



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 are provided on the 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 that your application packet has been received and is under review.

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 are 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 absolutely required – no exceptions.**
 - Application to CDPH for CPT 1 state license (after completion of full program)

Selection Process

- Eligible applicants are placed in the lottery and assigned a number based on the order in which they are drawn.
- If there are more eligible applicants placed in the lottery than there are available seats, the remaining applicants will receive a waitlist number based on their place in the lottery.
- Students will be notified via email of their **conditional** acceptance or waitlist number for the Phlebotomy Program. Notifications will be sent no later than **July 22nd, 2026.**
- To secure your seat in the program, you must complete and return the registration form and payment by the deadline.
- If the required immunizations/screenings are not submitted by the deadline, your seat in the program will be forfeited. In the event of extenuating circumstances, please contact our office at 707-476-4500.

Important Dates

- **7/20/26: Application packet due**
 - Completed application packets including completed criminal background check & proof of high school diploma or equivalency must be received by the program.
 - Application packets must be emailed to ace@redwoods.edu
- **7/22/2026: Lottery drawing and acceptance/waitlist notifications**
 - Acceptance/Waitlist notifications will be emailed.
 - If you are moved from the waitlist to the accepted list, you will be notified by phone and email.
- **7/30/2026: Deadline to submit immunization records and physical exam**
 - Submit records as you find them, so our office can start tracking items. Our office can review these records and answer questions prior to the deadline.
 - E-mail to: ace@redwoods.edu
 - **Failure to submit requirements by the deadline will result in the forfeiture of your seat in the program.**
- **7/30/2026: Registration form and payment due**
 - If accepted, you must confirm acceptance by submitting your completed registration form (sent with your acceptance notification) and payment.
 - **Failure to submit requirements by the deadline will result in the forfeiture of your seat in the program.**

Locations

Del Norte Program: Del Norte Education Center, 883 W. Washington Blvd., Crescent City

Eureka Program: Eureka Downtown Site, 527 D St., Eureka

Clinical Externship: Assigned local Healthcare Facility.

Student Code of Conduct

Students must adhere to the following:

- Attend all class meetings and all skills labs.
 - Must call the 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 put away during class or at the clinical site.
- Treat classmates, instructors, 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 in email for electronic signature):
 - Release of Medical Information form
 - Student Contract
 - Student Acknowledgement of Patient Confidentiality
 - Practicing on Others form
 - Health History form
 - Release of Information form
 - Other Required Items:
 - Physical Exam – we will provide the form to be used
 - Name Badge – day and time will be announced

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 or email our office: 707-476-4500; ace@redwoods.edu

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

Phlebotomy Program Application

Application Period: 6/22/2026 - 7/20/2026

Submit Application Packet to ace@redwoods.edu or 527 D St. Eureka, CA

Name: _____
Last First Middle

Former Names Used: _____

Mailing Address: _____
Street Apt. # City State Zip

Phone: _____ Date of Birth: _____ CR Student ID: _____

E-mail address (used for ALL program communications): _____

Languages spoken other than English (please specify): _____

Application Packet 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: (CR, staff name) _____ Date: _____

Lottery #: _____