GAVILAN COLLEGE

Community Education

5055 Santa Teresa Blvd
Gilroy, CA 95020
(408) 848-4732

Dear Student: Welcome and thank you for your interest in our upcoming EKG 20 hour course.

Course dates and information are as follows

Classes will be held on the Hollister campus:

505 Fairview Road Hollister, CA 95023

Program Schedule

Monday -Friday

02/01/2027-2/05/2027

9:00 AM – 1:00 PM

Included in this informational packet are the following:

- Program Summary
- Registration Form with Cancellation Policy
- Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College
- Student support program website link hhttps://www.gavilan.edu/student/aec/index.php

Required Textbooks for the EKG 20 Hour course:

Hartman's Complete Guide for the EKG Technician

- ISBN13: 9781604251517

Workbook for Hartman's Complete Guide for the EKG Technician

- ISBN13: 9781604251524

For updates and information, please:

- Visit our website: www.community.gavilan.edu
- Email us: mgalvez@gavilan.edu
- Call our offices: (408) 848-4732

Thank you,

Gavilan College Community Education

EKG (Electrocardiogram) 20-Hour course

Course Summary: This 20-hour EKG course provides students with the foundational knowledge and hands-on skills needed to perform electrocardiograms in clinical settings. Students will learn the anatomy and physiology of the heart, basic cardiac electrophysiology, medical terminology, patient preparation, proper lead placement, operation of EKG machines, and recognition of normal and abnormal heart rhythms.

Course Highlights:

The course includes both classroom instruction and practical lab experience, allowing students to practice performing 12-lead EKGs, rhythm strip interpretation, infection control procedures, patient communication, and safety standards. Emphasis is placed on accuracy, professionalism, and patient care.

Upon successful completion of the course, students will be prepared for entry-level EKG technician positions in hospitals, clinics, and physician offices. Students may also be eligible to sit for the National Healthcareer Association (NHA) Certified EKG Technician (CET) exam, depending on additional requirements.

Who Should Enroll:

This course is ideal for individuals who are interested in pursuing a career in healthcare and want foundational skills in cardiac monitoring and electrocardiography. Students who should enroll include:
Aspiring EKG technicians or cardiology assistants
Current healthcare professionals seeking additional certification or skill enhancement
Individuals preparing for entry-level positions in hospitals, clinics, physician offices, or outpatient facilities

Requirements:

Total Hours: 20
Format: Lecture and Hands-on Lab

Prerequisites:

- Must be at least 18 years old
- High school diploma or GED

Dress Code:

Students will be required to wear scrubs during all lab/practical sessions:

- Solid color scrubs (Navy blue)
- Closed-toe shoes (no sandals/crocs)
- Hair tied back if long
- No excessive jewelry

This prepares students for clinical environments.

Physical Requirements:

Students must be able to safely perform the following activities in order to complete the EKG course and meet clinical expectations:

- Stand or sit for extended periods during lab sessions (up to 2–4 hours at a time)
- Lift, move, or position patients or mannequins (up to 25–30 lbs) for proper lead placement
- Use fine motor skills to place electrodes accurately and operate EKG equipment
- Communicate clearly with patients and instructors, including verbal and non-verbal cues
- Maintain safe body mechanics during all lab and practical exercises

Follow infection control procedures, including proper hand hygiene and use of gloves.

Note: Students with physical limitations should inform the program coordinator prior to course start so accommodations can be discussed.



Program Schedule

Monday-Friday
02/01/2027-02/05/2027
9:00 AM – 1:00 PM

Program Meets

Hollister Campus

505 Fairview Road
Hollister, CA 95023

For Additional Program Information

Online Info.: www.community.gavilance.edu

Call for Info.: (408) 848-4732

Walk-in Info.: *Gavilan College Community*

5055 Santa Teresa Blvd
Gilroy, CA 95020

To register in this program: Students must submit either a *completed and signed* registration form

Submit Your Application

By E-mail: mgalvez@gavilan.edu

By Mail: Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 9520

REGISTRATION FORM

EKG (Electrocardiogram) 20-Hour course

Gavilan College Community Education
(408) 848-4732

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____) _____-_____ Evening Phone (_____) _____-_____

Email Address: _____

Birth Date: _____

G00#

Have you ever taken an English as a Second Language (ESL) class? ☐ Yes ☐ No

Preferred Language

Do you speak a language other than English? ☐ Yes ☐ No

☐ Other: _____

	Title of Course	EKG Training 20-Hour Course	Fee
☐		☐	$1,000
		Total	$1,000

Payment Options

☐ Cash (exact change) ☐ Check ☐ Money Order ☐ Credit Card VISA

☐ Paying Full Amount $1,000

☐ **Payment Option Plan through Gavilan College Community Education** A payment option plan may be available to you through Gavilan College Community Education. The Class Fee Payment Plan option will be broken into an initial non-refundable deposit of $500.00 plus a $100.00 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. 2 equal payments of $500.00 will then be due throughout the duration of the program on specified dates; for specific details, see the Class Fee Payment Plan Form in this packet.

Make checks or money orders payable to: Gavilan College ($ 20 charge for all returned checks)

MO #_____ Check#_____ Name on Check _____

Credit Card Info ☐ Visa ☐ MasterCard Expires _____ / _____ Security Code _____

Card #_ ---------- _____

Cardholder Name _____

Authorized Signature _____

Cancellation Policy

There are **NO REFUNDS** for this program, so please choose carefully. **All cancellations require a 7-day advance notice.** Students taking part in the Class Fee Payment Plan will forfeit their deposit of $500.00 plus the $100.00 Payment Plan Fee. Students taking part in the Class Fee Payment Plan who cancel, drop, or are dropped after the first day of class are

Initial: _____ responsible for the entire course fee of $1,100. **All unpaid outstanding balances will be forwarded to collections.**

No exceptions to cancellation policy!

STUDENT ACTION REQUIRED

To complete registration, students must print, sign & date this form as confirmation that they have read and understood the above program cancellation policy. Please note that students are not registered in this program until they receive direct confirmation via email from the Gavilan College Community Education Office. This is an intensive program and we make no guarantee of completion or passage.

_____ _____ _____ / _____ / _____

Student Name | Student Signature | Date

Send forms signed and completely filled out to: Gavilan College Community Education, 5055 Santa Teresa Blvd Bailey, Gilroy, CA 95020

GAVILAN COLLEGE

EKG (Electrocardiogram) 20-Hour course Payment Plan				
Instructor Name	**Semester**	**Total Cost**	**Start Date**	**End Date**
Gloria Traslavina	**Fall 2026**	***$1,100.00***	**9/14/2026**	**09/18/2026**
Payment Deadlines	**Amount**	**Office Use**		
1st pmt - At time of registration	**$500.00 + $100 = $600.00**			
2nd pmt - Wednesday, 3/10/2027	**$500.00**			

Terms and Conditions

Initial:_____ The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee- based, not for college credit Certified Phlebotomist Training Program. This plan requires that full payment of the program fees be paid in 2 installments. A deposit of $500.00 + $100.00 payment plan fee = $600 is due upon registration (see schedule above). The balance is then paid over 1 more installment.

Payments may only be made through the Community Education office. *There is no penalty for early payment.*

Initial:_____ Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment. ***A $25 NSF Fee will be charged to the student every time the C.C. # is not valid, not working or NSF.*** **Payment will be deducted automatically on specified dates.**

Initial:_____ AutoPay. Payment will be automatically processed every month by due date.

This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.

Initial:_____ I have read, understand and agree to the conditions of this Class Fee Payment Plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan form. Failure to successfully complete this training program does not release me from this obligation. **All unpaid outstanding balances will be forwarded to collections.**

Student Signature	Date	Community Education Signature	Date

Not Valid Unless All Information is Provided	
Student Name:	Student Full Address:
Student Social Security Number:	Student Cell Phone/Home Phone:
Student Email:	Student Date of Birth:
Reference Information	
Reference Person Name:	Reference Person Daytime Phone:
Reference Person Address:	Reference Person Email:
City: State: Zip:	