

Community Education

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

Dear Student: Welcome and thank you for your interest in our upcoming Fall 2023

Certified Phlebotomist Training Program. Program dates and information are as follows:

12 Saturday's December 16, 2023 - April 6, 2024 No class (12/23/24/30/2023,1/20/2024 and 2/17/2024)

You will complete a total of 84 classroom hours (12 weeks) with a 40-80-hour externship to follow These classes will be held on the Gilroy campus:

5055 Santa Teresa Blvd Gilroy, CA 95020

Saturdays 8am to 3:30pm

Included in this informational packet are the following documents:

- Program Summary
- Course Calendar with payment
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy

Required Textbooks for the Certified Phlebotomist Training Program:

- Phlebotomy Essentials enhanced 7th Edition ISBN: 978-1284209945 Author's: Ruth E. McCall
- Student Workbook for Phlebotomy Essentials enhanced 7th Edition ISBN: 978-1284210194 Author's: Ruth E. McCall
- Phlebotomy Exam Review enhanced 7th Edition ISBN: 978-1-28421017-0 Author's: Ruth E. McCall

For updates and information, please:

Visit our website: www.community.gavilan.edu

Email us: mgalvez@gavilan.eduCall our offices: (408) 848-4732

Thank you,

Gavilan College Community Education

Gavilan College Certified Phlebotomist Training Program

Program Summary: Get trained to draw blood samples from patients in a clinical laboratory or other healthcare setting. Over the course of 12 weeks and 84 classroom hours you will learn all 3 blood draw methods, POCT, circulatory system, OSHA regulations, Medical terminology, HIPAA regulations, specimen processing and much more. This is a very fast-paced and hands- on class. You will be required to do a 40-80-hour externship after the classroom portion.

Program Expectations:

- 100% attendance mandatory
- No refunds for drop or course fails.
- Fully Covid-19 Vaccinated
- Fast-paced accelerated program

Financial Assistance:Regular college Financial Aid is not applicable to this program. You may either set up a payment plan or apply for other state funding.

Payment Plan Fee & Info: In order to register with a register with a payment plan, you are required to make a 1st payment of \$700 + \$100 (pmt plan fee) for a total of \$800.00 due at the time of registration. Four additional payments of \$600 will be due on specified dates. (see course calendar)

Certification: This program will prepare you for the State Exam which allows you to apply to Laboratory Field Services for your CPT-1

100% attendance required. No exceptions.

Externship placement will follow the successful completion of the classroom portion of the course.

Requirements for Program: Students must be 18 years of age. Bring a copy of their COVID vaccine card, High School Diploma, GED or Transcript to class on the first day. All students must pass a background check and drug screen (No drug test re takes will be excepted)

Physical Requirements: Students must be able to easily lift 30lbs., stand up to 3hrs, and have the ability to ambulate and move their bodies at a medium pace. **Dress code:** Navy blue or gray scrubs, closed toed shoes (no mesh or canvas) watch is needed, no smart watches allowed. Finger nails to be short in length

(not past the free edge of finger) no acrylics, shellac or polish. Dress code will be reviewed in class on the first day of class. All students will be required to be compliant by the 2nd class day or will not be allowed to remain in class.

Additional Costs

Books: Varies

Liability Insur.: \$37.00 (Information given in class to purchase)

Drug & Background Check: \$71.00 (Information given in class to purchase) CPR Cert.: \$65.00 (DONE IN CLASS) State Exam: \$115.00 (subject to change)

Required Immunizations: (will depend upon student's need)

(Covid Vaccine will be required)

All applicants must be fully vaccinated prior to submitting applications.

Cancellation Policy

No refunds for this program. Includes if you drop, fail or are removed from extern Please choose carefully!

Students on a payment plan who cancel or drop after the first-class session are still responsible to pay the entire course fee of \$3200 to Gavilan College.



Course Fee: \$3100

Program Schedule

12/16/2023-4/6/2024

12 Saturday's

8am - 3:30pm 84 classroom hours (12 weeks) 40-80-hour externship to follow

Program Meets

Gilroy Gavilan College Campus

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 <u>completed and signed</u> registration form or a registration/payment plan form. These are at the end of this packet and <u>no fields should be left</u> blank.

(1st pmt w/fee due at time of registration)

Submit Your Application

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

By E-mail: mgalvez@gavilan.edu



Certified Phlebotomist Training Program Payment Plan								
Instructor Name	Semester	Total Cost	Start Date	End Date				
Kim Bohannon	Fall 2023	\$3 <i>2</i> 00.00	December 16, 2023	April 6, 2024				
Payment Deadlines	Amount	Office Use						
1st pmt - At time of registration	\$700.00 + \$100 = \$800.00							
2nd pmt - Wednesday, January 3, 2024	\$600.00							
3rd pmt - Wednesday,February 7, 2024	\$600.00							
4th pmt - Wednesday,March 6, 2024	\$600.00							
5 th pmt - Wednesday, April 3, 2024	\$600.00							
Torms and Conditions								

Terms and Conditions 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 5 installments. A deposit of \$700.00 + \$100.00 payment plan fee = \$800 is due upon registration (see schedule Initial: above). The balance is then paid over 4 more installments. Payments may only be made through the Community Education office. There is no penalty for early payment. 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 Initial: valid, not working or NSF. Payment will be deducted automatically on specified dates. AutoPay. Payment will be automatically processed every month by due date. Initial: This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses. 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 Initial: collections.

Student Signature	Date	Community Education Signature	Date	
Not V	alid Unless All In	formation is Provided		
Student Name:		Student Full Address:		
Student Social Security Number:		Student Cell Phone/Home Phone:		
Student Email:		Student Date of Birth:		
	Reference I	nformation		
Reference Person Name:		Reference Person Daytime Phone:		
Reference Person Address:		Reference Person Email:		
City: State: 2	Zip:			

Certified Phlebotomist Training Program

Gavilan College Community Education (408) 848-4732

Student Name:					
Address:					
City:		State:	Zip:		
Day Phone: () Email Address:)		
Birth Date:		May we send you e-mai	I announcements?	Yes	☐ No
Where did you hear about us?	Mail at he		Brochure at lib	•	
Other:					
Start Date/Time		Title of Co	urse		Fee
	nber 16, 2023 - April 6, :30pm + externship	, 2024 Certified P	hlebotomist Training Pro	ogram (\$3100
Payment Options				Total	\$3100
Cash (exact change)	Check Mo	oney Order Credit	Card VISA	L Ai	aying Full mount 3100
Payment Option Plan throu Gavilan College Community Education. \$700.00 plus a \$100.00 Payment Plan F then be due throughout the duration of	The Class Fee Payment Pl ee. These payments are d	an option will be broken into an lue to the Gavilan C.E. office upo	initial non-refundable deposit of on registration. 4 equal payments	of \$600.00 will	ugh
Make checks or m	oney orders payab	le to: Gavilan College (\$	20 charge for all returned	l checks)	
MO #	Check#	Name on Check_			
Credit Card Info Visa	MasterCard	Expires	/Security Cod	le	
Card #					
Cardholder Name					
Authorized Signature					
part in the Class Class Fee Paymer	Fee Payment Plan will for nt Plan who cancel, drop,	feit their deposit of \$700.00 plu or are dropped after the first day	ncellations require a 7-day advan s the \$100.00 Payment Plan Fee. S y of class are nces will be forwarded to collection	Students taking p	
 .	·	No exceptions to cancellation			
To complete registration, students me policy. Please note that students are Education	not registered in this prog		nfirmation via email from the Gav		
			/_		
Student Name		Student Signature		Date	