**Adult & Community Education**
**Phlebotomy Training Program Application**
**Program Office: Eureka Downtown Site**
**707-476-4500 // Email: ace@redwoods.edu**

# College of the Redwoods
## Adult and Community Education
# Phlebotomy Training Program Application
## Application Period: December 1 – December 31, 2025
### *Submit Application to: ace@redwoods.edu*

Name: _____

     **First**                        **Middle**                        **Last**

Former Names Used: _____

Mailing Address: _____

     **#**        **Street**        **Apt. #**       **City**       **State**      **Zip**

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

Date of Birth: _____ CR Student ID (if you have one): _____

Languages spoken other than English (please specify): _____

**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: _____

Lottery #: _____

# General Information

The College of the Redwoods' Phlebotomy Training Program is a <u>one (1) semester</u> program with admission by application and 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).

1. **<u>Application Packet</u>**: 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. **<u>Eligibility:</u>** is contingent upon a **<u>cleared and approved</u>** criminal background check and proof of High School Diploma or equivalency.

3. **<u>Computer Literacy:</u>** 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. **<u>Completed application packets:</u>** 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 **<u>will not be processed</u>**. 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.

5. **<u>Cost of the Program:</u>**

   - **$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
   - **<u>Not included:</u>**
     - 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. **These vaccines are required – no exceptions.**
       - Application to CDPH for CPT 1 state license (after completion of full program)

6. **Location of the Program:**
   Del Norte Classes: CR Del Norte Education Center, 883 W. Washington Blvd., Crescent City
   Eureka Classes: CR Eureka Downtown Site, 527 D St., Eureka
   Clinical Externship: Students assigned to local clinical sites.

## Selection Process

Applicants are placed in a lottery and assigned a number for the program based on the order they are drawn. If there are more qualified applicants than available seats, the remaining applicants will be assigned a waitlist number based on their lottery number. The Adult and Community Education Office will notify students via email of their **conditional** acceptance into the Phlebotomy Training Program, or their program waitlist number.
- Notifications will be sent no later than Monday, January 5th, 2026
- To secure your spot in the program, 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

**12/31/2025: Deadline for Application Packet**
- 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: **ace@redwoods.edu**

**01/02/2026: Lottery Drawing**

**01/05/2026: 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.

**01/30/2026: Deadline for Immunization and Physical Exam records**
- Submit what you have as soon as possible so our office can start tracking items. We can review records at any time if you have questions.
- Failure to submit all requirements will be considered a forfeiture of your spot in the program.

**01/30/2026: Deadline for Registration Form and Payment**
- 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 in the program

# Student Code of Conduct

Students must adhere to the following:

- o Attend all class meetings and all skills labs.
    - ▪ Must call instructor or clinic manager if an absence cannot be avoided.
- o Attend all clinical days.
- o Arrive on time and stay for the entire class day.
- o Keep your cell phone put away during class or at the clinical site.
- o Treat classmates, instructors, office staff, and clinical staff with respect.
- o 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://cr.community.highbond.com/home/policies/policydoc/a169fe04-c50b-4039-894a-e935d26b3852

## Questions??
 Please call or e-mail our office: 707-476-4500, ace@redwoods.edu