



Community Education

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

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2019 Certified Phlebotomist Training Program. Program dates are:

12 Saturdays, Feb. 2, 2019 - May 4, 2019 (No class on 2/16 & 4/20) for 84 classroom hours which will be held on the main campus at 5055 Santa Teresa Blvd. in Gilroy. 40-80 hour externship to follow.

Included in this informational packet are the following documents:

- Program Summary
- Class Fee Payment Plan Form
- 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 and information, please visit our website at www.GavilanCE.com or call our offices at 408.229.4201.

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 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: \$3100.00

Financial Assistance: Regular college Financial Aid is not applicable to this program. Students with a need for financial assistance may enter into a Class Fee Payment Plan with Gavilan College C.E.

Payment Plan Info.: In order to register, 1 payment of \$640 plus a \$75 Payment Plan Fee is required for students taking part in the Payment Plan option. This is a total of \$715 due at the time of registration. 4 additional payments of \$615.00 will be due on specified dates.

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 12 Saturdays, 12 weeks (84 classroom hours) from 8am-3:30pm on 2.2.19 - 5.4.19 (no class 2.16.19 & 4.20.19). **No absences allowed.** Externship placement will follow 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. A drug and background check will also be required.

Additional Costs:

Books: Varies

Scrubs: \$30-\$50. Navy Blue (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.: \$60.00 (DONE IN CLASS)

Required Immunizations: \$\$\$ (will vary upon student's needs)

State Exam: \$115.00

State Application for License: \$100.00

Physical Requirements:

Students must be able to easily lift 50 pounds, stand for up to 3 hours and have the ability to ambulate and move their bodies at a medium pace.

Cancellation Policy: No refunds for this program.

Students on the payment plan who cancel after the first class session are still responsible for the entire course fee of \$3100 to Gavilan College Community Education.



Certified Phlebotomist Training Program *Dates:* 2/2/19 - 5/4/19

(No class on 2/16/19 & 4/20/19)

12 weeks - Saturdays

8am-3:30pm

84 classroom hours

Health Occupations Building

Gilroy Campus

Rm: HOB114

Program Information:

Online Info.: www.GavilanCE.com

Call for Info.: (408) 229-4201

Walk-in for Gavilan College

Info.: Community Education

Coyote Valley Center

560 Bailey Avenue

San Jose, CA 95141

To register in this program, students need to submit the completely filled-out and signed (no fields left blank) Reg. and Payment Plan Forms at the back of this packet to the Gavilan C.E. office (Fax: 408.229.4202 / Email: tmaheu@gavilan.edu / Address: 560 Bailey Ave., SJ, CA) along with the 1st Reg. Payment and Payment Plan Fee. If the student is paying with a credit card, please fill out/sign all C.C. info. completely on the Reg. Form. Cash and check payments can be mailed into or brought into the C.E. Office at 560 Bailey Ave., San Jose, CA.

This program will still meet at the Gilroy Gavilan College Main Campus, in room HOB114 at 5055 Santa Teresa Blvd., Gilroy, CA 95020.

Gavilan College Community Education Certified Phlebotomist Training Program Course Calendar

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

Feb. 2019						
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 2019						
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
April 2019						
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 2019						
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: \$ = Wednesday Payment Due

Class Fee Payment Plan Form

CERTIFIED PHLEBOTOMIST TRAINING PROGRAM				
Instructor Name	Semester	Total Cost	Start Date	End Date
Heather Ewing	Spring 2019	\$3100.00	2/2/2019	5/4/2019
Payment Deadlines	Amount	Office Use		
#1) At time of Registration	\$640.00 + \$75 = \$715			
#2) Wednesday, 2/20/2019	\$ 615			
#3) Wednesday, 3/2/2019	\$ 615			
#4) Wednesday, 4/10/2019	\$ 615			
#5) Wednesday, 5/1/2019	\$ 615			

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 plus a \$75 Payment Plan Fee 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. A **\$25 NSF Fee** will be charged to the student if the C.C. # is not valid, not working or NSF. **Payment will be deducted automatically on specified dates.**

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.

Initial: _____

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:	

