

Coahoma Community College
Division of Health Sciences
901 Ohio Street
Clarksdale, MS 38614-9799
(662) 621-4210

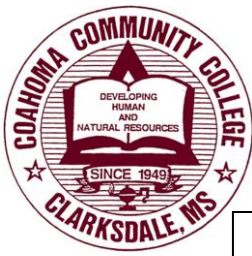
Coahoma Community College continues to closely monitor the spread of COVID-19, also known as novel coronavirus, as additional cases are confirmed in the United States and abroad. Although CCC's campus are currently open, our Short-Term Health Sciences Programs rely on our clinical affiliates (hospitals, clinics and nursing homes) to complete the mandatory clinical portion of these programs. If the clinical affiliates are on lockdown due to the virus we will have to postpone/cancel the programs. You will be notified as soon as we know there is a change.

We realize these adjustments may present challenges to some, but the COVID-19 situation continues to change rapidly and we are operating on the stance of working in the best interest and health of the campus and larger communities.

As this situation develops, the Coahoma Community College community is strongly encouraged to monitor their Coahoma email accounts and stay connected via official CCC social media accounts for the latest notifications and campus updates.

Coronavirus updates and resources for students, faculty, and staff are available online at www.coahomacc.edu/coronavirus.

Tony Brooks, RRT, NPS
Health Sciences Short-Term Program Coordinator



COAHOMA COMMUNITY COLLEGE
SHORT-TERM CERTIFICATE PROGRAMS
Application & Admission Procedure

Please choose the program you are applying for:
Phlebotomy Spring 2021

Incomplete
applications will not be
considered

This is a self-pay class
not eligible for
financial aid

General Information

(There is a minimum of 10 students required to begin a class, any class not meeting this requirement will be canceled.)

Phlebotomy

The course is a one semester instructional program that prepares individuals to function in the medical laboratory as it relates to the drawing, transport, and analysis of blood and other body fluids well as familiarization with laboratory safety, and equipment. Basic laboratory specimen collection techniques are introduced. Each student completing this program is required to take the National Health Association's Phlebotomy Certification Examination. For additional information call (662) 621-4233.

Application Deadline for the Phlebotomy Certificate Programs is November 20, 2020. Next class will begin January 13, 2021.

Application Process for all Short-Term programs:

1. Fill out the attached packet
2. Return the following either by mail or in person to the Coahoma Community College Allied Health Building, Phlebotomy Program, 901 Ohio Street, Clarksdale, MS 38614
 - a. Enclosed CCC Health Science Application
 - b. Enclosed Coahoma Community College Application
 - c. Official High School Transcript/or GED certificate
 - d. Signed and witnessed Background Check Policy and Consent
 - e. Signed and witnessed Drug Abuse Policy and Consent
 - f. Health Science Short-Term Performance Standards form
 - g. If you have attended college, submit official college transcripts
 - h. Official High School Transcript/GED Certificate
 - i. Submit Immunization Form 121
 - a. Required immunizations include
 - i. MMR
 - ii. Hepatitis B series
 - iii. Evidence of vaccine or proof of titer for Hepatitis B or declination of Hepatitis B
 - iv. Varicella (chickenpox) immunization or positive serology titer for varicella

- v. 2 – step Tuberculosis (TB) Skin Test
 - b. Immunizations may be completed after admission but are required before participation in the clinical portion of program begins.
 - j. No ACT is required
 - k. All applicants must take The Adult Basic Education Test (TABE) in Reading and Mathematics.
3. After receipt of the above forms, you will be scheduled for The Adult Basic Education (TABE) test.
 4. You will be notified of your admission status no later than 10 working days after the close of the application deadline.

Post Acceptance Requirements

- **An “unannounced” Drug Screen and background check will be scheduled after admission to the program and the costs will come out of fees.**

**COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM PROGRAMS**

Mailing Address:
3240 Friars Point Road
Clarksdale, Mississippi 38614

Physical Location:
901 Ohio Street
Clarksdale, Mississippi 38614

Telephone:
(662) 621-4210

Website Address:
<http://www.coahomacc.edu/healthsciences>

Length of Time: 16 weeks
(Tuesdays and Thursdays 5:00 pm to 9:00 p.m. plus clinical rotations)

Upon Successful Completion:

- Certificate of Completion Phlebotomy
- Eligible to take the National Healthcare Association Phlebotomy Certification Exam

Estimated Costs/Fees: \$650 Full Fee

Includes tuition/related fees and program costs such as books, standardized testing/remediation, uniforms, clinical fees, etc. as appropriate.

- Course fee breakdown
 - Drug screen
 - Accident and Malpractice Insurance
 - Criminal Background Check
 - 1 Uniform
 - Textbooks
 - Supplies
 - Pre-Payment for Certification exam
 - Student ID and Parking Decal

**COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS
APPLICATION**

Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.

I am applying to - Check the following:

- Phlebotomy

Date of Birth _____ Social Security Number _____

Student's Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip) (County)

Mailing Address _____

Telephone Number(s) _____

_____ (Home) (Work) (Cell)
E-mail Address _____ U. S. Citizen? Yes _____ No _____

Have you ever been admitted to CCC? Yes _____ No _____ When _____

If yes, under what name? _____

PRIOR EDUCATION:

High School graduation date _____ High School GPA _____ GED _____

College Degrees earned _____

Last college attended _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) if Available _____ Courses presently enrolled in _____

Have you ever been convicted of, plead no contest to, or are charges pending against you for a felony or misdemeanor in any state? (Includes moving vehicle violations) YES ____ NO ____

If yes, please explain _____

Have you ever been convicted of a felony, or plead guilty to, or plead no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult? YES ____ NO ____

If yes, please explain _____

All applicants should be advised of the following:

1. Any statement made on this application which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subject the applicant to disciplinary proceedings.
2. Admission to the Phlebotomy Program may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

Applicant's Signature

Date

You must also submit an application to Coahoma Community College. You can do this online by clicking the following link and clicking on "Apply Online": <http://www.coahomacc.edu/admissions-financial-aid/admissions/index>

If you submit an online application, please skip the application on page 9.

**COAHOMA COMMUNITY COLLEGE
OFFICE OF ADMISSIONS
3240 FRIARS POINT ROAD CLARKSDALE, MS 38614**

ADMISSION REQUIREMENTS

The following must be met upon entering Coahoma Community College

ACADEMIC AND TECHNICAL STUDENTS

- _____ Application for Admission
- _____ Official Transcript from your high school in a sealed envelope OR
- _____ Official Transcript mailed from previous college(s) attended OR
- _____ Official GED Transcript with scores from your acquired state
- _____ ACT if under the age of 21
- _____ Submit signed photocopy of Social Security Card

CAREER STUDENTS

- _____ Application for Admission
- _____ Official Transcript from your high school in a sealed envelope OR
- _____ Official GED Transcript with scores from your acquired state
- _____ Submit signed photocopy of Social Security Card

TRANSFER STUDENTS

- _____ Application for Admission
- _____ Official Transcripts from previous institution(s) attended
- _____ ACT if under the age of 21
- _____ Submit signed photocopy of Social Security Card

NOTE: Any student on suspension from previous college attended will have to go before an appeal to enroll at Coahoma Community College.

NON-DISCRIMINATION STATEMENT: Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614; Phone: (662) 6214853, Email: mhouston@coahomacc.edu



COAHOMA COMMUNITY COLLEGE APPLICATION FOR ADMISSION
OFFICE OF ADMISSIONS & RECRUITMENT

3240 FRIARS POINT ROAD
CLARKSDALE, MS 38614

WEBSITE: www.coahomacc.edu

TELEPHONE: 1-866-470-1CCC

Admission Type (check one): New Re-Admit Transfer Dual Enrollment
(First-time student) (Returning student) (Attended other college (s)) (Attending high school & CCC)

Plan to attend CCC: 20____ Fall _____ Spring _____ Summer I _____ Summer II _____

Social Security Number: _____ - _____ - _____ Proposed Major Phlebotomy

Legal Name: _____
Last First Middle Maiden

Mailing Address: _____
Street/P. O. Box City State Zip County

Physical Address: _____
Street City State Zip County

Date of Birth: ____/____/____ Place of Birth (city, state): _____ Email: _____

Telephone: () _____ () _____ () _____
Home Cell In Case of Emergency

U. S. Citizen? Yes No Ethnicity: Are you Hispanic/Latino? Yes No

What's your Race? Black/African American White Asian American Indian/Alaska Native
 Native Hawaiian/Other Pacific Islander two or more races Gender: Male Female

Parent/Guardian Information: (If under the age of 21) (If guardian must provide legal guardianship documents)
Check one: Parent Guardian Spouse (if applicable) Name: _____
Last First
Mailing Address: _____
Street or P. O. Box City State Zip

Student Information:
High School Attended: _____ Address: _____
Name of high school City State Zip

Graduate: Yes No Special Certificate: Yes No GED: Yes No Date: _____
Date: _____ Date: _____ Test Location (city, state): _____

Have you taken the ACT? Yes No Date Taken: ____/____/____ Receiving Veterans benefits? Yes No

College Information: Please list any college you have attended, including CCC. An official transcript must be requested and sent to the admissions office for EACH college attended. Failure to list complete and accurate information could result in the cancellation of your enrollment.

WARNING: ANY PERSON KNOWINGLY MAKES A FALSE STATEMENT OF MISREPRESENTATION ON THIS FORM IS SUBJECT TO PENALTIES WHICH MAY INCLUDE DISMISSAL FROM THE INSTITUTION. FINES OR IMPRISONMENT UNDER THE U. S. CRIMINAL CODE AND 20 U.S.C.1097

Applicant's signature: _____ **Date:** _____

NON-DISCRIMINATION STATEMENT: Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614; Phone: (662) 621-4853, Email: mhouston@coahomacc.edu

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

DRUG ABUSE POLICY

It is the goal of Coahoma Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is the college's belief that a drug free environment is to the benefit of students and employees of Coahoma Community College as well as the surrounding community.

Once admitted to the Nursing Aide Program, unannounced and/or random drug screens may be done. In addition, if a student exhibits any sensory symptoms or behavior indicative of being under the influence of mind altering substances, a drug screen will be required immediately. Refusal to be tested will result in program dismissal.

All students must have evidence of a negative drug screen when tested.

I, _____, have read and understand the substance use policy of Coahoma Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Coahoma Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

Student Signature Date

Witness Date

***Return this completed form with your application information.**

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCES SHORT-TERM CERTIFICATE PROGRAMS

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Phlebotomy Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

In order to successfully complete the Phlebotomy Program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking skills.**

Examples

- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of Phlebotomy
- demonstrate arithmetic ability to use measuring tools and able to tell time

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

Examples

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

Examples

- speak English coherently to clients, families, and other staff members
- clearly explains to the patient the Phlebotomy care given
- provide clear, understandable and write based upon proper use of the English language

4. **Exhibit physical ability sufficient to perform and/or assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

Examples

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment
- lift a minimum of 20 pounds of weight

- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective**

Examples

- demonstrate physical dexterity and coordination in delivery of care
- pick up, grasp, and effectively manipulate small objects such as dials, switches
- calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely care for clients.**

Examples

- hear monitors, alarms, emergency signals, cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate changes in normal body activities such as breathing patterns
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet performance standards.

Please list _____

I understand the requirements and feel that I can achieve the performance standards described for the Phlebotomy Program.

Signature _____ Date _____

***Return this completed form with your application information.**

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to:

- felony of possession or sale of drugs
- murder, manslaughter
- armed robbery
- rape, sexual battery, sex offense listed in Section 45-33-23 (f) of the Mississippi code
- child abuse
- arson
- grand larceny, burglary
- gratification of lust
- aggravated assault
- felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Each student must submit a criminal background clinical clearance letter by the beginning of the 2nd semester. The Phlebotomy program will arrange for a background check to be completed. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student's dismissal from the program.

A clinical clearance letter must be provided to the Phlebotomy Program for a student to be able to meet the clinical agency practice requirements of the program.

I, _____ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

Signature of Student

Signature of Witness

Date of Signature

***Return this completed form with your application information.**

Coahoma Community College
Information Sheet for the TABE (Test of Adult Basic Education)

What is the TABE? The TABE is a pre-entrance test required for all applicants to the Coahoma Community College (CCC) Phlebotomy Program, Nursing Assistant Program and Emergency Medical Technician Program (EMT). The TABE is used to evaluate applicants for admission to the EKG/Phlebotomy program. The TABE is only one of several criteria used in the selection process. The TABE evaluates 2 different academic areas-reading and applied mathematics.

How do I prepare for the TABE? The TABE Study Guide is available for sale in the CCC Bookstore or online at <http://www.studyguidezone.com/tabetest.htm>.

How do I register to take the TABE?

For Nursing Assistant (CNA) Call 662-621-4687

EKG Technician and Phlebotomy Call 662-621-4210

EMT Call 662-621-4159

You may take the TABE test up to 2 times, application time permitting. If you do not do well on the first attempt, you must participate in the remediation class before attempting again.

Where do I take the TABE? The TABE is a paper and pencil test given at the CCC Workforce Center at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South), phone number (662) 627-9139. Parking is available in the front of the building.

- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

Check List for Completion of Application

_____ 1. Submit the completed application by mail or in person to:

Health Science Short Term Programs
Coahoma Community College
901 Ohio Street
Clarksdale, MS, 38614

Make sure to include the following:

- _____ **Official high school transcript or GED**
- _____ **Signed/witnessed program performance standards**
- _____ **Signed/witnessed criminal background check information form**
- _____ **Signed/witnessed drug policy understanding**