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 Summer 2023

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

12 Saturday's July 15, 2023 - October 14, 2023 No class (7/29/2023 and 9/02/2023)

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
- Email us: 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-paste 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.

All students must attend a information session to register for this class.
Contact 408-848-4732 for more information

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

7/15/2023-10/14/2023

No class (7/29/2023 and 9/02/2023)

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

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

By E-mail: mgalvez@gavilan.edu

GAVILAN COLLEGE

Community Education

Certified Phlebotomist Training Program Payment Plan

Instructor Name	Semester	Total Cost	Start Date	End Date
Kim Bohannon	Summer 2023	$3200.00	July 15, 2023	October 14, 2023

Payment Deadlines	Amount	Office Use
1st pmt - At time of registration	$700.00 + $100 = $800.00	
2nd pmt - Wednesday, July 12, 2023	$600.00	
3rd pmt - Wednesday, August 9, 2023	$600.00	
4th pmt - Wednesday, September 13, 2023	$600.00	
5 th pmt - Wednesday, October 4, 2023	$600.00	

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 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.

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:	

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?
☐ Mail at home ☐ Word of mouth ☐ Brochure at library
☐ Newspaper ☐ Flyer ☐ Brochure at work
☐ Other: _____

Start Date/Time	Title of Course	Fee
Saturday's July 15, 2023 - October 14, 2023 8am – 3:30pm + externship	Certified Phlebotomist Training Program	$3100
	Total	$3100

Payment Options

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

☐ 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 _____

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 $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

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