

Program Information: Certified Phlebotomy Technician (CPT)



Program Overview:

The Phlebotomy Technician Program prepares professionals to collect blood specimens from Clients for the purpose of laboratory analysis. Students will become familiar with all aspects Related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Program prepares students to take the [Certified Phlebotomy Technician \(CPT\) Exam](#).

Program Provider:

Curriculum is provided by [Condensed Curriculum International](#) (CCI)
Program is delivered by [Bitterroot College University of Montana](#)

Program Location:

[Bitterroot College UM](#), 103 South 9th Street, Hamilton, Montana

Program Days and Times: **Monday, September 25 through Monday, December 18, 2017**

- **Classroom Instruction (90 contact hours)**
 - 6:00 PM - 9:00 PM, Mon & Wed, September 25 – December 13
 - No class Wednesday, November 22
 - 9:00 AM - 4:30 PM, Sat, October 28, November 18, December 2 (*includes 30 minute lunch break*)
- **Certified Phlebotomy Technician (CPT) Exam**
 - 6:00 PM – 9:00 PM, Monday, December 18

Program Fee:

- Full payment of **\$2,000 due by Thursday, Sept 21, 2017** (*see application for payment submission instructions*)
- Student payment includes textbook, workbook, handouts, laboratory materials, and Certified Phlebotomy Technician (CPT) Exam fee
- **Refund Policy:** 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance

➔ **IMPORTANT:** *Program Fee Assistance takes time to process; connect with assistance providers ASAP*

- Pathways Programs Funding (formerly WoRC)
 - Human Resource Council, 303 North 3rd Street, Hamilton
 - Lisa Kearns, (406) 363-6101 ext. 237 **or** Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO)
 - Contact: Will Bodle, william@reomontana.org, (406) 274-4172; 274 Old Corvallis Rd, Hamilton
- Veterans Administration Educational Benefits – **Bitterroot College Phlebotomy Program is GI Bill approved!**
 - Contact: Roch Turner, roch.turner@umontana.edu, (406) 375-0100
- Veterans Administration Vocational Rehabilitation Services Training Funds
 - Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**
 - Contact: Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203; 274 Old Corvallis Road, Stes K/L, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Training Funding (*does NOT include help with application costs*)
 - For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operator
 - DeLynn Gardner, dgardner@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
 - For non-Ravalli County residents, contact your local Job Service office Montana Job Service office
 - Montana Job Service office locations can be found at montanajobs.mt.gov/

Age, Education, Email, and Other Requirements for Program Application:

- 18 years of age or over
- Must have a high school diploma from an accredited high school, high school equivalency diploma (GED or HiSET), **OR** qualifying Test of Adult Basic Education (TABE) scores
 - TABE is available free of charge every Monday at 9 AM at Literacy Bitterroot (303 North 3rd Street, Hamilton). Testing takes approximately 3 hours. Contact [Literacy Bitterroot](mailto:abc123@montana.com) at (406) 363-2900 or abc123@montana.com for more information
- Must have a personal email account which can be accessed daily
- Must demonstrate requisite emotional and mental maturity/health for work in a clinical setting
- Must be able to lift 20 to 30 lbs.
- Must complete **Health History** portion of program application

Background Check Required with Program Application:

- Visit app.mt.gov/choprs/ and under **Public Users** click on **Start Service**
- Cost is \$14.50; pay online with eCheck, credit card, or debit card
- Print background check document and attach to program application

Vaccination Records Required with Program Application:

- Record of TB test results (*within past year*); contact your primary care provider or Ravalli County Public Health Department at (406) 375-6670 if you need a current test
- Record of Tdap vaccination; contact your primary care provider or your public high school for your vaccination records; contact your primary care provider or Ravalli County Public Health Department at (406) 375-6670 if you need this vaccination
- Attach TB test results and Tdap vaccination records to program application

Retain Program Information for Your Records

Questions?

Contact Bitterroot College at (406) 375-0100 or
email Victoria Clark at victoria.clark@umontana.edu



Program Application: Certified Phlebotomy Technician (CPT)



Application Requirements *(see program information sheet for details)*

- 1) Must meet **age, email, emotional/mental health, and physical requirements**
- 2) Must submit **HS transcript, GED or HiSET transcript, OR TABE scores** with application
- 3) Must submit **cleared background check** with application
- 4) Must submit current **TB test** (within past year) and current **Tdap vaccination** records with application

Application Deadline is Thurs, Sept 21, 2017 for training starting on Mon, Sept 25, 2017

Submit completed application to:

Bitterroot College UM

103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or victoria.clark@umontana.edu

Include with completed application:

- Full program fee payment of \$2,000** — make check payable to *Bitterroot College UM* or pay in person at Bitterroot College with cash, credit card, or debit card
(see program information sheet for payment assistance options)
- HS transcript, GED or HiSET transcript, OR TABE scores** *(see program information sheet for details)*
- Cleared background check documentation** *(see program information sheet for details)*
- TB test and Tdap records** *(see program information sheet for details)*

Full Legal Name: _____
First Middle Last

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number *(required for exam registration)*: _____

Telephone No: _____ Email Address *(required)*: _____

Gender *(optional)*: Male Female Date of Birth: _____ Age at Start of Program: _____

List any currently held healthcare certifications: _____

Summarize previous work experience: _____

(application has two pages – continue to second page)

Provide relevant life experiences: _____

List three qualities you have which will help you be an attentive and competent Phlebotomy Technician:

Health History (required)

Do you have any allergies? Yes No
If so, please describe: _____

Are you currently being treated for any blood disorders? Yes No
If so, please describe: _____

Are you currently taking any blood thinners or on an aspirin therapy? Yes No
Are you currently pregnant? Yes No

Have you **EVER** been diagnosed with any of the following conditions (*please circle all that apply*):

- | | | |
|---------------|-------------------|----------------------|
| Diabetes | Hypoglycemia | Insulin Resistance |
| Hepatitis | HIV or Aids | Autoimmune Disorders |
| Breast Cancer | Lymph Node Cancer | Heart Conditions |

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College's Phlebotomy Technician Training Program.

Applicant's Signature _____ **Date** _____

For Office Use Only

Required Application Materials

- ____ Complete Application
- ____ HS/HS Equiv/TABE
- ____ Background Check
- ____ TB Test
- ____ Tdap Records

Reviewer's name: _____

Reviewer's comments:

Passed Exam (circle one): YES NO

Payment Type: Student _____ WIOA _____ Other (explain) _____

Application reviewed on _____ **Accepted** _____ **Denied** _____

Date