Phlebotomy Technician Information

Overview

The 180-hour Phlebotomy Technician with Externship program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students become familiar with blood collection and develop comprehensive skills needed to safely perform venipunctures. This includes 80 hours for didactic and 100 hours for externship. Phlebotomy Technicians may pursue careers in a variety of settings, including hospitals, health centers, medical group practices, HMO's, public health facilities, veteran hospitals, and insurance carriers

Tuition

Tuition for this course is $2,000.00. This cost includes instruction, textbooks, classroom lab supplies, CPR Class, background check and drug testing. This fee does not include, general school supplies such as paper, pencils/pens or computers/laptops. This fee also does not include the uniform (scrubs) required for the externship.

Class Dates & Times

Class will meet in a hybrid format with some class being in-person at the Technology Center in Martinsburg, WV or the Pines Opportunity Center in Morgan County, WV. Classes will be on Tuesday's and Thursday's from 5:30 pm – 9 pm, times and days may vary per semester. Class will be held in the Fall and Spring semester. There may be an occasional Saturday class.

Externship Work

Students work in a CLIA-approved laboratory setting and function under direct supervision of a phlebotomist. The externship portion requires one-hundred (100) uncompensated hours to be completed within four weeks. Externship locations are assigned the program coordinator. Students are expected to perform a minimum of one- hundred successful blood collection procedures, including venipunctures and dermal punctures. Students may be eligible to sit for the ASCP Phlebotomy Certification exam upon successful completion of externship.

Important Notice

All students must submit to random drug testing and a background check before participating in the Externship. In addition, students must provide proof of valid or current BLS for Healthcare Providers, have documentation of recent (within six months) physical, and provide proof of required immunizations, which may include the COVID vaccination.

Payment Options

HEAPS Work Force Grant:

The goal of the Higher Education Adult Part-Time Student (HEAPS) Grant Program is to encourage and enable West Virginia students who demonstrate financial need to continue their education on a part-time basis at undergraduate institutions of higher education. Awarding of this grant is not guaranteed, even with meeting all requirements.

Requirements:

- WV Resident for at least 12 months
- FASFA Completion for current Year
- Expected Family Contribution (EFC from FASFA) under $12,000
- Completion of GED Program or High School Diploma
- Application on HEAPS Website

Cash/On-Line Credit Card:

Students may elect to provide payment in full for the program. Please note, that Blue Ridge will require full payment before start of the course. No payment plans are provided.

Registration Steps

Registration: Students must create an account through the Blue Ridge CTC website to complete the online non-degree application.

Orientation: Students must contact the Externship Coordinator, Paige Szarenski at PSZARENS@blueridgectc.edu, to schedule a time to conduct an orientation for the program. Orientations will begin in May for the Fall Semester and October for the Spring Semester.

Payment: If using Financial Aid, students must complete the current FAFSA and HEAPS Workforce Grant application by July 1, 2024. If paying by cash, check or credit card, payment must be made in full by July 30, 2024.

First Day of Class: All materials and paperwork from orientation must be submitted to the Externship Coordinator on the first day of class.

- Physical Form
- Immunization Form
- Student Externship Information Form

For more information about enrolling:

Please email Ann Paull at healthed@blueridgectc.edu

For questions regarding the externship:

Please email Paige Szarenski at PSZARENS@blueridgectc.edu

Phlebotomy Technician with Externship Schedule- Fall 2024

Location: Tech Center, T23
5550 Winchester Avenue
Martinsburg, WV 25405

Day	Date	Time	Location
Tuesday	**August 6**	**5:30 pm - 9:00 pm**	**T25**
Thursday	August 8	5:30 pm - 9:00 pm	Remote
Saturday	August 10	9:00 am- 1:00 pm	T23
Tuesday	August 13	5:30 pm - 9:00 pm	Remote
Thursday	August 15	5:30 pm - 9:00 pm	Remote
Tuesday	August 20	5:30 pm - 9:00 pm	Remote
Thursday	August 22	5:30 pm - 9:00 pm	T23
Saturday	August 24	9:00 am- 1:00 pm	T23
Tuesday	August 27	5:30 pm - 9:00 pm	T23
Thursday	August 29	5:30 pm - 9:00 pm	T23
Tuesday	September 3	5:30 pm - 9:00 pm	T23
Thursday	September 5	5:30 pm - 9:00 pm	T23
Saturday	September 7	9:00 am - 1:00 pm	T23
Tuesday	September 10	5:30 pm - 9:00 pm	T23
Thursday	September 12	5:30 pm - 9:00 pm	T23
Monday (CPR)	September 16	3:00 pm- 4:00 pm	3105
Tuesday	September 17	5:30 pm - 9:00 pm	T23
Thursday	September 19	5:30 pm - 9:00 pm	T23
Tuesday	September 24	5:30 pm - 9:00 pm	T23
Thursday	September 26	5:30 pm - 9:00 pm	T23
Saturday	September 28	9:00 am - 1:00 pm	T23
Tuesday	October 1	5:30 pm - 9:00 pm	T23
Thursday	October 3	5:30 pm - 9:00 pm	T23

* This program does not include a national or state certification

FIRST EXTERNSHIP ASSIGNMENT	SECOND EXTERNSHIP ASSIGNMENT
Begins the week of October 7, 2024	Begins the week of November 4, 2024
Ends the week of October 28, 2024	Ends the week of November 25, 2024

Current Externship sites are in VA., W.V., & MD.
Site placement is at the sole discretion of the Externship Coordinator.
Students must be prepared, willing, & able to be placed at any one of the affiliated sites.

Financial Aid Information for Fast Track Medical Certification Programs

FAFSA and HEAPS Workforce Grant Application must be completed by July 12, 2024.
Full payment is due by July 30, 2024.

STEP 1: **File the FAFSA for the 2024-2025 school year. www.studentaid.gov.** Be sure to select Blue Ridge CTC to receive your FAFSA results. The school code number is 039573.

STEP 2: **Respond appropriately to correspondence from the Blue Ridge CTC Financial Aid Office.** It may take several weeks for your FAFSA results to appear in the Blue Ridge CTC system even though you may have received a confirmation e-mail from FAFSA that your application was completed and sent successfully.

    A. **If you are not also a regular BRCTC student** you may receive a letter from the Financial Aid Office telling you that "You need to be admitted in an eligible degree or certificate program" and to "Contact the Admissions Office". *You do not* contact the Admissions Office but can confirm your registration was received and you are registered for your Program by e-mailing HealthEd@blueridgectc.edu.

    B. **Many of our students' FAFSA results are selected for verification.** You may receive a letter from the Financial Aid Office telling you that you are selected for verification and forms are enclosed for you to complete.

    C. **Complete the Verification Forms** and provide all the documentation requested to the Financial Aid Office. Sometimes parents' information is also required. For additional information and assistance regarding your circumstances contact our Financial Aid Office at (304)260-4380 x 4001 or finaid@blueridgectc.edu.

    D. Verification may take up to four weeks AFTER all required documentation is received by the Financial Aid Office. That's why it is important to file your FAFSA early and complete any requested verification quickly and completely**.**

    E. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**

STEP 3: **Only after your FAFSA results have been received and all verification requirements have been satisfied will you be eligible for application for the Higher Education Adult Part-time Student Grant also known as HEAPS.**

    A. You must have been a **WV resident** for at least one year prior to the time of your FAFSA submission date.
    B. You must be a US citizen or have qualifying VISA status.
    C. You cannot receive the **WV Grant** during the same semester when receiving the **HEAPS Grant**.
    D. A **Student Contract** must be signed before an application for the HEAPS Grant will be submitted.

STEP 4: **Eligibility for the HEAPS Grant will be determined by the WV Higher Education Policy Commission** based on your FAFSA results. Students now apply for their own HEAPS Grant but may not do so until registered for their course and FAFSA is completed.

    A. The maximum course award will be for the cost of the program (which includes instruction, books & lab supplies.)

B. The maximum fiscal year award for program(s) does not exceed $2000. (Fiscal year July 1, 2024 – June 30, 2025)

C. **Eligibility for the grant does not guarantee an award of funding**. That is determined by the state budget's remaining funds for the HEAPS grant.

D. An additional *Agreement of Payment* may be required if the grant is not awarded prior to the start of the program.

E. Students are responsible for the total cost of the program regardless of financial aid funding.

F. **Students who are in DEFAULT on a Higher Education Loan are not eligible for the HEAPS Grant.**

G. See next page for detailed instructions to apply for your HEAPS Grant. Your 2024-2025 FAFSA has already been filed so DO NOT file it again!

<mark>Applying for the HEAPS Workforce Grant:</mark> (**Do not complete application until July 1, 2024**)

Please visit this link: https://www.collegeforwv.com/programs/heaps-workforce/apply-now/ and do **ALL** of the following:

1. If you have NOT ALREADY completed the 2024-2025 FAFSA (entering our school code 039573), [here's a Step-by-step guide to complete the FAFSA: How to Complete the FAFSA Steps] The HEAPS funding eligibility CANNOT be determined without this important step. Once completed, return to the HEAPS application and go to step 2.

2. Click **SIGN UP** at the bottom corner of the log in box to **create a WV SAM account**. You will receive a confirmation email once the WV SAM account has been created (check your spam/junk). Remember your ID.

3. **Log into your WV SAMs account to update your contact information FIRST** then you can complete a NEW HEAPS Workforce application.

   a. **Click your name in the "My Contact Information" box.**

   b. Click "**Update My Contact Information**" in the top right corner and complete the entries to add your contact information.

   c. Once updated, click "**HOME"** to return to the home page.

4. Scroll to the bottom of the home page to the section "**My Applications**".

   a. Click on "**NEW"** to create a new application.

   b. Choose "**HEAPS WORKFORCE GRANT**" from pop up box – click "**Next".**

   c. Enter the following information completely:

      i. **Name**

      ii. Workforce Institution: Choose **BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE**.

      iii. Program: Type your **program name** in the Search box until it will auto populate. Be sure to choose the correct program.

      iv. **Start and End dates** MUST be entered as they appear on your Student Registration Form.

          v.   **Incarcerated**? Choose **NO**

         vi.   **Click Save.** (Rarely and only if you are applying for two programs in the same semester will you click **Save and New** to add another course/program.)

    d.   You should be redirected back to the **HOME** screen and see **APPLICATION SUBMITTED.**

    e.   You will receive a **confirmation email from the WV SAM** account letting you know your application has been sent. Please forward this email to your coordinator so that they know of your application for eligibility

5.   You can monitor your account by returning to the log in page at: https://wvhepc.force.com/Community/login.

    a.   Once logged in you scroll to the bottom of the page and can see the application(s). Click on the application(s) to see your application status etc.

    b.   Once inside your application, you can also see your progress on the application progress bar (application submitted/Review/Pending award/Award).

==Other Grant Opportunities:== **(A FAFSA must be submitted to determine eligibility.)**

If you are a resident of Berkeley, Morgan or Jefferson County, please complete our multi-grant application for other funding opportunities: https://blueridgectc.jotform.com/form/220065416278050 .

==Other Payment Options:==

PAY ONLINE:

1. www.Blueridgectc.edu
2. I am….
3. Current Students
4. Online Bill Pay
5. WVSTO Epay
6. Complete the payment form (You will need to enter your Student ID# and the name of your program in the MEMO)

PAY IN PERSON:

Our Cashier's Office is able to take cash, check, or credit/debit payments at our Main Campus or via mail, at 13650 Apple Harvest Drive, Martinsburg, WV, 25403.

Hours: Monday - Friday 8:30-4:00
Email: AR@blueridgectc.edu
Phone: 304-260-4380 ext. 2218

1. www.blueridgectc.edu

2. Click on the **APPLY NOW** button

3. For first time users →click Create ACCOUNT
   If you have already completed an application →Log In to your account

4. Academic Plans:

   - **Select the term you plan to enroll…**

     - *FALL 2024*

   - **Please select the statement that applies…**

     - *I am enrolling as a non-degree seeking student*

   - **Please select the non-degree program that applies…**

     - *I am enrolling as a Phlebotomy Technician student*

5. Complete the remainder of the application