

# Kilgore College Phlebotomy Registration Packet

## What You Need to Do Next:

To register for Phlebotomy and secure your spot, email all required documents as a complete packet to **SHSCE@KILGORE.EDU** by the registration deadline: **Spring I - December 1, 2025**  
**Spring II - March 30, 2026**

**Important Notes: Payment is due at Registration (Once required documents have been approved)**

- You are not officially registered until we have received all required documents.
- This is a high-demand course with a maximum of 14 students, and registration is on a first-come, first-served basis.
- To avoid delays, please ensure your packet is complete when submitted.
- If you are emailing your documents, please download a PDF scanner app such as CamScanner, Genius Scan, etc. to email a clear legible copies of your documents. To bring your registration documents in person our office is located on the Kilgore Campus:
  - Torrence Health Sciences Education Center; Office 102  
1610 S. Henderson Blvd. Kilgore, Tx 75662

## Step 1 - Submit Required Documents:

Please email or deliver clear copies of the following:

- Driver's License or State Issued ID
- High School Diploma, Transcript, or GED
- Childhood Immunization Records
  - MMR, TDAP, Varicella, Flu Vaccine (if seasonal appropriate), Hepatitis B, Negative Tuberculosis Skin Test
  - If you do not have access to immunization records you will need to have a Titer blood testing completed
- If documents are missing, you will be notified by email
- Please utilize checklist included in this packet to verify you have all required documents
- DO NOT send your documents until you have EVERYTHING, please send it all in 1 email
- DO NOT wait on test results to turn in documents. DATCS will send the results directly to us.

## Step 2 - Drug Test & Background Check:

*(You will not receive the results, they will be emailed directly to Kilgore College)*

- DATCS Authorization Forms are attached and will need to be taken with you to facility
- Cost: \$48; Background \$30.00, Drug Test \$18.00- (paid by student)
- Location: Drug and Alcohol Testing Compliance Services (DATCS)
  - 4000 Hwy 259 North, Longview, TX
- A positive drug screening result will automatically disqualify you from the program. This includes the presence of any substance not legally prescribed.
- Please be aware that any findings that do not meet clinical site eligibility standards may prevent participation in the program. Clinical placement is a required component of the course, and students must be eligible to attend externship at partnering facilities.

## Step 3 – Make Tuition Payment & Purchase Textbooks

- When you have turned in all documents, you will receive an email titled “Registration Complete” with the next steps of the registration process
- **DO NOT MAKE TUITION PAYMENT OR PURCHASE TEXTBOOKS UNTIL YOU RECEIVE A “REGISTRATION COMPLETE” EMAIL**
- Textbooks for this course are to be purchased via Amazon:
  - Hartman's Complete Guide for the Phlebotomy Technicians Textbook, 2e- \$34.00/  
**Classroom Copies are available for use or you can purchase your own copy**
    - ISBN: 978-1604251654  
Hartman's Complete Guide for the Phlebotomy Technician, 2e: Hartman Publishing Inc: 9781604251654: Amazon.com: Books
  - Workbook for Hartman's Complete Guide for the Phlebotomy Technician 2e - \$15.00
    - ISBN: 978-160425166  
Workbook for Hartman's Complete Guide for the Phlebotomy Technician 2e: Hartman Publishing Inc: 9781604251661: Amazon.com: Books
- If using grants; instruction on how to apply are attached (TE, TPE )
  - Please notify us if you plan to utilize one these grants

## Class Details

- **Location:** Kenneth Whitten Applied Technology Center
  - Building # 27, Room 205
  - 1410 US-259 BUS Kilgore, Tx 75662
- **Duration:** 12 Weeks
  - **Spring I** - January 6 - April 2, 2026
  - **Spring II** - April 14 - July 2, 2026
- **Schedule:** Hybrid course;
  - Meets On Campus Tuesday & Thursday 4pm – 9pm
  - Meets Online Wednesday
  - Calendar attached with breakdown of schedule
- **Student Orientation:**
  - **Spring I** - December 9, 2025; 4:00 PM
  - **Spring II** - April 7, 2026; 4:00 PM
  - Attendance is required; as you will receive important course information and ask any questions you may have
  - Photo for Student ID will be taken at orientation
- **Tuition:** \$875.00 (NHA Certification Exam included with tuition)

## Required Supplies

- **Attire:** Black scrubs (No print), comfortable leather tennis shoes, no crocs
- Textbook & Workbook
- Notebook, pens/pencils
- Because this is a Hybrid course you are required to have Laptop or Tablet with reliable internet service

If you have any questions, please contact **Kristen Cage at Kcage@kilgore.edu**.



# WORKFORCE DEVELOPMENT

## COMMUNITY EDUCATION

### Kilgore College WDCE Course Registration Form

*Please Note: This is a fillable PDF form and should not be completed by hand. For best results, view and complete the form on a computer or smartphone using a PDF reader.*

Date: \_\_\_\_\_

Social Security : \_\_\_\_\_

In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business or Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

US Citizen:  If no, what country? \_\_\_\_\_

**Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:**

1. Are you Hispanic or Latino?

\_\_\_\_\_  
2. Please select the racial category or categories with which you most closely identify.

Course Name \_\_\_\_\_

Start Date \_\_\_\_\_

Do you plan to drive your own vehicle to your clinical site?

If yes, please complete the vehicle information below. Some clinical sites require this for parking access and may issue permits based on the details you provide.

Make & Model of vehicle \_\_\_\_\_

Year \_\_\_\_\_

License Plate \_\_\_\_\_

Date Application Received: \_\_\_\_\_

## Phlebotomy Registration Checklist:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

\_\_\_\_\_ Registration Form

\_\_\_\_\_ Copy of Driver's License

\_\_\_\_\_ Copy of High School Diploma/Transcript/GED

\_\_\_\_\_ Clear Background Check (Within 6 months) Date: \_\_\_\_\_

\_\_\_\_\_ Negative Drug Test (Within 60 days) Date: \_\_\_\_\_

\_\_\_\_\_ MMR: Titer: \_\_\_\_\_ Dose #1 \_\_\_\_\_ Dose #2 \_\_\_\_\_

\_\_\_\_\_ Varicella (Chickenpox) Titer: \_\_\_\_\_ Dose #1 \_\_\_\_\_ Dose #2 \_\_\_\_\_

\_\_\_\_\_ Hepatitis B Titer: \_\_\_\_\_ Dose #1 \_\_\_\_\_ Dose #2 \_\_\_\_\_ Dose #3 \_\_\_\_\_

\_\_\_\_\_ TDAP (Within 10 years) \_\_\_\_\_

\_\_\_\_\_ Influenza Vaccine (October-May- must be obtained before clinicals) Date: \_\_\_\_\_

\_\_\_\_\_ Negative TB Skin Test (within one year from start of class)

-Test Given: \_\_\_\_\_ Test Read: \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_ Payment of Tuition      Cash: \_\_\_\_\_      TRUE Grant: \_\_\_\_\_

Notes:

---

---

---

---

---

## Texas Public Education Grant (TPEG) for Continuing Education

Kilgore College continuing education students can now apply for financial aid to cover the costs of classes in certain CE programs thanks to a Texas Public Educational Grant (TPEG) the college received. **THIS GRANT WILL COVER TUITION ONLY, BOOKS ARE TO PAID OUT OF POCKET.**

The grant is only available to students enrolled in the programs listed below and eligibility is based on student need.

Eligible KC CE Programs	Maximum Award Amount
Commercial Driving License (CDL)	\$3000
HR Specialist	\$1212
Industrial/Residential Electrical Technology	\$1600
KCEPT Lineman Program	\$2500
Nurse Aide	\$720
Patient Care Technology	\$804
Pharmacy Technology	\$1832
Phlebotomy	\$874
Sterile Processing	\$900
Medication Administration	\$765

Students must apply to the CE program they're interested in. The Workforce Development – Continuing Education Department will process the application for the program. The student will be assigned a Student ID number once this application is processed.

Students must then login to the AccessKC portal to complete the KC Financial Aid Application:

<https://accesskc.kilgore.edu/ICS>.

- Username: first four letters of last name + first four letters of first name + last four digits of student ID #
  - EX: John Smith, ID# 123456789 – smitjohn6789
- Password: Student + month and day of student's date of birth
  - EX: Student with a birthday of January 1, 1935 - Student0101

You are here: Students > Applications/Forms > KC Financial Aid Application

Applications/Forr

Housing

Testing Center -  
Kilgore

Course Evaluation

Graduation  
Application

Title IX

Student Complaint  
Form

App

Click the

[https://a](https://accesskc.kilgore.edu/ICS)

KC Financial Aid  
Application

Once logged in, choose STUDENTS from the top menu bar. Once in the Students area, click the Application/Forms link on the left-hand side of the screen, then scroll down to the KC Financial Aid Application on the left-hand side of the screen.

Students must provide all required information before their KC Financial Aid Application can be processed and approved.

1. High School transcript or proof of GED Completion
2. Completed Verification Worksheet for appropriate award year\*
3. Proof of income for appropriate tax year\*:
  - a. Tax Return or Transcript for the year requested
  - b. Untaxed income such as SSI
  - c. VA non-education benefits
  - d. Other forms of income/support based on student and/or parent(s)' situation
4. Male students must be registered with Selective Service
  - a. Register online at [www.sss.gov](http://www.sss.gov)

\* - Students under the age of 24 who are not married and have no dependents of their own are considered dependent students and must provide their parent(s)' household information as well as parent income/support information. One parent must sign the Verification Worksheet.

AUTHORIZATION FORM: NON – REGULATED DRUG / ALCOHOL TESTING

Company Name: KILGORE COLLEGE PHLEBOTOMY PROGRAM

Account Number: 1648A

Company DER: JENNIFER HALTON/GINGER JACKSON

Phone: (903) 983-8645

Fax: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor SSN: \_\_\_\_\_

Scheduled Date: \_\_\_\_\_

Notification Expiration Time: \_\_\_\_\_

**\*\*\*STUDENTS ARE RESPONSIBLE FOR ALL  
FEES ASSOCIATED WITH DRUG TESTING**

 DRUG TEST \$18.00 ALCOHOL TEST BACKGROUND \$30.00

OTHER TEST: \_\_\_\_\_

## REASON:

- Pre-employment
- Random
- Post-Accident
- Reasonable Suspicion
- Return-to-Duty
- Follow-Up
- \*\*Pre-Access

Jennifer Halton  
SIGNATURE OF DER OR DESIGNATED SUPERVISOR

## EMAIL, FAX OR GIVE EMPLOYEE AUTHORIZATION FORM

Longview	<a href="mailto:frontdesk@datcs.com">frontdesk@datcs.com</a>	Fax	903-234-1948
Bossier City	<a href="mailto:frontbossier@datcs.com">frontbossier@datcs.com</a>	Fax	318-212-1128
Tyler	<a href="mailto:fronttyler@datcs.com">fronttyler@datcs.com</a>	Fax	903-534-5983
Wichita Falls	<a href="mailto:wffront@datcs.com">wffront@datcs.com</a>	Fax	940-264-8808

**Submit****Submit****Submit****Submit**

From the time a donor is notified by a company representative to submit to a drug and/or alcohol test, he or she will be allowed thirty minutes plus travel time to arrive and check in with the approved collection site. *By signing this document, I acknowledge that I have read and understand the preceding statement. I furthermore acknowledge that my failure to submit to these instructions will subject me to the disciplinary action outlined in the company's drug/alcohol policy. Once the testing process begins, I will not be allowed to leave the premises. I acknowledge that leaving the facility will be reported as a REFUSAL to test.*

**DONOR SIGNATURE:**

# SPRING I

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1 New Year's Day	2	3
4	5	4-9 PM In-Person	6	4-9 PM Online	7	4-9 PM In-Person
11	12	4-9 PM In-Person	13	4-9 PM Online	14	4-9 PM In-Person
18	19 M L King Day	4-9 PM In-Person	20	4-9 PM Online	21	4-9 PM In-Person
25	26	4-9 PM In-Person	27	4-9 PM Online	28	4-9 PM In-Person

FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	4-9 PM In-Person	3	4-9 PM Online	4	4-9 PM In-Person
8	9	4-9 PM In-Person	10	4-9 PM Online	11	4-9 PM In-Person
15	16 Presidents' Day	4-9 PM In-Person	17	4-9 PM Online	18	4-9 PM In-Person
22	23 Clinical Start		24		25	In-Person 26 After Clinical

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	In-Person After Clinical	5	6
8	9 Campus Closed	10 Campus Closed	11 Campus Closed	12 Campus Closed	13 Campus Closed	14
15	16	17	18	In-Person After Clinical	19	20
22	23	24	25	In-Person After Clinical	26	Clinical End
29	30	4-9 PM In-Person	31			

CLASSROOM: IN-PERSON 4:00 PM - 9:00

CLASSROOM: ONLINE

PREASSIGNED CLINICAL PLACEMENTS: 8:00 AM - 5:00 PM

## APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	Course End Cert Exam Time TBA	2	3
5 Easter Sunday	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


CLASSROOM: IN-PERSON 4:00 PM - 9:00

CLASSROOM: ONLINE

PREASSIGNED CLINICAL PLACEMENTS: 8:00 AM - 5:00 PM

## SPRING II

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5 Easter Sunday	6	7	8	9	10	11
12	13	4-9 PM In-Person	14	4-9 PM Online	15	16
19	20	4-9 PM In-Person	21	4-9 PM Online	22	23
26	27	4-9 PM In-Person	28	4-9 PM Online	29	30

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	4-9 PM In-Person	5	4-9 PM Online	6	7
10	11	4-9 PM In-Person	12	4-9 PM Online	13	14
17	18	4-9 PM In-Person	19	4-9 PM Online	20	21
24	25 Memorial Day	4-9 PM In-Person	26	4-9 PM Online	27	28
31						

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Clinical Start	2	3	In-Person 4 After Clinical	5	6
7	8	9	10	In-Person 11 After Clinical	12	13
14	15	16	17	In-Person 18 After Clinical	19 Campus Closed	20
21	22	23	24	In-Person 25 After Clinical	26	27
28	29	4-9 PM In-Person	30			

CLASSROOM: IN-PERSON 4:00 PM - 9:00

CLASSROOM: ONLINE

PREASSIGNED CLINICAL PLACEMENTS: 8:00 AM - 5:00 PM

## JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	Course End Cert Exam Time TBA	2	3 Independence
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


CLASSROOM: IN-PERSON 4:00 PM - 9:00

CLASSROOM: ONLINE

PREASSIGNED CLINICAL PLACEMENTS: 8:00 AM - 5:00 PM