



*Community Education*

5055 Santa Teresa Blvd  
Gilroy, CA 95020  
(408) 465-9369

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2022 Certified Phlebotomist Training Program. ***Program dates and information are as follows:***

12 Saturday's, February 5, 2022 - May 14, 2022

(No class 2/19/22, 4/16/22 and 4/23/22)

You will complete a total of 84 classroom hours (12 weeks) with a 40-80-hour externship to follow

Classes will be held at the Gavilan College main campus located at

5055 Santa Teresa Blvd. in Gilroy

Health Occupations Building (HOB) Room # HOB114- 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 7th Edition*  
ISBN: 978-1496387073 Author's: Ruth E. McCall
- *Student Workbook for Phlebotomy Essentials 7th Edition*  
ISBN: 978-1496399878 Author's: Ruth E. McCall
- *Phlebotomy Exam Review 7th Edition*  
ISBN: 978-1496399892 Author's: Ruth E. McCall

**For updates and information, please:**

- Visit our website: [www.community.gavilan.edu](http://www.community.gavilan.edu)
- Email us: [mgalvez@gavilan.edu](mailto:mgalvez@gavilan.edu)
- Call our offices: (408) 465 - 9369

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.

## **Course Fee: \$3100**

**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

### **No absences allowed**

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

**Requirements for Program:** Students must be 18 years of age or older; have proof of H.S. graduation or GED. All eligible students must be able to pass drug and background checks.

**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.

## **Additional Costs**

**Books:** Varies

**Scrubs:** \$30-\$50. Navy blue or Gray (A watch is needed for this class as well as closed toed shoes, no mesh or canvas)

**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)

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

**(Covid Vaccine will be required)**

**State Exam:** \$180.00 (subject to change)

### **Cancellation Policy**

No refunds for this program. 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.



## **Certified Phlebotomist Schedule**

2/5/2022-5/14/2022

(No class 2/19/22, 4/16/22 and 4/23/22)

12 Saturday's

8am - 3:30pm

84 classroom hours (12 weeks)

40-80-hour externship to follow

### **Program Meets**

Gilroy Gavilan College Campus  
Health Occupations Building  
HOB114

### **For Additional Program Information**

**Online Info.:** [www.community.gavilance.edu](http://www.community.gavilance.edu)

**Call for Info.:** (408) 465-9369

**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 or a registration/payment plan form. These are at the end of this packet and no fields should be left 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](mailto:mgalvez@gavilan.edu)

<b>Certified Phlebotomist Training Program Payment Plan</b>				
Instructor Name	Semester	Total Cost	Start Date	End Date
<b>Kim Bohannon</b>	<b>Spring 2022</b>	<b>\$3200.00</b>	<b>February 05, 2022</b>	<b>May 14, 2022</b>
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$700.00 + \$100 = \$800.00			
2nd pmt - Wednesday, February 09, 2022	\$600.00			
3rd pmt - Wednesday, March 02, 2022	\$600.00			
4th pmt - Wednesday, April 6, 2022	\$600.00			
5th pmt - Wednesday, May 4, 2022	\$600.00			

**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 above). The balance is then paid over 4 more installments.

Initial: \_\_\_\_\_

*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.**

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.*

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

Initial: \_\_\_\_\_ this obligation. **All unpaid outstanding balances will be forwarded to collections.**

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

REGISTRATION FORM

# Certified Phlebotomist Training Program

Gavilan College Community Education  
(408) 465-9369

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ May we send you e-mail announcements?  Yes  No

Where did you hear about us?  Mail at home  Word of mouth  Brochure at library  
 Newspaper  Flyer  Brochure at work

Other: \_\_\_\_\_

Start Date/Time	Title of Course	Fee
Saturday's February 5, 21, 2022 - May 14, 2022 8am - 3:30pm + externship	Certified Phlebotomist Training Program	\$3100
<b>Payment Options</b>		<b>Total</b> \$3100

Cash (exact change)  Check  Money Order  Credit Card  Paying Full Amount \$3100

**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 \$700.00 plus a \$100.00 Payment Plan Fee. These payments are due to the Gavilan C.E. office upon registration. 4 equal payments of \$600.00 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 \_\_\_\_\_

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**CreditCardInfo**  Visa  MasterCard Expires \_\_\_\_\_ / \_\_\_\_\_ SecurityCode \_\_\_\_\_

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 \$700.00 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 \$3200. **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 \_\_\_\_\_

# February

2022

**Class =orange No class=black Payment= due**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 First day of class
6	7	8	9 Payment due	10	11	12 Class
13	14	15	16	17	18	19 No class
20	21	22	23	24	25	26 Class
27	28					

# March

2022

**Class =orange No class=black Payment= due**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Payment due	3	4	5 Class
6	7	8	9	10	11	12 Class
13	14	15	16	17	18	19 Class
20	21	22	23	24	25	26 Class
27	28	29	30	31		

# April

2022

**Class =orange No class=black Payment= due**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Class
3	4	5	6 Payment due	7	8	9 Class
10	11	12	13	14	15	16 No class
17	18	19	20	21	22	23 No Class
24	25	26	27	28	29	30 Class

# May

2022

**Class =orange No class=black Payment= due**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Payment due	5	6	7 Class
8	9	10	11	12	13	14 Last day of class
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				