



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

Dear Student: Welcome and thank you for your interest in our upcoming Spring 2024

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

12 Saturday's June 22, 2024 - September 21, 2024 **No class (7/06/2024 and 8/03/2024**

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  
Bu 120  
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
- 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  
<https://www.gavilan.edu/student/aec/index.php>

**Required Textbooks for the Certified Phlebotomist Training Program:**

- Phlebotomy Essentials 8th Edition Textbook  
ISBN-13 978-1284263480
- Phlebotomy Essentials 8th Edition workbook  
ISBN-13-978-1284263565
- Phlebotomy Exam Review Book 8th Edition  
ISBN-13-978-1284263534

**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) 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 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: \$3,100

## Program Schedule

6/22/2024-9/21/2024

12 Saturday's

8am - 3:30pm

84 classroom hours (12 weeks)

40-80-hour externship to follow

**Medical Program Orientation will be on 6/20/2024**

**Where:** Gilroy main campus Social Science building 210

**When:** June 20, 2024

**Time:** 6:15pm-7:15pm

## Program Meets

Gilroy Gavilan College Campus

## For Additional Program Information

**Online Info.:** [www.community.gavilance.edu](http://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 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 E-mail:** [mgalvez@gavilan.edu](mailto:mgalvez@gavilan.edu)

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

## Support Services Information

- 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 <https://www.gavilan.edu/student/aec/index.php>
- CalWORKs program - Gavilan College website link <https://www.gavilan.edu/student/eops/calworks/index.php>
- Fresh Success Program - Gavilan College website link <https://www.gavilan.edu/student/eops/calworks/freshsuccess.php>
- El Centro-Gavilan College website link <https://www.gavilan.edu/resources/index.php>
- Food Pantry Gavilan College website link [https://www.gavilan.edu/student/eops/calworks/food\\_pantry/food.pantry.php](https://www.gavilan.edu/student/eops/calworks/food_pantry/food.pantry.php)

### EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Certified Phlebotomist Training Program Payment Plan				
Instructor Name	Semester	Total Cost	Start Date	End Date
Kim Bohannon	Spring 2024	\$3200.00	June 22, 2024	September 21, 2024
Payment Deadlines	Amount	Office Use		
1st pmt - At time of registration	\$700.00 + \$100 = \$800.00			
2nd pmt - Wednesday, June 26, 2024	\$600.00			
3rd pmt - Wednesday, July 3, 2024	\$600.00			
4th pmt - Wednesday, August 7, 2024	\$600.00			
5 th pmt - Wednesday, September 4, 2024	\$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 this obligation. **All unpaid outstanding balances will be forwarded to collections.**

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

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) 848-4732

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?

Preferred Language \_\_\_\_\_ Limited English speaker \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
☐ Other: \_\_\_\_\_

Start Date/Time	Title of Course	Fee
Saturday's June 22, 2024 - September 21, 2024 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 \_\_\_\_\_

**CreditCardInfo** ☐ 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 \$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