



Phlebotomy Program Information 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 in order 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.

- State Background Check (prior to program enrollment): \$3
- FBI National Background Check (prior to program enrollment): \$18
- Drug Screen (administered at some point during the program): \$35-60
- State Testing (after program completion): \$135
- Textbook and Materials (required for program): \$140

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 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 9th 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.

An individual may request a criminal history evaluation letter regarding eligibility for a license issued by a licensing authority as required by Texas Occupation Code § 53.102.

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. Navarro College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Statewide Background Check

Prior to registration, students must provide a copy of their criminal background check through the Texas Department of Public Safety. The check must be no older than 12 months and cannot expire before the date of program completion. To request a Background check:

- Go to: <https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/>
- Set up an account, buy one unit, and print or save result as a PDF

- Any findings must be evaluated and cleared by the clinical site before the student can enroll in the course

FBI Background Check – Fingerprinting is required

Students must also provide a copy of their FBI national background check prior to registration. Fingerprinting is a requirement to complete this background check. The check must not be older than 12 months and cannot expire before the date of program completion. To request a Background check:

- Go to <https://www.edo.cjis.gov/#/>
- Complete all steps and review each requirement carefully to ensure accurate processing
- Any findings must be evaluated and cleared by the clinical site before the student can enroll in the course

10-Panel Drug Screen

All students in the phlebotomy course will be required to submit to a random 10-panel drug screen. All screening will be performed by a Navarro College approved facility. The cost of the screen is usually between \$35- \$60. Students who receive a non-negative drug screen will not be eligible to continue the Phlebotomy Program.

Communication Methods

During the program, students will be responsible for checking their Navarro College student email accounts regularly for communication regarding the program. New students will be assigned an email account along with information on how to log in for the first time.

Read and follow all the instructions to complete your application.

1. Type or print clearly and legibly in blue or black ink.
2. Submit all required documentation as soon as possible.
3. Incomplete applications will not be processed.

Desired Program Start:

Fall Spring Summer Year _____

Student Information:

Last Name: _____ First Name: _____ Middle: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

How did you hear about our program? _____

Emergency Contact:

Name: _____ Phone Number: _____ Relationship: _____

Documentation Checklist:

- Copy of current Driver's License or Government-Issued ID
- Copy of Social Security Card
- Current Basic Life Support certificate (CPR)
- Personal Health Insurance (Some clinical facilities require it)
- Immunization Records
 - Hepatitis B 3 Shot Series – Date of Shot 1: _____ Shot 2: _____ Shot 3: _____
 - Varicella Vaccine (Chicken Pox) – Date of Shot: _____
 - Negative Tuberculosis (TB) Skin Test or Negative Chest X-Ray within last 12 months: _____
 - Tetanus-Diphtheria within last 10 years – Date of Shot: _____
 - Measles, Mumps, and Rubella (MMR) 2 Shot Series – Date of Shot 1: _____ Shot 2: _____
 - Negative 10 Panel drug screen test results – Date of Screen: _____
- Criminal Background Check:
 - Texas State Background Check
 - FBI National Background Check
- Current Basic Life Support CPR Certificate
- Personal Health Insurance (recommended)
- CE Registration Form – submitted at www.navarrocollege.edu/ce

Completed packets and documentation may be submitted in person or electronically:

In Person: Office of Workforce Development & Continuing Education

Navarro College Waxahachie Campus, 1900 John Arden Dr, Waxahachie, TX 75165, Building D.

Electronically: Upload with a CE Registration Form at www.navarrocollege.edu/ce.