



# Application Process: PCC Phlebotomy Certificate Program



1. Register as a student at Pima Community College
2. Download and complete the PCC [Phlebotomy Certificate Program Application](#)
3. Submit your application to the phlebotomy program:
  - By Email: [amrosales2@pima.edu](mailto:amrosales2@pima.edu)
  - By US Mail: MLT/ Phlebotomy, 2202 W. Anklam, Tucson, AZ 85709 Office: E234
  - Drop off at the above address – West Campus, Tortilita Building E234
  - You will receive a reply email acknowledging receipt of your application.
4. Submit a DPS application and fingerprints for a background and clearance (~\$65)
  - DPS Application on website: <https://www.azdps.gov/services/public/fingerprint>
  - Fingerprints submitted electronically at a DPS site: (~\$10 – faster turnaround)
  - Fingerprints taken at PCC police, submit to DPS: (Free – slower turnaround)
  - NOTE: The clearance process can take 4-6 weeks. Start this right away!
5. Download the [Phlebotomy Health Document – Essential Standards](#)
  - Make an appt to have this completed by your PCP
  - This document has a list of vaccinations and physical requirements for the job
6. Download the [Phlebotomy Checklist for Required Documents](#)
  - Enter the dates for all requirements on the checklist
  - Bring a copy of this completed checklist when you have your documents reviewed
7. Assemble all required documents (immunizations, insurance, DPS clearance, TB)
  - Make an appt to have your documents reviewed: [amrosales2@pima.edu](mailto:amrosales2@pima.edu)
  - Place all documents IN THE ORDER LISTED on the phlebotomy checklist
  - Bring copies of all requirements and the completed checklist to your scheduled appointment
  - Drug screen form will be provided after documents are reviewed
8. After the above requirements are completed, students will be cleared / registered for PHB150IN.