



## NHCO - Certified Phlebotomy Technician (CPT) Examination Application

Candidate's Full Name: \_\_\_\_\_

Other Names Used (maiden name, etc.): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Exam Date/Location Requested: \_\_\_\_\_

Please check the appropriate eligibility level box below. Incomplete applications will not be accepted.

\*Proof of graduation must include school name, date of graduation and type of degree received.

I am a first time CPT examination applicant.

OR

I am retesting (Please proceed to the payment section below, and sign and date the statement at the bottom of this form). There is no need to re-submit your qualifying information.

**ELIGIBILITY OPTIONS** (please select one of the following, and include all required documentation/fees):

**Current Student - Enrolled in an NHCO approved school.**

- You must be a High School graduate or hold equivalent credentials, such as a GED.
- You must have been trained at an authorized training school approved by the NHCO.
- You must submit a copy of your Phlebotomy Certificate of Completion, or official signed transcript.
- You must have applied within 2 years of the graduation date of your Phlebotomy Training program.
- You must apply online at our website – [www.HealthCareCertifications.com](http://www.HealthCareCertifications.com)

**Graduate - Graduate of an NHCO approved school within the last 5 years.**

- You must be a High School graduate or hold equivalent credentials, such as a GED.
- You must have been trained at an authorized training school approved by the NHCO.
- You must submit a copy of your Phlebotomy Certificate of Completion, or official signed transcript.
- You must apply online at our website - [www.HealthCareCertifications.com](http://www.HealthCareCertifications.com)

**Experience - One full year (2,080 hours) as a Phlebotomy Technician within the past 5 years.**

- You must be a High School graduate or hold equivalent credentials, such as a GED.
- You must have 2,080 hours of full time employment in a clinical setting as a Phlebotomist.
- You must submit a copy of your Phlebotomy Certificate of Completion, or official signed transcript at [www.HealthCareCertifications.com](http://www.HealthCareCertifications.com) in your student portal.

Acceptable supporting documentation includes.

1. Letter of phlebotomy experience from current or previous employer including detailed dates.
2. College transcripts, high schools transcripts, diploma or GED.
3. NON-US Transcripts. All NON-US Transcripts must be evaluated by NACES – National Association of Credential Evaluation Services. To obtain an application, instructions, and information, please visit <http://www.naces.org/members.html> - You should have your transcripts/degrees/diplomas/certifications evaluated PRIOR to making full application to sit for the examination.

**SPECIAL ACCOMMODATIONS:**

If you are requesting special accommodations due to a physical or mental impairment or disability, you must first submit an NHCO CPT Examination Accommodations Request Form, including a documented comprehensive report from a qualified physician describing your disability, and/or other documentation which would enable an informed decision by the NHCO regarding the determination of your request for testing accommodations.

Accommodation form can be found at [www.HealthCareCertifications.com/students](http://www.HealthCareCertifications.com/students)

**FEES:**

\$100.00 CPT Certification Examination

**Select Form of Payment: Circle One**

Money Order    \*Personal Check    \*Institutional Check    Visa    MasterCard    Discover    American Express

\*If paying by check or money order, indicate total amount enclosed here: \$\_\_\_\_\_ include your check with this paper application.

**BILLING INFORMATION** (Credit or Debit Cards)

Billing Address (only if different from applicant info):

\_\_\_\_\_  
\_\_\_\_\_

Amount: \$\_\_\_\_\_ Card Number: \_\_\_\_\_ City Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature (authorizes payment): \_\_\_\_\_

**IMPORTANT: All applicants must sign the following statement:** I do hereby acknowledge that all the information submitted in connection with my application to the certification program is true and correct to the best of my knowledge. I understand that falsified information on this application is grounds for denial of acceptance for examination or certification revocation, and may bar me from future certifications or renewals. I further acknowledge and agree that the NHCO may release my examination scores and credentialed status to agencies such as those which regulate the practice of Phlebotomy, current/potential employers, NHCO recognized programmatic accreditation agencies and NHCO contracted vendors involved in the process of certification. I understand that NHCO certificants may also have their names and credentials published in various NHCO publications from time to time such as when the NHCO is congratulating new certificants, etc.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Once approved, you will be contacted by NHCO staff by email to confirm your test date and time. This will happen within 48 hours of receipt of the application.

**Retesting:** Phlebotomy Technician candidates who are unsuccessful in passing the examination may resubmit an application immediately; however, they are limited to taking three examinations in one calendar year. Candidates are required to resubmit an application and payment each time.

**Refund:** The fee for the examination is refundable until the exam has been challenged, at which time, the fee becomes non-refundable. To request a refund PRIOR to challenging the examination, contact the NHCO at 866-856-6082 or by email at [info@healthcarecertifications.com](mailto:info@healthcarecertifications.com)

**RETURN THIS FORM, ALL NECESSARY DOCUMENTATION AND ENTIRE FEE TO:**

**NHCO**

Exam Applicant Processing  
10808 South River Front Parkway  
Suite 3018  
South Jordan Utah 84095

Alternatively you can apply online [www.HealthCareCertifications.com/students](http://www.HealthCareCertifications.com/students) by creating an account in the student portal, and applying online.