



AMERICAN ACADEMY PHLEBOTOMY TECHNICIANS GUIDELINES FOR ADMINISTERING PHLEBOTOMY TECHNICIAN

Qualifications for a Proctor

1. The phlebotomy practical portion of the Phlebotomy Technician certification exam must be proctored by a hands-on Instructor, Phlebotomy Supervisor, or Certified Phlebotomist with more than five years of experience.
2. The proctor must provide proof of performing venipuncture by submitting copies of their certification, curriculum vitae or resume.
3. The proctor must be able to provide an objective assessment of the practical exam.
4. The proctor must be certified by a reputable national certification agency.
5. The proctor must verify the candidate's identity at the time of testing. Identity is confirmed by photo ID.

Student Information

CANDIDATE NAME _____ DOB _____

Site Requirements

1. A quiet, comfortable room that can be utilized for at least 1 hour with no interruptions.
2. The proctor must remain in the room the entire time with the candidate.

Proctor Information

PROCTOR NAME: _____ TITLE: _____

EMAIL: _____

YEARS OF EXP _____ CERTIFIED BY _____ CERTIFICATION # _____

TESTING FACILITY ADDRESS _____

EXAM DATE _____ PROCTOR TELEPHONE NUMBER _____

PROCTOR'S SUPERVISOR _____ TELEPHONE _____

I understand my responsibilities as a proctor. I also understand that if it is discovered that I provided false information that AAPT Advisory Board will contact the agency that you're certified with to report your action.

Proctor's Signature _____ Date _____