



# Phlebotomy Technician Information Term II

## Program Overview

The 180-hour, 7-credit Phlebotomy Technician Program is designed to prepare students for careers in specimen collection and laboratory support. Students receive comprehensive training in blood collection procedures, venipuncture techniques, patient safety, and professional standards of care.

Program structure includes:

- 80 hours of classroom and laboratory instruction
- 100 hours of supervised externship training

Graduates may pursue employment opportunities in:

- Hospitals
- Physician offices
- Medical laboratories
- Public health facilities
- Veterans' healthcare systems
- Insurance and diagnostic service providers

*\* Please note: This program does not include national or state certification.*

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## Tuition & Fees

**Total Program Cost: \$2,000**

Tuition includes:

- Instruction and training
- Required textbooks
- Classroom laboratory supplies
- CPR course and certification card
- Background screening
- Drug screening

Additional student expenses may include:

- General school supplies
- Computer or laptop
- Required externship uniform (scrubs/shoes)

## **Class Schedule**

The program is offered in a hybrid format, combining:

- In-person instruction at the Tech Center
- Live virtual instruction via Zoom

Scheduled class times:

- Tuesdays and Thursdays: 5:30 PM – 9:00 PM
- Four designated Saturdays: 9:00 AM – 1:00 PM

***\*Consistent attendance is required. Excessive absences may affect eligibility for externship placement.***

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## **Externship Experience**

Students will complete 100 unpaid externship hours in a CLIA-approved laboratory setting under the direct supervision of a qualified phlebotomist.

Externship requirements include:

- Completion within a four-week period
- A minimum of 100 successful blood collection procedures
- Experience performing venipunctures and dermal punctures

***\*Upon successful completion of the externship, students may be eligible to sit for the ASCP Phlebotomy Certification Examination.***

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## **Externship Requirements**

- Completed background check
- Drug screening results
- Current BLS for Healthcare Providers certification
- Physical examination completed within the past six months
- Proof of required immunizations, which may include the COVID-19 vaccination

**\*Please note: The background check, drug screening, and CPR are included in the cost of tuition and will be completed after the course begins.**

## **Registration Process**

Students must create an account through the [Blue Ridge CTC website](#) and complete the online non-degree application.

### Application Steps

1. Visit the [Blue Ridge CTC website](#)
  2. Select **Apply Now**
  3. Create an account or log in to an existing account
  4. Choose the following options:
    - Term: **Fall 2026**
    - Student Type: **Non-Degree Seeking Student (Self-pay, CCI)**
    - Program: **Phlebotomy Technician**
  5. Submit the completed application
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## **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.

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## **Orientation**

Orientation for this course will be held on **Monday, October 12, 2026 from 5:30pm-7:30pm.**

Students are required to bring the following documents to orientation:

- Physical Form
- Immunization Form

## **Contact Information**

For enrollment assistance:

[Fasttrackprograms@blueridgectc.edu](mailto:Fasttrackprograms@blueridgectc.edu)

For externship-related questions:

Paige Szarenski — [PSZARENS@blueridgectc.edu](mailto:PSZARENS@blueridgectc.edu)

# Phlebotomy Technician with Externship Schedule

## Fall 2026 Term II

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

Day	Date	Time	Location
<b>Monday (Orientation)</b>	<b>October 12</b>	<b>5:30 pm – 7:30 pm</b>	<b>TC- Room TBA</b>
Tuesday	October 13	5:30 pm - 9:00 pm	T23
Thursday	October 15	5:30 pm - 9:00 pm	Remote
<b>Saturday</b>	<b>October 17</b>	<b>9:00 am- 1:00 pm</b>	<b>T23</b>
Tuesday	October 20	5:30 pm - 9:00 pm	Remote
Thursday	October 22	5:30 pm - 9:00 pm	Remote
Tuesday	October 27	5:30 pm - 9:00 pm	Remote
Thursday	October 29	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>October 31</b>	<b>9:00 am- 1:00 pm</b>	<b>T23</b>
Tuesday	November 3	5:30 pm - 9:00 pm	T23
Thursday	November 5	5:30 pm - 9:00 pm	T23
Tuesday	November 10	5:30 pm - 9:00 pm	T23
Thursday	November 12	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>November 14</b>	<b>9:00 am - 1:00 pm</b>	<b>T23</b>
Tuesday	November 17	5:30 pm - 9:00 pm	T23
Thursday	November 19	5:30 pm - 9:00 pm	T23
<b>Monday (CPR)</b>	<b>November 23</b>	<b>3:00 pm- 8:00 pm</b>	<b>HQ- 3105</b>
Tuesday	November 24	5:30 pm - 9:00 pm	T23
<b>Thursday</b>	<b>November 26</b>	<b>HOLIDAY- NO CLASS</b>	
Tuesday	December 1	5:30 pm - 9:00 pm	T23
Thursday	December 3	5:30 pm - 9:00 pm	T23
<b>Saturday</b>	<b>December 5</b>	<b>9:00 am - 1:00 pm</b>	<b>T23</b>
Tuesday	December 8	5:30 pm - 9:00 pm	T23
Thursday	December 10	5:30 pm - 9:00 pm	T23
Tuesday	December 15	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 January 4, 2027	Begins the week of February 1, 2027
Ends the week of January 25, 2027	Ends the week of February 22, 2027

**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 (2026-2027) and HEAPS Workforce Grant Application must be completed by September 1, 2026.**

**Tuition payment is due by September 30, 2026.**

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
- HEAPS Workforce Grant Application:  
<https://wvhepc2.my.site.com/Community/s/login?ec=302&startURL=%2FCommunity%2Fs%2F>

### **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