



Adult & Community Education
Program Office: Eureka Downtown Site
707-476-4500

Phlebotomy Program Application

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. **Application Packet**: All applicants must submit a completed criminal background check and proof of High School Diploma or Equivalency with their application. Applications received without a completed criminal background check and proof of High School Diploma or Equivalency will be deemed incomplete and will not be processed. Criminal background check must be completed through CastleBranch. Instructions provided on program webpage.
2. **Eligibility**: is contingent upon a **cleared and approved** criminal background check and proof of High School Diploma or equivalency.
3. **Computer Literacy**: 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.
4. **Completed application packets** will be reviewed for admittance to the program lottery. If your criminal background check is not satisfactory you will be contacted via email. Criminal background checks and proof of high school diploma or equivalency must be included with your application. Incomplete application packets **will not be processed**.
5. You will receive an email confirming your application packet has been received and is under review by the College of the Redwoods Adult & Community Education Office.

6. Cost of the Program

- **\$2,195.00, includes the following:**

- Registration
- Books, supplies and materials are included
- National Healthcareer Association – Six practice tests and Certified Phlebotomy Technician (CPT) exam

Not included:

- Criminal Background check
- Physical Exam – cost will vary based on your doctor's fee and your insurance.
- Immunizations/screenings

For students who do not have their immunization records or proof of immunity, total costs of approximately \$220.

- Immunizations can be obtained from your 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.
- **Public Health Clinic: Phone: 529 I St., Eureka 707- 445-6200** 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
These vaccines are absolutely required – no exceptions.

- Application to CDPH for CPT 1 state license (after completion of full program)

Selection Process

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 via email of their **conditional** acceptance into the Phlebotomy Program, or their program waitlist number.

---Notifications will be sent no later than Thursday, June 12th, 2025

---To secure your spot, you must complete and return the registration form and payment by the assigned date.

---Required immunizations/screenings. If these requirements are not met by the deadline, we will assume forfeiture of your spot. In the event of extenuating circumstances, please contact our office at 707-476-4500.

Important Dates to Remember

- **06/09/2025: Application Packet Due**
 - Completed application packet including completed criminal background check & proof of high school diploma or equivalency must be received by the College of the Redwoods, Adult and Community Education Office.
 - Application packets must be emailed to:
 - **E-Mail:** ace@redwoods.edu
- **06/10/2025: Lottery Drawing, 1:00pm**

This will be held over Zoom. Zoom information will be posted on the program website and will be included in the email regarding your application packet being received and under review.
- **06/12/2025: Notification of Acceptance or Waitlist**
 - Acceptance/Waitlist notifications will be emailed.
 - If moved from the waitlist to the accepted list, you will be notified by phone and email.
- **07/31/2025: Deadline to submit immunization records and physical exam**
 - Submit what you have, so our office can start tracking items. Our office can look at these records at any time! E-mail to: ace@redwoods.edu
 - **Failure to submit all requirements will be considered a forfeiture of your spot in the program.**
- **08/15/2025: Registration form and payment – last day to complete!**
 - If accepted, you must confirm acceptance by submitting your completed registration form (sent with your acceptance notification) and payment to the Adult & Community Education Office.
 - **If you do not respond by this deadline, you will forfeit your spot.**

Locations:

Classroom: CR's Eureka Downtown Site

Location of Clinical Externship: 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 sent via Adobe Sign / electronic signature):
 - Release of Medical Information form
 - Student Contract
 - Student Acknowledgement of Patient Confidentiality
 - Practicing on Others
 - Health History Form
 - Release of Information
 - Other Required Items:
 - Physical Exam – we will provide the form to be used
 - Name Badge – day and time will be set aside

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??

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:
May 8 – June 9, 2025

Name: _____
First Middle Last

Former Names Used: _____

Mailing Address: _____
and Street Apt. or Space # City State Zip

Phone (home): _____ Phone (cell): _____

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

E-mail address (Used for ALL electronic 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 ☐ Prefer to not state

Ethnic Origin: ☐ African American ☐ American Indian or Alaska Native ☐ Asian

☐ Hispanic or Latino ☐ Pacific Islander ☐ Multi ethnic ☐ White ☐ Unknown

Veteran: ☐ Yes ☐ No

Languages spoken other than English (please specify) _____

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Application Checklist:

- ☐ Completed Application
- ☐ Completed Criminal Background Check from CastleBranch (Attached)
- ☐ Proof of High School Diploma or Equivalency (Attached)

I declare under the 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_____

All data entered on tracking sheet by: _____

Lottery #_____