



## Phlebotomy Program Application Packet

The Navarro College Phlebotomy Program provides the skills, knowledge, and experience required for entry-level phlebotomy positions. Phlebotomists draw blood for tests, transfusions, research, or blood donations. The program covers the theoretical and practical aspects of specimen collection for clinical laboratories.

The program consists of **48 hours of lecture and lab instruction** and **120 clinical hours**. After successful completion of the lecture/lab course, a clinical placement will be assigned as clinical sites become available. Upon successful completion of clinical competences, students will be eligible to apply for a phlebotomy certification through AMT (American Medical Technologists), ASCP (American Society of Clinical Pathology) or other certification agencies. Certification is granted by the certifying organization after receiving a passing grade on their exam. The cost of the certifying exam is approximately \$135, and students are responsible for payment of the exam fee to the testing agency.

This application packet must be completed in full, with all required documentation to be considered for acceptance into the program. Completion of this packet does not guarantee acceptance as space may be limited. Completed packets may be submitted to the Office of Continuing Education in person or may be submitted electronically via the CE Registration Form online. **No packets or documentation will be accepted via email.**

### **Estimated Program Costs**

- **Student Tuition: \$1050 + \$30 Fee**

*The tuition rate is established by Navarro College and is subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.*

The following estimated program costs are the responsibility of the student and are not collected or paid by Navarro College. The costs below are estimates provided for the purpose of educating students on the total program costs and may be subject to changes outside of the control of Navarro College.

- CastleBranch Application (Background Check and Drug Test): \$69.25**
- Certification Testing (after program completion): \$135**
- Textbook and Materials (required for program): \$140**
- BLS-CPR for Health Care Providers(taken at Navarro College during program unless already certified): \$58**

### **Program Schedule**

Program schedules and delivery formats may vary. Please see the Continuing Education Course Schedule or the Phlebotomy program webpage for more information about upcoming courses.

### **Note about class sessions and clinical hours:**

When registering for class, students are expressing their commitment to attend all lecture, skills, and clinical sessions as required and specified by the program schedule. All instruction must be provided by an authorized Navarro College program instructor. Students will not be allowed to complete skills training or clinical hours at any other location other than the designated Navarro College Campus indicated on the schedule and clinical partner locations approved for the Navarro College Phlebotomy program. To complete this program, students must attend classes as scheduled and



demonstrate mastery of skills and competencies as designated by the AMT (American Medical Technologists) and ASCP (American Society of Clinical Pathology) and evaluated by the instructor.

**Students may need to travel some distance (up to 60 miles) to participate in clinical hours at an approved clinical site. Students should be available a minimum of three (3) days per week for eight (8) hour sessions OR five mornings per week (8:00 a.m. – noon). Clinical sites are available Monday through Friday from 8:00 a.m. to 5:00 p.m.**

### **Required Materials**

Required books and materials may be ordered through the Navarro College Bookstore.

- Textbook: Phlebotomy Handbook 10<sup>th</sup> edition, by Diana Garza and Kathleen Becan-McBride, Pearson publishing
- Scrubs (color is determined based on clinical assignment)
- Waterproof disposable lab coat, box of gloves, protective eyewear, sharpie permanent marker

### **Notice to Students Regarding Licensing – Criminal History**

Effective September 1st 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. Please contact the Office of Continuing Education should you wish to request a review of the impact of criminal history on your potential certification prior to registration or during the program.

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

### **Funding for Phlebotomy**

*For Continuing Education courses, Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and does not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. For more information, contact the Office of Continuing Education.*

*Students may also be eligible to for funding through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.*

*Payment is due in full upon registration. There are no payment plans for CE courses.*

## Application Checklist

- Minimum of 18 years of age
- H.S. Diploma or GED
- Valid Driver's License or photo ID
- Social Security Card
- CPR-Basic Life Support (BLS) for Health Care Providers Current Certification (will be taken during the program unless you have a current certification from the American Heart Association)
- Proof of Health Insurance (Please let the Office of Continuing Education know if you do not have this)
- Immunizations
  - Hepatitis B 3 Shot Series (or positive titer)
  - Varicella (Chicken Pox) -two doses unless first dose is prior to age 13 (or positive titer)
  - Tetanus-Diphtheria within last 10 years
  - Measles, Mumps, and Rubella (MMR) 2 Shot Series (or positive titer)
  - Negative Tuberculosis (TB) Skin within last 12 months
  - Current year's flu shot
- Castlebranch

Students must go through Castlebranch to complete their background check and schedule their drug screening

Go to <https://navarrocollege.castlebranch.com>

Select "Place Order" → "Continuing Education" → "Phlebotomy", and then "VG30: bgdt Background Check-Drug Test". You will pay \$69.25 for this service package.

  - Background Check
    - Complete all steps and review each requirement carefully to ensure accurate processing.
    - Any findings must be evaluated and cleared by the externship site before the student can enroll in the course. Should the site determine that the student is ineligible to complete the externship due to offenses on his/her record, the student will be rejected from the Phlebotomy program.
  - 10-Panel Drug Screen
    - All students will be required to submit to a random 10-panel drug screen. The drug screen will be scheduled through CastleBranch
    - Students who receive a positive drug screen will not be eligible for admission into the program
- CE Registration Request- <https://www.navarrocollege.edu/ce/>



## **Participant Acknowledgement and Release of Information**

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

Date \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Student Name (Print)



**Invasive Procedures Consent Form**

I, \_\_\_\_\_(Student Name) understand that during my program of study, I will have the opportunity to practice specific invasive procedures on consenting students. The invasive procedures that may be practiced are limited to venipuncture, skin puncture, and injections. I understand that a clinical faculty member must be in attendance during any practice session in which venipuncture, skin puncture, and injections are practiced. I will not perform, nor allow to be performed on me, any practice session in which venipuncture, skin puncture, or injections are performed unless a clinical faculty member is present.

I understand that receiving venipuncture, skin puncture, or injections administered by other students is strictly voluntary and will not impact my grade. I understand that the risks of these procedures may include infection, feeling light-headed, bruising, or other damage to tissue or nerves. I hereby release, and will not hold Navarro College, its directors, officers, executives, board members, faculty, employees, nor my classmates liable for any injury or complication that may result from any and all activity occurring in practice sessions.

I **give** my consent for students to practice, or faculty to demonstrate, venipunctures and/or skin punctures and/or injections on me.

\_\_\_\_\_

Student Signature Date

I understand that declining consent requires my practice be limited to practicing on mannequin arms only. I will not perform venipuncture, skin puncture, or injections on the mannequin arm unless a clinical faculty member is present, as there are risks associated with any performance of venipuncture, skin puncture, and injections. I understand that the risks of these procedures may include infection, feeling light-headed, bruising, or other damage to tissue or nerves. I hereby release, and will not hold Navarro College District, its directors, officers, executives, board members, faculty, employees, nor my classmates liable for any injury or complication that may result from any and all activity occurring in practice sessions.

I **decline** my consent for students to practice, or faculty to demonstrate, venipunctures and/or skin punctures and/or injections on me.

\_\_\_\_\_

Student Signature Date

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Phlebotomy Student Agreement

**Statements of understanding. Initial each and sign below:**

\_\_\_\_\_ I have read & understand the rules and regulations of the college this program abides by and these are terms of my continuation in the program.

\_\_\_\_\_ Information given is factual. Falsification of required documentation results in application rejection.

\_\_\_\_\_ A background report free of felonies and certain classes of misdemeanors is required for entrance into the program (including the externship). I understand that if I do have any offenses, I will not be admitted to the program and will not receive a refund from CastleBranch.

\_\_\_\_\_ A clean drug screen is required for approval into the mandatory externship. The cost of the testing will be my responsibility through CastleBranch. In the event there are positive findings, the results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. I will bear the extra costs incurred with this requirement if needed. Once I am admitted into the program, I may be subject to future drug screens if “for cause” behavior (suspicious in nature) is demonstrated in the classroom or externship or per agency/externship requirement. I further realize that a positive test result may deem me ineligible for progression in the program. This can be cause for withdrawal from the program with no refund and a “No-Pass” grade.

\_\_\_\_\_ I have read and understand the potential for exposure to blood or other potentially infectious materials (information available at <http://www.cdc.gov/hepatitis/HBV/index.htm>) or exposure to inhalation of airborne microorganisms (smallpox, tuberculosis, latex...) and I will not hold Navarro College liable for any accidental exposure I may experience during the program.

\_\_\_\_\_ I understand that if I do not successfully complete and pass each requirement for admissions, my application will be declined.

\_\_\_\_\_ I understand that enrollment in these courses is limited, and seats will be awarded in date order based on those students who complete, turn in, and pass all pre-admission requirements.

\_\_\_\_\_ I understand that I must successfully complete competencies in the classroom portion of my training and maintain at least 90% classroom attendance to pass the course and be eligible for the externship.

\_\_\_\_\_ I agree to the terms as laid out by the Student Handbook, located at <https://www.navarrocollege.edu/handbook/index.html>. I understand if I do not follow the terms laid out by the Student Handbook could result in referral to the Dean of Workforce Training and Continuing Education and possible expulsion. I understand if this happens at any time during the course, I will not receive a refund. I understand that any of the following can be grounds for dismissal from the course, effective immediately with no refund: Not maintaining a passing grade of 70% or higher; attendance falling below 90%; dishonorable conduct as stated in the Student Handbook; as ordered by the Dean of Workforce Training and Continuing Education.

\_\_\_\_\_ I understand completion of the application and admittance into the Phlebotomy program does not guarantee me a position at an externship site. Should I fail the classroom/lab portion of the program, I will NOT be eligible to participate in an externship and thus will not have completed the program.

\_\_\_\_\_ I have read and understand the terms related, and release Navarro College and its employees from any liability.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Health Insurance and the COVID-19 Vaccine Student Acknowledgment

Navarro College Office of Continuing Education does not require students to have health insurance or the COVID-19 vaccine; however, certain clinical and externship sites require health insurance and/or the COVID-19 vaccine series to complete hours at their facility. It is highly recommended that students have both health insurance and the COVID-19 vaccine series. Should a student NOT have health insurance and/or the COVID-19 vaccine series, they will be placed at a clinical site that does not require one or both. This may increase travel time and travel expenses for the student. Navarro College is not liable for these expenses. Please note: if all available sites for clinicals and externships require the COVID-19 vaccine series at some point during the class, Navarro College is not liable for refunds should a student not have the vaccine and thus not be eligible for clinicals and externships.

Important notice regarding the COVID-19 vaccine series: The situation regarding COVID-19 is fluid and subject to constant updates from the CDC and local government authorities. Hospitals are starting to require the COVID-19 vaccine series for all employees and students. Students may begin at a clinical site during a period when the vaccine series is suddenly mandated for continuation of clinical hours. Should this occur, Navarro College will not guarantee a clinical location change due to a student being unvaccinated. It is the student's responsibility to ensure they comply with all clinical site requirements.

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**Student Name (Print)**

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**Student Signature**

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**Date**

### COVID-19 Notice

The COVID-19 situation is fluid and subject to federal, state, and local mandates and guidelines. Upticks in COVID-19 cases and changes in CDC protocol can cause a hospital or facility to temporarily prohibit on site clinical and externship rotations. Should clinical and externship rotations be suspended during your program, Navarro College will offer either simulated externship hours when appropriate (and in line with professional certification requirements) or delay program completion until externship rotations are available.

By signing below, you have received and understand the COVID-19 clinical and externship policy.

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**Student Signature**

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**Date**