

Phlebotomy Training Program



Program Start Date: Monday, February 6, 2012

Class will meet Monday and Wednesday – 6:00-8:45 p.m.

Externship to be arranged with Instructor

Application for Admission Deadline – Tuesday, January 17 – 12:00 Noon

The total fee is \$2,300

Full Tuition is due by Thursday, January 26, 2012

Textbooks for the class and insurance for the externship are included.

Return this application, a copy of your high school diploma or equivalent, copy of your driver's license and social security card, transcripts or test score and receipt from mandatory orientation, to:
MJC Community Education, 435 College Avenue, Morris Building, Room 204, Modesto, CA 95350.

Please Type or Print

Name _____ Sex M F
SS# _____ - _____ - _____ Date of Birth _____
Phone: Home _____ Cell _____ Work _____
Email Address _____
Address _____
City _____ State _____ Zip _____

Admission Requirements: You must be 18 years of age or older. You must be a high school graduate or possess a high school equivalency certificate. Reading Requirement: You must have an AA degree or higher from a U.S. college or you must take the MJC Reading Accuplacer test and obtain a score of 70 or higher. You must attend an orientation meeting before you are admitted into the program.

Externship Sites: will require you to pass a **fingerprinting** and **criminal background check** and **proof of immunization** (requirements will be handed out at orientation.)

Completion Requirements: You must attain 70% or better in quizzes and examinations for all instructional modules and complete all laboratory & experiential work with a grade of 70% or better to be eligible for MJC Community Education Phlebotomy Training certificate of completion.

See Back of Application for Attendance, Drop and Refund Policy.

Attendance, NOT Negotiable

California State Phlebotomy Training Regulations governing this class require the following policies:

The State regulation set requires that 40 hours of didactic (classroom) lessons be attended, 40 hours of preceptor externship lessons be attended, 50 venipunctures be performed, 10 skin punctures be performed, and 2 arterial punctures be observed in this course.

This legal requirement set is not negotiable. Therefore absence from class or externship time is not permitted by the State of California. Being late by ONE MINUTE, leaving early by ONE MINUTE, and being absent are NOT OPTIONS in this class, and will cause the student to have to repeat that portion missed, down to the minute. This is THE ONLY remedy for tardy and absence allowed by the State.

According to the State of California regulation, students "will not receive a Modesto Junior College, Community Education Phlebotomy Certificate for any tardy of one minute or more, any absence or any early departure of one minute or more".

Drop or Repeat Course Policy:

Students may withdraw registration from the program on or before the official drop date of Thursday, February 16, 2012 for any reason. Tuition paid will be refunded less a \$1,000.00 administrative fee. Students in good standing may drop the course **after** the official drop date for personal reasons with approval of the Program Director. Tuition will not be refunded. Students who withdraw under these conditions may reapply.

Students who fail the course or who do not complete all requirements, including Externship, may reapply. There is no guarantee that students in this status will be readmitted to the program. If the student is readmitted, he or she will be required to repay the full tuition amount and comply with all course requirements.

Refund Policy: Students may drop on or before the official drop date of Thursday, February 16, 2012 for any reason. Tuition paid will be refunded less a \$1,000.00 administrative fee. Tuition will not be refunded after Thursday, February 16, 2012.

I have read and agree with the Attendance, Drop and Repeat Policies listed above. Upon acceptance into the program, payment in full is due by Thursday, January 26, 2012.

Signature _____

Date _____