Phlebotomy Technician Information

Overview

The 180-hour, 7credit, 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 5:30pm – 9:00pm as well as 5 Saturday classes from 9:00am-1:00pm. Times and days may vary per semester. Class will be held in the Fall and Spring semester.

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 Steps

Application: Students must create an account through the Blue Ridge CTC website to complete the online non-degree application. Registration deadline is December 13, 2024.

How to Apply for the Phlebotomy Technician Program:

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…**

     • *Spring 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

Registration: Once students have completed the online application, and it has been marked complete, they will then be enrolled into the course. An email will be sent to students notifying them of registration for the course as well as important information and medical forms that are required for the Externship portion of the course.

The following forms must be submitted to the Externship Coordinator on the first day of class:

• Physical Form
• Immunization Form
• Student Externship Information Form

*Students cannot register for this course through Bridge.

Phlebotomy Technician with Externship Schedule- Spring 2025

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

Day	Date	Time	Location
Monday (Orientation)	**January 6**	**5:30 pm – 8:00 pm**	**T25**
Tuesday	January 7	5:30 pm - 9:00 pm	T23
Thursday	January 9	5:30 pm - 9:00 pm	Remote
Saturday	January 11	9:00 am - 1:00 pm	T23
Tuesday	January 14	5:30 pm - 9:00 pm	Remote
Thursday	January 16	5:30 pm - 9:00 pm	Remote
Tuesday	January 21	5:30 pm - 9:00 pm	Remote
Thursday	January 23	5:30 pm - 9:00 pm	T23
Saturday	January 25	9:00 am - 1:00 pm	T23
Monday (CPR)	**January 27**	**3:00 pm- 4:00 pm**	**3105**
Tuesday	January 28	5:30 pm - 9:00 pm	T23
Thursday	January 30	5:30 pm - 9:00 pm	T23
Tuesday	February 4	5:30 pm - 9:00 pm	T23
Thursday	February 6	5:30 pm - 9:00 pm	T23
Saturday	February 8	9:00 am - 1:00 pm	T23
Tuesday	February 11	5:30 pm - 9:00 pm	T23
Thursday	February 13	5:30 pm - 9:00 pm	T23
Tuesday	February 18	5:30 pm - 9:00 pm	T23
Thursday	February 20	5:30 pm - 9:00 pm	T23
Saturday	February 22	9:00 am - 1:00 pm	T23
Tuesday	February 25	5:30 pm - 9:00 pm	T23
Thursday	February 27	5:30 pm - 9:00 pm	T23
Saturday	March 1	9:00 am - 1:00 pm	T23
Tuesday	March 4	5:30 pm - 9:00 pm	T23
Thursday	March 6	5:30 pm - 7:00 pm	T23

* This program does not include a national or state certification. Schedule subject to change.

FIRST EXTERNSHIP ASSIGNMENT	SECOND EXTERNSHIP ASSIGNMENT
Begins the week of March 10, 2025	Begins the week of April 7, 2025
Ends the week of March 31, 2025	Ends the week of April 28, 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 and HEAPS Workforce Grant Application must be completed by December 6, 2024.
Tuition payment is due by January 3, 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:

- 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.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

For more information about enrolling and payment options:
Please email Ann Paull at apaull@blueridgectc.edu

For questions regarding the externship:
Please email Paige Szarenski at PSZARENS@blueridgectc.edu