

July 1, 2016 – June 30, 2017
Training Program Catalog
Revised#10



www.clinicaltraininginst.com

Corporate Office
2775 North Ventura Rd., Suite 213
Oxnard, CA 93036
(888) 335-0965 | Fax (805) 485-4383

Oxnard, Suite 213 Administration
Visalia Campus, 732 W. Oak Avenue
Santa Maria Campus, 521 E. Chapel Ste B
Lancaster Campus, 43801 15th Street, West
Woodland Hills Campus, 21018 Victory Blvd
Bakersfield Campus, 1731 Hasti Acres Dr. Ste. B-4

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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

OUR SCHOOL

Mission Statement and Objective

The mission of Clinical Training Institute, Inc. (CTI) is to offer educational training in specific industries experiencing high growth and demand as identified by several occupational and employment forecasts for Tulare, Kern, Los Angeles, Santa Barbara and Ventura Counties.

CTI's objective is to provide quality training that can lead to viable employment for the unemployed as well as substantial skills enhancement for working adults who are looking for advancement in their professional careers.

HISTORY

Academy Education Services was founded in May 1996 in Santa Barbara, Ca. with a branch location in Oxnard, Ca. The school's objective was to offer training to individuals interested in skills in progressive industries. The organization was sold to its present ownership in January 1998 and the Oxnard branch was assigned as the main campus.

Initially, AES offered the following courses: Automotive Systems, Computerized Office Skills and Electronic Assembly. In April 1998, the Medical Assisting program was added to the curriculum. In 2004 the Phlebotomy Technician 1 program was added and recognized by the (then called), Bureau of Private Post Secondary and Vocational Education as a registered program. In 2005, Clinical Training Institute (CTI) was formed as an independent subsidiary of AES, to offer the Phlebotomy Technician 1 program.

From 2006 to 2011, due to considerable growth, the Phlebotomy Technician 1 program is now offered at five CTI locations: Oxnard—Main Campus and Corporate Office, with four branches--Bakersfield, Lancaster, Santa Maria and Woodland Hills.

In May, 2011, as a result of new regulations from the Bureau for Private Postsecondary Education (BPPE), CTI rejoined its parent company, AES, to offer the Phlebotomy Technician 1 program.

In August, May, 2013, CTI was granted approval to offer Distance Education and the Pharmacy Technician online program was added to the curriculum.

In December, 2014 as a result of continued new regulations from the BPPE, Academy Education Services (AES) name was changed to Clinical Training Institute (CTI) and was granted approval to operate its sixth location located in Visalia, Ca.

APPROVAL DISCLOSURE STATEMENT

CTI has been granted institutional approval by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be renewed every five years, and is subject to continuing review.

CTI has no pending petition in bankruptcy; we are not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.). CEC 94909

CAMPUS FACILITIES

The main campus and Corporate Office is located at 2775 N. Ventura Rd, Suite 213, Oxnard, CA 93036.

Oxnard Campus, 2775 N. Ventura Rd. Ste 213
 School Code: 5601891 Phone: 805.850.1530

- Suite 213 Administration and Suite
- Suite 211 classroom, lab and faculty office
- Access to gender-specific restrooms
- Two exits
- The facility is located with ample parking. Restroom facilities are ADA compliant for male and female students.
- CAPACITY 15 students

Santa Maria Campus*, 521 E. Chapel Ste B
 School Code: 73078807 Phone: 805.720.9094

- Administration
- Four classrooms
- Two exits
- Access to gender-specific restrooms
- The facility is located with ample parking. Restroom facilities are ADA compliant for both male and female students.
- CAPACITY 15 students

Lancaster Campus, 43801 15th Street, West
 School Code: 24217515 Phone: 661.889.7171

- Administrative Office
- Classroom and lab
- Break area
- Restroom facilities
- Two exits
- The facility is located with ample parking. Restroom facilities are ADA compliant for both male and female students.
- CAPACITY 15 students

Woodland Hills Campus, 21018 Victory Blvd
 School Code: 66695738 Phone: 818-395-5079

- Administrative Office
- Classroom and lab
- Break area
- Restroom facilities
- Two exits
- The facility is located with ample parking. Restroom facilities are ADA compliant for both male and female students.
- CAPACITY 15 students

Bakersfield Campus, 1731 Hasti Acres Dr. Ste. B-4
 School Code: 88083931 Phone: 661-331-6031

- Administrative Office
- Classroom and lab
- Break area
- Access to gender-specific restrooms
- Two exits
- The facility is located with ample parking. Restroom facilities are ADA compliant for both male and female students.
- CAPACITY 15 students

Visalia Campus, 1732 W. Oak Avenue
 School Code: 56467950 Phone: 888.335.0965

- Administrative Office
- Classroom and lab
- Break area
- Access to gender-specific restrooms
- Two exits
- The facility is located with ample parking. Restroom facilities are ADA compliant for both male and female students.
- CAPACITY 15 students

Supplies and Equipment

All locations are fully equipped with a sufficient number of draw stations enabling each student ample opportunities to participate fully in the program. (A horizontal table is available for individuals who are unable to sit in the draw station during the hands-on blood-draw exercises.) In addition to draw stations, a centrifuge, a projector and other clinical supplies required for the students to obtain hands-on experience for essential skills. The class also includes one (1) textbook for each student

Library / Learning Resources

Access to the Internet is available to the students during class time where they have a number of resources at their disposal. Students are encouraged to access the American Medical Technologist webpage where they can find information to prepare for the Phlebotomy state exam, as well as their classroom assignments.

<http://www.americanmedtech.org/Certification/Phlebotomist/PrepareforExam.aspx>

PROGRAM CALENDAR

Classes are in continuous session throughout the year.
 School hours

- ◆ Morning Classes—Monday - Friday
 - ◆ 6 AM to 11 AM (*Woodland Hills only*)
 - ◆ 9 AM to 2 PM (*Oxnard / Santa Maria only*)
- ◆ Noon Classes— Monday – Thursday
 - ◆ 12 PM to 5 PM (*Lancaster only*)
- ◆ Noon Classes— Monday – Friday
 - ◆ 1 PM to 5 PM (*Bakersfield only*)
- ◆ Evening Classes— Monday - Friday
 - ◆ 6 PM to 10 PM. (*All Campuses*)
- ◆ Weekend Classes—Eight Consecutive Saturdays
 - ◆ 8 AM to 5 PM (*All Campuses*)

CTI observes the following as school holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (& day after)
- Christmas Eve
- Christmas Day
- New Year's Eve

When a national holiday falls on a Sunday, the following Monday will be observed by CTI as a holiday. When a national holiday falls on a Saturday, the Friday prior to that Saturday will be observed by CTI as a holiday. Specific dates are posted in advance

ADMISSIONS POLICIES

ADMISSIONS SCHEDULE

The Admissions Office is open Monday through Friday, 9:00 a.m. to 4:00 p.m. The office is closed on designated school holidays.

ADMISSIONS REQUIREMENTS

CTI has not entered into an articulation or transfer agreement with any other vocational school, college or university.

Phlebotomy Technician 1 Minimum Requirements:
(*Minimum requirements are in accordance with Laboratory Field Services licensure requirements.*)

- High-school Diploma or GED equivalency or Higher Education (AA, Bachelor)
- Eighteen-years-of age
- Negative PPD

START DATES

The Phlebotomy Technician 1 program (3-week Day and (4-week) Evening program is a structured start and begins approximately every five weeks. (8-consecutive Saturdays) The Saturday class is a structured start and begins approximately every ten weeks.

TRANSFER OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Academy Education Service is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the **PHLEBOTOMY PROGRAM** is also at the complete discretion of the institution to which you may seek to transfer. If the 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 coursework at that 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 Academy Education Service to determine if your certificate will transfer.

CREDIT FOR PRIOR TRAINING

CTI will credit students for prior education or training. Official transcripts will be evaluated and credit will be given *if appropriate*.

Students will be required to submit an official transcript for the institution. The transcripts **must** indicate hours of training, subjects and final grade. Students will be notified of such credit if applicable.

ENROLLMENT PROCEDURES

Knowledgeable Admissions Representatives will assist the student through all stages of the enrollment process, from filling out the enrollment application to touring the school campus. It is advisable to call the campus to arrange a date and time for a personal interview. This first meeting affords the Admissions Representative an opportunity to evaluate the prospective student's qualifications and potential. We encourage prospective students to attend this first meeting accompanied by their spouse or parents, as this affords the family an opportunity to tour the facility together and meet the CTI faculty.

SCHOOL POLICIES

RECORDS STORAGE

All student/school records are stored for a period of five years. (Records not stored at the school are held in a fire-proof storage area)

STUDENT SERVICES

STUDENT SERVICES

CTI Student Services program include:

- Student Advising
- Academic Assistance
- Application Submission to Certification Exam
- Online Application Submission to LFS
- Live scan Submission to Dept of Justice
- Externship requirements to sites

HOUSING: CTI does not have dormitory facilities under its control nor is housing assistance provided.

There are a number of hotels located within a 5 mile radius with rates from \$45 to \$119 a night. Students will need to inquire as they are ultimately responsible for their housing arrangements.

STUDENT ADVISING

CTI faculty is available to advise students regarding specific problems pertaining to some basic needs affecting their ability to attend and successfully complete their program as well as their ability to develop their careers.

These services include but are not limited to:

- ◆ Academic Performance and Satisfactory progress Policy
- ◆ Conduct Policy
- ◆ Certification Opportunities

When appropriate, referrals to outside agencies may be made to address additional student concerns.

PLACEMENT POLICY

All Phlebotomist must be licensed through the Department of Public Health, Laboratory Field Services in order to maintain employment as a CPT1 in the state of California.

CTI does not represent that any of its programs lead to employment. Programs are designed to prepare students for Licensure including any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field as a CPT1

ATTENDANCE POLICY

Students MUST meet state's LFS minimum of 40 hours of didactic and 40 hours of clinical lab externship in order to receive certificate completion of the program.

TARDINESS

CTI strongly encourages students to be punctual for all activities, appointments and classes.

Students MUST meet state's LFS minimum of 40 hours of didactic training and 40 hours of clinical lab externship hours in order to receive certificate completion of the program.

Students are not allowed a leave-of-absence due to the short-term nature of the training term, there are no make-up opportunities.

CONDUCT POLICY

DISMISSAL

ALL CTI students must adhere to the following guidelines, or be dismissed from the program:

- 1) Any student may be terminated from any program for an incident of intoxication, possession of drugs, alcohol or weapons on CTI premises. CTI students will not cheat.
- 2) Students on school premises shall at all times conduct themselves in a considerate and professional manner.
- 3) Students will not disturb others by talking excessively or too loudly in the classrooms or in the hallways.
- 4) Students are forbidden to eat or drink in the classroom (food and beverages are allowed in the designated area only).
- 5) Smoking is forbidden in the campus facility.
- 6) Disrespectful behavior and language toward staff and other students will not be tolerated.
- 7) While attending classes or other programs associated with CTI, students will not wear shorts, tank tops, halter tops, thongs, sandals, hats, caps or exercise cloths. Students are required to dress in a business-like manner while attending classes.

Strict adherence to these rules and guidelines will be enforced

STUDENT COMPLAINT PROCEDURE

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 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Any student with a concern may address their program instructor. The instructor will take a written statement describing the complaint. The student may also use a 'Student Concerns' form available in all classrooms as well as the administrative offices of CTI. The program instructor and the campus director will review the statement, and will attempt every effort to reconcile the problem expeditiously.

If a situation remains unresolved, a meeting will be established with the student, the program instructor and the campus director and an appropriate plan of action will be implemented. A written statement explaining the action to be taken will be provided to the student.

In the event a problem should exceed the jurisdiction of Clinical Training Institute Inc. administrators, students may contact The Bureau for Private Postsecondary Education Sacramento, CA 95833, (916) 431-6959.

A copy of the Bureau's Complaint Form is available at the school and may be obtained by contacting any staff member.

To file a complaint against a private postsecondary institution subject to the laws of the Postsecondary Education Act, please fill out and submit this form to the Bureau for Private Postsecondary Education at:

Please Direct All Inquiries To

Bureau for Private Postsecondary Education
P.O. Box 980818

West Sacramento, CA 95798-0818

Phone (916) 431-6959 Fax (916) 263-1897

www.bppe.ca.gov

DRUG AND ALCOHOL COUNSELING

Drug awareness programs, counseling treatment, rehabilitation and other related services are available to students and employees of this institution through a number of hot lines as well as agencies within Ventura County. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact one of these organizations. For additional information regarding referrals, please see the campus director.

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and code 34 Part 85, Subpart F of Federal Regulations, CTI is committed to maintaining a drug-free school and workplace. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and/or employees are required, as a condition of enrollment or employment to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violation of these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol Rehabilitation or similar program.

This institution, as required by Federal Regulation (34CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the US Department of Education. Consistent with these same regulations, employees, as a condition of employment,

are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services

United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, fines, imprisonment and the seizure of drug related assets.

SATISFACTORY PROGRESS POLICY

Students MUST meet state's LFS minimum of 40 hours of didactic training and 40 hours of clinical lab externship hours in order to receive certificate completion of the program

ACADEMIC PROGRESS POLICY

Any student receiving an "F" is required to repeat the module and must obtain a grade of "C" or better to remain in the program. After the student has successfully repeated the module, as required by this policy, the previously assigned grade is not factored into the student's grade point average. Grade point averages are computed by dividing the total number of credits earned by the total number of modules satisfactorily completed.

GRADING SYSTEM

Percentage	Point	Grade
90% to 100%	4.0	A
80% to 89%	3.0	B
70% to 79%	2.0	C
61% to 69%	1.0	D
Below 60%	0.0	F

Phlebotomy Technician 1 Program A student enrolling in the program must complete their program with a 70% or better on their four “Unit Exams” and one “Final Exam” along with 15 successful venipunctures and 10 capillary punctures. They must also pass a “Final Clinical Evaluation” which consists of the students performing all of the venipuncture methods and a capillary puncture while being observed by the Instructor. Students must pass “Unit Exam 1” and “Unit Exam 2” along with the completion of 5 successful E.T.S draws and 3 successful Syringe draws at 40% of the course. At 65% students must have completed “Unit Exam 3” along with 5 successful Syringe draws and 2 successful Butterfly Draws. At 85% students must have completed “Unit Exam 4” along with 5 successful Butterfly Draws and 10 successful Capillary Draws. At 100% students must have completed their “Final Clinical Evaluation” and passed the “Final Exam”.

Any student that scores lower than a 70% on any one “Unit Exam” must retake it prior to taking the next scheduled “Unit Exam”. After the student has successfully repeated the “Unit Exam”, as required by this policy, the previous score is nullified by the new achieved score.

Any student that fails the “Final Clinical Evaluation” must complete the recommendations of the instructor which can include the purchasing of more clinical lab hours in order to perfect manual dexterity skills.

Any student that fails the “Final Exam” only has one opportunity to retake the exam at an additional cost

ACADEMIC EVALUATION

Phlebotomy Technician 1 Program: “Unit Exam” scores are recorded on a progress report throughout the completion of the course. The instructor and student will review weekly academic progress and the student signs the progress report. A copy is placed in the student file. Students who are not making satisfactory progress may be in danger of not completing the course successfully. If students are in danger of not completing the course successfully they are instructed on the additional steps they will need to take to complete the course successfully

COURSE INCOMPLETE

Phlebotomy Technician 1 Program: If a student is unable to complete the program for any reason OTHER THAN BEING TERMINATED or BAD.

CONDUCT that student may reschedule (roll over tuition,) ONCE WITHIN THAT YEAR*, at no additional cost. (If the student reschedules, CTI will send an email or written confirmation via USPS with the student’s rescheduled/roll over start date. In the event the student does not attend upon being rescheduled, each reschedule thereafter, will incur an additional \$25 admin fee.

GRADUATION REQUIREMENTS

Phlebotomy Technician 1 program: A student MUST pass didactic with final written exam and hands-on evaluation. (Each student MUST complete a minimum of 20 hours of Basic Phlebotomy Training, 20 hours of Advanced Phlebotomy Training, and pass the final examination with a score of 70% or better. *(Attendance will be strictly enforced).*

Each student MUST be able to successfully and correctly perform the required draws during the hands-on portion of the final exam, under the supervision of the instructor.)

TUITION AND FEES

Textbooks and supplies are included in the tuition and once issued to the student, remain the property of that student. The school reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in textbooks and supplies as required without prior notice. Any changes in tuition and fees will not affect students enrolled at the time of the change

CTI does not participate in federal and state financial aid programs.

You are responsible for the tuition, if you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you have received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds

Phlebotomy Technician 1	Reg. Fee	*STRF	Tuition	Total Cost
Oxnard	\$75	\$0	\$2065	\$2140
Santa Maria	\$75	\$0	\$2065	\$2140
Lancaster	\$75	\$0	\$1524	\$1599
Woodland Hills	\$75	\$0	\$2065	\$2140
Bakersfield	\$75	\$0	\$2065	\$2140
Visalia	\$75	\$0	\$2065	\$2140

*Student Tuition Recovery Fund: \$:00/each rounded to the nearest \$1000

Phlebotomy Technician 1:

- 64 hour training 70/30% (didactic/hands-on)
- 40 hours clinical externship at a State-Approved Lab

A 60-minute time length in a 60-minute period which includes but not limited to faculty-supervised laboratory, shop training, externship or internship.

Instructional time does not include periods of orientation, advising, vacation's, or other activity not related to class preparation or examinations.

PAYMENT POLICY

Individuals who wish to take advantage of CTI training courses will be responsible for all program fees. However, for individuals attending training courses and are sponsored through a third party (i.e., WIA, Voucher Program, TRA, or other agency); all fees are the responsibility of the sponsoring agency. All other clients may seek their own funding through educational assistance programs or a financing firm. Installment payments may be arranged at the discretion of CTI.

REFUND POLICY

CTI, Inc has been granted approval from the Bureau for Private Postsecondary Education for an alternative refund calculation under CEC title 3 Division 10 Part 59 Chapter 8 section 9492, because of the unique way in which the program is structured.

Cancellation: If cancellation occurs prior of the start of the first class/program in which the student has enrolled, the institution will provide a 100 percent refund of all institutional charges paid by the student to the institution, Less any materials fees, if applicable, not to exceed \$65.

Late Cancellation: If cancellation occurs prior to the start of the second day of the class/program in which the student has enrolled, the institution will provide a full refund of all institutional charges paid by the student to the institution, less a \$75 administrative fee and materials fees, if applicable, material fees not to exceed \$75. The institution will credit the \$75 administrative fee if the student re-schedules the program within one year. In the event the student does not attend upon being re-scheduled, each re-schedule thereafter, will incur an additional \$25 admin fee.

Withdraw and Credit: If a student cancels an enrollment agreement or withdraws from class during the period of attendance, the institution shall allow the student to reschedule the program within one year at no additional cost to the student. In the event the student does not attend upon being re-scheduled, each re-schedule thereafter, will incur an additional \$25 admin fee

STUDENT TUITION RECOVERY FUND**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 or part of your tuition either by cash or, 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."

- (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a

residency programs 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 in 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." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

PROGRAM INFORMATION

COURSES OFFERED

CTI courses are structured in a learning-effective 70/30% (theory/hands-on) method. Current course list: Phlebotomy Technician 1

California statute requires that students successfully completing a course of study be awarded the appropriate diploma or certificate. Graduates of CTI courses are awarded a certificate of completion upon successful completion of the program.

Access to CTI's Training Program Catalog and or information brochure is available online at: www.clinicaltraininginst.com.

Hard copies and or digital files are available by request. Contact the Corporate Office @ 805.850.1530.

CTI'S information brochure and Training Program Catalog are updated every fiscal year and available to the public and prospective students no later than July 1st of each new fiscal year. In the event of changes in contact information, campus locations, educational programs, educational services, procedures, policies, or policies required to be included in the catalog by statute or regulation, are implemented before the annual issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Those changes will also be available on the CTI website in conjunction with the catalog within 24 hours of those changes

PROGRESS REPORTS

Progress Reports are prepared at the end of each week, and reviewed and signed by the student. Copies of the signed progress reports will be placed in each student's academic file. For those individuals enrolled through Worker's Compensation benefits or other similar programs, a copy of the progress reports will be sent to the counselor and the counseling firm at the beginning of each week. Students will be graded according to the Satisfactory Progress Policy adopted by CTI. Tutoring will be provided for those who are in need of extra assistance, at no extra cost to the student. An advising form with a recommendation for tutoring will be attached to the progress report.

The instructor, the Director of Education Training, or the Executive Director of CTI may assess recommendations for program modification or program transfers.

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, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

PHLEBOTOMY TECHNICIAN 1 I

PROGRAM OBJECTIVE:

The Phlebotomy Technician 1 program is structured in a learning-effective 70% theory / 30% hands-on method and designed to prepare and provide students the proper training to obtain a license and to perform various tasks in phlebotomy necessary for an entry-level position as a Certified Phlebotomy Technician 1 for a laboratory or hospital setting.

Upon successful completion of CTI's Phlebotomy Technician 1 Program, students will:

- ◆ Be familiar with commonly used medical terminology related to phlebotomy
- ◆ Understand the anatomy and physiology of the circulatory system
- ◆ Be aware of the legal issues related to blood collection procedures and patient care.
- ◆ Be familiar with blood collection equipment and procedures
- ◆ Successfully obtain blood through various blood collection procedures
- ◆ Understand the procedure for arterial blood collection
- ◆ Be familiar with complications and procedural errors
- ◆ Know about infection control, safety and first aid

CLASS HOURS:

- ◆ Morning Classes— Monday - Friday
 - ◆ 6 AM to 11 AM (*Woodland Hills only*)
 - ◆ 9 AM to 2 PM (*Oxnard / Santa Maria only*)
- ◆ Noon Classes— Monday – Thursday
 - ◆ 12 PM to 5 PM (*Lancaster only*)
- ◆ Noon Classes— Monday – Friday
 - ◆ 1 PM to 5 PM (*Bakersfield only*)
- ◆ Evening Classes— Monday - Friday
 - ◆ 6 PM to 10 PM. (*All Campuses*)
- ◆ Weekend Classes—Eight Consecutive Saturdays
 - ◆ 8 AM to 5 PM (*All Campuses*)

PROGRAM REQUIREMENTS:

- ◆ 10 Skin Punctures
- ◆ 50 Venipunctures
- ◆ 64 Hrs of Didactic Training
- ◆ 40 Hrs Clinical Training at a St. of CA. Dept. of Public Health/LFS approved Laboratory

Note:

IN ORDER TO SECURE EMPLOYMENT IN THE STATE OF CALIFORNIA YOU MUST BE CERTIFIED

PHLEBOTOMY TECHNICIAN 1 I (CONT') COURSE CONTENT:

Hours

Infection Control and Waste Disposal and Biohazards	Students will learn to identify the components of the chain of infection and give examples of each describe infection control procedures used to break the chain, and identify four functions of infection control programs. State safety rules to follow when working in the laboratory and in patient area. Know standard and transmission based precautions and identify the organizations that developed them.	5
Basic Anatomy and Medical terminology	Students will learn to identify and describe body positions, planes, cavities and directional terms. Know homeostasis and the primary process of metabolism. Know the function and identify the components or major structures of each body system and know the disorders and diagnostic tests commonly associated with each body system. Students will learn to identify basic word elements individually and within medical terms. Know the meanings of common word roots, prefixes and suffixes, and identify unique plural endings.	2
Recognition of Problems with Requisitions Specimen Processing and Transport	Students will learn how to recognize the various problems that may arise from a requisition form, specimen processing for example hemolysis, lipemia, or icteric samples. Students will also learn the proper procedures to transport specimens and avoid transporting problems.	4
Proper Vein Selection and Skin Puncture	Students will learn the test request process, identify the types of requisitions used, and list the required requisition information. Know each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list the acceptable reasons for inability to collect a specimen. Students will learn to list and describe the various types equipment needed for capillary specimens. Know the composition of capillary specimens, identify which tests have different reference values when collected by capillary puncture methods, and name tests that cannot be performed on capillary specimens. Know the proper procedure for selecting the puncture site and collecting capillary specimens from adults, infants, and children.	4
Corrective Actions / Requisitions, Specimen Processing and Transport	Students will learn corrective actions when encountering a problem requisition, and improper specimen processing and specimen transport.	2
Post Puncture Care	Students will learn how to provide post puncture care for both pediatric and geriatric patients by knowing how to apply pressure and the time required achieving hemostasis. Also by being aware of proper adhesive allergies and skin changes.	3
Advanced Disease Control	Students will learn advanced disease control by learning proper hand washing techniques, knowledge of different blood borne pathogens, isolation techniques, and the different transmission modes (per mucosal, percutaneous, etc.)	4
Anticoagulation Theory	Students will learn the Anticoagulation theory. They will learn the hemostatic process which includes initiation, amplification, and propagation of the hemostatic process.	3
Patient Identification and Risk Factors & Appropriate Responses	Students will learn the test request process identify the types of requisitions used and list the required requisition information. Know each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list acceptable reasons for inability to collect a specimen. Know collection procedures when using a butterfly or syringe and the proper way to safely dispense blood into tubes following syringe collection.	5
Collection Equipment	Students will learn the purpose of the equipment and supplies needed to collect blood by venipuncture; compare and contrast antiseptics and disinfectants and give examples of each; know and describe evacuated tube system, and syringe system components learn to determine which system and components to use; identify the general categories of additives used in blood ; color coding used to identify the presence or absence of additives in blood collection tubes and name the additive, laboratory departments, and individual tests associated with the various color coded tubes.	4
Comm. Skills & Interpersonal Relationships Stress Mgmt., Ethics & legal Issues	Students will learn the communication loop for effective communication, interpersonal relationships, stress management, and ethic and legal issues in the medical field. They will learn the different divisions of law, and the organization that may bring legal ramifications.	2
Quality Assurance & Legal Issues Related to Phlebotomy	Students will learn to identify national organizations, agencies and regulations that support quality assurance in healthcare. They will learn the different tort actions associated with phlebotomy and how if not adhered to standards and procedures they may bring legal ramifications.	4
Classroom Lab Time	This is the time students will draw blood to learn skills and techniques to be successful in a real world scenario.	18

Total number of clock hours 64

PHLEBOTOMY TECHNICIAN 1 I (CONT')**PHLEBOTOMY TECHNICIAN 1 PROGRAM
(CERTIFICATION REQUIREMENTS)**

All Phlebotomists must be STATE CERTIFIED through the Department of Health Services, Laboratory Field Services Division in order to maintain employment as a Phlebotomist.

Effective April 9, 2003, all persons performing phlebotomy who are not doctors, nurses, or clinical lab scientists, must be state certified as a phlebotomist before they can draw blood.

You must first be nationally certified before you can become state certified.

NATIONAL CERTIFICATION REQUIREMENTS:

- » Attend a phlebotomy training program that has been approved by the State's Laboratory Field Services Department. (CTI requires 64 Hours didactic training)
- » Complete a minimum of 40 hours of clinical externship training that has been approved by the State's Laboratory Field Services Department. (CTI requires 40 Hours clinical externship)
- » **Registered Phlebotomy Technician (RPT) Application Fee \$120**
 ≈ You must submit a copy of your didactic certificate and proof of externship with the rpt application.
- » Pass a written certification exam from a nationally accredited organization approved by the State's Laboratory Field Services Department. (CTI Phlebotomy Technician I program is approved by American Medical Technologist).

STATE CERTIFICATION (LICENSE) REQUIREMENTS:

Once you passed your **national certification** and received your certificate by mail you may apply for your **state certification** (online only).

- » You must create an account at <https://accountportal.cdph.ca.gov/Default.aspx> once your account has been created log in at <https://healthappportal.cdph.ca.gov/osphld/per/> to apply for Phlebotomy certification.

You will be required to upload the following forms during the application process.

- » CTI Certificate.
- » AMT Certificate (National Certification).
- » California Statement of Phlebotomy Practical Training (Externship Form).
- » Signed Attestation page (only printable once the online application fee is paid).

You will be required to MAIL the following forms to California Department of Public Health Laboratory Field Services Attn: Phlebotomy Program

- » Sealed High School or College Transcript

https://secure.cps.ca.gov/cltreg/Phlebotomy_Requirements.pdf Title 17, Section 1031.4(c)(2) For a person with no on-the-job experience in phlebotomy to be eligible for licensure as a Certified Phlebotomy Technician 1 I, he or she shall:(A) Be a high school graduate, or have achieved a passing score on the general educational development (GED) test or documentation of equivalent education pursuant to Section 1031.4(c)(6)(B)

FACULTY

<p>Jon Davis Executive Director (corporate office):</p>	<ul style="list-style-type: none"> o 30 years of experience in the field of education. o 20 years experience as a School director o BA in communications from the University of Fresno State; o Administrative functions – budgeting, marketing, staffing and accounting management, o student advising, staff and faculty development; job placement; community linkages
<p>Paduvilan Chandroth Narayanan Phlebotomy Medical Director:</p>	<ul style="list-style-type: none"> o 30 years experience as medical doctor, o Board certified surgeon o State of California License A35200
<p>Patricia Espinoza: Compliance officer/ Externship director: (corporate office)</p>	<ul style="list-style-type: none"> o 5 years Campus Director o 25 years experience in the field of education. o 18 years experience financial assistance, o CAPPs 2010 workshop, o 5 years experience financial aid;
<p>Lorenzo Aguirre Director of Training Oxnard classroom instructor</p>	<ul style="list-style-type: none"> o 5 years supervisory experience, o CPTI Certified; AMT certified o CPT26461.
<p>Renee Hillhouse Davis Director of marketing and advertising</p>	<ul style="list-style-type: none"> o BA in communication & Public Relations emphasis o 10 Years experience in marketing and public relations.
<p>Terri Garcia: Administration & admissions</p>	<ul style="list-style-type: none"> o 11 years management experience; Administrative
<p>Coletta Herbold Assistant Externship Coordinator</p>	<ul style="list-style-type: none"> o 10 years management experience; o Customer service, document control, data research and administrative
<p>Alana Nuusolia Assistant Externship Coordinator</p>	<ul style="list-style-type: none"> o 10 years management experience; o Customer service, document control, data research and administrative
<p>Corazon Aranas: Oxnard classroom instructor</p>	<ul style="list-style-type: none"> o 35 years medical field experience o 10 years teaching experience o CPTI certified; MMCI o CPT01046
<p>Rosalie Bacio: Oxnard classroom instructor</p>	<ul style="list-style-type: none"> o CPT1286 o 30 years medical field experience o 3 years teaching experience o CPTI certified; NCCT certified
<p>Cheryl Williams Santa Maria Campus Director</p>	<ul style="list-style-type: none"> o CPT44840 o PRT Certification 263484 o CMA certified o 6 years supervisory experience.
<p>Primavera Fuller Senior Campus Director—Lancaster</p>	<ul style="list-style-type: none"> o 11 years supervisory experience; o CPTI certified; o CMA certified

FACULTY (CONT')

<p>Annella Whitehead: Lancaster classroom instructor</p>	<ul style="list-style-type: none"> ○ 36 years medical field experience ○ Midwife certified ○ CPTI certified. MMCI certified ○ CPT26495
<p>Catalina E. Brunson Lancaster classroom instructor</p>	<ul style="list-style-type: none"> ○ 10 years medical field experience ○ CPTI certified ○ CPT20498 ○ BS Electronic Engineering
<p>Agnes Garabas Woodland Hills classroom instructor</p>	<ul style="list-style-type: none"> ○ 9 years medical field experience ○ CPTI certified ○ CPT56713
<p>Jennie Pena: Woodland Hills classroom instructor</p>	<ul style="list-style-type: none"> ○ 10 years medical field experience ○ CPT56713
<p>Sandra Irias: Bakersfield classroom instructor</p>	<ul style="list-style-type: none"> ○ 5 years medical field experience ○ CPTI certified ○ Limited X-Ray RHP 73987 ○ Medical Assistant
<p>Lynel Banks Visalia classroom instructor</p>	<ul style="list-style-type: none"> ○ 24 years medical field experience ○ CPTI and CPTII certified ○ CPT44750 ○ CPA4294
<p>Michael Evans Bakersfield Campus Director</p>	<ul style="list-style-type: none"> ○ 29 Years Electro-Mechanical Engineering Field ○ 18 Years Semiconductor Industry ○ 5 Years Quality Engineer Samsung Semiconductor ○ BS Computer Networking Technology