



UVM Medical Center

Phlebotomy Apprenticeship Program

INVEST IN YOURSELF

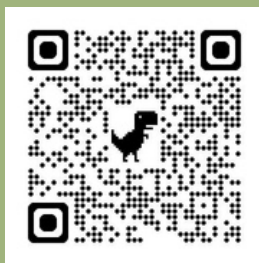
Our apprenticeship program is a paid opportunity to become a phlebotomist with no experience required.

APPLY NOW

www.jobforward.org/phlebotomy

REGISTRATION DEADLINE

Tuesday, June 30th, 2026



- Guaranteed, paid employment on day one of training
- Direct patient care
- Team environment
- Full benefits
- Dedicated support during the 5-week program
- Paid Certified Phlebotomy Technician Exam

Questions?

Call: 802-497-6968

Email: lida.hope@jobforward.org



University of Vermont Health (“UVMH”) will not discriminate against apprenticeship applicants or apprentices based upon their age (40 and older), ancestry, color, disability, gender identity, marital status, national origin, place of birth, race, religion, genetic information, sex, and sexual orientation. UVMH will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by Title 29 of the Code of Federal Regulations, part 30; Title 21 Vermont Statutes Annotated, Labor, Ch. 13, Apprenticeship, and the Vermont State EEO Plan.

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Welcome Potential Applicant!

Are you searching for meaningful work, but lack the time, money for education, or experience to progress in a career? If so, we invite you to learn more about an exciting opportunity called the *UVM Medical Center Phlebotomy Apprenticeship Program*; a collaborative effort involving the *US Department of Labor, Vermont Department of Labor, JobForward, and UVM Medical Center.*

We are now accepting applications! No experience is required. Selected applicants will be immediately employed and participate in our 5-week training program. There are up to eight (8) full-time positions being offered this session.

This program is a highly successful model that provides:

- *Career training, mentoring, and guaranteed employment opportunity with UVM Medical Center*
- *Superior quality education and professional development*
- *Student-centered learning in small cohorts of up to 8 participants*
- *Accelerated “boot camp” style format, just 5 weeks of training*

Application and Selection Process

1. *All interested applicants must apply online and follow instructions to submit their resumes by **Tuesday, June 30th.***
2. *Candidates must also attend an Information Session on **Wednesday, July 1st.** The Information Session will provide you with detailed information about participation in the program. Attendance at this one-and-a-half-hour event is mandatory for those interested in participating.*
3. *All candidates who are interested in moving forward with the selection process will be invited to take several online basic aptitude assessments. These assessments will take approximately 1 hour, and the link will be sent out following confirmation of attendance at the Information Session. The assessments must be completed by **Sunday, July 5th, at noon.***
4. *Based on the completed application, resume, attendance at the Information Session, and completed aptitude assessments, a group of applicants will be invited back for the first round of interviews with JobForward on **Tuesday, July 7th, and Wednesday, July 8th.** The first-round interviews last approximately 40 minutes.*
5. *Based on the results of first-round interviews, application, resume, and aptitude assessment scores, a select number of applicants will be invited back for a second (final) round of interviews with the sponsoring employer, UVM Medical Center, on **Tuesday, July 21st, and Wednesday, July 22nd.***
6. *Selected employees will begin the training and the apprenticeship on **Monday, August 17th.***

Final selections are based on a candidate's overall desire and potential for success in the program. Selected candidates will be notified by **Thursday, July 23rd, 2026.** The first day of training and employment will be **Monday, August 17th, 2026.**

If you are interested in pursuing this opportunity, you must fill out an online application at www.jobforward.org/phlebotomy to receive instructions on attending the mandatory Information Session. **Remember, the deadline for applying is Tuesday, June 30th, 2026.** Thank you for considering the *UVM Medical Center Phlebotomy Apprenticeship Program.* We are pleased to provide Vermont residents with the opportunity to obtain exciting careers in healthcare, and we wish you the very best of luck in the selection process.

Lida Hope

Lida Hope
Project Leader & Mentor
JobForward



Important Dates and Reminders

University of Vermont Medical Center

PLEASE READ CAREFULLY IMPORTANT DATES

Event	Date(s)	Time	Details
Information Session In-person Red Clover 40 IDX Drive Building 200	Wednesday, July 1 st	6:00pm-7:30pm	Meet employer and previous participants. Ask questions. In-person at Red Clover conference room at 40 IDX Drive, Building 200, South Burlington.
Aptitude Assessment Online Assessment	Must be completed by Sunday, July 5 th	12:00 Noon deadline	See Aptitude Assessment Overview for details. A link will be emailed to all applicants who attend the Information Session.
First-Round Interview 40 IDX Drive South Burlington	Tuesday, July 7 th or Wednesday, July 8 th	Times available: 8:00am - 5:00pm	If selected, candidates will receive an email on Monday afternoon with a Bookings link to schedule an interview; these must be scheduled by 7:00PM on Monday, July 6 th .
Second-Round Interview 40 IDX Drive South Burlington	Tuesday, July 21 st or Wednesday, July 22 nd .	Times available: 8:00am - 5:00pm	If selected, candidates will receive an email on Thursday with a Bookings link to schedule an interview; these must be scheduled by 7:00PM on Monday, July 20 th . One-hour interview with employer Managers and Human Resources.
Final Candidate Notification Phone Call	Thursday, July 23 rd	During business hours	Only selected candidates will receive a call. Alternates may be selected and called. Be by your phone.
Phlebotomy Apprenticeship Program In-Class Instruction	Monday, August 17 th through Friday, September 18 th	SHARP 7:30am - 4:00pm	In-class instruction days: 7:30am - 4:00pm.

You will also be required to participate in health and background screenings at UVMHC before the start of employment and training.

Important Dates and Reminders

University of Vermont Medical Center

IMPORTANT REMINDERS

- ❑ **Complete online Aptitude Assessments:**
 - Following confirmation of attendance at the mandatory Information Session, you will receive a link to complete the mandatory online Aptitude Assessments. These will take approximately one hour to complete and must be completed by Sunday, July 5th at 12:00 Noon.

- ❑ **You must be available to receive telephone calls:**
 - You should make yourself available via telephone at the times listed on the previous page.
 - If you are unable to be at your phone, you must provide an alternate number of an individual who can speak on your behalf.
 - Missed calls may disqualify you from participating in the selection process.

- ❑ **Interview Preparation:**
 - You should read carefully all materials in the information packet as you will be asked questions regarding the information provided.
 - You should visit the employer's website to review information about the company.
 - You should carefully review the employer's benefits sheet.

- ❑ **First- and Second-Round Interviews will last approximately one hour**
 - You should ask any and all questions prior to the end of your interviews.

- ❑ **Selected Candidates must decide when contacted:**
 - If selected to participate, you must **be prepared to make your decision about participation immediately upon notification of selection.**
 - Alternates will be contacted shortly thereafter, if appropriate.

Work Hours

University of Vermont Medical Center

UVM Medical Center's Phlebotomy department provides services in many locations throughout the community. The following information provides the names and locations of our Inpatient and Outpatient Facilities and their hours of operation.

UVMCC Phlebotomists are trained at all locations.

The day shift role requires availability to rotate between the hours of 0500 to 1700 to provide adequate coverage for hours of operation at all locations.

All shifts/positions have a holiday and weekend rotation.

<p>Medical Center Campus – Inpatient (IP) Phlebotomy Room Baird 220 111 Colchester Ave., Burlington VT <u>Hours of Operations:</u> 24 hours/day <u>Shifts:</u> Day: 0500 to 1330 Eve: 1330 to 2200 Night: 2200 to 0830</p>	<p>Medical Center Campus – Outpatient (ACC) Main Pavilion, Level 2 111 Colchester Ave., Burlington VT <u>Hours of Operation</u> Monday – Friday: 0830 to 1700 Saturday & Sunday: 0700 to 1530</p>
<p>Fanny Allen Campus - Inpatient & Outpatient Medical Office Building (MOB) 792 College Parkway, Colchester VT <u>Hours of Operation</u> Monday – Friday: 0700 to 1530</p>	<p>University Health Center (UHC) - Outpatient 1 Prospect Street, Burlington VT <u>Hours of Operation</u> Monday – Friday: 0800 to 1630</p>
<p>Nursing Homes University of Vermont Medical Center Phlebotomy Department also performs duties at various Long Term Care Facilities around the community. <u>Schedule may vary:</u> Hours: 0600 to 1200</p>	

Criminal Background Check and Health Screening

(This policy is subject to change)

All offers of employment with UVM Medical Center are contingent upon completion of a background check and health screen with results that comply with the parameters of this policy.

Prior to employment, UVM Medical Center conducts a background screen for each employee selected for the program.

If selected to participate in this program, you will be asked to consent to a pre-enrollment criminal background check and pass a pre-enrollment health screening. Health screenings must occur at locations authorized by UVM Medical Center.

Criminal Background Check will Include:

1. Validation of social security and associated validating information including but not limited to date of birth, former names used, and current and former addresses.
2. Multi-County Criminal checks will be run on counties that applicants have listed on the release form. This includes counties of residence for a period of up to seven years.
3. Federal Criminal History checks district court records for crimes committed in violation of federal law.

Job Overview

University of Vermont Medical Center

JOB CODE: C116

POSITION DESCRIPTION

The Phlebotomist identifies patients and collects high-quality blood and approved non-blood specimens from individuals aged five and older across inpatient and outpatient settings, using appropriate techniques to ensure safety, comfort, and accurate results. They serve as a frontline liaison between the laboratory, patients, and clinical staff; manage clerical and electronic record tasks in systems such as Epic and Beaker; and follow all UVMHC policies, compliance standards, and safety procedures. Responsibilities include performing venipuncture and capillary draws, preparing patients, handling specimen processing and transport, maintaining equipment and inventory, responding to medical emergencies, and supporting departmental workflow. The role requires strong communication, professionalism under pressure, flexibility, and ongoing competency and education to support high-quality patient care. This role requires regular lifting and carrying of 25–34 pounds, as well as pushing and pulling loads exceeding 74 pounds. The position is physically active, involving prolonged periods on your feet and routine walking—often 10,000 steps or more per day. Steady, precise use of the hands is essential to perform daily tasks effectively.

Benefits Summary

University of Vermont Medical Center

Benefits Summary

At University of Vermont Medical Center, we support our employees as passionately as we care for our patients. We offer a comprehensive, total compensation package that includes salary, health and wellness benefits, paid time off, and more.

A key employee benefit is UVM Medical Center's health care plans. These are designed to be affordable and flexible, allowing employees to choose the coverage that works best for their personal or family situation and making it easy to change their coverage as they move through different phases of their lives. And UVM Medical Center pays a significant portion of the cost.

Benefits

Health Care

Health Care Benefits

UVM Medical Center's medical, vision and dental plans are available to eligible employees, spouses or civil union partners and dependent children. Our medical plans, which include prescription drug coverage, offer the option of choosing between plans that cover both in- and out-of-network providers.

Voluntary Vision Benefits

You can purchase additional coverage to help pay for the cost of eyeglasses and contact lenses, above the basic coverage offered in our medical plan.

Flexible Spending Accounts

You can set aside a portion of your earnings before taxes to pay certain health care and childcare expenses. This can save you significant money.

Retirement Benefits

All UVM Medical Center employees can participate in the 403(b) Retirement Plan immediately. Part-time and full-time employees are eligible for employer contributions after six months of service. Employer contributions are subject to a three-year vesting period. You can change your contribution amount at any time.

Benefits Summary

University of Vermont Medical Center

Insurance Benefits

UVM Medical Center helps you protect yourself and your family through life insurance and short-term and long-term disability insurance. Basic coverage is fully funded by UVM Medical Center, and you can add additional coverage as desired.

Combined Time Off

UVM Medical Center offers a CTO program that groups all vacation time, holidays, sick time and personal days into one account to give you great flexibility and control in managing your paid time off. You begin to accumulate time off from the start of your employment or immediately upon becoming eligible. It is earned on each hour you work, up to 80 hours in a pay period. CTO is one of your most valuable benefits.

Employee Discounts

Many area companies and merchants offer discounts to our employees on products and services including cell phone contracts, automotive repair, electronics, entertainment, meals and lodging, gym memberships, and many more.

Employee and Family Assistance Program

UVM Medical Center EFAP provides mental and physical health support services for you and the members of your household at no cost. We are here to help – our professional counseling staff can help you resolve a problem early before it interferes with your home or work life. EFAP services are offered at no cost and are always confidential. Services include help with accessing internal benefits and resources, counseling, treatment referrals, and health coaching.

Tuition Assistance and Certification Reimbursement

After 6 months of service working full-time at UVM Medical Center, you become eligible to use an annual program. UVM Medical Center provides many opportunities for all staff to enhance their skills through educational programs. In addition to free professional development courses, UVM Medical Center supports ongoing education with accredited institutions of higher learning through unique tuition discounts, program-specific scholarships and tuition reimbursement programs. Eligible employees can combine the tuition discounts, UVM Medical Center scholarships, any state or federal aid, and still take advantage of the tuition reimbursement benefit.

Benefits Summary

University of Vermont Medical Center

Transportation Discounts and Commuter Programs

UVM Medical Center employees are eligible for several discounts on public transportation, including buses and ferries. Employees can also enroll in a variety of alternative commuter programs through CATMA (Chittenden Area Transportation Management Association), which includes \$15 gift cards for biking or walking to/from work, confidential carpool matching services and emergency rides home.

Employee Referral Program

University of Vermont Health's Employee Referral Program offers bonuses for successful new hires! Recommend stand-out candidates to us: friends, family members, colleagues, acquaintances, anyone you think would make an outstanding addition to the UVM Health team. Certain conditions apply.

On-site Banking

EastRise Credit Union has an on-site presence at UVM Medical Center, providing banking services such as ATMs, checking accounts, low-cost, convenient auto, and home loans, and more.

On-site Pharmacies

Employees can use the hospital pharmacies to fill their prescriptions. Generic drugs are available at no cost.

On-site Food Service

Our employee food outlets offer reasonably priced meal options that include fresh and organic local fare. You'll find locally raised ground beef, many vegetarian choices and organic fair-trade coffee.

Apprenticeship Overview

University of Vermont Medical Center

Apprenticeship Overview

Phlebotomists work directly with peers, laboratory coworkers, nurses, physicians, outside clients, patients and other UVM Medical Center staff.

The Phlebotomist must be CPR and First Aid certified. The Phlebotomist obtains blood specimens using venipuncture and capillary collection from patients of all ages from newborn to child, adolescent, adult and geriatric; and is capable of working in multiple healthcare settings such as inpatient sites, outpatient sites, and nursing homes. The Phlebotomist chooses the proper tools and techniques for each age group and situation in order to obtain optimum specimens while minimizing discomfort and hazards for the patient; as well as organizes work to efficiently obtain specimens at optimum times.

The Phlebotomist uses judgment and acts independently while following established guidelines to complete the daily workload. Unusual situations are brought to the attention of the Lead Phlebotomist, Phlebotomist/Test Specialist, or Supervisor. The Phlebotomist position operates under OSHA Exposure Category I standards: performing tasks involving exposure to blood, body fluids, or tissues.

NOTE: The following work process competencies are intended as a guide during the one-year apprenticeship and are subject to change. It is not to be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience.

	PHLEBOTOMIST WORK COMPETENCIES
A.	CLERICAL FUNCTIONS - Utilize employer computer systems to activate, collect, and receive specimens; print requisitions; input orders (including anonymous orders); print label; research undefined tests; assess appropriateness of multiple tests (avoid duplicate billing).
B.	LABORATORY PREPARATION AND MAINTENANCE - Prepare phlebotomy workstations with appropriate supplies for collecting and labeling blood and fluid specimens; record temperatures on refrigerators and water baths.
C.	TECHNICAL FUNCTIONS - Select appropriate collection site; use aseptic technique when collecting blood; collect appropriate volume; label specimens accurately; assess patient during and after procedure, release when appropriate.
D.	PATIENT CARE SERVICES - Identify patients according to lab policy; explain procedures to patients appropriately; demonstrate integrity and compassion when interacting with patients and caregivers; demonstrate ability to set priorities and be able to manage multiple tasks.
E.	PROFESSIONAL/DEPARTMENT GROWTH - Maintain/fulfill certifications and associated continuing education criteria, including ASCP Board of Certification (BOC) Phlebotomy Certification, First Aid and Cardiopulmonary Resuscitation (CPR) certification; attend staff meetings; demonstrate willingness to learn; accept accountability for actions; keep current on changes in lab tests, policies, procedures; complete special assignments without reservation.

Apprenticeship Overview

University of Vermont Medical Center

F.	LABORATORY PROCEDURES/POLICIES - Follow all written procedures; use personal protection; follow universal policy when handling specimens; maintain ongoing awareness of patient rights; use written resources and supervisors to solve problems; follow UVMMC compliance standards; understand that weekend and holiday shift work is required.
G.	COMMUNICATION - Demonstrate professional demeanor; pleasantly answer phones, record, communicate messages; remain calm under pressure; work cooperatively with others; foster two-way communication with co-workers and supervisors; demonstrate appropriate self-confidence and initiative; contribute positively to make work area run more efficiently.

Apprenticeship Overview

University of Vermont Medical Center

Behavioral Competencies Apprenticeship Standards

This form will be filled out periodically with concerns being communicated immediately.

Ratings are:

(3) Consistently achieves targets;

(2) Meets some targets;

(1) Not meeting targets;

(N/A) Not Applicable

Apprentices need to receive at least a "3" ranking in each category by their final review in order to successfully complete the apprenticeship.

PHLEBOTOMIST BEHAVIORAL COMPETENCIES		N/A	3	2	1
1	Participation in team discussions/meetings				
2	Focus in team discussions/meetings				
3	Focus during independent work				
4	Openness to new ideas and change				
5	Ability to deal with ambiguity by exploring, asking questions, etc.				
6	Knows when to ask for help				
7	Able to demonstrate effective group presentation skills				
8	Able to demonstrate effective one-on-one communication skills				

Apprenticeship Overview

University of Vermont Medical Center

9	Maintains an acceptable attendance record				
10	Reports to work on time				
11	Completes assigned tasks on time				
12	Uses appropriate language				
13	Demonstrates respect for patients, co-workers and supervisors				
14	Demonstrates trust, honesty and integrity				
15	Requests and performs work assignments without prompting				
16	Appropriately cares for personal dress, grooming and hygiene				
17	Maintains a positive attitude				
18	Cooperates with and assists co-workers				
19	Follows instructions/directions				
20	Able to work under supervision				
21	Able to accept constructive feedback and criticism				
22	Able to follow safety and other rules				
23	Able to take care of equipment and workplace				
24	Able to keep work area neat and clean				
25	Able to meet employer's work standards				
26	Able to not let personal life interfere with work other than state or federally mandated exceptions				
27	Adheres to work policies/rules/regulations				

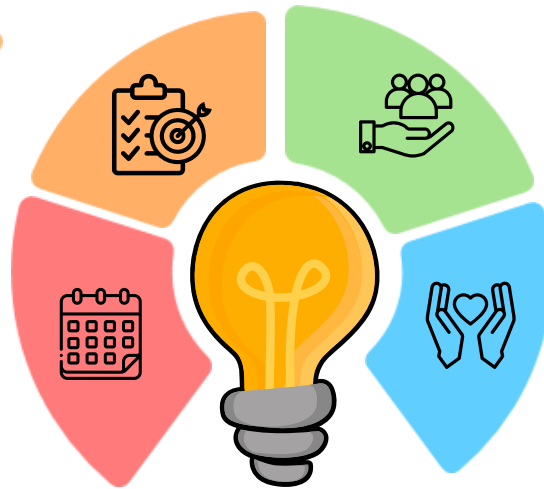
Tips For Success

Plan Ahead

- Time commitment
- Technology
- Workspace
- Childcare
- Transportation
- Employer requests - vaccinations

Create an Action Plan

- Appointments
- New routines & habits



Support

- Family
- Friends
- Your project leader & instructor

Take Care of Yourself

- Rest
- Food
- Medical

We are often asked how best to prepare for the weeks of education and have compiled a list of **Tips For Success** below.

Plan Ahead



- **Time Commitment** – When evaluating this training program, consider the significant time commitment. Classes run Monday through Friday, from 7:30 am to 4:00 pm. This rapid-paced program could potentially impact time with loved ones.



- **Childcare Plan** – Due to the class schedule, you may not be available to drop off or pick up your child from school, or watch them during the day. Plan childcare well ahead of the first class day to ensure their care.



- **Transportation Plan** – Attendance is a crucial factor in ensuring your success in the program. Have a plan for backup transportation in the event that your primary transportation is not available. We recommend identifying a friend, family member, or classmate who lives on your route and would be willing to drive you when needed.

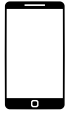


- **Vaccinations** – Your employer may mandate COVID-19 vaccination and other vaccines. Ensure full vaccination before your first day of class to avoid rescinded offers or delayed start dates, putting you behind your peers.

Create an Action Plan



- **Avoid scheduling appointments during class time** – Even a single excused absence in this fast-paced class can hinder your progress. If you need to attend to a responsibility, promptly inform your instructor. Attendance during the initial 90 days of employment is crucial.



- **Develop professional cell phone habits** – Cell phone use will be highly restricted throughout the five-week class and subsequent apprenticeship and job. Personal use can distract from class and work, and may breach confidentiality. Start limiting your daytime phone use now, as breaking this habit can be challenging.



- **Adapt to a work-friendly smoking schedule** – Smoking breaks will be limited. There may be 4 to 5 hour stretches between smoking breaks. Smokers are encouraged to adjust to this schedule early. Transitioning your smoking routine may be stressful, so seek strategies for a smoother change. If you want to quit, let us know—we're here to support healthy choice.



- **Prescription refills** – Check your regular medications and ensure you have enough refills for the program and early apprenticeship months. If running low, contact your healthcare provider for more ahead of time. Schedule any refill authorizations before classes start.

Support



- **Create a strong support system** – During these nine (9) weeks, most of your time will be committed to class time, leaving less time for other duties such as childcare, housework, meal preparation and errands. We encourage you to talk to your family and friends about your new investment and seek help in fulfilling your outside responsibilities wherever possible.



- **Use your resources** – You will be armed with contact information for individuals managing your class program including your mentor and instructor. You have been selected for this class because you have made an investment in YOU! These individuals are committed to ensuring your success; take advantage of our supporting staff for any academic or personal struggles.

Take Care of Yourself



- **Plan balanced meals for yourself** – Just as your body burns calories when exercised, your mind will be challenged during these 9 weeks, requiring plenty of energy. Prioritize balanced, nutritious meals and hydration to ensure you are adequately fueling yourself for success.



- **Make time for sleep** – Balancing sleep can be tough for students, but it's crucial for processing information and performing well in class. Inadequate amounts of sleep can easily lead to struggles in the classroom.

Frequently Asked Questions & Answers

University of Vermont Medical Center

FAQ&A General

1. Who supports the Apprenticeship Program?

This session is supported by the *US Department of Labor, Vermont Department of Labor, JobForward*, and our sponsoring employer, *UVM Medical Center*. *UVM Medical Center* is also supporting part of the costs for the students and is providing in-kind contributions and apprenticeship opportunities to applicants who may otherwise not have the opportunity to enter the healthcare field.

2. How long is the Apprenticeship Program and when will classes begin?

The core education is five (5) weeks long. Classes, employment, and the apprenticeship will begin on Monday, August 17th. The final day of the class is Friday, September 18th. Apprentices who successfully complete the education program will begin their On-the-Job learning on Monday, September 21st. The phlebotomy apprenticeship is approximately one year from the start of training.

3. Will I receive a certificate if I graduate from the Apprenticeship Program?

Yes. After successful graduation, graduates will receive a certificate of completion jointly from *JobForward* and *UVM Medical Center*. Upon completion of the one-year apprenticeship, apprentices will receive a Certificate of Apprenticeship Completion from the *US Department of Labor*.

4. What is the cost of the Apprenticeship Program?

There are no direct costs associated with participating in this program.

5. Are there any other costs to the program?

Students will be provided with all the necessary educational materials including textbooks and computers. All these materials remain the property of *JobForward, UVM Medical Center*, and the program.

6. Are participants hired at the start of the program?

Yes, all selected participants will be offered full-time employment at the start of the training program.

7. Will I need to demonstrate my ability to perform venipuncture on live subjects/patients?

Yes, students will be required to demonstrate their knowledge of collection techniques in a live setting. Class instruction will include venipuncture as part of the curriculum. Ample simulation practice and practical experience is provided and is required per clinic as part of the program.

8. When will I begin On-the-Job Training at UVM Medical Center?

Students who successfully complete the education program will begin On-the-Job training with *UVM Medical Center* on Monday, September 21st.

Frequently Asked Questions & Answers

University of Vermont Medical Center

9. What if I am unable to enroll in the Apprenticeship Program at this time? Will there be other opportunities?

We may hold additional healthcare-related Apprenticeship Programs for *UVM Medical Center* in the future. Please visit our website at www.jobforward.org for more details. There is a possibility that other healthcare and technology apprenticeships will be offered through *JobForward*, but no guarantees.

FAQ&A Selections

1. Do I need prior healthcare experience or education to apply?

Candidates do not need any prior healthcare experience or education to apply to the program. However, candidates must have a minimum of a High School Diploma or GED.

2. What are the steps in the selection process?

The first step in the selection process is to complete the online application and submit your resume. The second step is to attend the mandatory Information Session and then complete the series of online aptitude assessments. Based on the received applications, resumes, and the results of aptitude assessments, a select group of participants will be invited to return for a series of interviews. From the pool of interviewed applicants, students will be chosen by *UVM Medical Center*. The final selection will be based on a person's overall desire and potential to succeed, as well as organizational fit.

FAQ&A Employment

1. Are there any other certifications required by *UVM Medical Center*?

UVM Medical Center will require CPR/First Aid certification. Certification will be provided as part of the 5-week program.

2. Is there a background check required for employment?

Yes, background checks are commonly required in the healthcare industry. Prior to employment, *UVM Medical Center* conducts a background screen for each student selected for the program.

3. Do I need to be vaccinated?

Covid-19 Vaccine is strongly recommended for ALL healthcare workers. Documentation of vaccine or declination is required.

4. Where will I be working?

Phlebotomists will work in various *UVM Medical Center* facilities and laboratories within Chittenden County.

Frequently Asked Questions & Answers

University of Vermont Medical Center

5. What days/hours will I be working?

UVM Medical Center provides patient care 24/7. Phlebotomists working in outpatient laboratories may start as early as 5am and end as late as 5:45pm, depending on the shift assigned. Inpatient phlebotomists may work a variety of shifts.

6. Do I need to submit references?

Yes. If you are selected to participate in this opportunity, *UVM Medical Center* will send an email from Skills Survey with a link to submit the names and contact information of five (5) references.

7. Who can I list as a reference?

Two (2) must be past managers or supervisors (these can include mentor, coach, guidance counselor, teacher, principal, or priest); the remaining three (3) can be business or personal. References cannot be family members.

8. How much will I be able to earn as an employee with *UVM Medical Center*?

In this session, positions will start at an hourly wage of \$21.84 (plus shift differential, where applicable). Wage increases happen annually at the start of *UVM Medical Center's* new fiscal year. The positions will include a comprehensive benefits package.

9. Are benefits offered with the apprenticeship position?

Yes. Apprentices become employees of *UVM Medical Center* on the first day of the training. In accordance with the employer's policies, employees will have the opportunity to contribute to a comprehensive benefits package which can include health and dental coverage. Please refer to *UVM Medical Center* benefits sheet for a complete listing of benefits.

10. Are there opportunities for advancement once I become employed by *UVM Medical Center*?

Yes. You will be evaluated as part of the employer's standard performance review cycle and considered for other positions as deemed needed by the organization.

FAQ&A Classroom

1. What will the education involve during the *Apprenticeship Program*?

This session is designed to prepare successful graduates for positions as Phlebotomists. There will be classes offered during the program that will cover topics such as Medical Laboratory Testing, Phlebotomy Essentials, and preparation for the ASCP (BOC) Certification exam. A variety of learning formats will be featured both in the classroom and online.

Frequently Asked Questions & Answers

University of Vermont Medical Center

2. Where will the classes be held?

This session will be in-classroom instruction which requires attendance Monday through Friday, 7:30am to 4:00pm. The *JobForward* classroom for in-class instruction will be located at one of *UVM Medical Center's* facilities.

3. Who will deliver the education?

JobForward and *UVM Medical Center* will provide the instructors for all of the classes involved in the five-week program.

4. What is the class schedule for *UVM Medical Center's* Apprenticeship Program?

Class is held for five (5) weeks, Monday through Friday, 7:30am to 4:00pm on in-person classroom days and 7:30am to 4:00pm on remote classroom days if necessary. Attendance is required. Classes will begin on Monday, August 17th, and the last day of training in the classroom is Friday, September 18th.

5. What if I am having trouble in class?

If a student's performance in the class is below expectations academically, technically, and/or behaviorally, the faculty will provide additional support as requested and necessary, provided appropriate levels of effort are demonstrated by the student. If accommodations are required, the student should notify program staff as soon as possible.

6. Will my course work and school records be shared with my sponsoring employer?

Under certain circumstances, all of your schoolwork and school records (including course work, projects, attendance records, and written and oral conversations) may be shared with *UVM Medical Center* in the event that *JobForward* deems it necessary.

FAQ&A Certification

1. When will I take the Certification exam?

The students will take the ASCP (BOC) Phlebotomy Technician certification exam during the first three months of employment.

2. What happens if I do not pass the Certification exam on my first attempt?

Apprentices must pass the Certification exam within 6 months of employment. Apprentices who do not pass the certification exam on their first attempt will be required to notify the instructor of the program in order to develop an action plan.

3. Are accommodations available for the Certification exam?

Yes. Accommodations are coordinated directly between the student, their healthcare professional, and ASCP (BOC). Due to the time to have accommodations approved, the accommodation application process should be in place several weeks in advance of the first exam date.

WIOA List of Required Documents

University of Vermont Medical Center

Required Documents

If you are **selected** to participate in UVMMC's Phlebotomy Apprenticeship Program, you will need to have the following items ready **prior to** the date of enrollment for a one-on-one meeting with DOL staff to occur between selections and the first day of class.

Vermont Department of Labor

- Valid photo ID (License or Passport)
- Birth Certificate/Passport **or** Naturalization paperwork (if **not** US Citizen)
- Physical Social Security Card - If you do not have a copy, please contact the Social Security Administration Office to request a copy:
<https://www.ssa.gov/myaccount/replacement-card.html> or visit one of their locations in Burlington (Lakeside Avenue), Montpelier or Rutland.
- Males ONLY... Proof of registering for Selective Service (also visit www.sss.gov)
- Last Pay Stub for any jobs held in previous 6 months
 - If you were self-employed: copy of last year's tax returns and/or copy of the general ledger account for the last 6 months
 - If married: Spouse's Last Pay Stub for any jobs held in previous 6 months
- If laid off within last year: Letter of layoff from previous employer
- Proof of Financial Eligibility:
 - Proof of being current TANF/Reach Up recipient (copy of current authorization document)
 - Proof of being current SNAP / Food Stamps recipient (copy of authorization document)
 - Copy of SSI or SSDI award if you receive Social Security benefits
- Veterans:
 - Provide a copy of DD-214 (Certificate of Release or Discharge from Active Duty)

We strongly recommend locating these documents **now** so they are ready when needed.