

ALLIED PROFESSIONAL INSTITUTE

CATALOG

JANUARY 1, 2017 TO DECEMBER 31, 2017



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INSTITUTIONS MISSION

To conduct medical education in the context of service to medical personnel as well as the general public so as to train persons to provide this service with skill and competence to this and other under served populations.

The Phlebotomist's primary role is to collect blood for accurate and reliable test results as quickly as possible. Medical diagnosis depends heavily on safe and accurate blood test. The Phlebotomist is trained to perform such test ion a manor that is safe for both him/her and the patient. The Phlebotomist will be hired to perform his/her skills in laboratories, clinics, doctor's offices, hospitals, and mobile labs. You will work in close proximity with other health care providers.

OBJECTIVES

ANATOMY AND PHYSIOLOGY

- 1. The student will be able to describe the difference between the walls of the arteries and the walls of the veins.**
- 2. The student will be able to locate the veins in the arms, hands, feet, and legs.**
- 3. The student will be able to identify the most frequently used veins.**
- 4. The student will be able to describe the difference between serum and plasma.**
- 5. The student will be able to describe the components of blood.**
- 6. The student will be able to describe the clotting mechanism.**
- 7. The student will be able to learn what to do for a patient on anticoagulant medication.**
- 8. The student will be able to trace the flow of blood through the heart.**
- 9. The student will be able to locate a pulse.**

CHOICE OF EQUIPMENT

- 1. The student will be able to describe the latest phlebotomy safety supplies and equipment and evaluate their effectiveness in blood collection.**
- 2. The student will be able to identify the various supplies that should be carried on a specimen collection tray.**
- 3. Identify the types of equipment needed to collect blood by venipuncture.**
- 4. Describe the special precautions that should be taken and the techniques that should be used when various types of specimens must be transported to the clinical laboratory.**
- 5. List the various types of anticoagulants used in blood collection, their mechanisms for preventing blood from clotting, and the vacuum collection tube color codes for these anticoagulants.**
- 6. The student will be able to describe when to a syringe as opposed to vacutainer.**

PROPER TECHNIQUE, CARE OF SPECIMEN AND COMPLICATIONS

- 1. The student will be able to describe step by step procedure for drawing blood with syringe, vacutainer, butterfly needle.**
- 2. The student will be able to describe reasons for performing a skin puncture.**
- 3. The student will be able to draw blood on adults, children, and infants.**
- 4. The student will be able to draw blood on clients of all ages and weight categories.**
- 5. The student will be able to describe reasons for specimen rejection.**
- 6. The student will learn equipment selection and preparation.**
- 7. The student will be able to identify proper sites for performing a skin puncture procedure.**
- 8. The student will be able to describe why controlling the depth of the puncture is necessary.**
- 9. The student will be able to explain why blood from a skin puncture procedure is different from blood taken by venipuncture.**
- 10. Describe physiologic and other complications related to phlebotomy procedures.**
- 11. Explain how to prevent complications in blood collection and how to handle the complications that do occur.**
- 12. Discuss the types of substances that can interfere in clinical analysis of blood constituents and the methods used to prevent these occurrences.**
- 13. Identify the proper sites for performing a skin puncture procedure.**
- 14. Describe the process and the time limits for applying a tourniquet to a patient's arm.**
- 15. Describe the order of draw for collection tubes when using the evacuated tube method, the syringe method, and the butterfly or winged infusion system.**
- 16. Describe the decontamination process and the agents used to decontaminate skin for routine blood tests and blood cultures.**
- 17. Identify the most common sites for venipuncture, and describe situations when these sites might not be acceptable sites for venipuncture. Identify alternative sites for the venipuncture procedure.**
- 18. List essential information for test requisitions.**
- 19. Describe the patient identification process for inpatients, emergency room patients, and ambulatory patients.**
- 20. Describe the proper method for hand washing.**
- 21. Describe what the terms fasting and STAT mean when referring to blood tests.**
- 22. Define quality improvement and quality control.**
- 23. Describe the procedure for post patient care.**
- 24. The student will describe the proper disposal procedure for needles, sharps, and medical waste.**
- 25. Describe legal issues related to blood collection.**
- 26. Describe the procedure for arterial sticks.**

COURSE DESCRIPTION

Allied Professional Institute offers a 20, 40 and 80 hour course in phlebotomy. Forty hours of lecture and 40 hours of externship for persons with 1040 hours or less of on the job experience or no on the job experience. The 20 hour advance course is for persons with 1040 hours or more of on the job experience, 6 months of paid experience, or volunteer phlebotomy experience. The 40 hour didactic course is for Medical Assistants with less than 5 years of phlebotomy experience or more than 1040 hours. The course is designed to prepare students for the licensing exam required by the state of California.

The student must pass 2 final exams with a minimum passing score of 70% and successfully pass the 40 hour externship with a minimum of 50 successful venipunctures and 10 successful finger punctures. The student will receive a certificate of completion upon successfully passing the course and is eligible to take the national exam.

Requirement for certification: The National exam is required by the State of California to receive a Certified Phlebotomy Technician 1 certification. The national exam is given once a month with our facility. Upon successfully passing the national exam with 70% or better, the student is eligible to apply to the State of California for their final certification of CPT1. To maintain a current phlebotomy certification, the student is required to obtain 6 CEU's every 2 years.

The individual will be trained in venipuncture with syringe, vacutainer, multi-draw and butterfly needles, and skin puncture using a lancet. A centrifuge is used to show how to spin a specimen and separate said specimen. Basic anatomy and physiology is also a part of the training.

In addition to the above, choice of equipment, proper technique, care of specimens, hazards and complications, blood born disease control, and post-puncture patient care are taught with great emphasis on each. Legal issues related to blood collection will also be taught.

The course also covers basic communication, interpersonal relations, stress management, ethics, and professional behavior.

The Phlebotomist will be hired to perform his/her skills in laboratories, clinics, doctor's offices, hospitals, and insurance companies.

Cardiopulmonary Resuscitation (Optional)

This 4 to 8 hour American Heart Association course is for those who need a BLS for Healthcare providers card or whose card has expired. CPR is the immediate care given to a person who not breathing and/or has no heart beat. Sudden illness or injury can often cause irreversible damage or death to the patient unless proper care is initiated as soon as

possible. CPR includes recognizing life threatening conditions and taking action to prevent death and sustain life until medical treatment can be obtained. The student must pass with a score of 84% or above.

DISCLOSURE STATEMENT

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. www.bppe.ca.gov

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, telephone numbers (888)370-7589, (916)431-6959 or by fax (916)263-1897.

REVIEW DOCUMENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

COMPLAINTS/GRIEVANCES

Allied Professional Institute is committed to resolving problems students may be encountering while working within the guidelines and policies established by the State of California and the school. Any student can file a complaint or grievance by submitting their complaint in writing directed to Mildred Casper, Director, Allied Professional Institute, 5199 E. Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804, or call (562)808-2152.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Website at (www.bppe.ca.gov).

FACULTY

Our facility is staffed with instructors experienced in Phlebotomy, and CPR. Mildred Casper holds an AS Degree, Bachelor of Science in Health Science with a Physician's Assistant certification, a Master's Degree in Public Administration with emphasis on Hospital Administration and a life time Community College teaching credential as well as a Phlebotomy Technician 1 certification. She has taught a Medical Assistant course for 15 years as well as phlebotomy and has operated Allied Professional Institute since 1995. Mildred Casper is a CPR instructor with the American Heart Association for more that 30 years.

Maria Contreras has worked as a Medical Assistant drawing blood for 12 years. She holds a Phlebotomy Technician 1 certification and has worked as a Phlebotomist for more than 15 years for one of the largest laboratories in California.

Their knowledge and caring attitudes make them the perfect instructor for our facility because they know what it takes to succeed in the medical field and want to share that knowledge with you.

ADMISSION REQUIREMENTS

Any person 18 years or older, or who has a high diploma or its equivalent, is eligible to enroll at Allied Professional Institute, provided the applicant otherwise meets the admission requirements. An admissions application must be filled out and returned within two weeks prior to the beginning of class. The application can be obtained from our website at: www.apiedu.net. Full tuition must accompany the application, along with a copy of the students high school diploma or GED. High school or college transcripts are also acceptable. There is no entrance exam given. Students must have, at minimum, a high school diploma or a GED, a steady hand and good vision. We do not accept credits earned at other institutions or through challenge examinations and achievement tests, or requirements for ability-to-benefit students. To be eligible for the Advance course you must have, at least, 6 months of paid experience.

Requirements for externship: TB test done within past 3 years, immunization record, Tdap done within past 6 years, physical exam and Current CPR card. We teach CPR for those who do not have a current card. See fees for the cost of the course.

The course is taught in English only. We do not teach English as a second language nor do we provide any English language services. The student's English proficiency should be at 12th grade level or above. Proof accepted by high school diploma or equivalent.

Students from other countries must have their transcripts evaluated by an evaluation company before being accepted into the school. Visa services are not provided nor will the

school vouch for a students status and any associated charges.

The school does not award credit for prior experimental learning.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Allied Professional Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Phlebotomy certificate you earn in the Phlebotomy Technician I Program is also at the complete discretion of the institution to which you may seek to transfer if the Phlebotomy certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Allied Professional Institute to determine if your Phlebotomy certificate will transfer.”

Allied Professional Institute does not accept credits earned at other institutions or through challenge examinations or achievement tests; nor has the school entered into an articulation or transfer agreement with any other college or university.

ATTENDANCE POLICY

Attendance is the responsibility of the student. Students not attending the first day of class will be dropped from this class and required to attend the next class in the following month. In the event of excessive absences, the instructor may drop a student from the course. The student will be allowed to attend the following month at the discretion of the instructor. The student is required to attend all days of class and externship. If for any reason the student cannot attend all days due to extenuating circumstances beyond the control of the student, rescheduling can be arranged.

LEAVE OF ABSENCE: The student can request a leave-of-absence for a period up to six months. It must be submitted in writing and mailed or email to Mildred Casper prior to leaving. After that time period, the student would have to reapply to the course if they chose to continue.

TARDINESS: A student is allowed a 15 minute grace period only on the first day of class. If a student is an hour or more late, make-up or rescheduling can be arranged at the instructor’s discretion.

If a student drops-out of class, rescheduling or a refund can be arranged.

If a student needs to take a leave-of-absence, according to how far they have gone in the class, can began where they left off or start over from the beginning.

GRADING POLICY

Grading is based on successful passage of the written final exam with a minimum of 70% given at the end of the course. With the Basic course the student must also perform 10 successful skin punctures and 50 successful venipunctures within the 40 hours of their externship. There is no clinic with the 20 hour advanced phlebotomy course. A certificate of completion will be issued upon successful passage of each course.

STUDENT ASSESSMENT

The student is assessed on his/her ability to successfully and in a safe manner draw blood on another individual, pass the final exam with 70% or better and pass the practical portion of the course.

DISMISSAL/PROBATION POLICY

A student can be dismissed if he/she : Comes to class under the influence of a controlled substance or alcohol, demonstrates abusive behavior toward another individual, does not possess manual dexterity, or is unable to comprehend the information given. The student is expected to conduct himself/herself in a professional manner at all times.

The student can be placed on probation if he/she begins the course and due to some unforeseen circumstance cannot complete the course in the given time frame but wishes to finish. The length of probation is at the discretion of the school director.

Scrubs and closed toed shoes must be worn on the first two days of class, after that, causal dress can be worn. No halter tops or short shorts are allowed.

BANKRUPTCY

The institution does not have any bankruptcy petitions pending nor is it operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). This institution has never filed Bankruptcy.

TUITION

Phlebotomy Technician 1 with no on the job training	\$ <u>1700.00</u>	
Phlebotomy Technician 1 with less than 1040 hours of on the job training 40 hour course	\$ <u>1700.00</u>	
Phlebotomy Technician 1 Advance (20 hours)	\$ <u>850.00</u>	
Registration Fee (Non-refundable)	\$ <u>100.00</u>	Included with tuition
Equipment	\$ <u>0</u>	Included with tuition
Lab Supplies and Kits	\$ <u>0</u>	Included with tuition
Textbooks	\$ <u>0</u>	Included with tuition
Scrubs/Uniforms	\$ <u>0</u>	To be provided by student
In-resident Housing	\$ <u>NA</u>	
Tutoring	\$ <u>NC</u>	
Assessment fees for transfer of credits	\$ <u>NA</u>	
Fees for transfer of credits	\$ <u>NA</u>	
Student Tuition Recovery Fund Fee(Non-refundable)	\$ <u>0</u>	
Any other institutional charge or fee	\$ <u>0</u>	
CPR (Optional)	\$ <u>70.00</u>	Additional Fee
<u>TOTAL CHARGES NO ON THE JOB TRAINING</u>	\$ <u>1700.00</u>	
<u>TOTAL CHARGES WITH LESS THAN 1040 ON THE JOB EXPERIECE 40 HOURS</u>	\$ <u>1700.00</u>	
<u>TOTAL CHARGE ADVANCE 20 HOURS</u>	\$ <u>850.00</u>	

FINANCIAL AID

We do not offer federal, state or any other type of financial aid programs.

LOANS

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur.

The federal or state government or a loan guarantee agency may take action against the

student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CANCELLATION AND REFUND POLICIES

BUYER’S RIGHT TO CANCEL. The student has a right to cancel this enrollment agreement and obtain a refund.

You may cancel this enrollment agreement and receive a refund by providing a written notice to Mildred Casper, Director, Allied Professional Institute, 5199 E. Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804.

REFUND INFORMATION: The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, which ever is later less the amount of \$100.00 for the registration fee. The amount retained for registration fee may not exceed one hundred dollars (\$100).

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

$$\begin{array}{r r r r r} \$300.00 & \times & 60 \text{ clock hours of instruction} & = & \$200.00 \\ \text{amount paid} & & \underline{\text{paid for but not received}} & & \text{refund} \\ \text{for instruction} & & 90 \text{ clock hours of instruction} & & \text{amount} \\ & & \text{For which the student has paid} & & \end{array}$$

The school will also refund money collected for sending to a third party on the student’s behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

STUDENT TUITION RECOVERY FUND

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”**

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.**
- 2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.**
- 3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure to excess of tuition and other costs.**
- 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.**
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”**

FACILITY

The student will be in a classroom setting for lecture and a group setting simulating a phlebotomy draw station for practical training. The student will be taught how to draw blood using state of the art equipment used everyday in the work place such as vacutainers, syringes, butterfly needles and lancets. All of the equipment used is brand new and disposable. Tourniquets made of rubber as well as latex will be used. The student will be able to go from the classroom to a clinic, laboratory or hospital with sufficient knowledge and skills to perform the job of phlebotomy well.

The student will have access to addition reading material in the library in the classroom or they can assess the internet. A bibliography given to the students in a handout.

ADDITIONAL INFORMATION

The library in the classroom contains books which pertain to phlebotomy, interpersonal skills, medical ethics and law, biohazard waste and disposal, proper techniques in phlebotomy, anatomy and physiology and resume writing. All of these books can help the student prepare for the national exam and gain more information concerning phlebotomy. Also the student learns how to write a resume to help them gain employment once they have completed the course and obtain their phlebotomy certification. There are DVD's that show the student proper identification of the patient as well as proper techniques in phlebotomy. There is a bibliography at the end of the student's handout listing several books pertinent to the student's subject. The student can use facilities library that is inside the classroom, visit their local library or college library as well as consult the internet for more information pertaining to phlebotomy. They sign a library card to check out a book. All students receive classroom instructions.

Any knowledge of job opportunities will be passed on to the student. The student will be told of different facilities that hire phlebotomist.

Resume assistance and/or a letter of recommendation is available to the students upon request.

The school does not offer distant education.

We do not have dormitory facilities nor do find or assist a student in finding housing. There are Motels and Hotels reasonably close to the school with a price range from \$58 to \$319 per day.

Student records are held for a minimum of 5 years and transcripts are held permanently. Transcripts are stored indefinitely on a flash drive and will be made readily available upon written request within (2) business days.

CLASS SCHEDULE FOR 2017

CLASSES ARE HELD ONCE A MONTH. LECTURES ARE ON THE WEEKEND ONLY AND THE EXTERNSHIP IS MONDAY THRU FRIDAY FOR ONE OR TWO WEEKS.

BASIC COURSE

JANUARY 7, 8, 14, 15 AND 21

FEBRUARY 4, 5, 11, 12 AND 18

MARCH 4, 5, 11, 12 AND 18

APRIL 1, 2, 15, 16 AND 22

APRIL 29, 30, MAY 6, 7 AND 13

JUNE 3, 4, 10, 11 AND 17

JULY 8, 9, 15, 16 AND 22

AUGUST 5, 6, 12, 13 AND 19

SEPTEMBER 9, 10, 16, 17 AND 23

OCTOBER 7, 8, 14, 15 AND 21

NOVEMBER 4, 5, 11, 12 AND 18

DECEMBER 2, 3, 9, 10 AND 16

ADVANCE COURSE

JANUARY 14, 15 AND 21

FEBRUARY 11, 12 AND 18

MARCH 11, 12 AND 18

APRIL 15, 16 AND 22

MAY 6, 7 AND 20

JUNE 10, 11 AND 17

JULY 15, 16 AND 22

AUGUST 12, 13 AND 19

SEPTEMBER 16, 17 AND 23

OCTOBER 14, 15 AND 21

NOVEMBER 11, 12 AND 18

DECEMBER 9, 10 AND 16

STUDENTS MUST ENROLLMENT AT LEAST 2 WEEKS PRIOR TO THE CLASS THEY WANT TO TAKE.

REGISTRATION FORM

1. Class begins promptly at 8:00am. Students are asked to arrive early on the first day to complete registration.
2. There is a \$100.00 nonrefundable registration fee that is a part of the \$850 or \$1700 tuition.
3. CPR must be arranged with the instructor.
4. Tuition of \$850 or \$1700 can be paid with cashier's check or money order. **NO PERSONAL CHECKS.**
5. Registration forms with tuition should be returned, at least, two weeks prior to class to ensure seating or you may have to be scheduled for the following month. Please enclose a copy of your **high school diploma or GED.**
6. Phlebotomy classes are held in the city of Long Beach.

ALLIED PROFESSIONAL INSTITUTE
5199 E PACIFIC COAST HWY, STE 300N
LONG BEACH, CA 90804
(562)808-2152
EMAIL: mildredcasper@charter.net
WEBSITE: www.apiedu.net

Enclosed is my \$850 (Advance Only) or \$1700.00 (Basic Only) tuition to reserve my space in class and a copy of my high school diploma or GED.

NAME _____

Print Name

ADDRESS _____

CITY _____

STATE _____ **ZIP CODE** _____

PHONE _____

MESS PHONE _____

SIGNATURE _____

CLASS DATE _____

HOW DID YOU LEARN ABOUT THE CLASS? _____

EMAIL ADDRESS _____

HOW WOULD YOU LIKE TO RECEIVE CONFIRMATION? FAX, EMAIL OR MAIL _____

PLEASE RETURN REGISTRATION AND PAYMENT TO:

**ALLIED PROFESSIONAL INSTITUTE
5199 E PACIFIC COAST HWY, STE 300N
LONG BEACH, CA 90804**