

## 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 9<sup>th</sup> Street, Hamilton, Montana

### Program Days and Times: *Next program starts the week of January 14, 2019*

- **Classroom Instruction** (91 contact hours)
  - 6:00 PM - 9:00 PM, two weeknights each week for 11 weeks, dates TBA
  - 8:00 AM - 3:30 PM, four Saturdays, dates TBA (includes 30-minute lunch break)
- **Certified Phlebotomy Technician (CPT) Exam**
  - 6:00 PM – 9:00 PM, one weeknight, date TBA

### Program Fee:

- Full payment of **\$2,300 due by Wednesday, January 9, 2019** (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 3<sup>rd</sup> Street, Hamilton
  - Lisa Kearns, (406) 363-6101 ext. 237 **or** Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO) (for eligibility, must have worked in agriculture within last 2 years)
  - Will Bodle, [william@reomontana.org](mailto:william@reomontana.org), (406) 274-4172
- Veterans Administration Educational Benefits, [Valley Veterans Service Center](#), 217 N 3rd St, Suite L, Hamilton
  - **Veterans and family members:** check your benefits eligibility, call (406) 363-9838 for an appointment
- Veterans Administration Vocational Rehabilitation Services Training Funds
  - Debra Fleig, [debra.fleig@va.gov](mailto:debra.fleig@va.gov). (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**
  - Sarah Seltzer, [sseltzer@mt.gov](mailto:sseltzer@mt.gov), (406) 375-0203, Bitterroot College, 103 S 9<sup>th</sup> Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3<sup>rd</sup> Street, Hamilton
  - DeLynn Gardner, [dgardner@mt.gov](mailto:dgardner@mt.gov), (406) 560-1689 **or** Chelle Twist, [mtwist@mt.gov](mailto:mtwist@mt.gov), (406) 565-2243
- WIOA Youth Employment Program (serves ages 14 to 24), Human Resource Council, 303 N 3<sup>rd</sup> Street, Hamilton
  - Shane Kravik, [sek@hrcxi.org](mailto:sek@hrcxi.org), (406) 363-6101, ext. 236

### **Age, Education, ID, 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 3<sup>rd</sup> Street, Hamilton). Testing takes approximately 3 hours. Contact [Literacy Bitterroot](mailto:abc123@montana.com) at (406) 363-2900 or [abc123@montana.com](mailto:abc123@montana.com) for more information
- Must have a photo ID for proof of identity
- 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/](http://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 Meri Telin at [meri1.telin@umontana.edu](mailto:meri1.telin@umontana.edu)



## Program Application: Certified Phlebotomy Technician (CPT)



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

- 1) Must meet **age, ID, 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 Wed, Jan 9, 2019 for training starting week of Jan 14, 2019**

#### Submit completed application to:

##### ***Bitterroot College UM***

103 South 9<sup>th</sup> Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or [meri1.telin@umontana.edu](mailto:meri1.telin@umontana.edu)

#### Include with completed application:

- Full program fee payment of \$2,300** — 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
- \_\_\_\_\_ Photo ID
- \_\_\_\_\_ Background Check
- \_\_\_\_\_ TB Test
- \_\_\_\_\_ Tdap Records

*Reviewer’s name:* \_\_\_\_\_

*Review date:* \_\_\_\_\_

*Reviewer’s comments:*

**Circle one:**    *Accepted*    *Denied*

**Photo ID:** ID Type \_\_\_\_\_ ID No. \_\_\_\_\_ ID Checked By \_\_\_\_\_

**Payment Type:** \_\_\_\_\_

**Exam Results:** \_\_\_\_\_