

The American Society Of Phlebotomy Technicians, Inc.



Information Packet

Hickory Location P.O. Box 1831

Hickory, NC 28603

Phone: 828-327-3000

Email: office@aspt.org

Summerville Location:

310 N Gum Street, Suite-B Summerville, SC 29483

Phone: 843-970-8150 (Se habla Español)

Email: nikki@aspt.org

Santee Location:

9158 Old Hwy Number Six

Santee, SC 29142

Phone: 803-854-9530

Email: gheape@asptsc.com

Website: www.aspt.org

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 and membership newsletters.

The organization tries to give healthcare professionals a greater sense of professionalism which helps them feel more confident in their duties and that feeling reflects on the lab. ASPT stresses that professionalism begins with the certification process. Participants who apply for the exam, offered in English, receive a free official study outline (via email) 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.

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 a qualified monitor. A notice of four weeks is needed for ASPT to provide service to you and any participant for the exam. Each participant will be expected to pay the application fee and the membership fee at least four weeks in advance.

We look forward to working with you,

A handwritten signature in black ink that reads "H Maxwell". The "H" is stylized with a large loop, and the "Maxwell" is written in a cursive script.

Helen Maxwell

Executive Director

What We Offer at ASPT

Waivers from Approved Agencies

Home-Study CEU'S

In-House Certification

Training Manuals

Continuing Education

Numerous Programs Designed for Specialty Training

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 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 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 for 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 do not provide continuing education for their certified members. Many agencies provide only one conference program a year and some others do not offer any at all. ASPT offers one of the best opportunities for phlebotomists, and other healthcare workers, to maintain certification at the least overall cost to the healthcare provider(s) and the institution(s).

***Any documentation required for the certification examinations (i.e., venipunctures, mounted EKG's, 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.



ASPT's Mission Statement

ASPT is a non-profit educational and certification organization that certifies Health-Care Professionals in Phlebotomy, EKG, Patient Care Technician, and Medical Assistant. We will provide quality continuing education to our members so they will provide excellent healthcare to their patients and the community.

ASPT's Vision:

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

Our certifications are approved in the USA and Internationally!

Certificates we offer:

- Phlebotomy Technician • EKG Technician •
- Patient Care Technician • Certified Medical Assistant •

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

ASPT NATIONAL CERTIFICATION EXAMINATIONS

Phlebotomy Technician

Eligibility Requirements

Qualifications for this certificate are (choose 1 out of 2 options):

1. One full year as a part-time Phlebotomist, or six months as a full-time Phlebotomist with 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.
2. Successful completion of an accredited phlebotomy training program and proof of 75 successful venipunctures and 5 finger sticks. Must submit venipuncture log prior to testing.

Phlebotomy Technician Exam Fee:	\$65.00	Prices are subject to change
New Application / Membership Fee:	\$35.00	
TOTAL	\$100.00	

*If payment is received after 30 days, the total cost is \$125.00.

*The online Phlebotomy Exam is available for \$135.00. Re-take is \$100.00

*Please contact Gail Heape at 803-854-9530 or email at gail@aspt.org for an online exam.

*Leave your name and a phone number so we can reach you.

EKG Technician

Eligibility Requirements

Qualifications for this certificate are (choose 1 out of 2 options):

1. One full year as a part-time EKG Technician or six months as a full-time EKG Technician with a letter from a healthcare supervisor attesting 2 documented EKGs or signature of supervisor/instructor on application attesting to the above.
2. Successful completion of an accredited EKG training program with 2 mounted EKGs.

EKG Technician Exam Fee:	\$65.00	Prices are subject to change
New Application / Membership Fee:	\$35.00	
TOTAL	\$100.00	

*If payment is received after 30 days, the total cost is \$125.00.

*The online EKG Technician Exam is available for \$135.00. Re-take is \$100.00

*Please contact Gail Heape at 803-854-9530 or email at gail@aspt.org for an online exam.

*Leave your name and a phone number so we can reach you.

Specialty Examinations

Patient Care Technician

Eligibility Requirements

Qualifications for this certificate are (choose 1 out of 2 options):

1. One full year as a Patient Care Technician or six months as a Patient Care Technician with a letter from a healthcare supervisor attesting the description of job duties, what tests are performed as a daily routine as a Patient Care Technician and that part of the job is procuring blood specimens regularly; must be submitted with the membership application on facility letterhead.
2. Successful completion of an accredited Patient Care Technician training program with documentation of 5 successful EKGs performed and proof of 75 successful venipunctures and 5 finger sticks. Must submit venipuncture log prior to testing.

Patient Care Technician Exam Fee:	\$140.00	Prices are subject to change
New Application / Membership Fee:	\$35.00	
TOTAL	\$175.00	

*If payment is received less than 30 days before the exam, the total cost is \$200.00.

Certified Medical Assistant

Eligibility Requirements

Qualifications for this certificate are (choose 1 out of 2 options):

1. One full year as a Medical Assistant or six months as a Medical Assistant with a letter from a healthcare supervisor attesting the description of job duties, what tests are performed as a daily routine as a Medical Assistant and that part of the job is procuring blood specimens regularly; must be submitted with the membership application on facility letterhead.
2. Successful completion of an accredited Medical Assistant training program with documentation of 5 successful EKGs performed and proof of 75 successful venipunctures and 5 finger sticks. Must submit venipuncture log prior to testing.

Medical Assistant Exam Fee:	\$140.00	Prices are subject to change
New Application / Membership Fee:	\$35.00	
TOTAL	\$175.00	

*If payment is received in less than 30 days of exam, the total cost is \$200.00.

*The online Medical Assistant Exam is available for \$200.00. Re-take is \$100.00

*Please contact Gail Heape at 803-854-9530 or email at gail@aspt.org for an online exam.

*Leave your name and a phone number so we can reach you.

EXAMINATION Retake Fees
Phlebotomy, PCT, EKG, & CMA:

*If payment is made in less than 30 days before the date of exam, then an extra fee of \$25.00 will be added to the exam fee.

Membership must be current or there will be a \$35.00 Membership fee added

**Phlebotomy Examination Fee:	\$70.00
**EKG Examination Fee:	\$70.00
**CMA Examination Fee:	\$145.00
**PCT Examination Fee:	\$145.00
**Online Phlebotomy Exam Fee:	\$100.00
**Online EKG Exam Fee:	\$100.00

*If retake payment is made after 30 days, then the prices are:

Phlebotomy Examination Fee:	\$95.00
EKG Examination Fee:	\$95.00
CMA Examination Fee:	\$170.00
PCT Examination Fee:	\$170.00
Online Phlebotomy Exam Fee:	\$125.00
Online EKG Exam Fee:	\$125.00

In-House Certification or In-House Waiver

(NO REFUNDS)

Must be submitted thirty days prior to the examination.

Regards to a WAIVER: Phlebotomy Only

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 current national certification by ASCP, AMT or NHA. All individuals requesting a waiver must submit a current copy of their national certificate and grades. The application/membership fee for this waiver is \$135.00. ASPT requires a completed practical exam on all applicants for certification.

You must fill out the exam application form and go to the location to be tested on the practical.

Information regarding an IN-HOUSE EXAMINATION

(NO REFUNDS)

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 one of the largest healthcare certifying organizations in the world. Members are to be involved in the organization and utilize sound continuing educational practices.

A letter on letterhead from your supervisor must be returned to ASPT with the following information:

- 1). Exam administrator information
- 2). Length of blood drawing experience and venipuncture count
- 3). Exam date decided by applicant and supervisor
- 4). A physical address to have a supervisor receive exam materials by UPS only

The letter, application and fees must be provided to ASPT simultaneously.

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. **Must be submitted 30 days in advance.**

In-House Phlebotomy, EKG, CMA, & PCT Examination Registration Form

Return this form with exam request on letterhead from supervisor and proper fees.

Phlebotomy Technician \$135.00 – EKG Technician \$135.00

Patient Care Technician \$200.00– Medical Assistant \$200.00

IN HOUSE EXAM **Please PRINT Clearly**

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Day Phone (_____) _____ - _____

Is this a retake? (Y/N) _____

I have enclosed \$ _____ Paid to ASPT Check Number _____ M.O.#: _____

Credit Card #: _____

3 Digit Security Code: _____

Card Expiration Date: _____

Card Billing Zip Code: _____ (Merchant services charges a \$6.00 fee).

◆ Email address: _____ ◆

Type of Exam _____

Participant's Signature

_____ Date ____ / ____ / ____

Supervisor's Signature

_____ Date ____ / ____ / ____

Day time phone number: _____

Name of facility and supervisor: _____

Address to mail exam to supervisor: _____

(Supervisor must complete the following)

Send with application

(NO REFUNDS)

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

Supervisor's Signature (_____) Day Phone

Please mail to:

ASPT
P O Box 1831
Hickory, NC 28603

A letter on letterhead from your supervisor must be returned to ASPT with the following information:

- 1). Exam administrator information**
- 2). Length of blood drawing experience and venipuncture count**
- 3). Exam date decided by applicant and supervisor**
- 4). A physical address to have a supervisor receive exam materials by UPS only**