

Application Packets Are Due No Later Than Monday 03/27/2026
Please Turn In All Applications To AGH Human Resources Office



Artesia General Hospital Advanced Learning Center



Certified Phlebotomy Technician (CPT) Program Application Packet

The Phlebotomy Program is accredited by the National Healthcareer Association (NHA) and students will be certified through the Certified Phlebotomy Technician (CPT) exam.



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Artesia General Hospital
Advanced Learning Center
702 N. 13th St.
Suite J

PROGRAM COORDINATOR

Kimberly Salgado – Director of Clinical Operations, Director of Artesia
General Hospital Foundation, CRHCP, Program Director

LEAD CLINICAL INSTRUCTOR

Torey Salgado - CCMA, B.S., M.Ed., Clinical Educator

LEAD CLINICAL INSTRUCTOR

Stacie Chavez - CMA, CPT, VFC Coordinator, Clinical Educator

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PROGRAM DESCRIPTION:

The Certified Phlebotomy Technician (CPT) Program is accredited by the National Healthcareer Association (NHA). The NHA's certification exams are accredited through the National Commission for Certifying Agencies (NCCA). The NCCA awards accreditation for professional and personnel certification programs which provides impartial, third-party validation that a program has met recognized national credentialing industry standards for development, implementation, and maintenance of certification programs.

The mission of the NCCA is to help ensure the health, welfare, and safety of the public through the accreditation of certification programs that assess professional competence. Its purpose is to provide the public and other stakeholders with the means by which to identify certification programs that serve their competency assurance needs in a profession.

The CPT Program is designed to prepare students for employment in various medical settings, such as physician's offices and hospital laboratory settings. This program will prepare the student to function as a certified phlebotomy technician and ensure the student is well equipped to handle the tasks expected of today's phlebotomists.

WHY CHOOSE AGH ADVANCED LEARNING CENTER?

- Nationally recognized! Obtain your certification with us and apply for job openings anywhere in the United States.
- Two clinical instructors that are available to answer questions outside of classroom hours and are there to make sure your learning is supported.
- Hybrid model with both in-person and online learning in the same course.
- Small class sizes for maximum learning opportunities.
- Highly competitive course price of **\$700.00**.
- Only 8 – 10 weeks of in-person class time!

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PROGRAM DATES / DEADLINES

IMPORTANT DATES	
APPLICATION DUE	03/27/2026
COMMITTEE MEETS FOR ENROLLMENT SELECTION (APPLICANTS WILL BE CALLED FOR IN-PERSON INTERVIEWS BY THE ADVANCED LEARNING CENTER STUDENT REVIEW COMMITTEE IF NEEDED)	03/31/2026
STUDENTS NOTIFIED IF ACCEPTED NO LATER THAN	04/03/2026
MANDATORY DRUG SCREENINGS AND BACKGROUND CHECK (ARTESIA GENERAL HOSPITAL HUMAN RESOURCES DEPARTMENT)	04/06/2026 - 04/10/2026
LUNCH MEETING & ONBOARDING FOR ACCEPTED CANDIDATES	04/29/2026 (\$700.00 Course Payment is Due on this Date)
IN PERSON CLASS BEGINS	05/05/2026
TEST WEEK	06/22/2026 – 06/26/2026
PROGRAM LENGTH	8 WEEKS
PROGRAM HOURS	Tuesday & Thursday Mornings 8:30 – 10:30 am
ADDITIONAL LEARNING HOURS	Students will engage in asynchronous learning online every week. Students will be expected to keep up with all online deadlines and in-person learning responsibilities.
CLINICAL HOURS	During the course, students will complete additional clinical externship hours in the AGH hospital lab and obtain a set number of venipunctures through clinical rotations per NHA guidelines.
ABSENCE POLICY	Due to the short length of the course absences will be monitored closely. Two unexcused absences are allowed within the class. If the number of unexcused absences exceeds two class days, the student will be dropped from the course. Excused absences with a doctor's excuse will not count toward the number of absences.

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GENERAL REQUIREMENTS:

- Students must be at least 18 years of age at the projected time of program completion.
- Students must have a high school diploma or GED equivalent.

APPLICATION PROCESS:

- 1. Obtain one professional letter of recommendation** (head of department, recent employer, teacher, etc.). This letter must be signed and sealed in an envelope to be turned in with the application. Unsealed letters will be rejected.
- 2. Complete the application and turn in application with letter of recommendation no later than Friday (03/27/2026)** to the Artesia General Hospital HR department located at 702 N 13th street next to the Green Chile Cafe. Failure to turn in a physical copy to the HR Department will result in your application being denied.
- 3. Students will be informed of acceptance NO LATER THAN 04/03/2026.**
- 4. Accepted students must attend the mandatory luncheon and afternoon orientation session on 04/29/2026 from 12:00 noon to 2:00 pm in the Green Chile Café located within Artesia General Hospital. Payment in full of \$700.00 is due at this time.**
 - Meeting the criteria for selection does not guarantee admission to the program. Final selections will be based on the student's application, letter of recommendation, background check and possible interview.
 - **LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.**

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Application Tips:

1. Please make sure to read the application completely and fill out all necessary components.
2. If you have vaccination records outside of the state of New Mexico or wish to obtain your records on your own without the help of the AGH Advanced Learning Center, please obtain a copy of these records and attach them to the application packet for committee review.
3. If you wish to have us obtain a copy of your vaccinations for you, please fill out the appropriate information on the top half of the Vaccine Status Acquisition Form. If you wish to decline, please sign the bottom half of the Vaccine Status Acquisition Form. **Note: By declining access to vaccination status, you may not be eligible for the phlebotomy program and vaccination status is required to complete your direct patient care experience.**
4. Ensure that your application is completed with correct spelling and grammar as this can affect the decision on your application.
5. Turn in the application with letter of recommendation, copy of photo ID and copy of high school diploma no later than Monday (03/27/2026) to the Artesia General Hospital HR department located at 702 N 13th street next to the Green Chile Cafe. If you are unable to turn in the application in person, please email the application submission to tsalgado@artesiageneral.com with the subject line: CPT APPLICATION 2026.

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6. Applications will not be taken after the deadline so please make sure to complete the application ahead of the scheduled due date.
7. Additionally, if any items requested are missing from the application the application will be rejected.
8. If accepted, applicants will receive a phone call from the course educators and will need to begin the process for drug screen and background check to be completed by no later than 04/10/2026.
9. Reminder: Full Payment of \$700.00 for the course will be due by 04/29/2026 at the mandatory luncheon from 12:00 pm to 2:00 pm.
10. If there are any questions regarding the application process please email tsalgado@artesiageneral.com.

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STUDENT APPLICATION

Personal Data

Full Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a citizen of the United States? _____

Have you ever been convicted of a felony? _____

Emergency Contact Information

Emergency Contact #1

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

Emergency Contact #2

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

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Education

Check Yes or No: Have you earned a high school diploma or GED? _____ Yes _____ No

Name of High School: _____

What year did you graduate high school? _____

Additional Information

Is English your primary language? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

Check Yes or No: Do you have a valid driver's license? _____ Yes _____ No

Do you have any physical limitations for work / performing the duties required by a hands-on phlebotomy training program?

Work Experience

Company Name _____

Immediate Supervisor Name _____

Company Address _____

Job Title _____

Job Description _____

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*****IF ACCEPTED, ALL STUDENTS MUST COMPLETE AND PASS A BACKGROUND CHECK / DRUG SCREENING THE WEEK OF 04/06/2026 - 04/10/2026 IN ORDER TO STUDY AT THE HOSPITAL AND DRAW BLOOD ON PATIENTS.*****

HEALTH REQUIREMENTS:

Applicants must complete the Student Immunization Record form and attach a copy of their vaccination records with the signature of a healthcare provider. As required by Artesia General Hospital and the AGH Advanced Learning Center, applicants are required to provide proof of the following current immunizations for eligibility to be a student:

- Hepatitis B series or Positive Hepatitis B Titer
- Measles Mumps Rubella (MMR) or Positive Titer Series
- Tetanus (Tdap or Td) Vaccine within the last 10 years
- Tuberculosis skin test within past 12 months. PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students must maintain current PPD/Tuberculin skin testing throughout the program. Students who test positive for tuberculosis must show proof of a negative chest x-ray taken within the past five years to satisfy this requirement.
- Varicella or Positive Varicella Titer

ALL VACCINATIONS ARE REQUIRED

If a student is accepted into the program and is missing any of the above vaccinations or tests, they will be expected to have these completed before engaging in direct patient care. Failure to update these mandatory vaccinations or get the appropriate testing will result in the student being withdrawn from the course.

Students who are withdrawn due to non-compliance of proper vaccinations or testing are not eligible for a refund of the price of the course

Note: All major employers in the medical field require these standard vaccinations or tests to qualify for job placement

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*** Please sign the attached information release form so that your shot record can be collected from the New Mexico state database and used for enrollment purposes. ***

Artesia General Hospital Advanced Learning Center

Vaccination Status Acquisition Form

RELEASE OF INFORMATION, AUTHORIZATION/CONSENT FORM

Client Name _____ DOB _____

I _____, hereby grant AGH Advanced Learning Center permission to receive the following information:

_____ New Mexico State vaccine record

The above information is to be received from:

Name: AGH Advanced Learning Center

Address: 702 N 13th Street Suite J

Phone: (575) 748-3333

If you wish to decline the release of vaccine information to us, please sign below.

This authorization is subject to revocation by the undersigned at any time except to the extent that action has been taken in reliance here on, and if not earlier revoked. It shall be terminated 90 days from the date signed without expressed revocation.

If revocation is desired:

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations (42 CFR Part 2) prohibit you from making any further disclosure of it without the specific consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.