



South Dakota Board of
Technical Education

April 22, 2024

Lake Area Technical College
1201 Arrow Ave. NE
Watertown, SD 57201

**RE: South Dakota Board of Technical Education Approval of:
Non-Substantive Program Application
Long-Term Certificate in Phlebotomy**

To whom it may concern:

After review, the executive director has approved above application.

Per Board Policy 303.3, the receipt of this letter completes the SDBOTE's approval process, and the technical college may proceed with program implementation.

The SDBOTE's approval is valid for three years upon the date of this letter. If a technical college does not implement an approved program within three years, approval is terminated.

A technical college must update the program's profile in the SDBOTE's Academic Program Database by June 30 prior to the year in which students are first enrolled or at least 30 days prior to enrolling students, whichever is first.

Sincerely,

Scott DesLauriers
Deputy Director
South Dakota Board of Technical Education
800 Governors Drive
Pierre, SD 57006
Scott.DesLauriers@state.sd.us
(605) 295-7033

PROGRAM DESCRIPTION

Institution	Lake Area Technical College
Program Identifier Code (If applicable)	
Program Title	Phlebotomy
Program Award Level:	<input type="checkbox"/> Short-Term Certificate <input checked="" type="checkbox"/> Long-Term Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Associate of Applied Science <input type="checkbox"/> Associate of Applied Science Option
CIP Code (6 Digit)	51.1009
Projected Implementation Date	8/26/2024
Approved Parent Program Title (If applicable)	Medical Lab Technician
Approved Parent Program Identifier Code (If applicable)	51.1004 (Medical Laboratory Technician)
Location	<input checked="" type="checkbox"/> Main Campus <input checked="" type="checkbox"/> Other: Blended

SUMMARY

Type of Non-Substantive Change	<input checked="" type="checkbox"/> Program created using subset of existing courses (B.1.1) <input type="checkbox"/> Creation of associate of applied science option (B.1.2) <input type="checkbox"/> Consolidation of existing programs (B.1.3) <input type="checkbox"/> Program award level change (B.1.4) <input type="checkbox"/> Other:
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Describe the change the institution is seeking approval of.

Lake Area Technical College (LATC) is seeking approval to offer a Certificate option in Phlebotomy within the existing Medical Laboratory Technician AAS program to meet the growing need for Phlebotomists in the region. The proposed certificate utilizes coursework in both Medical Lab Tech and Medical Assistant programs at Lake Area Technical College (LATC), creating pathways for students to quickly enter the healthcare industry and build their career path in a meaningful way.

CRITERION 2: DEMAND

The program leads to meaningful employment, adequate student enrollment, and/or fulfills needs not being met by existing education and training providers.

- 2.1. The program leads to high-wage occupations that have an average/mean wage greater than the median wage across all occupations.
- 2.2. The program leads to high-demand occupations that have project annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota and its regions.
- 2.3. The program's student enrollment is adequate to justify program existence.
- 2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

2.1. Describe the wage projections for occupations associated with the proposed program by completing Appendix 2.A.

2.2. Describe the demand projections for occupations associated with the proposed program.

A. Complete Appendix 2.A.

B. If an emerging field for the state of South Dakota, describe the field. Letter(s) of support, detailing demand, should be attached as appendices.

This is not an emerging field.

2.3. Describe projected student enrollment for the proposed program by completing Appendix 2.B.

2.4. Describe how the proposed program fulfills a demand not being met by existing education and training providers in the region and/or state.

A. Identify closely related program(s) that currently exist at other public higher education institutions in the system or state. If none, write "None."

Southeast Technical College offers a 10-credit certificate in Phlebotomy Technician with a four-year average of 13 students enrolled. <https://www.southeasttech.edu/programs/healthcare/phlebotomy-technician-certificate.php>. In 2022, there were 15 graduates, all who entered the entered the workforce. Their average starting wage was \$18.58 per hour.

Western Dakota Technical College offers a 30-credit Phlebotomy/Laboratory Assistant Diploma as well as an 18-credit Phlebotomy Certificate with a combined four-year average of 8 students enrolled. In 2022, there were 14 graduates; 9 continued their education and 5 were employed. Average graduate starting wages were \$19.38 per hour.

South Dakota State University offers a 9-credit Phlebotomy Certificate.

B. If applicable: Describe the ways in which the demand is not currently being met by the aforementioned program(s) and provide justification as to why the program should be approved by addressing the following conditions that warrant duplication ([BP 303.2](#)). Select all that apply.

- Unmet Demand (C.5.1.1)
 Industry Partnership (C.5.1.2)

- Increases Student Access (C.5.1.3)
 Other:

I. For each condition selected above, provide a brief justification.

There is an unmet need for Phlebotomists in South Dakota currently, and that need is expected to increase by 2030. While the Phlebotomist profession is projected to grow both in South Dakota and in the US by the end of the decade, the demand is especially pronounced in the 23-county region that LATC serves in South Dakota. Nationally, projections for growth are between 8-14%. Broadly in South Dakota, Phlebotomists are projected to see a 23% increase by 2030. When only considering the 23-county geographic region where most LATC industry partners are located and graduates go to work, the profession is projected to grow by 61 individuals – 32% - in the next six years. Offering this Certificate option will help address this workforce need quickly since the certificate will take only 9 months to complete. If students enroll with dual credits or applicable previous credit, it's possible to complete the certificate in a semester while enrolled part-time.

CRITERION 3: DESIGN

The program's learning assessment strategy, program of study, and delivery methods are designed to provide students with the necessary competencies, as demonstrated through program learning outcomes.

- 3.1. The program is aligned to competencies, as demonstrated through program learning outcomes, that are developed with and continually validated by relevant stakeholders.
- 3.2. The program has a learning assessment strategy to validate student mastery of the program learning outcomes.
- 3.3. The program has an integrated program of study designed to develop and reinforce the program learning outcomes.
- 3.4. The program, when appropriate, includes a work-based learning component that develops and reinforces the program learning outcomes.
- 3.5. The program, when appropriate, offers flexible delivery methods to increase student access.

3.0. Describe the proposed program's alignment with the program award level requirements established in [BP 301.1](#).

A. Does the program align with the requirements?

- Yes
 No (Requesting Exemption)

B. If no: Provide a detailed rationale for program exemption. Specify which requirement(s) in BP 301.1 are not met; cite specific policy sections (e.g., B.3.4), when appropriate. If external organizations are involved (accreditation, regulatory, licensure, etc.), reference the organization name(s), specific requirements (including citations), and a justification for why the exemption should be approved.

3.1. Describe the program learning outcomes.

A. Provide a list of program learning outcomes for each proposed award level. Learning outcomes should be specific to the program.

Phlebotomy Certificate:

1. Collect, handle, and process biological specimens.
2. Utilize safety procedures within the Clinical Laboratory.
3. Utilize Quality Assurance/Quality Control Procedures.
4. Demonstrate Professionalism.

B. Describe the how the program learning outcomes were developed and validated.

In designing the Phlebotomy certificate option, LATC utilized input from industry partners, the content requirements for the National Phlebotomy Association's certification, and guidelines provided by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The ultimate goal of the certificate is to produce skilled Phlebotomists who excel in collecting biological specimens through venipuncture and capillary punctures. They will understand handling and processing procedures and demonstrate the necessary steps of reducing any errors that can affect specimen acceptability.

3.2. Describe the program's learning assessment strategy.

- A. Describe how students will demonstrate mastery of the program learning outcomes. Description should be specific to the program's learning assessment plan vs. the institutional assessment plan.

Students will demonstrate mastery of the program learning outcomes by successfully passing all classes, performing venipunctures and capillary punctures with proficiency, and completing a Phlebotomy practicum which will involve 120 hours at a hospital or clinic setting. During the Phlebotomy practicum, students will be required to successfully obtain a certain number of specimen collections and other duties as assigned. Students will be evaluated by their practicum site and they must receive a passing evaluation.

If students choose, they may take the Certified Phlebotomist Technician exam after graduation. The design of the program qualifies them to sit for the exam.

- B. Is the program preparation for a professional licensure and/or certification examination?

- Yes (Detail in Appendix 4: Section 3)
 No

3.3. Describe the program of study by completing Appendix 3.

3.4. Describe the program's work-based learning component.

- A. Does the program have a work-based learning component? If so, select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> Clinical |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Capstone |
| <input type="checkbox"/> Internship or Externship | <input type="checkbox"/> Other: |

- B. If none, describe why.

3.5. Describe the program's delivery methods.

- A. Select the program's primary delivery method(s)¹. Select all that apply.

- | | |
|---|---|
| <input checked="" type="checkbox"/> On Campus | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Online | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Blended | |

- B. Describe how flexible delivery methods are being leveraged to increase student access.

Currently, LATC has 14 programs that provide the flexibility of an E-degree or Blended delivery method. Six of those are healthcare programs offering blended degrees similar to what is anticipated for Phlebotomy; they are completed through a combination of online courses with on-campus labs for crucial hands-on training and will serve as models for the Phlebotomy program. It is LATC's goal to keep required on-campus time to a minimum for students, making the blended program as accessible as possible to distance learners.

¹ **In Person:** 100 percent of courses are available in-person. **Online:** 100 percent of courses are available via distance learning. Delivery is only via the Internet. **Blended:** Delivery includes a required combination of both in-person and online courses. If a student has the option to take courses online, but is not required to do so, the program is not necessarily considered blended.

CRITERION 4: ALIGNMENT

The program is vertically aligned to an education and training pathway.

- 4.1. The program is vertically aligned to an education and training pathway, reflecting efficient articulation of:
 - 4.1.1. Non-degree credential/industry certification
 - 4.1.2. Certificate to diploma
 - 4.1.3. Diploma to associate of applied science
 - 4.1.4. Associate of applied science to baccalaureate

4.1. Describe the alignment of the proposed program along an education and training pathway.

A. Complete Appendix 4.

B. Describe the projected alignment between the proposed program and existing academic programs within the technical college system.

The Phlebotomy Certificate aligns with both the LATC Medical Lab Technician AAS Degree (14 out of 16.5 required credits) and the Medical Assisting Diploma (10 overlapping credits). Two new courses would be added to offer the Phlebotomy Certificate, customizing students' learning and hands-on experience in preparation for their future work. If students would like to further their education following completion of the Phlebotomy program, they can easily transition into a program that fits their personal goals.

C. As applicable: Insert any additional comments here.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
Appendix 2.A: Labor Market Information

Lake Area Technical College
 Phlebotomy Certificate

SOUTH DAKOTA								
SOC* CODE	SOC* TITLE	AVERAGE ANNUAL OPENINGS	2020 EMPLOYMENT	2030 EMPLOYMENT	NUMERIC CHANGE: 2020-2030	PERCENT CHANGE: 2020-2030	MEDIAN: ANNUAL WAGE (2022)	AVERAGE: ANNUAL WAGE (2022)
00-0000	Total, All Occupations	62,664	491,588	526,251	34,663	7.1	\$36,823	\$44,961
31-9097	Phlebotomists - SD DLR	58	382	472	90	23.56%	\$34,630	\$37,309
31-9097	Phlebotomists - BLS	60	380	470	90	23.68%	\$32,440	not listed
31-9097	Phlebotomist - Lightcast: 23-County Region	6	192	253	61	32%	\$ 32,697.00	not listed

NATIONAL								
SOC* CODE	SOC* TITLE	AVERAGE ANNUAL OPENINGS	2022 EMPLOYMENT	2032 EMPLOYMENT	NUMERIC CHANGE: 2022-2032	PERCENT CHANGE: 2022-2032	MEDIAN: ANNUAL WAGE (2022)	AVERAGE: ANNUAL WAGE (2022)
31-9097	Phlebotomists - BLS	19,500	139,400	150,200	10,800	8%	\$38,530	not listed
31-9097	Phlebotomist - Lightcast	9	214	245	30	14%	\$ 38,542.00	not listed

SOURCE: South Dakota Department of Labor and Regulation, Labor Market Information Center (LMIC) (<https://dlr.sd.gov/lmic/>)
DATE: 02/07/2024

NOTES:

SOURCE: U.S. Bureau of Labor Statistics <https://www.bls.gov/ooh/healthcare/phlebotomists.htm#tab-1>
DATE: 02/07/2024

NOTES:

SOURCE: Lightcast analyst.lightcast.io/analyst
DATE: 03/13/2024

NOTES: Lightcast data represents the national average adjusted for regional size comparable to Watertown, SD.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 2.B: Student Demand Projections

Lake Area Technical College

Phlebotomy Certificate

	YEAR 1	YEAR 2	YEAR 3
Student Full-Time Equivalent (FTE)	2	3	6
Headcount: Full-Time			
Headcount: Part-Time	4	6	10
Headcount: Total	4	6	10
Total Program or Site Capacity	27	27	27

***Total Capacity represents the cap for the entire first-year cohort of Medical Lab Technician students (Certificate and AAS).*

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 3: Program of Study

Lake Area Technical College
Phlebotomy Certificate

MONTHS:	9
SEMESTERS:	2
TOTAL CREDITS:	16.5

PREFIX AND NUMBER	TITLE	CREDITS	DESCRIPTION	EXISTING COURSE
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I. GENERAL EDUCATION CORE

CMST 101	Fundamentals of Communication	3	Students will gain an understanding of the effective use of the English language, which is essential to success in school and in the world. Students will learn to read and listen critically and to write and speak thoughtfully, clearly, coherently, and persuasively. *College Transferable.	Y
BIOL 221	Human Anatomy	4	A study of cells, tissues and organs making up the integumentary, muscular, skeletal, nervous, endocrine, digestive, respiratory, lymphatic and urinary systems of the body. Emphasis is on structure and function of the systems and the relationship of the body structures (anatomy) to their function (physiology). *College transferable.	Y
SUBTOTAL OF GENERAL EDUCATION CREDITS:		7	TOTAL NEW COURSES:	0

II. PROGRAM CORE

MLT 101	Introduction to Medical Laboratory	2	This course focuses on the basic principles and procedures used in all laboratory courses. Areas such as safety, equipment usage, areas of the lab and testing involved, quality control/ quality assurance, lab math, professionalism, employment opportunities, self exploration and career goals are covered	Y
MLT 135	Principles of Phlebotomy	2	Student instruction will include type of tube utilized for phlebotomy based on the additive in each, supplies required for the phlebotomy, proper technique to maintain sample integrity and prevent preanalytical errors. The student will practice venipuncture and capillary puncture techniques on classmates and volunteers. This will prepare them for their applied phlebotomy and clinical practicum experiences.	Y
MA 115	Medical Terminology	3	This course presents a study of basic medical terminology which will be helpful as the students progress in their course of study. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides students the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms and presented with each unit.	Y
MLT 225	Phlebotomy Practicum	2	The student will spend 120 hours in a hospital or clinic laboratory. This will include phlebotomy training and general lab operations.	N
MLT 227	Phlebotomy Correlation	0.5	This course will be taken throughout the student's phlebotomy practicum experience. It will help the students relate their practicum experience to their education obtained at LATC. This will be done through student forum weekly reports and quizzes.	N
SUBTOTAL OF PROGRAM CREDITS:		9.5	TOTAL NEW COURSES:	2

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
Appendix 4: Alignment Projection

Lake Area Technical College
 Phlebotomy Certificate

TOTAL CREDITS IN PROPOSED PROGRAM:
 16.5

I. STACKABLE OPPORTUNITIES							
PROGRAM NAME							
Medical Lab Technician	<input type="checkbox"/>	Short-term Certificate	<input checked="" type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
	<input type="checkbox"/>	Long-term Certificate	<input type="checkbox"/>	Forthcoming			
	<input type="checkbox"/>	Diploma	<input type="checkbox"/>				
	<input checked="" type="checkbox"/>	AAS				71.5	14
Medical Assisting	<input type="checkbox"/>	Short-term Certificate	<input checked="" type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
	<input type="checkbox"/>	Long-term Certificate	<input type="checkbox"/>	Forthcoming			
	<input checked="" type="checkbox"/>	Diploma	<input type="checkbox"/>				
	<input type="checkbox"/>	AAS				38	10
	<input type="checkbox"/>	Short-term Certificate	<input type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
	<input type="checkbox"/>	Long-term Certificate	<input type="checkbox"/>	Forthcoming			
	<input type="checkbox"/>	Diploma	<input type="checkbox"/>				
	<input type="checkbox"/>	AAS					
	<input type="checkbox"/>	Short-term Certificate	<input type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Stackable Program	How many PROPOSED PROGRAM credits are in this stackable program opportunity?
	<input type="checkbox"/>	Long-term Certificate	<input type="checkbox"/>	Forthcoming			
	<input type="checkbox"/>	Diploma	<input type="checkbox"/>				
	<input type="checkbox"/>	AAS					

II. ARTICULATION AGREEMENTS (BACCALAUREATE)							
PROGRAM NAME	COLLEGE OR UNIVERSITY						
		<input type="checkbox"/>	<input type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
		<input type="checkbox"/>	<input type="checkbox"/>	Forthcoming			
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
		<input type="checkbox"/>	<input type="checkbox"/>	Forthcoming			
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>	Existing	If Forthcoming: Projected Timeline	Total Credits in Bachelor's Degree	How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement?
		<input type="checkbox"/>	<input type="checkbox"/>	Forthcoming			
		<input type="checkbox"/>	<input type="checkbox"/>				

III. LICENSURE AND CERTIFICATION OPPORTUNITIES		
<i>The PROPOSED PROGRAM will qualify students to pursue the following licensure and/or certification opportunities:</i>		
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?
Certified Phlebotomist Technologist	National Phlebotomy Association	No
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?
LICENSURE/CERTIFICATION	OVERSIGHT ORGANIZATION	Will the licensure/certification require reporting per SDCL 13-1-61?

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Lake Area Technical College
Phlebotomy Certificate

	YEAR 1	YEAR 2	YEAR 3
Student FTE	2.2	3.3	5.5

I. PROJECTED EXPENDITURES

A. ONE-TIME

New/Renovated Facilities	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Sub-Total: One-time	\$ -	\$ -	\$ -

B. RECURRING

B.1. PERSONNEL

FTE (Faculty and Staff)			
Salary & Benefits	\$ -	\$ -	\$ -

B.2. OPERATING

Rental / Lease	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Supplies	\$ 4,180.00	\$ 6,270.00	\$ 10,450.00
Travel	\$ -	\$ -	\$ -
Other	\$ 1,056.00	\$ 1,584.00	\$ 2,640.00
Sub-Total: Operating	\$ 5,236.00	\$ 7,854.00	\$ 13,090.00
Total: Recurring	\$ 5,236.00	\$ 7,854.00	\$ 13,090.00

TOTAL EXPENDITURES (A + B)	\$ 5,236.00	\$ 7,854.00	\$ 13,090.00
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II. PROJECTED REVENUE

Tuition	\$ 8,184.00	\$ 12,276.00	\$ 20,460.00
State Fees	\$ 2,772.00	\$ 4,158.00	\$ 6,930.00
Local Fees	\$ 5,236.00	\$ 7,854.00	\$ 13,090.00
Location-Based Fees	\$ -	\$ -	\$ -
State Sources	\$ -	\$ 13,394.17	\$ 20,091.26
Federal Sources	\$ -	\$ -	\$ -
Private Grants or Gifts	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -

TOTAL REVENUE	\$ 16,192.00	\$ 37,682.17	\$ 60,571.26
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REVENUE - EXPENDITURES	\$ 10,956.00	\$ 29,828.17	\$ 47,481.26
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**Projections are held constant based on current fiscal year. Inflation or rate changes are not factored.*

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Lake Area Technical College

Phlebotomy Certificate

Notes:

Projected expenses do not include any portion of costs for equipment or faculty/staff . The cost projections are relative to the supplies and lab materials required for the addition of the Phlebotomy students.

Local fees include campus support fee, departmental fee, local M&R fee, and uniforms.

Projected expenses and revenues do not include any potential sales of required kits, textbooks, or laptops.