



Community Education

560 Bailey Avenue
San Jose, CA 95141
Phone: (408) 229-4201
Web: www.GavilanCE.com
Email: commed@gavilan.edu

Dear Student:

Welcome and thank you for your interest in our NEW and upcoming Spring 2018, Certified Phlebotomist Training Program. Program dates are:
10 Saturdays, February 3, 2018 – April 21, 2018 for 65 classroom hours which will be held on the main campus at 5055 Santa Teresa Blvd. in Gilroy. 40-80 hour externship to follow. (No classes on 2/17 & 4/7)

Included in this informational packet are the following documents:

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

Required Textbooks for Certified Phlebotomist Training Program:

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

For updates, info and registration, please visit our website at www.GavilanCE.com or send us an email at 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 on 5/3.

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 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 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



Certified Phlebotomist Training Program

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

(No class on 2/17 & 4/7)

10 weeks- Saturdays

8am-3:30pm

65 classroom hours

Health Occupations Building

Rm: LAB 114

REGISTRATION

ONLINE: www.GavilanCE.com

CALL: (408) 229-4201

WALK-IN: Gavilan College
Community Education

Please note: The Community Education office has relocated to our new campus at:

Coyote Valley Center
560 Bailey Avenue
San Jose, CA 95141

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

Gavilan College Community Education Certified Phlebotomist Training Program Course Calendar

**Saturday hours: 8am - 3:30pm
(Includes 30 minute lunch)
Room: HOB114**

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				\$ 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	\$ 22	23	24
25	26	27	28	29	30	31
April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	\$ 19	20	21
22	23	24	25	26	27	28
29	30					
May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	\$ 3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Note: \$ = Thursday Payment Due

REGISTRATION FORM

CERTIFIED PHLEBOTOMIST TRAINING PROGRAM

Gavilan College, Community Education
(408) 229-4201

Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Day Phone: _____ **Evening Phone:** _____
Email: _____

Birth year: _____ **May we send you email announcements?** Yes No

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

Start Date/Time	Title of Course	Fee
Saturdays, 2/3/18 – 4/21/18 (no classes 2/17 & 4/7) 8am – 3:30pm + externship	CERTIFIED PHLEBOTOMIST TRAINING PROGRAM	\$2700
		\$2700

Payment Options: Cash (exact change) Check Money Order Credit Card **Total**
 (MC/Visa)

Payment Option Plan through Gavilan College Community Education

A payment option plan may be available to you through Gavilan College Community Education. The payment option plan will be broken into an initial non-refundable deposit of \$540.00 upon registration and then 4 equal payments of \$540.00 will be due throughout duration of program on specified dates; for specific details, payment option plan document in packet.

Checks or money orders payable to Gavilan College Check # _____ Name on Check _____ (\$20 charge for returned checks)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp _____ Card# _____ Cardholder Name _____ Authorized Signature _____ Billing Address if different from above _____
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Cancellation Policy:

No refunds for this program so please choose carefully. Students in payment plan that cancel prior to first day of class in writing will forfeit their deposit of \$540.00. Students in payment plan that cancel after first day of class in writing are responsible for entire course fee of \$2,700.00.

STUDENT ACTION REQUIRED:

To complete your registration, you must print, sign & date the cancellation policy from your student confirmation form. Form due to Community Education office within 3 business days of registration. This is an intensive program and we make no guarantee of completion or passage.

No exceptions to cancellation policy

Student Name _____ Student Signature _____ Date _____

Send registration form to: Gavilan College Community Education, 560 Bailey Ave., San Jose, CA 95141

Class Fee Payment Plan

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

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 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.

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
Not Valid Unless All Information is Provided			
Student Address:		Cell Phone:	
City:	State Zip	Home Phone:	
Email:		Office Use Only:	
Reference Information			
Name:		Daytime Phone:	
Permanent Address:		Email:	
City:	State Zip	Office Use Only:	