



# Phlebotomy Technician Information

## **Overview**

The 180-hour, 7 credit, 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.

**\*This program does not include a national or state certification**

## **Tuition**

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

## **Class Dates & Times**

This course will be held in a hybrid format with classes meeting in-person, at the Tech Center, and via Zoom. Classes will be held on Tuesday's and Thursday's from 5:30pm- 9:00pm as well as four Saturdays from 9:00am- 1:00pm. Please see the schedule below for course dates.

**\*Attendance is mandatory to successfully complete the program. Frequent absences may prevent students' eligibility to complete the externship portion of the course.**

## **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.

## **Registration**

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

### **How to Apply for the Phlebotomy Technician Program:**

1. [www.blueridgectc.edu](http://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 2025*
  - **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

## **Payment Options**

This program is approved for Financial Aid through the HEAPS Workforce Grant. A current FAFSA and HEAPS Workforce Grant application is required to determine eligibility. Our Cashier's Office is able to take cash, check, or credit/debit payments at our Main Campus or via mail. Please see below for more information regarding eligibility and instructions to apply for Financial Aid as well as how to make a payment online.

**Blue Ridge CTC does not offer any payment plans at this time.**

## **Orientation**

Orientation for this course will be held on Monday, August 4, 2025 as noted on the scheduled below. Students are required to bring the following documents to orientation:

- Physical Form
- Immunization Form
- Student Externship Information Form
- Government Issued ID

### **For more information about enrolling:**

Please email Ann Paull at [healthed@blueridgectc.edu](mailto:healthed@blueridgectc.edu)

### **For questions regarding the externship:**

Please email Paige Szarenski at [PSZARENS@blueridgectc.edu](mailto:PSZARENS@blueridgectc.edu)

# Phlebotomy Technician with Externship Schedule- Fall 2025

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

Day	Date	Time	Location
<b>Monday (Orientation)</b>	<b>August 4</b>	<b>5:30 pm – 7:30 pm</b>	<b>T25</b>
Tuesday	August 5	5:30 pm - 9:00 pm	T23
Thursday	August 7	5:30 pm - 9:00 pm	Remote
<b>Saturday</b>	<b>August 9</b>	<b>9:00 am- 1:00 pm</b>	<b>T23</b>
Tuesday	August 12	5:30 pm - 9:00 pm	Remote
Thursday	August 14	5:30 pm - 9:00 pm	Remote
Tuesday	August 19	5:30 pm - 9:00 pm	Remote
Thursday	August 21	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>August 23</b>	<b>9:00 am- 1:00 pm</b>	<b>T23</b>
Tuesday	August 26	5:30 pm - 9:00 pm	T23
Thursday	August 28	5:30 pm - 9:00 pm	T23
Tuesday	September 2	5:30 pm - 9:00 pm	T23
Thursday	September 4	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>September 6</b>	<b>9:00 am - 1:00 pm</b>	<b>T23</b>
Tuesday	September 9	5:30 pm - 9:00 pm	T23
Thursday	September 11	5:30 pm - 9:00 pm	T23
<b>Monday (CPR)</b>	<b>September 15</b>	<b>3:00 pm- 6:00 pm</b>	<b>3105</b>
Tuesday	September 16	5:30 pm - 9:00 pm	T23
Thursday	September 18	5:30 pm - 9:00 pm	T23
Tuesday	September 23	5:30 pm - 9:00 pm	T23
Thursday	September 25	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>September 27</b>	<b>9:00 am - 1:00 pm</b>	<b>T23</b>
Tuesday	September 30	5:30 pm - 9:00 pm	T23
Thursday	October 2	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 6, 2025	Begins the week of November 3, 2025
Ends the week of October 27, 2025	Ends the week of November 24, 2025

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 (2025-2026) and HEAPS Workforce Grant Application must be completed by July 11, 2025.**

**Tuition payment is due by July 28, 2025.**

This program is approved for Financial Aid through the HEAPS Workforce Grant. A current FAFSA and HEAPS Workforce Grant application required to determine eligibility.

**\*This program is not approved for the Higher Education Grant, WV Invest, federal loans, or other state grants.\***

### **Requirements for the HEAPS Workforce Grant:**

Awarding of this grant is not guaranteed, even with meeting all requirements.

- WV Resident for at least 12 months
- FASFA Completion for current Year (The school code number is 039573)
- Expected Family Contribution (EFC from FASFA) under 12,000
- Completion of GED Program or High School Diploma
- Application on HEAPS Website:  
<https://wvhepc2.my.site.com/Community/s/login/?ec=302&startURL=%2FCommunity%2Fs%2F>

### **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.lotform.com/form/220065416278050>.

### **Other Payment Options:**

#### **PAY ONLINE:**

1. [www.Blueridgectc.edu](http://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](mailto:AR@blueridgectc.edu)

Phone: 304-260-4380 ext. 2218