

Applicant Information Packet

Clinical Phlebotomy Certificate

Building 2, room 122
(937) 512-2973
(800) 315-3000

Dear Prospective Clinical Phlebotomy Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome letter from Chairperson
3. Program Information/Frequently Asked Questions
4. Estimated Cost of the Program
5. Clinical Phlebotomy Program Course Curriculum
6. Immunization Guidelines for Students and the Student Health Certificate form
7. Background Check Guidelines for Students and Background Check form



ADMISSION REQUIREMENTS / CHECK LIST

- Step 1 _____ Apply to Sinclair Community College. Paper applications are available in the Admissions office, building 10, 1st floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 _____ Apply to the Clinical Phlebotomy Program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 _____ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 _____ If you do not have transferable college credit in English Composition and/or mathematics (math must be within the last 5 years), take Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfag/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 _____ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. , please refer to: For students greater than 60 miles from Dayton, contact the Advisors by email at academicadvising@sinclair.edu. Their hours and more information is available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 _____ In order to receive a Clinical Phlebotomy Certificate of Completion, students must complete ALH 1113 and ALH 1114 with a “C” or better and have an overall grade point average of 2.0 or better (this is a cumulative GPA for all courses on the student’s transcript).

Dear Prospective Clinical Phlebotomy Applicant:

Thank you for your interest in Sinclair Community College and the Clinical Phlebotomy Certificate program. This program is offered at the main Dayton campus, Preble County Learning Center in Eaton, and Courseview Campus Center in Mason, Ohio.

Students are introduced to the fundamental and clinical methods and practices of phlebotomy, including basic hematology, venipuncture and microcollection techniques, along with routine processing and special testing procedures.

Beginning fall 2012, the program consists of two sequential courses which must be taken with 12 months of each other. The first course, ALH 1113, consists of one hour lecture and three hours lab per week. The second course, ALH 1114, consists of one hour lecture and 10 hours unpaid practicum per week at an off-site location for a total of 105 hours per semester.

If you have any additional questions regarding the admission requirements or the program, please contact the ALH office at (937) 512-2973 or (800) 315-3000.

Sincerely,

A handwritten signature in blue ink that reads "Jef L. Spegal".

Jennifer L. Spegal, MT, M.Ed., CMA
Allied Health Chairperson

Program Information/Frequently Asked Questions

What is a Clinical Phlebotomist?

Phlebotomist jobs involve drawing blood from patients or blood donors. They assemble equipment, verify patient identification numbers and draw blood either by puncturing a person's finger or by extracting blood from a vein or artery with a needle syringe. A phlebotomist labels, transports and stores blood for analysis or other medical purposes. This requires professionalism and interacting well with people, especially those who may be squeamish about getting their blood drawn and seeing multiple patients per day.

What are the Strengths of the Sinclair Program?

The Life and Health Sciences division at Sinclair offers the Clinical Phlebotomy certificate. The division faculty is knowledgeable in all aspects of clinical phlebotomy profession. The faculty provides academic counseling and job placement information.

Our program prepares students for entry level employment working a medical laboratory. The program is designed to introduce the fundamental and clinical methods and practices of phlebotomy, including basic hematology, venipuncture and microcollection techniques, along with routine processing and special testing procedures. Students are introduced to the phlebotomy clinical setting involving structured observation and participation in the blood collection aspects of patient care under the supervision of a phlebotomist performing venipunctures and capillary punctures on adult and pediatric patients.

Upon completion of the curriculum, students receive a short term certificate from Sinclair Community College

What are the Employment Opportunities and Earnings Potential?

Employment prospects for clinical phlebotomist are good in the Miami Valley and throughout the nation. The volume of laboratory tests continues to increase with both population growth and the development of new types of tests. Job opportunities can be located in a number of areas including medical laboratories, hospitals, clinics, physician offices and blood banks. According to the Bureau of Labor Statistics, in 2007 Phlebotomists earned \$13/hour. In addition, according to phlebotomist.net, entry level positions start around \$11-\$13.50/hour with experience and education, the potential increases up to \$17.50 per hour.

Is Certification Required?

No. Your certificate of completion from Sinclair is all that is needed. However, if you are interested in pursuing certificate, please refer to the National Healthcareer Association (NHA) website at <http://www.nhanow.com/phlebotomy-technician.aspx>.

Related Careers?

Related careers include: Medical/Clinical Laboratory Technician, Medical Technologist, and Clinical Laboratory Scientist. Medical laboratory technicians prepare the tissue, cell or fluid samples and examine them in a lab using microscopes or other equipment. Although some medical laboratory technicians are trained on the job, most employers prefer an associate's degree. Clinical laboratory scientist and medical technologist are required to earn a bachelor's degree.

As of 2010, Sinclair now offers a new certificate program, Specimen Processing Certificate. If you would like more information regarding this program, please contact the Allied Health Instruction office.

Additional Program Information

Program Outcomes

- Complete venipunctures on patients in a clinical setting, with consistency, successfully.
- Identify the basic components of the circulating system (blood cells and precursors).
- Demonstrate knowledge of the special procedures and tests associated with the use of blood as a diagnostic entity.
- Demonstrate proficiency in the use of microcollection techniques in the attaining of blood samples.
- Demonstrate an awareness of clinical complications and symptoms which may be exhibited by patients during the venipuncture and blood sample collection process.
- Identify the instruments, equipment and supplies utilized in the collection, identification and processing of blood samples.

Uniforms - Uniforms and shoes must be kept neat and clean and worn in a professional manner.

- For ALH 1113:
 - Students will be required to wear a white lab coat.
 - Shoes should be white professional or white leather sports shoes. They must cover the entire foot and contain no canvas material
- For ALH 1114:
 - A white hospital uniform and white lab coat or white dress pants with dress shirt or polo shirt (must be white in color) and a lab coat.
 - Unacceptable apparel: Jeans, T-shirts, printed shirts, jewelry (other than wedding rings); no visible tattoos or body piercings (except for one pair of post type earrings in the lower lobe of the ear), perfumes/colognes, shoes that will slip on wet surfaces, or other items deemed inappropriate by the clinical preceptor.

Practicum - Offsite Clinical Rotation

- In ALH 1114, students are required to complete 105 hours of practicum (or clinical rotations). This is normally done approximately 10 hours per week for 10 weeks. However, depending upon the assigned clinical site, these hours may vary.
- The practicum hours are generally held at the area hospitals, but may be in an ambulatory care centers as well.

Required Health Certificate/Immunizations

- Included in this packet, you will find the Immunization Guidelines for Students and the Student Health Certificate form for the ALH 1114 – Clinical Phlebotomy Practicum course. It is required that the physical and immunizations be obtained while enrolled in ALH 1113 since it will be required prior to the starting clinical in ALH 1114. If the health certificate is not received, the student will not be scheduled for a clinical rotation and will not receive a certificate of completion. Clinical rotation will not be permitted without a health certificate - NO EXCEPTIONS.
- A student health certificate must be completed by a physician prior to entry into the clinical setting with the ALH 1114 course. This includes a physical exam, tuberculin test, chest x-ray if the tuberculin test is positive, and a rubella immunization or proof of a titer for rubella. If the individual has had any or all of these tests performed within the past 12 months (TB test - 6 months) of taking ALH 1114, the results of these tests are acceptable if accompanied by the physician's signature verifying the results.
- Due to the potential for clinical exposure to blood and other potentially infectious materials, the student may be at risk for acquiring Hepatitis B infection. On entering the ALH 1114, each student will be required to complete two injections of the Hepatitis B vaccine out of a series of three prior to beginning the course. The student is responsible for all fees related to taking the vaccine. Students will not be able to participate in the practicum without two Hepatitis-B vaccines.

Required Background Check

- Included in this packet, you will find the Background Check Policy for Students, the National Webcheck Criminal History Checklist and the National Webcheck Criminal History Check Request form for the ALH 1114 – Clinical Phlebotomy Practicum course. It is required that the background check be obtained

while enrolled in ALH 1113 since it will be required prior to the starting clinical in ALH 1114. If the background check is not received, the student will not be scheduled for a practicum rotation and will not receive a certificate of completion. Practicum rotation will not be permitted without a background check - NO EXCEPTIONS.

Estimated Cost of Program

For Montgomery County, Ohio residents:

Tuition: 6 credit hours x \$51.20/per credit hour**	\$307.20*
Books:	200.00
Uniform:	100.00
Physical/Immunizations:	200.00
Travel: (Required for practicum/clinical rotation)	<u>75.00</u>
	\$782.20

For outside Montgomery County and inside Ohio; and out of state military residents:

Tuition: 6 credit hours x \$82.70/per credit hour**	\$496.20*
Books:	200.00
Uniform:	100.00
Physical/Immunizations:	200.00
Travel: (Required for practicum/clinical rotation)	<u>75.00</u>
	\$971.20

For outside of Ohio residents:

Tuition: 6 credit hours x \$160.20/per credit hour**	\$961.20*
Books:	200.00
Uniform:	100.00
Background Check:	200.00
Travel: (Required for directed practice/clinical rotation)	<u>75.00</u>
	\$1,436.20

* Tuition based on winter 2011 rates

Note: Additional costs may be incurred for a lab coat and/or a TB test dependent upon the clinical site requirements

Quarter versus Semesters Tuition & Costs Comparison

When we switch to semesters, what will my tuition be?

Using the tuition rates for Winter 2012 as an illustration*, the converted semester tuition costs per credit hour would be:

Residency Type	Tuition Cost
Montgomery County Resident rate	\$87.90 per credit hour
Other Ohio Resident rate	\$135.15 per credit hour
Out-of-State/International Resident rate	\$251.40 per credit hour
Residency Type	Cost for 12 credit hours
Montgomery County Resident taking 12 credit hours	\$1054.80
Other Ohio Resident taking 12 credit hours	\$1621.80
Out-of-State/International Resident taking 12 credit hours	\$3016.80

That seems like it's a lot more than in quarters. I thought it wasn't going to cost more?

On an annual basis the amount you are paying in tuition *will not* change,* it's just divided differently. If we look at a Montgomery County student taking 12 credit hours per term:

Quarter Cost	Semester Cost
Fall Quarter = \$703.20	Fall Semester = \$1054.80
Winter Quarter = \$703.20	Spring Semester = \$1054.80
Spring Quarter = \$703.20	
Annual Tuition Total = \$2109.60	Annual Tuition Total = \$2109.60

Since I am paying more at one time it might be harder for me to come up with that all at once. Is there a payment plan I can join?

Yes! Sinclair offers a payment plan called FACTS. This plan will allow you to split your total payment up into smaller chunks. If you register and sign up for FACTS before June 16, 2012 you will be able to split your tuition costs for the Fall 2012 semester into 5 payments. This is an excellent way to budget your payments. For more information on FACTS, please see: <http://www.sinclair.edu/services/bursar/facts/>

How will being on semesters affect my financial aid?

Just as with tuition, the most important thing you must remember about financial aid under semesters is that it will now be applied 2 times rather than 3. If we assume nothing has changed about your financial aid eligibility, you will still be receiving the same amount of financial aid. So just as your tuition bill is larger, the amount of financial aid being applied to your account per term will also be larger.

That should also mean a larger refund check, right?

Remember, the overall amount of refund you receive *will not* be larger. You're receiving the same amount - just split into 2 payments rather than 3.

QUARTERS: refund is budgeted to last 10 weeks or 2.5 months

SEMESTERS: refund should be budgeted to last 16 weeks or 4 months

Seems like everything is about equal. Is there any cost savings under semesters?

Yes! Two semesters means you only buy books two times instead of three.

**SINCLAIR COMMUNITY COLLEGE
DAYTON, OHIO**

CLINICAL PHLEBOTOMY CERTIFICATE PROGRAM CURRICULUM

As of Fall 2012 – Semester Terms

<u>COURSE</u>	<u>FIRST QUARTER</u>	<u>PREREQUISITE</u>	<u>CREDIT HOURS</u>	<u>CLASS HOURS</u>	<u>LAB HOURS</u>	<u>PRACTICUM</u>
ALH 1113	Clinical Phlebotomy	None	2	1	3	0
	<u>SECOND QUARTER</u>					
ALH 1114	Clinical Phlebotomy Practice	ALH 1113	<u>2</u>	1	0	10*
		Total :	4			

* A total of 105 practicum hours for the semester

SINCLAIR COMMUNITY COLLEGE
ALH 1114 – CLINICAL PHLEBOTOMYPRACTICUM

STUDENT HEALTH CERTIFICATE

This certificate must be completed and signed by a licensed physician (Doctor of Medicine or Doctor of Osteopathy). All students must have this form completed and returned to the ALH 1114 – Clinical Phlebotomy Practicum Instructor the first week of the quarter. Examining physician should check health status and the ability to participate in physical activities.

STUDENT NAME: _____
Last Name First Name Middle Name

HEALTH STATUS: (Check all which apply)

- _____ Free of communicable disease and in good physical and mental health.
- _____ Has a physical abnormality, defect, disease, or emotional problem which might interfere with the student's attendance and progress in the course, and is listed as follows:

_____ This condition is temporary. Date of release: _____

_____ This condition is permanent.

_____ Under continual medical treatment for mental or pathological condition of which the program faculty should be informed. (This would include any long-term prescription drugs the individual may be receiving for the treatment of diabetes, epilepsy, depression, etc.)

Please explain and/or list:

(continued)

THE FOLLOWING TESTS/IMMUNIZATIONS ARE REQUIRED:

1. PPD SKIN TEST: (Tine Test NOT acceptable)

Date: _____ (within past year)

Reaction: _____ (Positive reaction requires chest x-ray)

2. RUBELLA TITER:

Date: _____

Results: _____ immune _____ not immune

Date of vaccine, if not immune: _____

3. TETANUS, DIPHTHERIA:

Initial series dates: _____, _____, _____

Date of last booster: _____, _____, _____

2. VARICELLA TITER (Optional):

Date: _____

Results: _____ immune _____ not immune

Date of vaccine, if not immune: _____

OTHER REMARKS: _____

Signature of Physician

Date

Stamp or Print Physician's Name and Address

TO THE PHYSICIAN:

Please sign above and return form to student or mail directly to:

Sinclair Community College
Clinical Phlebotomy Coordinator, room 2122
444 West Third Street
Dayton, OH 45402-1460

SINCLAIR COMMUNITY COLLEGE
ALH 1114 – CLINICAL PHLEBOTOMY PRACTICUM

IMMUNIZATION GUIDELINES FOR STUDENTS

- I. The following immunizations must be current and documented on the Student Health Certificate by the fifth week of the quarter.
1. PPD SKIN TEST (Mantoux Test)
A Tine Test is not acceptable. Positive PPD reactors should have a baseline chest x-ray and therefore be evaluated if symptoms develop.
 2. RUBELLA VACCINE OR TITER
Susceptibility to rubella is determined by proof of immunization or laboratory confirmation of rubella antibodies. History of disease is NOT reliable.

Pregnant students should not be immunized. Other female students should be advised that pregnancy should be prevented for at least three months after vaccination.
 3. TETANUS AND DIPHTHERIA ADULT VACCINE (Td)
 - a. The student should be able to give a reliable history of receiving a series of three Td (or DTP) immunizations. If history is vague, especially if born prior to 1945, she/he should receive a primary series of two doses of Td, with a month intervening, and the third dose one year after the first dose. Students immunized may be admitted into ALH 1114 – Clinical Phlebotomy Practicum with the understanding that the student will complete the series as requested.
 - b. BOOSTER
The recommended dose (0.5 ml) of Td (adult) every 10 years. If a dose is administered sooner as part of wound management, the next booster is not needed for another 10 years. For persons whose immunizations are still incomplete following wound management, the remainder of recommended series should be given.
- II. The following immunizations are not required.
1. INFLUENZA VACCINE
Students with chronic diseases such as diabetes and those diseases affecting the cardiopulmonary system are at risk and should be considered for annual immunization.
 2. VARICELLA (CHICKEN POX) TITER
Students with no known exposure (or in doubt) **should be** considered for titer.
 3. POLIO VACCINE
Routine immunization of those persons 18 years of age or older, regardless of polio immunization status, IS NOT RECOMMENDED.
 4. SMALLPOX VACCINATION
NO LONGER RECOMMENDED UNDER ANY CIRCUMSTANCES.

SINCLAIR COMMUNITY COLLEGE
ALH 1114 – CLINICAL PHLEBOTOMY PRACTICUM

HEPATITIS B VACCINE POLICY

Due to the potential for clinical exposure to blood and other potentially infectious materials, the student may be at risk for acquiring Hepatitis B infection.

On entering the Sinclair Community College ALH 1114 – Clinical Phlebotomy Practicum course, each student will be given information on Hepatitis B infection and the Hepatitis B vaccine.

The student is responsible for all fees related to taking the vaccine. Students declining the vaccine may limit their access to clinical sites and thereby be unable to “pass” the clinical portion of the course.

This policy releases Sinclair Community College ALH 1114 – Clinical Phlebotomy Practicum course from liability in the event the student acquires Hepatitis B.

SINCLAIR COMMUNITY COLLEGE
ALH 1114 – CLINICAL PHLEBOTOMY PRACTICUM

NOTIFICATION OF HEPATITIS B VACCINE AND IMMUNITY TEST

_____, a Sinclair Community College ALH 1114 –
Clinical Phlebotomy Practicum student, has:

(Please check one)

_____ received the Hepatitis B Vaccine series on:

First injection _____ (date)

Second injection _____ (date)

Third injection _____ (date)

and has completed post-injection antibody titre/immunity on _____ (date)

_____ has Hepatitis B antibody titre/immunity testing which is indicative of immunity without
vaccine injections.

Name/Title

Agency/Office

Address

Date

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SINCLAIR COMMUNITY COLLEGE
ALH 1114 – CLINICAL PHLEBOTOMY PRACTICUM

BACKGROUND CHECK POLICY FOR STUDENTS

NO EXCEPTIONS!

All Sinclair ALH 1114 – Clinical Phlebotomy Practicum students are required to have background checks completed in order to meet the requirements of the practicum sites.

Proof of background check performed MUST be given to ALH 1114 – Clinical Phlebotomy Practicum Instructor.

NO LATER THAN 5:00p, OF THE DUE DATE SET IN THE ALH 1113 – CLINICAL PHLEBOTOMY SYLLABUS.

If this is not completed by the due date, the student will not be allowed to attend ALH 1114 – Clinical Phlebotomy Practicum.

NO EXCEPTIONS!

It is the policy of healthcare facilities to conduct criminal records checks on all persons who are applying for employment in their facility. (Rule 3701-61-10, Ohio Department of Health). While a criminal conviction will not necessarily disqualify the applicant for employment, discovery that an applicant has been convicted of a crime involving abuse or neglect of a resident, violence or threatened violence towards another person, possession or use of controlled substances, theft or misappropriation of another person's property will (or may) result in a withdrawal of any offer of employment previously extended, or immediate termination of employment. A conviction record will not necessarily be a bar to your employment. Facts such as the age and type of offense, the seriousness and nature of the violation and your rehabilitation will be taken into account. The submission of any false information in connection with an employment application will (or may) be cause for immediate discharge at any time thereafter.

*Healthcare facilities used as our clinical sites will not allow students with these offenses to practice in their setting for the completion of the required clinical portion of the ALH 1114 – Clinical Phlebotomy Practicum. A student registered in the ALH 1114 – Clinical Phlebotomy Practicum course who has any of the criminal records listed **will be advised to drop** the course and to investigate through the legal system the nature of the offense in regard to the ODH ORC Rule 3701-61-10. The recommendation is, if possible, to have the offense expunged.*

NO EXCEPTIONS!

All Sinclair ALH 1114 – Clinical Phlebotomy Practicum students are required to have background checks completed in order to meet the requirements of the practicum sites.

Proof of background check performed MUST be given to ALH 1114 – Clinical Phlebotomy Practicum Instructor.

NO LATER THAN 5:00p, OF THE DUE DATE SET IN THE ALH 1113 – CLINICAL PHLEBOTOMY SYLLABUS.

If this is not completed by the due date, the student will not be allowed to attend ALH 1114 – Clinical Phlebotomy Practicum.

NO EXCEPTIONS!

Sinclair Community College is a provider of National WebCheck. National WebCheck is an electronic fingerprint collection and transmittal system designed by the Ohio Attorney General's Office. It allows background checks to be done through the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I) with results being mailed in less than one day. National

WebCheck can interface with the FBI's Automated Fingerprint Identification System (AFIS) for the background checks that require the FBI search.

The tests are not open to the public. Only Sinclair Community College students who are required to have the state and federal background checks done will be scheduled. Fingerprinting sessions **must be scheduled in advance**. Unscheduled tests will not be conducted.

The cost for both State (BCI) AND Federal (FBI) (10-3445-44051-0507) will be **\$ 65.00** and is to be paid through the Sinclair Community College Bursar's office.

National WebCheck is conducted in room 9-315. Students will be required to arrange an appointment with **Janice Siler**, Administrative Assistant I, Criminal Justice Department for fingerprinting. Her phone number is **937-512-2876**. Students being fingerprinted **MUST** bring the following items to the test site:

- Valid Ohio Driver License or Ohio ID Card (damaged IDs will not be accepted)
- Social Security Card (if SSN number is not listed on the ID)
- Completed Background Check Request form with paid receipt attached.
- Your results will be sent directly to the RM 1012A. Confidentiality of your records will be maintained.

NO EXCEPTIONS!

All Sinclair ALH 1114 – Clinical Phlebotomy Practicum students are required to have background checks completed in order to meet the requirements of the practicum sites.

Proof of background check performed MUST be given to ALH 1114 – Clinical Phlebotomy Practicum Instructor.

NO LATER THAN 5:00p, OF THE DUE DATE SET IN THE ALH 1113 – CLINICAL PHLEBOTOMY SYLLABUS.

If this is not completed by the due date, the student will not be allowed to attend ALH 1114 – Clinical Phlebotomy Practicum.

NO EXCEPTIONS!

Please also note, background checks may not be more than three months old prior to the start of class and they may be completed by county or local police departments.

See this link.

<http://www.sinclair.edu/academics/bps/departments/cjta/fingerprinting/>

LIST OF CRIMES IN S.B. 160 (BACKGROUND CHECKS)

Ohio Code Description

Homicide/Assault

2903.01	Aggravated murder	2903.02	Murder
2903.03	Voluntary manslaughter	2903.04	Involuntary manslaughter
2903.11	Felonious assault	2903.12	Aggravated assault
2903.13	Assault	2903.16	Failing to provide for functionally impaired person
2903.21	Aggravated menacing	2903.34	Offenses against residents or patients of care facilities

Kidnapping/Extortion

2905.01	Kidnapping	2905.02	Abduction
2905.11	Extortion	2905.12	Coercion

Sexual Crimes

2907.02	Rape	2907.03	Sexual battery
2907.05	Gross sexual imposition	2907.06	Sexual imposition
2907.07	Importuning	2907.08	Voyeurism
2907.09	Public indecency	2907.12	Felonious sexual penetration
2907.25	Prostitution	2907.31	Disseminating matter harmful to juvenile
2907.32	Pandering obscenity	2907.321	Pandering obscenity involving a minor
2907.322	Pandering sexually oriented material involving a minor		
2907.323	Illegal use of a minor		

Robbery/Burglary

2911.01	Aggravated robbery	2911.02	Robbery
2911.11	Aggravated burglary	2911.12	Burglary
2911.13	Breaking and entering		

Theft

2913.02	Theft: aggravated theft	2913.03	Unauthorized use of vehicle
2913.04	Unauthorized use of property	2913.11	Passing bad checks
2913.21	Misuse of credit cards	2913.31	Forgery
2913.40	Medical fraud	2913.43	Securing writings by deception
2913.47	Insurance fraud	2913.51	Receiving stolen property

Domestic Violence

2919.25	Domestic violence		
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Public Administration

2921.36	Conveyance of certain items onto grounds of detention, MRDD, or MH facility		
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Weapons Offenses

2923.12	Carrying concealed weapons	2923.13	Having weapons while under a disability
2923.161	Improperly discharging a firearm at or into a school or house		

Drug Offenses

2925.02	Corrupting another with drugs	2925.03	Trafficking offenses
2925.11	Drug abuse	2925.13	Permitting drug abuse
2925.22	Deception to obtain dangerous drug		
2925.23	Illegal processing of drug documents		

Food

2716.11	Adulterated food		
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Sinclair Community College

NATIONAL WEBCHECK® CRIMINAL HISTORY CHECKLIST

1. Complete the Webcheck® Request Form in its entirety
2. List the appropriate reason for the test (see below)
3. Mark BCI only or BCI & FBI (no FBI only tests)
4. Take to Bursar Office to make payment.

- MAKE SURE TO OBTAIN A RECEIPT – No test will be conducted without one.

5. The following **MUST** be with you at the time of the test:

- Ohio Driver License or State ID card
- Social Security Card
- Paid Receipt from Sinclair Cashier/Bursar

Report to room 9-315 on _____ at _____

BCI Reason Codes

- Required for licensing or permit
- Responsible for the care, custody or control of a child
- Responsible for direct care of elderly

FBI Reason Codes

- Care, custody or control of children
- Child daycare center owner, licensee or administrator of type A daycare. Home owner and persons 18+
- Direct care of the elderly
- Employee of child daycare center. Type A family daycare, type B family daycare or certified in-home aide
- Medical (nurses, dialysis techs, students entering nursing education or dialysis)
- Pre-school program
- Public school district or chartered non-public schools
- Head Start Agency
- Volunteer Children's Act

