



California Phlebotomy School
Classroom Manual and Course Catalog
2021 Academic Year
(Beginning 1/01/2021 and Ending 12/31/2021)

26413 Jefferson Ave. Ste. G Murrieta, CA 92562
Phone: 951-326-9992 Website: www.CaliPhlebotomy.com

Location of classroom and training instruction:

Address: 26413 Jefferson Ave. Suite G., Murrieta, CA, USA 92562

Phone Number: (951) 326-9992

Email: info@caliphlebotomy.com

Website Address: www.CaliPhlebotomy.com

Certified Phlebotomy Technician (CPT-1) Program Course Catalog

The only program offered at the California Phlebotomy School is the CPT-1 Certification. The National Phlebotomy Certification Program through California Phlebotomy School 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, venesection, 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 10-chapter quizzes and score at least 70% on a practice exam.

We have partnered with several medical facilities in the area and each one has its own specific sets of requirements to work in their labs. Some of these may include a drug, background or TB test before beginning. The costs of these requirements may be the responsibility of the student.

California Phlebotomy School is a private institution, that is approved to operate by the Bureau, with that approval we are in compliance with state standards as set forth in the CEC and 5, CCR.

California Phlebotomy School does not have any pending petition in bankruptcy, nor are they operating as a debtor in possession. California Phlebotomy School has not filed a petition in the preceding five years, or has had a petition in bankruptcy filed against them within the last five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et.seq).

Prospective Students

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.

Mission Statement

At the California Phlebotomy School our mission is to inspire, educate and train those with a desire to succeed in the world of phlebotomy. We accomplish this by providing hands on training and focusing on the needs of each individual student. Our student's success is ours when they take the National Exam and enter the workforce with confidence.

Our Objective

The objective of the California Phlebotomy School is to prepare our students for the National Exam through a balanced curriculum of hands-on learning and coursework, as well as preparing them for a successful career in the field of phlebotomy.

Admission Requirements

The State of California requires the following to be licensed as a CPT-1. Therefore, these requirements must be met prior to admission to California Phlebotomy School in order to complete the program and apply for licensure.

- Student must be 18 years of age or older
- Proof of High School Graduation or its equivalent. GED is acceptable (must provide transcript).
 - If student attended High School outside of the USA, then Transcripts must be translated into English.
- Students must be able to read, write and speak English fluently.
- *If you have a previous felony conviction you may not be eligible for licensure in the State of California.*

Program Completion Requirements

The State of California requires the following to begin working as a Certified Phlebotomy Technician (CPT-1)

- Completion of 40 hours of classroom instruction from California Phlebotomy School.
- Completion of 40 hours of clinical practicum at an externship site.
- Student must successfully complete 10 skin punctures and 50 veni-punctures under direct supervision at an externship site.
- Student must pass the National Exam with a 70% or higher.

Upon completion of the CPT-1 program that we offer and after our students have passed the National Exam & completed their 40-hour externship. They are able to apply for employment for any and all jobs using the United States Department of Labor's Standard Occupational Classification Code of 31-9097.

Students Right to Cancel

Students can receive a full refund until 0900 the first business day of their first scheduled day of attendance. If a student chooses to cancel their attendance at California Phlebotomy School, they may do so and receive a refund of their tuition less the initial deposit of \$250. Students must submit their request in writing via Email to Info@caliphlebotomy.com. Refunds will be dispersed within 15 business days of the cancellation notification.

Breakdown of how refunds will be issued

- Attended 1 Saturday Class or 1 &/or 2 Morning or Evening Classes = 75% full tuition (Minus registration fee)

- Attended 2 Saturday Classes or 3 &/or 4 Morning or Evening Classes = 50% full tuition (Minus registration fee)
- Attended 3 Saturday Classes or 4 &/or 5 Morning or Evening Classes = 25% full tuition (Minus registration fee)
- Attended 4 or 5 Saturday Classes or 6+ Morning or Evening Classes = NO REFUND

Student Licensure

After all requirements have been met, the students will be prepared and eligible to apply for licensure in the state of California. Certified Phlebotomy Technicians are licensed through the Department of Laboratory Field Services.

California Phlebotomy School Administration & Faculty

Dr. Leah Slater, DNP, FNP-C, APRN- Chief Academic Office (CAO), Program Director, Instructor & Owner

Dr. Slater has worked in the medical field since 1999. She has 18 years of Nursing experience. She is currently a Doctor of Nursing Practice and Family Nurse Practitioner. She received her Doctoral Degree from Brandman University from in Irvine, Ca. She completed her undergraduate coursework at Chamberlain College of Nursing in Illinois.

David Romney, Chief Executive Officer (CEO), Administrative Director & Owner

David received his bachelor's degree from BYU Idaho in 2006. Since then his work experience has seen him in the world of Retail Banking, Business Management and he has even started his own businesses. He has spent the last 7 years working in the insurance industry.

Dismissal Policy

Students will be dismissed from California Phlebotomy School for dangerous behaviors such as unsafe use of sharps or intentional injury of another classmates or staff. Students will sign an Enrollment Agreement stating they agreeing to abstain from foul language, use of drugs or alcohol before or during school time, and sexual harassment or vulgar conduct. Dangerous behaviors result in an immediate dismissal with no re-admittance, and no refund. Behavior misconduct dismissal may be appealed, and possible re-admittance allowed in the next session.

Attendance Policy and Leave of Absence

Students are required to attend all 40 hours of classroom and clinical instruction. Students are expected to be on time and present the full duration of the instruction period. Any missed instruction due to tardiness, leaving early or absence will require a make-up instruction. Make-ups will be allowed at the discretion of the instructor. The make-up class may occur when the next session of classes begins if an alternate class is not available. The exact portion of class that is missed will be what is provided at the make-up class.

California Phlebotomy School allows one leave of absence within their course enrollment. Upon return, students must continue their course instruction where they left off. This will result in a delay of

program completion. Re-enrollment is pending space available in upcoming classes. A Leave of Absence may be granted under extenuating circumstances only and are at the discretion of the school administration. If a Leave of Absence is not granted, you will be required to re-register and pay all fees.

Program Cost and Fees
Certified Phlebotomy Technician (CPT-1) Training is \$1,895.00

Registration Fee	\$250.00
Tuition	\$1,242.50
Lab Supplies	\$125.00
Equipment	\$125.00
Textbooks	\$50.00
Externship Placement	\$100.00
Student Tuition Recovery Fund (<i>non-refundable</i>)	\$2.50
<i>Total Cost to attend California Phlebotomy School</i>	\$1,895.00
<i>Additional non-institutional charges</i>	
*CA State Licensing Fund (paid to the State when applying)	\$100.00
*National Certification Exam Fee	\$115.00
*Uniforms / Protective Clothing	\$25.00
<i>Additional non-institutional charges</i>	\$240.00
<i>Combined cost of institutional and non-institutional charges to become licensed through California Phlebotomy School</i>	
	\$2,135.00

Student Services

Job Placement

California Phlebotomy School does not offer job placement. Course curriculum will cover interview techniques as well as resume preparation. We will discuss possible places for phlebotomists to work.

Housing

California Phlebotomy School does not provide housing. We do not have dormitory facilities. Housing is the responsibility of the student.

According to the housing authority of Riverside County, rooms can be rented from residential properties for \$400 - \$600/month. One-bedroom apartments range in price from \$1,200 - \$1,600/month.

California Phlebotomy School does not assist its students in finding housing. However, available housing options can be found online at www.HARIVCO.org.

Library

California Phlebotomy School does not maintain a library on campus. We do have an inventory of the textbook that we store in the main office which is distributed to each student on the first day of class. Should a student come to class without their own copy of the textbook, we will loan them one for that day.

Each of our schools also has a copy of a Medical Dictionary and a Laboratory Manual which are kept in the main office but accessible to any faculty or student should a need arise.

Accreditation

California Phlebotomy School is not accredited by an agency recognized by the U.S. Department of Education.

Financial Aid

California Phlebotomy School does not participate in State or Federal Financial Aid currently. However, we do allow a payment plan. A signed payment agreement must be in place and initial deposit made in order to enroll. If subsequent payments are not made, student will not be able to sit for their National Certification and Externship until such time that payments are completed.

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.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Learning Center and Equipment

Our learning center consists of a classroom with tables and chairs. White boards, computers, and large screen TV's are used for instruction in addition to printed text. We have a separate Laboratory/Draw Station for clinical training. We provide a lab chair as well as a place to lay down to simulate various positions for venipuncture.

Students Achievement

California Phlebotomy School students will be tracked throughout the class by daily quizzes and a final exam that will be administered prior to being granted access to taking the National Exam. Students must pass all quizzes with at least a 70% in order 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 40hour minimum.

Student Tuition Recovery Fund (STRF)

5 CCR §76215(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

5 CCR §76215(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“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, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, (916) 574-8900 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 as a result of any of 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 noncollection 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.”

Retention of Student Records

California Phlebotomy School will keep the following records on file:

1. Attendance records
2. Academic achievements
3. Copies of certificates of completion
4. Financial payments
5. Signed copies of the Enrollment Agreement
6. Signed copies of the School Performance Fact Sheet

Student records will be kept at our main facility at 26413 Jefferson Ave, Ste. G Murrieta, CA 92562. Hard copies of student documents will be kept for 5 years in a locked filing cabinet. All student documents and transcripts will also be scanned and saved permanently.

Distance Education

California Phlebotomy School does not participate in distance education. All classes will be held on site. Clinical Externships will take place in the community.

Student Rights

The California Phlebotomy School maintains that it will provide each student with:

- Equal education opportunity
- Assistance from both Instructors and Management for the duration of enrollment
- Confidentiality regarding grades and students’ records.

Student Grievances

Should a student grievance arise they may reach out to David Romney, CEO of California Phlebotomy School at info@caliphlebotomy.com. A formal complaint may be made by completing the appropriate forms which will then be reviewed by the CEO. We will do our best to resolve any grievances so that both parties are satisfied.

"A student or member of the public may file a complaint about this institution with the bureau for Private Post-Secondary Education by calling (916) 574-8900 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov".

Credit Transfers

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at California Phlebotomy School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the CPT-1 Certificate of Completion you earn in the CPT-1 program is also at the complete discretion of the institution to which you may seek to transfer. If the CPT-1 Certificate of Completion 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 California Phlebotomy School to determine if your CPT-1 Certificate of Completion will transfer.

Due to the nature of our program, California Phlebotomy School does not accept transfer of credits from any other institution. We do not have an articulation or transfer agreement with any other program or institution.

We do not offer any type of challenge exam, regardless of your prior experiential learning. Each student who enrolls in the California Phlebotomy School will be expected to complete the program in its entirety.

Foreign Students

California Phlebotomy School does accept students from other countries; however, we do not provide visa services. We will not vouch for students other than saying that they are/were enrolled. There is no fee for this.

Language Proficiency

All classes are conducted in English. It is required that students are able to read, write, and understand English at a ninth-grade level or higher. There will not be any translating provided by California Phlebotomy School staff. Students may bring their own translator to class at their own expense. A score of 61 Points or higher of the English as a Foreign Language (TOEFL) will be accepted as documentation of proficiency.

Post-Graduation

California Phlebotomy School allows all students to return to the program after graduation to review their skills free of charge as many times as they need to feel comfortable with their skills for one calendar year. Other arrangements may be made on a case by case basis.

2021 & 2022 Class Schedule

2021 Class Schedule			
	Session	Start Date	Class Time
Evening Classes	E1	1/4/21	6:00pm - 10:15pm
	E2	3/1/21	6:00pm - 10:15pm
	E3	5/3/21	6:00pm - 10:15pm
	E4	7/5/21	6:00pm - 10:15pm
	E5	9/7/21	6:00pm - 10:15pm
	E6	11/1/21	6:00pm - 10:15pm
		Start Date	Class Time
Saturday Classes	S1	1/9/21	8:00am - 2:30pm
	S2	3/6/21	8:00am - 2:30pm
	S3	5/1/21	8:00am - 5:00pm
	S4	7/10/21	8:00am - 5:00pm
	S5	9/11/21	8:00am - 5:00pm
	S6	11/6/21	8:00am - 5:00pm
2022 Class Schedule			
	Session	Start Date	Class Time
Morning Class	M1	2/7/22	9:00am - 1:00pm
	M2	5/2/22	9:00am - 1:00pm
	M3	9/6/22	9:00am - 1:00pm
	M4	10/3/22	9:00am - 1:00pm
	M5	11/1/22	9:00am - 1:00pm
		Start Date	Class Time
Evening Classes	E1	2/7/22	6:00pm - 10:15pm
	E2	5/2/22	6:00pm - 10:15pm
	E3	6/6/22	6:00pm - 10:15pm
	E4	7/5/22	6:00pm - 10:15pm
	E5	8/1/22	6:00pm - 10:15pm
	E6	9/6/22	6:00pm - 10:15pm
	E7	10/3/22	6:00pm - 10:15pm
	E8	11/1/22	6:00pm - 10:15pm
		Start Date	Class Time
Saturday Classes	S1	2/5/22	8:00am - 5:00pm
	S2	5/7/22	8:00am - 5:00pm
	S3	7/9/22	8:00am - 5:00pm
	S4	9/10/22	8:00am - 5:00pm
	S5	10/22/22	8:00am - 5:00pm

California Phlebotomy School Syllabus and Course Schedule

Basic Phlebotomy: Days 1 - 6			
Day 1 <ul style="list-style-type: none"> • Introduction. • Chapter 1 and 2. • Medical Terminology Lecture • 15-Minute Break • Quiz • Lab Time 	Day 2 <ul style="list-style-type: none"> • Review previous day. • Chapter 2 and 3. • Medical Terminology Lecture • 15-Minute Break • Quiz • Lab Time 	Day 3 <ul style="list-style-type: none"> • Review previous day. • Chapter 3 and 4. • Medical Terminology Lecture • 15- Minute Break • Quiz • Lab Time 	Day 4 <ul style="list-style-type: none"> • Review previous day. • Chapter 4 and 5. • Medical Terminology Lecture • 15- Minute Break • Quiz • Lab Time
Day 5 <ul style="list-style-type: none"> • Review Previous Day • Chapter 5 and 6 • Medical Terminology Lecture • 15 Minute Break • Quiz • Lab Time 	Day 6 <ul style="list-style-type: none"> • Review Previous Day • Review Chapters 1-6 and Basic Phlebotomy Final Lecture • 15-Minute Break • Lab Time 	Day 7 Introduction to Advanced Phlebotomy <ul style="list-style-type: none"> • Chapter 7 and 8 • Medical Terminology Lecture • 15 Minute Break • Quiz • Lab Time 	Day 8 Advanced Phlebotomy <ul style="list-style-type: none"> • Review Previous Day • Chapter 8, 9, and 10s • Medical Terminology Lecture • 15 Minute Break • Quiz • Lab Time
Day 9 <ul style="list-style-type: none"> • Review Previous Day • Chapters 11, 12, and 13. • Medical Terminology • 15-Minute Break • Lab Time 	Day 10 <ul style="list-style-type: none"> • Review Previous Day • Review all course material. • Final Exam. • Discuss National Exam • Lab Time 		

Complete list of what will be covered in each chapter on its respective day:

1. Introduction to Phlebotomy
2. Safety and Phlebotomy
3. Basic Human Anatomy and Physiology
4. Anatomy and Physiology of the Circulatory System
5. Phlebotomy Equipment
6. Phlebotomy Technique
7. The Challenge of Phlebotomy
8. Caring for the Pediatric Patient
9. Sample Consideration and Special Procedures
10. Sample Preparation and Handling
11. Customer Service
12. Compliance, Legal & Ethical Issues
13. Competency

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 Post-Secondary Education at:

Address: 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834.

Website address: www.bppe.ca.gov

Telephone: (916) 574-8900

Fax: (916) 263-1897

This Catalog is updated in December of every year to ensure the information provided to our students is accurate.