



*Community Education*

560 Bailey Avenue

San Jose, CA 95141

Phone: (408) 229-4201

Web: [www.GavilanCE.com](http://www.GavilanCE.com)

Email: [commed@gavilan.edu](mailto:commed@gavilan.edu)

Dear Student:

Welcome and thank you for your interest in our NEW and upcoming Fall 2017, Certified Phlebotomist Training Program. Program dates are:

**10 Saturdays, February 3<sup>rd</sup>, 2018- April 4<sup>th</sup>, 2018 for 65 classroom hours which will be held on the main campus at 5055 Santa Teresa Blvd. in Gilroy. Required 40-80 hour externship to follow.** (No class 4/7)

Included in this informational packet are the following documents:

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

Required Textbooks for Certified Phlebotomist Training Program:

- Phlebotomy 4<sup>th</sup> Edition Worktext and Procedure Manual by Robin S. Warekois & Richard Robinson ISBN: 978-0-323-27940-6
- Complete Phlebotomy Exam Review 2<sup>nd</sup> Edition by Pamela B. Primrose ISBN: 978-0-323-23911-0

For updates, info and registration, please visit our website at [www.GavilanCE.com](http://www.GavilanCE.com) or send us an email at [commed@gavilan.edu](mailto:commed@gavilan.edu)

Thank you,

Gavilan College,  
Community Education

Enclosures

# 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 10 weeks and 65 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 extern after the classroom portion.

**Course Fee: \$2700.00**

**Financial Assistance:** Financial Aid is not applicable to this program. Students with a need for financial assistance may enter into a payment option plan with Gavilan College Community Education:

5 Payments of \$540.00 (*payment #1 is a non-refundable deposit due prior to class start date*) payment #2 on 3/1, payment #3 on 3/22, payment #4 on 4/19, payment #5 5/3. All payments must be made to the Community Education office by 4pm on the due date.

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

**Schedule:** Classes to be held on 10 Saturdays from 8am-3:30pm, **no absences allowed.** Externship placement will follow classroom portion.

**Requirements for Program:** 18 years of age or older; have proof of HS graduation or GED. A drug and background check will also be required.

**Cancellation Policy:** No refunds for this program.

*Students on a payment plan that cancel prior to first class session must do so in writing to [Commed@gavilan.edu](mailto:Commed@gavilan.edu) and will forfeit their deposit of \$540.00.*

*Students on payment plan that cancel after first class session must do so in writing to [Commed@gavilan.edu](mailto:Commed@gavilan.edu) but are still responsible for entire course fee of \$2,700.00 to Gavilan College Community Education.*

**Labor Market Info from CA State EDD/LMID:**

20% increase by 2022 per CA EDD-EDD/LMID-CA.

Median Wage in CA for 2015: approx., \$18.00.

- Occupational Profile, State of California Employment Development Department



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## Certified Phlebotomist Training Program

**Dates: 2/3/18-4/21/18**

(No class on 4/7)

10 weeks- Saturdays

8am-3:30pm

65 classroom hours

Health Occupations Building (HOB)

Room: LAB 114

### REGISTRATION

**ONLINE:** [www.GavilanCE.com](http://www.GavilanCE.com)

**CALL:** (408) 229-4201

**WALK-IN:** Gavilan College  
Community Education 560  
Bailey Ave, San Jose, CA 95141

This program will still meet at the Gilroy campus, room HOB114 at 5055 Santa Teresa Blvd.



**Class Fee Payment Plan**

| Student Name                                     | SSN                | DOB               | Program                                |                |
|--|--------------------|-------------------|--|----------------|
|  |                    |                   | <b>CERTIFIED PHLEBOTOMIST TRAINING</b> |                |
| Instructor Name                                  | Semester           | Total Cost        | Start Date                             | End Date       |
| <b>Heather Ewing</b>                             | <b>Spring 2018</b> | <b>\$2,700.00</b> | <b>2/3/18</b>                          | <b>4/21/18</b> |
| Payment Deadlines                                | Amount             | Office Use        |  |                |
| <b>#1) At time of Registration</b>               | <b>\$ 540.00</b>   |                   |  |                |
| <b>#2) Thursday, March 1<sup>st</sup>, 2018</b>  | <b>\$ 540.00</b>   |                   |  |                |
| <b>#3) Thursday, March 22<sup>nd</sup>, 2018</b> | <b>\$ 540.00</b>   |                   |  |                |
| <b>#4) Thursday, April 19<sup>th</sup>, 2018</b> | <b>\$ 540.00</b>   |                   |  |                |
| <b>#5) Thursday May 3<sup>rd</sup>, 2018</b>     | <b>\$ 540.00</b>   |                   |  |                |

**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 Phlebotomy Training Program. This plan requires that full payment of the program fees be paid in five (5) installments. The first installment is due at registration (see schedule above). The balance is paid over four (4) installments. Payments may only be made through the Community Education office. There is no penalty for early payment. **Payments must be made to the Community Education office by 4pm on the due date.**

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.

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 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. Failure to successfully complete this training program does not release me from this obligation. **Initial** \_\_\_\_\_

| Student Signature                                   | Date           | Community Education Signature | Date |
|---|----------------|-------------------------------|------|
|   |                |                               |      |
| <b>Not Valid Unless All Information is Provided</b> |                |                               |      |
| Student Address:                                    |                | Cell Phone:                   |      |
| City:   | State      Zip | Home Phone:                   |      |
| Email:  |                | Office Use Only:              |      |
| <b>Friend/Relative Information</b>                  |                |                               |      |
| Name:   |                | Daytime Phone:                |      |
| Permanent Address:                                  |                | Email:                        |      |
| City:   | State      Zip | Office Use Only:              |      |