



**Adult & Community Education
Phlebotomy Program
Program Office: 525 D Street, Eureka, CA 95501
707-476-4500**

Phlebotomy Program

The College of the Redwoods' Phlebotomy Program is a one (1) semester program with admission by application / random lottery. Upon successful completion of the Program, the student will take the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam followed by a 40 hour clinical externship (unpaid).

General Information

1. All accepted students are required to complete a Background Check. If a student's background check (criminal record) does not satisfy the requirements of any one clinical agency, or the clinical agency refuses the student access to patients for any other reason, the Program will not be able to provide alternate experiences and the student must withdraw from the Program.
2. All Phlebotomy students must possess sufficient computer literacy skills to complete Internet research, communicate by email, create, and upload electronic documents, manage data storage devices, and use web-based instructional materials and applications.
3. Availability of clinical facilities necessitates admitting a limited number of students to each class. Therefore, if qualified applications exceed the number of seats available, a random ranking by lottery at the end of the Application Period will determine the awards of seats.
4. Freedom from alcohol and/or drug abuse, and emotional illness that could jeopardize the student's ability to provide safe client care is essential. Students are advised to seek voluntary aid for conditions that could, if left unattended, lead to disciplinary action and/or prevent completion of the program.
5. Students must notify the Adult & Community Education Office of any change in address and/or phone number. The Adult & Community Education Office uses your contact information to notify you of waitlist vacancies. If the office does not have your current contact information (mailing address, telephone and email), our ability to notify you is lost. Not being able to notify you means that you will not receive critical information regarding your waitlist number, which could result in losing your seat.

6. Cost of the Program **\$1,995.00. Includes the following:** (Subject to change)
 - a. Registration
 - b. Books, supplies and materials are included
 - c. National Healthcareer Association – Certified Phlebotomy Technician (CPT) exam

Not included:

- d. Physical Exam – cost will vary based on your doctor’s fee and your insurance or you can
- e. Immunizations for students who do not have the required immunity to several communicable diseases may cost over \$220.
- f. High School transcripts – Official, sealed transcripts are sent to the California Department of Public Health

Students can obtain immunizations from their doctor, a local pharmacy, or the Public Health Department. If you have no medical insurance or are underinsured, you may qualify for greatly reduced vaccine costs through the Public Health Department.

These vaccines are absolutely required – no exceptions.

Required Immunizations

Vaccine	How Many?	How Often/Interval?
COVID, Moderna	2 doses plus booster (prior to 2023)	4 weeks between 1st two doses
COVID, Pfizer	2 doses plus booster (prior to 2023)	3 weeks between 1st two doses
COVID, J&J	1 dose plus booster	
COVID vaccinations (2023- present)	Only 1 dose needed	
TB (QuantiFERON Gold/blood or PPD/skin)	test within 1 week of class start date	TB Risk Assessment annually thereafter, unless symptomatic
Hepatitis B – (option 1) Hepislav (preferred)	2 doses	4 weeks between 1st two doses
Hepatitis B – (option 2) Energix or Recombivax	3 doses	4 weeks between 1st two doses, 8 weeks between dose 2 & 3, but 16 weeks between dose 1 & 3
Flu	1 dose	Current season (annually August to April)
Measles	2 doses	4 weeks between doses
Mumps	2 doses	4 weeks between doses
Rubella	2 doses	4 weeks between doses
TDaP/TD	1 dose	1 dose within last 10 yrs., every 10 yrs. after that
Varicella	2 doses	4 weeks between doses

Public Health Clinic: 400 L Street, Crescent City, CA 95531 Phone: 707-464-0861

Other costs may occur as needed for successful completion of the class. Healthcare requirements are subject to the requirements of the clinical site and CR's policies and are subject to change

Selection Process

Applications are reviewed for completeness. If there are any unverified and/or invalidated entries on the application form or the application is incomplete, you will be contacted.

Applicants are placed in the lottery and assigned a number for the program. If there are more qualified applicants than available seats, the remaining applicants will be assigned a waitlist number based on their initial lottery number. The Adult and Community Education Office will notify students **by US mail** of their acceptance into the Phlebotomy Program or their Program Wait List number. Letters will be mailed out by July 11, 2024.

Important Dates to Remember

- Applications will NOT be accepted after July 11, 2024 at Noon (arrived in our office, postmark does not count)
 - Can be mailed, emailed, or faxed.
 - **Mail to:**
 - Adult and Community Education
 - 525 D Street, Eureka, CA 95501
 - **E-Mail:** ace@redwoods.edu
 - **Fax:** 707-443-3417
 - Application available by Friday June 14th, no later than 10am on our website: www.redwoods.edu/communityed/healthcareclasses
- Acceptance/Waitlist letters will be mailed no later than **August 9th, 2024**
 - If accepted, you **must confirm by submitting** your registration form (enclosed with your letter) to the Adult & Community Education Office by **December 20, 2023**
 - **If you do not respond by this deadline, your seat will be given to the next person on the waitlist.**
 - If moved from the waitlist to the accepted list, you will be notified by phone from the Adult & Community Education Office and must register by August 23rd, 2024.

Locations:

CR Eureka Downtown Site, 525 D St., Eureka

Location of Clinical Rotations: At your assigned local Healthcare Facility.

Student Code of Conduct:

This is a job training program, and you are expected to treat this training as a job. This means you must adhere to the following:

- Attend all class meetings and all skills labs.
 - Must call instructor or clinic manager if an absence cannot be avoided.
- Attend all Clinical days.
- Arrive on time and stay for the entire class day.
- Keep your cell phone always put away during class or at the clinical site.
- Treat classmates, the instructor, office staff, and clinical staff with respect.
- Meet all requirements to enter the clinical rotation:
 - Background check
 - Immunizations – must be a record showing dates received.
 - Signed documents (these will be signed at the orientation):
 - Release of Medical Information form
 - Student Contract
 - Student Acknowledgement of Patient Confidentiality
 - MA Student Contract
 - Practicing on Others
 - Health History Form
 - Release of Information
 - Other Required Items:
 - Physical Exam – we will provide the form to be used
 - Name Badge – can be processed at the Del Norte Education Center Office, Monday – Friday, 8a-5p

All applicants must comply with the College of the Redwoods Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 otherwise; they will be referred to the College Disciplinary Officer. The Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 can be accessed at the following link:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2>

Questions??

*Acceptance & registration for the Phlebotomy Program,
Criminal/Background
Physical Examination
Immunization Requirements*

Please call our office: 707-476-4500.

Public Notice/Nondiscrimination: All classes are open to those who have met the academic prerequisites. College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. The College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.



**College of the Redwoods
Adult and Community Education
Phlebotomy Program - Eureka
Application Period:
June 14th, 2024 -July 11th, 2024**

Name: _____
 First Middle Last

Former Names Used: _____

Mailing Address: _____
 Street Apt. # City State Zip

Phone: _____

College of the Redwoods Student ID# (if you have one) _____

E-mail address (Used for ALL class communications): _____

We are asked by the California Community Colleges Chancellor's Office to gather the following information about our applicants and students. This information is not used for application purposes. Providing it is optional.

Gender: Male Female Transgender Gender Non-Conforming

Ethnic Origin: _____

(Check all that apply) Asian/Pacific Islander; American Indian; Black/African American; Hispanic/Latino; White/Non-Hispanic; _____

Other (specify) _____

Veteran: Yes No

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****I understand I must hold at least a high school diploma, GED, or equivalency to register for the program or to be included on the program waitlist. Initials _____*

Please check one of the following that reflects your educational status.

GED Test California High School Proficiency Exam

High School Graduate College Degree - Name of School
(_____)

In Progress course or certification at a regionally accredited California college or university, or a certified adult education center; course description and proof of registration must be submitted.

School_____ Anticipated Completion Date_____

I declare under penalty of perjury that the above information is true and correct.

Name (print)_____

Name (signature)_____

Date_____

Office Use Only:

Received by: (College of the Redwoods, staff name) _____

Date Received _____ Time Received _____

Walk-in USPS Mail E-mail Fax

All data entered on tracking sheet by: _____

Lottery # _____