

**Every** attempt is made to place a student at an externship site as close to the student's home as possible however externships are often limited by the number of students living within a specific geographic region and by the number of clinical sites available. Students may be required to travel several hours to clinical sites located in Ventura County, Los Angeles County, Santa Barbara County, Kern County, San Luis Obispo County, Fresno County or Tulare County.

**After completion of classroom training the student has 4 options for their externship:** PLEASE DO NOT CONTACT THE EXTERNSHIP DEPT. CTI has 120 days to place the student in an externship site. You will be contacted by CTI's externship dept. when your externship is available and you will have ample time to prepare for your externship. (Several sites will take only one student at a time. Each externship could take up to 2 to 3 weeks to complete—depending on the amount of blood draws conducted at that location):

1. **Local externship**
2. **Long distance externship**
3. **Student chooses their own facility**
4. **Proof of on the Job Experience can waive your externship requirement.** (If you have a minimum of 1040 hours (6 months) of on the job experience in phlebotomy in the last 5 years. You can request the "Letter of Phlebotomy Experience for California Certification". This letter can only be signed by a MD, DO, or CLB)

**CTI makes every attempt to place students on an externship within 120 days of their (FED) Final Exam Date.**

▪ If CTI does not have an externship available within the 120 day period, the student will be required to attend a one day lab evaluation. If the student does not pass the one day lab evaluation, they will be required to attend a one week brush-up. The lab evaluation and the brush-up are at no cost to the student. CTI will contact the student to set up the one day lab evaluation and brush-up.

▪ If a student goes over the 120 day period and CTI has offered them an externship, the student will be required to attend a one day lab evaluation at no cost, however, if the student does not pass the one day lab evaluation, they will be required to attend a brush-up at a cost of \$200.00 per number of weeks recommended by the instructor. (This fee will be assessed because the externship was made available to the student within 120 day period and the student was unable to begin the externship.)

▪ If the student goes over the 120 day period, and they were not available when CTI offered them an externship, it is the student's responsibility to contact CTI to set up the one day lab evaluation and brush-up.