
Certified Phlebotomy Technician

Spring 2020

evening class

April 9 – July 23

Mon & Thurs

5:30-9:30pm

Room 305 & 326

CRN: 1795

ESSENTIAL JOB SKILLS CLASS: This class is part of your program.

May 5 - 26

Tuesdays 5:30–8:45pm

Room 203

CRN: 1645

OPTIONAL EXTERNSHIP: available after successful completion of the program \$285 (not included in cost/payment plan below)

Cost: \$2643

Payment plan available (\$25 fee):

\$906 initial payment - due at time of registration

Initial payment must be made in person at the college.

Two subsequent payments of \$881

Scholarships available through American Job Center:

To apply for the WIOA Scholarship contact a career agent at The American Job Center

Bristol Office: 860-899-3559

New Britain Office: 860-223-0889

To apply for the Dislocated Worker Grant: contact Yanira Fernandez 860-899-3519

Student Name (print) _____

TUNXIS COMMUNITY COLLEGE CERTIFIED PHLEBOTOMY TECHNICIAN PROGRAM

SPECIAL REQUIREMENTS

The following Essential Functions are expected of all students with or without academic adjustments. Students must be able to fulfill the essential functions of the job without endangering patients or other healthcare workers. Students with disabilities may be eligible for academic adjustments.

Students must have the following abilities:

- Proficiency in the use of the English language and must possess effective oral and written skills in order to accurately transmit appropriate information to patients, faculty, colleagues, and other healthcare workers.
- Adequate senses – hearing, touch and vision to perform the tasks required.
- Interpersonal skills such that you are capable of interacting with individuals from a variety of social, economic and ethical backgrounds.
- The ability to present a professional appearance, maintain personal health and be emotionally stable.
- Arm-Hand Steadiness – The ability to keep your hand and steady while moving your arm or while holding your arm and hand in one position.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

I have read and understand the information above.

Sign

Date



271 Scott Swamp Road
 Farmington, CT 06032
 Phone: 860-773-1450
 Fax: 860-606-9732
tx-continuing-ed@tunxis.edu



Continuing Education Non-Credit Registration Form

Full Legal Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Email Address: _____

Phone: _____ **Work / Cell Phone:** _____

Date of Birth: ____/____/____ **Former Last Name** (if applicable): _____

Social Security #: ____/____/____ **Sex:** Male Female

Are you a U.S. Citizen? Yes No

Ethnicity (optional): White Black Hispanic/Latino Asian
 Native Hawaiian/Pacific Islander American Indian/Native Alaskan Other

CRN	Course Title	Start Date	Cost	Time	Room
Total:					

*Payment must be submitted at time of registration.

***PAYMENT INFORMATION:** Check Number _____ Money Order _____
Payable to: Tunxis Community College

MasterCard/Visa/Discover/Amex: _____ Exp. _____
 Cardholder Name: _____

Office use ONLY	Entered: _____	Banner ID: @ _____						
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Withdrawal/Refunds:

Refunds may be obtained if your written withdrawal is submitted to the Continuing Education & Workforce Development Office three business days prior to the first meeting of class. Refunds generally take 2-4 weeks to process. There are no refunds once a class has started or for fees labeled "non-refundable".

Course Cancellations:

Low enrollment may result in a course cancellation. Students may accept a refund or transfer the tuition to another course in the same semester. In the event of inclement weather, please check the Weather Line at 860-773-1301 or our website: tunxis.edu.

Student Conduct:

Students are expected to behave according to the socially accepted standards of the College community. Each student is expected to uphold ethical standards in academic performance. Failure to comply with the College's guidelines for conduct, as directed by the Board of Regents for Higher Education Policy, may be grounds for dismissal.

Parking Policy:

To avoid having to pay a parking fine, please park in student-designated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

Tunxis@Bristol is located at:

430 North Main St, Bristol, CT 06010