

Application Packets Are Due No Later Than Monday 10/01/2025  
\*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. 13<sup>th</sup> 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	10/01/2025
COMMITTEE MEETS FOR ENROLLMENT SELECTION  (APPLICANTS WILL BE CALLED FOR IN-PERSON INTERVIEWS BY THE ADVANCED LEARNING CENTER STUDENT REVIEW COMMITTEE IF NEEDED)	10/02/2025
STUDENTS NOTIFIED IF ACCEPTED NO LATER THAN	10/03/2025
LUNCH MEETING & ONBOARDING FOR ACCEPTED CANDIDATES	10/15/2025  (\$700.00 Course Payment is Due on this Date)
IN PERSON CLASS BEGINS	10/21/2025
TEST WEEK	12/15/2025 – 12/19/2025
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	Near the end of the course, students will complete additional clinical externship hours 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.  Three unexcused absences are allowed within the class. If the number of unexcused absences exceeds three 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 **Monday (10/01/2025)** to the Artesia General Hospital HR department located at 702 N 13<sup>th</sup> 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 10/03/2025.**
4. **Accepted students must attend the mandatory luncheon and afternoon orientation session on 10/15/2025 from 12:00 noon to 2:00 pm in the Green Chile Café located within Artesia General Hospital.**
  - 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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**\*\*\*IF ACCEPTED, ALL STUDENTS MUST COMPLETE AND PASS A BACKGROUND CHECK / DRUG SCREENING THE WEEK OF 9/29/2025 to 10/3/2025 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.

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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?

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## Work Experience

Company Name \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

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**Work Experience**

Company Name \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Experience**

Company Name \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Writing Sample

**Why have you chosen to pursue training as a phlebotomist? What skills do you have that will make you a successful student and future phlebotomist?**

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced, horizontal blue lines across the entire width of the page. The background is a solid off-white color, providing a clear contrast for the blue lines. There are no margins, text, or other markings present.

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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 (10/01/2025) 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](mailto:tsalgado@artesiageneral.com) with the subject line: CPT APPLICATION 2025.

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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. 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 10/10/2025.
8. Reminder: Full Payment of \$700.00 for the course will be due by October 15<sup>th</sup> at the mandatory luncheon from 12:00 pm to 2:00 pm.
9. If there are any questions regarding the application process please email [tsalgado@artesiageneral.com](mailto:tsalgado@artesiageneral.com).