



Course Catalog

Jan 1st, 2022 to Dec 31st, 2022

LOCATIONS WHERE INSTRUCTION WILL BE HELD:

- 17510 Pioneer Blvd Suite 223 Artesia, CA 90701
- 4560 California Ave Suite 205 Bakersfield, CA 93309
- 601 E. Daily Drive, Suite 300, Camarillo, CA 93010
- 9221 Venice Blvd. Los Angeles, CA 90034
- 27285 Las Ramblas Suite 245 Mission Viejo, CA 92691
- 22 W 35th St. Suite #104A National City, CA 91950
- 14418 Chase Street Unit 205 Panorama City, CA 91402
- 3610 Central Avenue Ste. 201 Riverside, CA 92506
- 1450 North Tustin Ave Suite 202 Santa Ana, CA 92705
- 1845 Business Center Drive Suite 108 San Bernardino, CA 92408
- 8322 Clairemont Mesa Blvd. Suite 203 San Diego, CA 92111
- 16519 Victor Street Suite 323 Victorville, CA 92395
- 933 S. Sunset Avenue #201 West Covina, CA 91790
- 8421 Auburn Blvd Suite #161 Citrus Heights, CA 95610
- 2804 Gateway Oaks Drive Suite #170 Sacramento, CA 95833
- 3375 Scott Blvd Suite 436 Santa Clara, CA 95054
- 770 East Shaw Ave. Suite 120, Fresno, CA 93710

(Main) 701-404-9434 (Fax) 385-327-2084

info@PhlebotomyUSA.com

www.PhlebotomyUSA.com

(CPT-1) Certified Phlebotomy Technician Program Course Catalog

Mission and Objectives

Phlebotomy Training Specialists mission and objectives are to provide up to date, state of the art, Phlebotomy Training to individuals interested in receiving this training. The objective for PTS is to turn out high quality, well-trained, competent Phlebotomists who can use their skills to benefit patients and employers.

Phlebotomy Training Specialists is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval means the institution is in compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

Program Description

The National Phlebotomy Certification Program through Phlebotomy Training Specialists is a 40-hour program in which students will learn the art of venipuncture. Students will learn both didactically and hands-on during the class. We will cover anatomy, physiology of blood, equipment, venisection, lab processing, special specimen procurement, OSHA, CLIA regulations, centrifuging, microscope use, capillary punctures etc. Students are required to complete 40 full hours of Phlebotomy instruction during class, after which they must participate in a 40-hour externship opportunity. They are required to complete 80 hours of Phlebotomy Class and Externship course work to graduate the program. They will also be required to pass 12-chapter quizzes and score at least 80% on a practice exam.

Admission

To qualify for the California State Phlebotomy License as a CPT1, you must complete the following, in addition to the 80-hour Phlebotomy Training Program with Phlebotomy Training Specialists.

- Provide a High School Diploma or its equivalent (GED).
- Complete 40 hours of Phlebotomy Instruction from Phlebotomy Training Specialists
- Complete 40 hours of Practical Instruction from during which time the student must complete 10 skin punctures and 50 venipunctures in the clinical setting.
- Have an SSN or ITIN.

Phlebotomy Training Specialists and their Phlebotomy Certification and Licensing program have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions. Also, we do not offer an Ability to Benefit exam.

Licensure

Upon completion of the aforementioned items, a student can then apply to the Department of Laboratory Field Services for licensure as a CPT1. Completion of this course and requirements along with the Licensure will qualify you to work as a Phlebotomist SOC code 31-9097. *To be eligible for employment after you receive your licensure, you must have a SSN*

Instructors / Qualifications

Brian Treu – Founder / CEO - Brian is the Founder, CEO and Owner of Phlebotomy Training Specialists. Brian and his staff are aggressively working on National expansion, opening schools next in Southern California with locations in Orange County, Los Angeles County and San Diego County, eventually expanding into 20 hand selected states and markets in the next 24 months. He understands blood; the systems tied thereto, and got this knowledge from perfecting the extraction of blood over the last 19 years, performing in excess of 265,000 blood draws. Brian's career in medicine includes completing 255 clinical research trials in all facets of medicine, specializing in Phase I clinical trials, where drugs are first introduced into the human body. He relishes pressure and has an uncanny way of dealing with stressful situations.

His specialties include Blood Banking, ICU, Emergency Room Draws, Law Enforcement, Geriatrics and the State Prison System. His knowledge of the anatomy and ability to find tough veins has made him a highly sought-after Phlebotomist by firms across the state of Utah. He has a dedicated understanding that to learn Phlebotomy, you Must have the option to perform A LOT of courses, and with him on the staff of Phlebotomy Training Specialists, you are guaranteed to get the experience AND sticks you need to be an incredible Phlebotomist.

Brian has been training in Phlebotomy for nearly 20 years, and his school Phlebotomy Training Specialists has turned out over 50,000 Phlebotomists in that time, making it one of the most successful Phlebotomy Schools in the World.

Gianina Ludusan RN, BSN, PHN – Program Coordinator - Gianina is a Bachelor prepared Registered Nurse born and raised in Romania. She currently works in the Emergency Room in Huntington Beach, CA. She has previous experience as a home health as an RN, alternative medicine nursing, correctional nursing and teaching. Gianina is passionate about the cardiovascular system and loves everything about intravenous therapies. Gianina went to Cypress College in California for her ADN and to West Coast University for my BSN.

Derik Brian – California Director of Operations – Derik has been a resident of Laguna Beach for 20 years and works in both Real Estate and owns multiple Drug and Alcohol Rehabilitation Centers across Southern California. Derik will be responsible for day-to-day operations of Phlebotomy training Specialists, including site acquisition, marketing, internal operations, inventory etc.

Artesia

Reyna Acosta- Ms. Acosta has drawn on over 11,000+ individuals, making the knowledge she has an asset to the classroom. She has worked with patients from all walks of life and age groups. She has prior teaching experience as well. Ms. Acosta has an extensive amount of work history at some of top-rated hospitals & medical organizations.

Audry Rico-Maldonado- Ms. Rico-Maldonado is a well experienced Phlebotomist/ Lab assistant of 32 years of experience. She has strong clinical & people skills. She is exceptional & specializes in infant & hard draws. Ms. Rico with all her experience has attained effective communicative & leadership skills and has helped many of her coworkers/patients.

Bakersfield

Mehgan Gonzalez- Ms. Gonzalez has a great 8-year experience of knowledge in phlebotomy and laboratory work. She has obtained her CPT-1. She has a great desire to use her knowledge and skills to help others achieve goals and becoming an asset.

Stephanie Rodriguez- Ms. Rodriguez has 5-years of experience as a full-time phlebotomist, and 8-year laboratory and clinical experience. She is very skilled and well trained to train all new hires in all

protocols. Ms. Rodriguez has extensive work history in a laboratory setting. She has managed to draw 15 patients per hour with no clerical error and manage a total of 3 different laboratories.

Camarillo

Marla VonFrankenberg- Ms. VonFrankenberg is an expertise in venipuncture techniques. She has worked in the medical field for 15 years as a nationally certified phlebotomist. She offers multiple years of experience in laboratory and clinical settings. She has multiple years as a CPT1 with training new personal and maintaining consistency in the facility and with patients.

Amber Anderson- Ms. Anderson has been a Certified Phlebotomist Technician for a couple of years making a difference every day. She has excellent skills in patient care and venipuncture. She has great laboratory experience and training in infection control.

Los Angeles

Michael Nunes- Mr. Nunes offers 13 years of experience in high flow laboratory, Hospital, and clinical settings as a phlebotomist. He is very skilled in training students and new hires on policies and procedures. He has extensive training in medical terminology, Hematology, Send-out processing, Urinalysis, Microbiology, Anatomy, and Physiology. Mike uses his experience to prepare his students to pass the national exam and become successful phlebotomists.

Mission Viejo

Pinakini Shah- Ms. Shah is highly skilled and patient oriented phlebotomist with eleven years of experience in laboratory and clinical settings. She has 7 years of experience as a full-time phlebotomist. Ms. Shah is very positive, organized, energetic, & detail oriented creating a positive work environment. She has extensive work experience and would love to connect with new people to teach them all techniques and skills.

Malee Torres- Malee Torres has excellent phlebotomy skills of patients of all ages. Has experience in leadership and training students in phlebotomy. Is able to create an enthusiastic, calm, positive, and informative work environment and trainings. Would draw 60 minimum patient blood draws a day in a high flow work environment.

National City

David Cato - Mr. Cato has worked as a Phlebotomist for over 10 years. He has worked with several law enforcement agencies and has experience drawing on many patients and ages. He also earned his ECG certification.

Rebecca Arriola - Ms. Arriola has over 8 years of experience in the field. She has worked with law enforcement and local hospitals as a phlebotomist for many years. She is skilled in specimen collection and cultures.

Panorama City

Heidi Boscarino - Ms. Boscarino has been working with over 180 Phlebotomy patients since 2013. She has a vast knowledge of phlebotomy and diagnostic procedures. She takes opportunities of continuing education and improvement activities.

Riverside

Valerie Snow – Ms. Snow has been a Phlebotomist since 2008. She has worked for hospitals, primary care clinics, labs, and has performed hundreds of draws. She has worked with patients of many health

concerns, has experience in specimen handling, and in the laboratory environment.

Ella Dimidjian - Ms. Dimidjian is a skilled phlebotomy instructor and lab assistant at a local medical center. She has extensive experience preparing blood tests, plating microbiology specimens. Proficient in performing venipuncture on pediatrics, geriatrics, bariatrics and oncology patients. She also has an Associate of Science degree.

Santa Ana

Christy Hitchcock - Ms. Hitchcock has been working as a phlebotomist since 1995 in the hospital, clinical and laboratory environment. She is proficient in various specimen collection from patients of all ages. She has experience instructing with Phlebotomy Training Specialists since 2016.

Carrie Jackson- Ms. Jackson has been working as a phlebotomist for 8 years. She is proficient in organization and performing venipuncture. She has a long history of taking vital signs and laboratory experience.

Reyna Acosta- Ms. Acosta has drawn on over 11,000+ individuals, making the knowledge she has an asset to the classroom. She has worked with patients from all walks of life and age groups. She has prior teaching experience as well. Ms. Acosta has an extensive amount of work history at some of top-rated hospitals & medical organizations.

San Bernardino

Sara Hendricks- Ms. Hendricks has an outstanding work history of 15 plus years in patient care and medical assistant as a United States Airforce Aerospace Medical Technician EMT. She has obtained a masterful experience of performing IV's, veni & capillary blood draws, training others, and as well as vast experience in the laboratory.

Esmeralda Espinoza- Ms. Espinoza has been in the Phlebotomy field for 9 years. She has a great knowledge of a laboratory work environment. She is well equipped for training and leadership roles and working in fast pace work environment.

San Diego

Steven Baker - Mr. Baker has 26 years of experience in phlebotomy, 23 years of training new hire CPT Phlebotomists, as well as instructing. He also has experience as a Laboratory Assistant, with duties that include blood collection from neonatal to geriatric patients.

Ashley Sullivan- Ms.Sullivan started her phlebotomy career in 2013. She is certified through California Department of Public Health. She has an extensive amount of work history with working with all kinds of patients across many departments. She has worked as a mobile phlebotomist, in the clinic, and in a hospital, and private phlebotomy training stations. Ms. Sullivan has a vast number of skills and knowledge to help train students to become phlebotomist.

Victorville

Joanna Cordova- Ms. Cordova has 5+ years of phlebotomy experience. She aims to prove her skills and above all show her patient safety skills fill her role as a phlebotomist. She has learned excellent blood drawing methods. Ms. Cordova has attained great hospital and laboratory skills and experience with a large vast number of patients.

Kyndra Bealer- Ms. Bealer is an experienced phlebotomist for 14 years. She has a great experience working with inpatient and outpatient facilities. She is able to draw from a wide variety of patients. Ms.Bealer has the tools, skills, and history of training and informing new hires.

West Covina

Kimberly Isaacs - Ms. Isaacs has been working as a Phlebotomist since 2011. She has been an instructor with Phlebotomy Training Specialists since 2016. She has a vast knowledge of Phlebotomy and has performed many draws on various patients, from infants to the elderly.

Deshalle (Shelly) Monae Thomas Morgan - Ms. Morgan has been a Phlebotomist since 2014. She has worked for Quest Diagnostic and has performed hundreds of draws. She has worked in trauma, samples, specimen handling, and in the laboratory environment.

Carrie Jackson- Ms. Jackson has been working as a phlebotomist for 8 years. She is proficient in organization and performing venipuncture. She has a long history of taking vital signs and laboratory experience.

Rio Hondo (Whittier)

Kimberly Isaacs - Ms. Isaacs has been working as a Phlebotomist since 2011. She has been an instructor with Phlebotomy Training Specialists since 2016. She has a vast knowledge of Phlebotomy and has performed many draws on various patients, from infants to the elderly.

Citrus Heights

Rory Walker- Mr. Walker has been in the phlebotomy field since 2013. Spent five years at Quest Diagnostics & with that time became one of the best phlebotomists in the Sacramento area. Mr. Walker was a teacher beforehand instructing 50+ students and has worked 9 months error free.

Keeley Simmons- Ms. Simmons has an extensive amount of experience of over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.

Fresno

Lisa Encinas- Ms. Encinas is a registered Phlebotomy Technician and a certified Phlebotomy Technician 1. She is a very compassionate Phlebotomist and does her up most best to provide a comfortable collection of drawing blood from patients.

Jermaine Andres- Mr. Andres is a Licensed Vocation Nurse with 10 years of medical experience. Certified in Phlebotomy. He is very skillful in venipuncture & capillary punctures. Has an extensive knowledge on patient care and improve the lives of patients.

Maishia Lee- Ms. Lee has a vast knowledge of Phlebotomy Technician experience of six years. She is an effective communicator and posses strong people skills. She is well equipped to maintain and manage a lab and help her fellow coworkers. Ms. Lee has obtained a great work history in the laboratory field and hospital/clinic environment.

Sacramento

Jennifer Lea Collins- Ms. Collins has been licensed as a CPT I Phlebotomist for over 16 years. She has experience in pediatric and adult patients. She has performed many venipunctures and capillary punctures. She has leadership experience and Lab Assistant experience.

Keeley Simmons- Ms. Simmons has an extensive amount of experience of over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.

Santa Clara

LaTresa Ponder- Mrs. Ponder has been a Laboratory Technician Phlebotomist for over 21 years. She has a long work history of performing many venipunctures and capillary punctures. Mrs. Ponder also has a long history of laboratory experience.

Sheilah Ramos- Mrs. Ramos attended Lawton Medical School becoming a Certified Phlebotomist & Medical Assistant. She is a licensed CPT and a CDPH Certificate. Mrs. Ramos has been in the phlebotomy industry for 12 years as an instructor, supervisor, & now as an active phlebotomist performing many venipuncture and capillary punctures.

Students Right To Cancel

You are entitled to receive a refund of tuition paid through attendance at the first day of class, or the seventh calendar day after enrollment, whichever is later, less the \$250 registration fee. To cancel, please submit a notification in writing via email to info@phlebotomyusa.com.

Withdraw Policy

After the commencement of class, and within 30 days if the student quits attending class, OR requests to withdraw will be refunded according to the calculation below. Insurance, and Lab Supplies will be refunded based on usage (see calculation below). If more than 60% of class has been attended, then no refund will be issued. National Exam Fees are fully refundable for students who withdraw and have not attempted the National Exam. Textbooks once distributed to the student are not eligible for refund.

****All requests to withdraw must be submitted in writing to info@phlebotomyusa.com**

Refund Policy- Northern CA

PRO RATA REFUND CALCULATION (used only when the student has attended less than 60% of class):

Amount Paid – $(\$49.875 \times \# \text{ of hours attended} - \text{for tuition}) + \$250 \text{ Registration Fee} + \$35 \text{ Text Book} + (\$9.625 \times \# \text{ hours attended} - \text{for lab supplies and liability insurance})$

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for the 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 default on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and (2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid. Phlebotomy Training Specialists does not offer any distance education in Phlebotomy.

Refund Policy- Southern CA

PRO RATA REFUND CALCULATION (used only when the student has attended less than 60% of class):

Amount Paid – $(\$40.5 \times \# \text{ of hours attended} - \text{for tuition}) + \$250 \text{ Registration Fee} + \$35 \text{ Text Book} + (\$9.625 \times \# \text{ hours attended} - \text{for lab supplies and liability insurance})$

Conduct & Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors and actions that are deemed unacceptable and prohibited in the classroom setting. These examples of impermissible items described below are not intended to be an all-inclusive list. The Phlebotomy Training Specialists management team has full discretion and any violation of the policies or conduct considered inappropriate and / or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

Conduct Prohibited:

1. Language / Interpersonal Conduct

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation and gender, racial issues, political affiliation, etc.

2. Disruptive Conduct

- a. Use of cell-phone for non-emergencies while in class and / or lab
- b. Continually speaking out of turn or disrupting the flow of class with off topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification

3. Safety Disregard

- a. Failing to abide by safety rules and policies
- b. Refusing to follow instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

4. Mental / Physical State

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt

- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind / body altering substance

5. Automatic Dismissal

- a. Possessing firearms or any other weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises
- d. Partaking of recreational drugs on school premises
- e. Theft
- f. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a Phlebotomy Training Specialists staff member will issue a verbal AND written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and / or behavior continues, Phlebotomy Training Specialists will dismiss the infracting student(s) from the program. Any student who has violated the prohibitions outlined in section 5, the “Automatic Dismissal” section, will be subject to automatic dismissal with no exception(s).

ALL dismissal procedures will be determined by at least three (3) Phlebotomy Training Specialists management team members, including a consultation with the issuing staff member. Any student who wishes to appeal Phlebotomy Training Specialists’ final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting PTS’ founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Probation

Phlebotomy Training Specialists reserves the right to place a student on probation or dismiss a student for behavior not conducive to a learning environment, including but not limited to foul language, inappropriate content viewed in class on in electronic or text format, sexual harassment etc. A student will be given one warning prior to dismissal from the class. A student who has been dismissed or placed on probation can request in writing or email to be re-admitted to class. They may attend another month in a new class once behavior has been corrected.

Attendance

Students must attend ALL 40 hours. There is no grace period for attendance or arrival at the educational facility. If a student misses the first day of class, they will be removed from the course, and they will be required to enroll for another schedule. Time will be quantified at the educational facility electronically, and the student must attend all the time required to qualify for participation in the externship. If a student misses a portion of class after commencement, they must re-attend that EXACT portion of class the next month or work out with their instructor to train on that exact content

during a make-up time.

Leave of Absence

Phlebotomy Training Specialists does not have a leave of absence; if the students who have extenuating circumstances and require absence will be allowed to make up that time either the next month when the class covers the content they missed.

Northern California Program Cost and Fees

**Total Charges for CPT-1 Certified Phlebotomy Technician
Training Payable to Phlebotomy Training Specialists -
\$2,595.00**

\$1,650.0 Tuition
\$5.00 STRF
\$250.00 Registration Fee (Non-Refundable)
\$25.00 Professional Medical Liability Insurance
\$300.00 Lab Supplies/Protective Equipment
\$35.00 Textbooks
\$130.00 National Examination Fee
\$200 Documents Processing Fee

Total \$2,595.00

Fee Breakdown/Description

Tuition \$1,650.00 - 40 hours of Didactic Training
Registration Fee \$250.00 (Non-Refundable)
Professional Medical Liability Insurance \$25.00 - Students will have coverage during 40 hours of didactic training and during 40-hour externship
Lab Supplies \$255.00
Textbooks \$35.00
National Certification Exam Fee \$130.00
Student Tuition Recovery Fund - .50 x each \$1000 (Non-Refundable)
LFS Licensing Fee \$100.00 - Separate Fee (Payable to the State of California-LFS)
Protective Clothing - \$45
Documents Processing Fee- \$200 – (Payable to PTS)
Scrubs/Uniforms - Separate purchase \$20 and up

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE ARE \$2595
TOTAL CHARGES FOR THE ENTIRE CPT-1 PROGRAM AND LICENSURE ARE \$2695+ (DEPENDING ON THE COST OF SCRUBS) TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON REGISTRATION/ENROLLMENT IS \$250

Southern California Program Cost and Fees

**Total Charges for CPT-1 Certified Phlebotomy Technician
Training Payable to Phlebotomy Training Specialists -
\$2,395.00**

\$1,420.0 Tuition

\$5.00 STRF

\$250.00 Registration Fee (Non-Refundable)

\$25.00 Professional Medical Liability Insurance

\$345.00 Lab Supplies/Protective Equipment

\$35.00 Textbooks

\$120.00 National Examination Fee

\$200 Documents Processing Fee

Total \$2,395.00

Fee Breakdown/Description

Tuition \$1,420.00 - 40 hours of Didactic Training
Registration Fee \$250.00 (Non-Refundable)
Professional Medical Liability Insurance \$25.00 - Students will have coverage during 40 hours of didactic training and during 40-hour externship
Lab Supplies \$300.00
Textbooks \$35.00
National Certification Exam Fee \$130.00
Student Tuition Recovery Fund - .50 x each \$1000 (Non-Refundable)
LFS Licensing Fee \$100.00 - Separate Fee (Payable to the State of California-LFS)
Protective Clothing - \$45
Documents Processing Fee- \$200 – (Payable to PTS)
Scrubs/Uniforms - Separate purchase \$20 and up

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE ARE \$2395

TOTAL CHARGES FOR THE ENTIRE CPT-1 PROGRAM AND LICENSURE ARE \$2495+ (DEPENDING ON THE COST OF SCRUBS) TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON REGISTRATION/ENROLLMENT IS \$250

Student Services

Placement Policy

Phlebotomy Training Specialists does not do any formal job placement, but does provide the following for students regarding employment.

1. There will be a portion of class that will explain the best way to handle the interview process, and

- the best tricks of the trade when it comes to getting a job.
2. Employment presentation. We will talk about all of the places where Phlebotomists are able to work.
 3. Externship Opportunities - We have set up at several locations State Wide.
 4. Information available on how to write a resume and we will review your resume if requested.
 5. Return Policy- We allow our students to come back to the class as many times as they want or need to free of charge forever to keep their skills sharp.

Payment Policy

Tuition and other fees for the CPT-1 training course should be paid online by logging into your student account at students.phlebotomyusa.com. You can also call and pay by phone by calling student services 701-404-9434. We accept all major credit cards.

The \$250 registration fee must be paid at the time of registration. This fee is non-refundable after the 7-day cancelation period marked in this agreement. Full tuition and fees are due by the first day of class. After the initial registration fee of \$250 has been made, students can make payments in any increment until full payment is received. **Full tuition and fees are due prior to the first day of class.** If a student fails to pay full tuition and fees prior to the first day of class, the student will be required to select new class dates. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability. Full tuition and fees will be required before students can reschedule.

In the event of an extenuating circumstance, students can request a payment extension. They will need to make a written request to info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, students will be required to pay in full before challenging the practical or national exam. No student, regardless of circumstance, will be permitted to be certified without full payment.

Phlebotomy Training Specialists is not accredited through the U.S. Department of Education and therefore is not Pell Eligible. PTS does not offer financial aid or loans,

After the 40 hours of in class training have been completed, a coupon code for the national exam will be emailed to you. This code will come 2-3 business days AFTER your last class assuming that PTS has received your documents and that you have attended all 40 hours of class. You will use this code to register for and take your National Exam.

Any questions or concerns regarding these policies should be directed to info@phlebotomyusa.com.

Total charges for the current period of attendance is \$2,795.00; \$1,787.50 class tuition, \$7.50 STRF, \$250.00 registration fee (Non-Refundable), \$25.00 Professional Medical Liability Insurance, \$360.00 Lab Supplies and Protective Equipment, \$35.00 Textbooks (Non-Refundable once distributed), \$130.00 for the National Exam, and \$200 Document Processing Fee. The Fee for your license with the state of California is separate fee of \$100 and is payable to the state of California.

Students should log into their account at students.phlebotomyusa.com and check the

spelling/format of their name, mailing address, email and phone number. This information is used for externship and licensing purposes. How the name appears here is also EXACTLY how it will appear on the certificate.

AM / AFTERNOON / PM CLASSES	
AM: Monday - Thursday, 9am-1pm	
AFTERNOON: Monday - Thursday, 1:30pm-5:30pm	
PM: Monday - Thursday, 6:00pm-10:00pm	
January 10, 11, 12, 13, 18, 19, 20, 24, 25, 26	July 11, 12, 13, 14, 18, 19, 20, 21, 25, 26
February 7, 8, 9, 10, 15, 16, 17, 22, 23, 24	August 8, 9, 10, 11, 15, 16, 17, 18, 22, 23
March 7, 8, 9, 10, 14, 15, 16, 17, 21, 22	September 7, 8, 12, 13, 14, 15, 19, 20, 21, 22
April 4, 5, 6, 7, 11, 12, 13, 14, 18, 19	October 3, 4, 5, 6, 11, 12, 13, 17, 18, 19
May 2, 3, 4, 5, 9, 10, 11, 12, 16, 17	November 1, 2, 3, 7, 8, 9, 10, 14, 15, 16
June 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	December Dec 5, 6, 7, 8, 12, 13, 14, 15, 19, 20

The first date listed is the start date for that month; the last day of class is the last day listed for the corresponding month.

This is the schedule for the didactic portion of class.

After this portion of your schedule has been met and you have passed your national exam, we will work closely with you to participate in the externship opportunity for your required 40 clinical hours.

This catalog agreement covers you as a student until you complete the mandatory 40 hours required for the CPT 1 qualifications, passed your national exam, and have completed your 40-hour externship.

Rio Hondo Schedule

Spring Class: March 4, 11, 18, 25, April 1
Summer Class: July 8, 15, 22, 29, August 5
Fall Class: October 7, 14, 21, 28, November 4

WEEKEND CLASSES
Saturdays only 8am-4:30pm w/ lunch 12-12:30pm
January 8, 15, 22, 29, Feb 5
February 12, 19, 26, Mar 5, 12
March 26, Apr 2, 9, 16, 23
April 30, May 7, 14, 21, Jun 4
June 11, 18, 25, July 9, 16
July 23, 30, Aug 6, 13, 20
August 27, Sep 10, 17, 24, Oct 1
October 8, 15, 22, 29, Nov 5
November 12, 19, Dec 3, 10, 17

ACCELERATED CLASSES
Monday - Friday 8am-4:30pm w/ lunch 12-12:30pm
**Some classes run Thurs-Wed
January 31, Feb 1, 2, 3, 4
February 28, Mar 1, 2, 3, 4
March 28, 29, 30, 31, Apr 1
April 25, 26, 27, 28, 29
**May 19, 20, 23, 24, 25
June 27, 28, 29, 30, Jul 1
**July 28, 29, Aug 1, 2, 3
**August 25, 26, 29, 30, 31
September 26, 27, 28, 29, 30
October 24, 25, 26, 27, 28

Financial Aid

Phlebotomy Training Specialists does not participate in any Federal or State Financial Aid programs. If a 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 monies not paid from federal student financial aid program funds.

Students Achievement

Phlebotomy Training Specialists will be tracked throughout the class by quizzes, and a final exam will be administered prior to being allowed to challenge the National Exam. Students must pass all quizzes with at least a 70% to continue and stay on track for graduation. Students may take quizzes on their own time with the instructor before or after class, but this time will not be applied to the 40-hour minimum.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition

and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss due to the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Financial

Phlebotomy Training Specialists does not have ANY pending petition in bankruptcy. PTS is NOT operating as a debtor in possession. PTS has NOT filed a petition within the preceding five years, nor has PTS 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.

Award of Credit

Phlebotomy Training Specialists does not grant credit to students for other courses taken in the field of Phlebotomy or Nursing Assistant Training or any other field. This course is a stand-alone course, and no reduced tuition, nor will reduced hours of participation be given.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy 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 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 Phlebotomy Training Specialists to determine if your certificate will transfer.

VISA

Phlebotomy Training Specialists does accept students from other countries, but does not provide Visa services. We do not vouch for students, other than to say they are actively engaged and enrolled in the Phlebotomy Training Specialists program. There is no fee for this.

Language Proficiency

Students should read at a 9th grade reading level to succeed in the Phlebotomy Training Class. There is no assistance given during class for language barriers, but PTS does allow translators to attend classes and assist students with translation and word / verbiage clarification. Having a translator will not bypass the requirement of the TOEFL exam score.

There will not be any instruction in any other language than English. Students that are not proficient in reading and writing the English language are required to submit scores from the TOEFL exam. We require a minimum score of 50. Please submit your score to info@phlebotomyusa.com. You can find more information and register for the TOEFL exam at this link- https://www.ets.org/toefl/ibt/about?WT.ac=toeflhome_aboutibt_180910

Facilities/Equipment

The facility is classroom style with tables, chairs, and white boards with audiovisual equipment. The tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture. Mannequins, posters, audiovisual equipment will be used in training.

Library

Phlebotomy Training Specialists does not have a library. All necessary materials for students to use will be online and can be found by students there. Students who do not have online access will be given paper copies upon request.

Distant Education

Phlebotomy Training Specialists does not offer any distance education

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **PTS does not have responsibility to find or assist students in locating housing.** Estimated rental according to local housing agencies, rent for one to four bedroom units range from \$600 to \$900 per month.

Accreditation

Phlebotomy Training Specialists is not accredited by an accredited agency that is recognized by the United States Department of Education.

Records

Student records are maintained in CA at each of our locations for 5 years. Transcripts are kept permanently.

Grievance Policy/Student Rights

Student grievances can be made by calling the Director of Student Services, at 701-404-9434 or by email at info@phlebotomyusa.com The student will also be contacted at which time he will address the concerns / grievances with the student and figure out an amicable solution to the issue.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

- Access to instructors and management for any assistance
- Fair and impartial treatment
- Providing Privacy to Student records

Student Disclosures

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 website www.bppe.ca.gov.

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.

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.

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could

assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76).

2021 PHLEBOTOMY TRAINING & CERTIFICATION SYLLABUS

Course Description

The Phlebotomy course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing, and to interact with health care personnel, clients, and the general public.

Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. The phlebotomy clinical will be a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to take the CPT-1 National Exam. Completion of this course and requirements along with the Licensure will qualify you to work as a Phlebotomist SOC code 31-9097.

Course Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This course is designed to provide the understanding of the venipuncture procedure in a step by step process. This includes the hand hygiene required, supplies needed to perform the draws, and the anatomy of the veins and location within the arm. Venipuncture problems, capillary punctures/heel sticks, special handling and procurement, and hemostasis are included in this module.

Class 2- Lab Skills Development

This class provides hands-on experience. Demonstration and practice of tourniquet tying will be performed. The steps of how to utilize a vein viewer are included. In this course first blood draws will be performed by the students with the instructor guiding them through the steps on a one-on-one basis.

Class 3- Test Tube, Panels/Profiles, Special Handling and Procurement, Bodily Fluids

The course provides students with the knowledge of the order of draw. The information covering the tubes include the additives, the order, common tests, and the sections of the laboratory in which the tube belongs. Tests, panels, and profiles will be included. Different types of specimens will be mentioned; ABG, stool, urine, and semen. The basics of centrifuge and processing will be addressed as well as making blood smears.

Class 4- Lab Skills Development

This course is all hands-on training. Straight sticks will be performed. At least 5 dermal sticks and introduction to the use of the butterfly needle in hand draws.

Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis, AV Fistula and Grafts

In this class, videos will be shown covering ABGs, stool, and urine collections. This lesson will be over the basics of anatomy and physiology involving the heart and circulatory system, nervous system, muscular system, Integumentary system, and urinary system. This lesson includes infection control, blood-borne pathogens and nosocomial infections, and safety practices.

Class 6- Lab Skills Development

This course is a hands-on experience day. Additional straight stick practice, making blood smears, and butterfly practice. This course includes learning the use of a centrifuge and the transfer of samples.

Class 7- Protections and Precautions, Employment, Glossary, & Study Guide

This module students will learn the modes of transmission, infection control procedures, blood borne pathogens, nosocomial infections, exposure and the transmission of pathogens. Fire safety, types of hazards, universal and standard precautions will be covered as well. This lesson includes ample time to cover interviewing, resume building, and types of jobs that fall under the category of phlebotomy. Quality time is spent on working on a study guide over the book material.

Class 8- Lab Skills Development

This course is dedicated to a day of blood draw practice and hands-on experiences. Hands-on practice with friends and family guests. More stick practice involving straight needles and butterfly needles.

Class 9- Lab Skills Development

This class is a hands-on day which involves students trying to pass their practical exam. Students must perform 2 arm draws and 2 hand draws completely unassisted with the instructor watching to verify. In this class students are allowed to invite friends and family to volunteer for sticking. (18 and older with a signed liability form).

Class 10- STUDY GUIDE REVIEW AND GUIDED Q&A SESSION

This course is dedicated to studying. In the class, the study guide and supplemental packet will be reviewed question by question. An open Q and A period will be conducted to allow students ample time to get clarification and understanding on anything pertaining to the book.

**TOPICS/UNITS – Hours Breakdown
Phlebotomist SOC code 31-9097**

<u>Course Titles</u>	<u>Classroom Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
Class 1- Phlebotomy, an Overview, Tourniquet Tying	4	0	4
Class 2- Lab Skills Development	0	4	4
Class 3- Test tubes, Panels/Profiles, Special Handling and Procurement, Bodily Fluids Collection	4	0	4
Class 4- Lab Skills Development	0	4	4
Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis AV Fistula & Grafts	4	0	4
Class 6- Lab Skills Development	0	4	4
Class 7- Protections and Precautions, Employment Guide, Glossary and Study	4	0	4

Guide Review			
Class 8- Lab Skills Development	0	4	4
Class 9- Practical Skills Examination	0	4	4
Class 10- Study Guide Review, Test Prep, Q&A Session	4	0	4

Total Didactic Hours	40 Hours
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Textbooks & Other Learning Resources

Phlebotomy Training Specialists – CPT Certified
 Phlebotomy Technician Training Manual Volume 17 (2021)
 ISBN: 978-0-578-955450-9

This Catalog is updated on the last week of December each year.

If this catalog is requested, it will be mailed, emailed or made available for pickup at any of our locations. It is also available on our website at www.PhlebotomyUSA.com

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