

AMERICAN CERTIFICATION AGENCY
GUIDELINES FOR ADMINISTERING A PT CARE or PHLEBOTOMY TECHNICIAN
CERTIFICATION EXAMINATION ON SITE

Qualifications for a Proctor

1. The phlebotomy practical portion of the PCT and/or Phlebotomy Technician certification exam must be proctored by a hands-on Instructor, Phlebotomy Supervisor, or Lab Tech **knowledgeable of current phlebotomy practices and the most recent CLSI (April 2017) venipuncture guidelines.**
2. The proctor must provide proof of performing venipunctures by submitting copies of certifications, curriculum vitae or resume, and one letter of reference documenting job duties as related to phlebotomy.
3. The proctor must be able to provide an objective assessment of the practical exam.
4. It is preferred that the proctor be a certified phlebotomist or a technician/technologist who performs phlebotomy regularly.

Site Requirements

1. A quiet, comfortable room that can be used for at least 2½ hours with no interruptions.
2. The proctor must stay in the room the entire time the applicant is taking the on line and practical examination.
3. Examination sign is sheet and practical worksheet must be faxed/emailed to ACA as soon as possible after the exam(s) is/are taken.

Please PRINT information requested.

PROCTOR NAME: _____ TITLE: _____
PROCTOR SS# xxx/ xx / _____ BIRTHDATE _____ EMAIL: _____
YEARS PERFORMING PHLEBOTOMY _____ CERTIFIED BY _____ CERTIFICATION # _____
EXAM FACILITY: _____ PROCTOR TELE #: _____
EXAM ADDRESS: _____ EXAM DATE: _____
_____ FAX # _____ EXAM TIME: _____

CONTACT PERSON (SUPERVISOR, MGR, DTR) : _____ TITLE: _____
CONTACT PERSON TELE #: _____ EMAIL: _____
SEND EXAM TO (NAME): _____ @
THIS ADDRESS: _____

The information provided must be verified by the proctor's Laboratory Director, Manager or Supervisor

Lab Dtr, Mgr or Supervisor: _____
Signature Print Name

DATE INFORMATION SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO: **AMERICAN CERTIFICATION AGENCY**
P.O. BOX 58, OSCEOLA, IN 46561
PHONE: (574) 254-1307 FAX: (574) 254-1307