SS# (last 4) _____ Day Phone (_____) _____ - _____

Is this a retake? (Y/N) _____

I have enclosed \$ _____ Paid to ASPT Check Number _____

Type of Exam _____

Participant's Signature _____

Date ____/____/____

(Supervisor must complete the following)

I attest that _____ works in the field of _____
_____ and he/she is eligible to take this test.

Supervisor's Signature

(_____) _____
Day Phone

Notary:

State of _____

County of _____

I, the undersigned Notary Public, do hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____ and the document was executed by the above named _____ of his/her own free will.

Witness my hand and seal this _____ day of _____, 2016

Notary Public for _____ Commission Expires:

ASPT MANUAL and CEU TEST ORDER FORM

Last Name: _____ First Name: _____ MI: _____
 Address: _____ Apt #: _____
 City: _____ State: _____ Zip: _____
 Phone #: (____) _____ --- _____ ASPT Member #: _____

<u>Description</u>	<u>Quantity</u>	<u>Each</u>	<u>Total</u>
<u>Phlebotomy for the Healthcare Professionals</u>	_____	\$70.00/ <u>1 manual</u>	\$ _____
<u>Phlebotomy for the Healthcare Professionals</u>	_____	\$60.00/ <u>10 or more</u>	\$ _____
Phlebotomy CEU Test #1	_____	\$34.00	\$ _____
Phlebotomy CEU Test #2	_____	\$34.00	\$ _____
Phlebotomy CEU Test #3	_____	\$34.00	\$ _____
Phlebotomy CEU Test #4	_____	\$34.00	\$ _____
Electrocardiography Manual	_____	\$39.00	\$ _____
EKG-CEU Test #1	_____	\$34.00	\$ _____
EKG-CEU Test #2	_____	\$34.00	\$ _____
EKG-CEU Test #3	_____	\$34.00	\$ _____
Team Work	_____	\$34.00	\$ _____

SHIPPING FEES ARE INCLUDED IN THE PRICES SHOWN ABOVE FOR ADDRESSES WITHIN THE UNITED STATES. PLEASE CONTACT ASPT FOR INTERNATIONAL SHIPPING FEES.

THANK YOU.

CHECK # OR MONEY ORDER # _____

TOTAL AMOUNT ENCLOSED: \$ _____

Credit/Debit cards accepted by calling 828-327-3000 or 843-970-8150. Checks and/or money orders by US mail ONLY.

PLEASE ALLOW 2-3 WEEKS FOR DELIVERY!

Make check or money order payable to: **American Society of Phlebotomy Technicians**
(ASPT) Mail payment and completed order form to:

ASPT
PO Box 1831
Hickory, NC 28603

NO REFUNDS ON MANUALS OR TESTS

Each test is equal to 6 hours of CEU credit.

***CPR is accepted as 6 CEU credits but may only be used for 1 year.**

*Please do not order a particular CEU test if you have ordered it in previous years.
Your order will be rejected if you do
so.*

Thank you, ASPT