



Northern California Course Catalog: Phlebotomy Training

LOCATIONS WHERE INSTRUCTION WILL BE HELD:

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

707 El Cerrito Plaza El Cerrito, CA 94530

770 East Shaw Ave. Suite 120, Fresno, CA 93710

1142 S. Main St. Manteca, CA 95337

April 1, 2023 to December 31, 2023

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

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www.PhlebotomyUSA.com

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(CPT-1) Certified Phlebotomy Technician Program **Course Catalog**

Introduction

Phlebotomy Training Specialists (“PTS”) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors.

Brian Treu is the CEO of PTS. Mr. Treu has been drawing blood for 23 years and has completed over 300,000 blood draws during his career. He serves as a subject matter expert for many certification agencies. His career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Mr. Treu loves pressure and has an uncanny way of dealing with stressful situations. He has traveled the world performing venipuncture on patients on all 7 continents.

Alexis Treu is the COO of PTS. Ms. Treu has broad experience at the Chief Operating Officer level, having served in this capacity since 2017. Her extensive understanding of career school operational functions, as well as that of diverse and complicated state licensure requirements enables her to ensure full program compliance across the country.

Dina Dwyer fills the role of Acting Chair of PTS and is the CEO and President of Eden PTS Holdco LLC. Ms. Dwyer has spent over 20 years in the private equity industry. Prior to founding Eden Capital, she has served as a Managing Director at Unifund SA, an Analyst at the Blackstone Group in New York, and trained at the Carlyle Group in London. She currently sits on the Board of Directors of Wall Street Prep, Edcetera and White Cup. Ms. Dwyer is a graduate of the Wharton School of the University of Pennsylvania and received her MBA at the Columbia Business School.

School History

Phlebotomy Training Specialists offers Phlebotomy Training for students and is staffed with qualified instructors. Phlebotomy Training Specialists was founded in 1993 by Brian Treu. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded the Phlebotomy program to combine a system that consists of both a didactic portion as well as a practical portion. Through the combination of didactic and practical learning, students are able to leave the program feeling confident in their ability to enter the workforce as a phlebotomist. Since Phlebotomy Training Specialists' inaugural class in 1993, the company has had over 20,000 graduates. Today PTS is one of the largest stand-alone phlebotomy training schools.

Mission and Objectives

Our institution is dedicated to delivering an exceptional educational experience by providing up-to-date, state-of-the-art, medical training to individuals interested in receiving this training. The objective 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 complies 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, 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 coursework to graduate from the program. They will also be required to pass 12-chapter quizzes and score at least 80% on a practice 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 an SSN*

Contact Information

School Addresses:

Citrus Heights- 8421 Auburn Blvd Suite #161 Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave. Suite 120 Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite #170 Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd Suite 436 Santa Clara, CA 95054

San Francisco (EL Cerrito)- 707 El Cerrito Plaza El Cerrito, CA 94530

Home Office- 1971 W. 700 N. Suite 102 Lindon, UT 84042

Phone: **701-404-9434** Fax: **385-327-2084**

Email: info@phlebotomyusa.com Website: www.phlebotomyusa.com

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 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 venipunctures, 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 Director - *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 in 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 her BSN.

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.*

Fresno

Bernadette Lopez- *She attended Fresno City College where she became a Phlebotomist. Bernadette has experience in the medical field as a medical assistant certified nursing assistant, phlebotomy, and as well as a lab assistant. She has worked at several hospitals, outpatient laboratories, and in clinic settings here in the central valley as well as in the bay area.*

Corinna Martinez- *Ms. Martinez has been a Phlebotomist for 18 years. She has worked at a level-one trauma center and for one of the Nation's Best Pediatric Hospitals in Central California. She has experience in phlebotomy and laboratory processing, and working with patients of all ages.*

Sacramento

Mary McQuay- *Mary has been a phlebotomist for over 21 years and is licensed through the California Department of Public Health since 2001. During her medical career she has been fortunate to work in the capacity of a phlebotomist, trainer, lead, and supervisor for multiple hospitals and reference laboratories including 10 years at UC Davis for the Department of Pathology & Laboratory Medicine supervising the phlebotomy team. She is an expert phlebotomist with experience drawing patients of all ages in the hospital, outpatient, and mobile settings. She has extensive hands-on knowledge of the clinical laboratory and hospital operations such as the emergency department, trauma, labor and delivery, hospice, intensive care, clinical research, transplant, decedent affairs, and oncology.*

David Karis- *David has been a licensed phlebotomist in the state of California for the past six years. David holds a CPT license, but he is also CPR-certified and CPI (crisis prevention and intervention) certified. David excels in all demographics when it comes to blood collection, but specializes in working with geriatric patients as well as the mentally ill.*

Santa Clara

Michael Velasco- *Michael started in the field of phlebotomy shortly after having been in the field as an EMT in 2012. Then was hired at Kaiser Emergency and have been there ever since. Over the last nine years, Michael has encountered a wide range of patients from*

newborns to geriatric and everything in between.

Sandra Garcia- *Ms. Garcia graduated from Frothier Phlebotomy School in 2003 and has worked in the medical field ever since. Sandra has worked for 3 Cardiologist specialists as well as LabCorp and Quest. She has extensive hands-on knowledge of the clinical laboratory.*

Lindsey Kline- *She started her phlebotomy career in 2010. She is certified through NCCT for her national certification and has her CPT1 from the state of California. She has worked as a phlebotomist in a couple of different hospitals and an outpatient laboratory. She has also has previous experience as a phlebotomy instructor. She loves to share her skills, experiences, and stories of all that she has encountered through her many years as a phlebotomist.*

Manteca

Heather Dana- *Ms. Dana has been a Lead Phlebotomist and Phlebotomist since 2011. She has a vast knowledge base and holds a CPT 1 license and a CAN license.*

Melody Zawoysky- *Ms. Zawoysky is a competent Phlebotomist with more than 20 years of experience. She has worked in Hospitals, Dr. Offices, and clinics throughout the state and is now a senior member of the laboratory at Surtter Memorial.*

El Cerrito

Jonathan Tucker- *Mr. Tucker has a Bachelors Degree from UNLV and has been working as a Phlebotomist for many years. He is certified as a Crisis Prevention Institution instructor and has a reputation for being a good communicator and proficient in his medical profession.*

Shontai Johnson- *Ms. Johnson has been a Phlebotomist since 2006. She has worked as a mobile phlebotomist, and laboratory assistant, at various laboratories, clinics, and hospitals.*

Programs Offered

1 Certificate Program

40-Hour Phlebotomy Training & Certification

Program Cost and Fees

Tuition	STRF	Registration	Medical Liability Insurance	Lab Supplies/ Protective Equipment	Textbooks	National Exam	Documents Processing Fee
\$1,650.00	\$5.00	\$250.00	\$25.00	\$255.00	\$35.00	\$130.00	\$200.00

Total Charges for CPT-1 Certified Phlebotomy Technician Training Payable to Phlebotomy Training Specialists - \$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

Payment Policy

Tuition and fees for class can be paid by logging into your student account at students.phlebotomyusa.com. We accept all major credit cards. \$250 minimum is required at the time of registration. After the initial registration fee of \$250 has been paid, students can make payments in any increment until full payment is received.

Full tuition and fees are due by the halfway point of the class.

If a student fails to pay full tuition and fees by these deadlines, the following options

are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they 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, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

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. The school does not offer financial aid or loans.

After the 40 hours of in-class, training has been completed, students will receive an email with instructions for creating an NHA account.

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

Total charges for the current period of attendance are \$2,595.00, \$1,650.00 class tuition, \$5.00 STRF, \$250.00 registration fee (Non-Refundable), \$25.00 Professional Medical Liability Insurance, \$255.00 Lab Supplies and Protective Equipment, \$35.00 Textbooks (Non-Refundable once distributed), \$130.00 for the National Exam, and a \$200 Document Processing Fee. The Fee for your license with the state of California is a separate fee of \$100.00 and is payable to the state of California.

Students should log into their account at <https://students.phlebotomyusa.com/login> 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.

VISA

Phlebotomy Training Specialists accepts 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 program. There is no fee

for this.

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

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 days 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 another 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.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)

370- 7589, option #5, or by visiting osar.bppe.ca.gov.

Financial

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

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, 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.

Class Schedule

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 the 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, pass your national exam, and complete the 40-hour externship.

AM/PM Classes		Weekend Classes		Accelerated Classes	
AM: Monday-Thursday 9am-1pm PM: Monday-Thursday 6pm-10pm		Saturdays Only 8am-4:30pm w/ lunch break 12-12:30pm		Monday-Friday (may adjust with holidays) 8am-4:30pm w/ lunch break 12-12:30pm	
January 10, 11, 12, 17, 18, 19, 23, 24, 25, 26	July 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	January 7, 14, 21, 28, Feb 4	July 8, 15, 22, 29, Aug 5, 12	January 30, 31, Feb 1, 2, 3	June 26, 27, 28, 29, 30
February 7, 8, 9, 13, 14, 15, 16, 21, 22, 23	August 8, 9, 10, 14, 15, 16, 17, 21, 22, 23	February 11, 18, 25, Mar 4, 11	August 19, 26, Sep 9, 16, 23	February 27, 28, Mar 1, 2, 3	July 31, Aug 1, 2, 3, 4
March 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	September 6, 7, 11, 12, 13, 14, 18, 19, 20, 21	March 18, 25, Apr 1, 8, 15	September 30, Oct 7, 14, 21, 28	March 27, 28, 29, 30, 31	August 24, 25, 28, 29, 30
April 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	October 3, 4, 5, 10, 11, 12, 16, 17, 18, 19	April 22, 29, May 6, 13, 20	November 4, 11, 18, Dec 2, 9	April 24, 25, 26, 27, 28	September 25, 26, 27, 28, 29
May 2, 3, 4, 8, 9, 10, 11, 15, 16, 17	November 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	June 22, 29, May 6, 13, 20		May 18, 19, 22, 23, 24	October 23, 24, 25, 26, 27
June 6, 7, 8, 12, 13, 14, 15, 20, 21, 22	December 4, 5, 6, 7, 11, 12, 13, 14, 18, 19				

Externship Scheduling and Completion

Once you have completed the Didactic portion of your education, and you have received a **Passing Score** on your National Exam, you will be ready to move on to the **Externship** portion of your Education.

PTS realizes a successful Externship is vital to the success of your State Licensing. We are dedicated to doing our very best to ensure your Externship happens timely and that your experience in the practical setting is efficient, constructive, and enriching.

PTS has many approved Externship sites in California, so be assured that the Externship Team will do their best to match your Externship as close to your request as possible.

You have Two (2) Years from the date you pass your National Exam to complete your Forty (40) Hour Externship, but the Externship Team will provide you with an Externship opportunity within Ninety (90) days from the date you are cleared for your Externship.

Please do NOT call the Externship Team to ask about the status of your Externship within the first week of passing your Exam, as your call may delay the process for yourself and others.

NOTE: You can expect your externship to be Monday-Friday 8:00 AM-5:00 PM or 9:00 AM-6:00 PM Schedule for one 40 Hour Work Week.

List of Possible Externship Requirements & Barriers of Entry:

- Blood Tests
- Immunizations
- Background Check
- Drug Testing
- COVID testing
- CPR License
- Identification
- Attestation
- Resume
- Facial Masks
- Name Tag
- Interview
- Orientation & More

These are all site-specific requirements that will be communicated to you when the time comes for placement. If you need information on getting your place of employment approved by the State of California as an Externship Site, please visit <https://www.phlebotomyusa.com/california-phlebotomy-classes> and fill out the link titled New Externship Facility Request.

All of the relationships surrounding each externship site are invaluable to PTS. It is

imperative that all student externs approach their volunteer hours with the utmost care, by always maintaining a professional, positive, and compliant attitude throughout the entire externship process and by always adhering to the Externship Code of Conduct (ECOC).

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:

- Provide a High School Diploma or its equivalent (GED).
- Complete 40 hours of Phlebotomy Instruction with 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 its 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.

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 and we do not allow translators.

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

Disability Accommodations Policy

Phlebotomy Training Specialists believes in providing access to a diverse population. The school complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-

secondary schools have no obligation to identify students with disabilities. If you need accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodations for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and the need for accommodation.

For information and questions about our Student Accessibility Services (SAS) support, policies, and process, please contact Student Services at 701-404-9434 or info@phlebotomyusa.com.

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 in 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 the class the next month or work out with their instructor to train on that exact content during a make-up time.

It is very important that you show up on time to your didactic classes and that you listen carefully during this instruction. Please silence your cell phones and do not use them during class time, as they are a distraction to other students. You will be given breaks during class for personal time.

Please bring something to write with to class. You will be issued a textbook that will be yours to keep and write in, as needed. We recommend that you wear scrubs to class. PLEASE KEEP IN MIND THAT YOU WILL BE REQUIRED TO WEAR PLAIN SCRUBS DURING YOUR EXTERNSHIP. You MUST wear closed-toed shoes to class, as well as to your Externship. You may wear acrylic nails, in class, but be mindful that they are conservative in design and length, as they may tear your gloves. If your fingernails become a risk to yourself, or the patients, you will be asked to remove them. Your hair should also be conservative and neatly groomed, pulled back, and not draping down over your shoulders. Tattoos may be visible during class as well as facial piercings, but be mindful that this will not be the case concerning your 40-hour externship.

All Students are required to be lucid, physically rested, and mentally prepared during the entire education process. Any student who arrives to the classroom ill-prepared, or if the instructor, upon evaluation, determines that the student is unfit for class, will be politely dismissed from that class session and instructed to return to the next session, better prepared. Students who are under the influence of alcohol, illicit

drugs, or any other mind or body-altering substances cannot participate in class.

Leave of Absence

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

Grading Policy

The course is not graded, it is a pass/fail course. As the course progresses, the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Students are allowed to attend the weekend/evening/day classes free of charge with additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of the modules to continue and stay on track for didactic completion.

Students Achievement

Student progression will be tracked throughout the class by quizzes, and a final exam will be administered before 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.

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 & Credentials Earned At Our Institution

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of the 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 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 the school to determine if your certificate will transfer.

Student Service- Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. **Placement in a job is not guaranteed or promised to persons who complete the program.** To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our on-staff professional resume writers. The writers will then assist the students with fine-tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, what to expect during the interview process and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return to the class, free of charge, to keep their skills sharp and to prepare for interviews.

Additionally, we have a *Student Helpline* where students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, job sources, and Phlebotomy-related inquiries.

Conduct & Dismissal Policy

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of

dismissal. Students are expected to maintain professional conduct within the classroom. PTS reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. The schools' managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

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, gender, racial issues, political affiliation, etc.

2. **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**

- a. Failing to abide by safety rules and policies
- b. Refusing to follow the 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. Recreational drugs are also not permitted on-premises.
- d. Theft
- e. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a school 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, the school 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 PTS 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’s founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Probation

Phlebotomy Training Specialists reserve 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 in electronic or text format, sexual harassment, etc. A student will be given one warning before dismissal from the class. A student who has been dismissed or placed on probation can request in writing or by email to be re-admitted to class. They may attend another month in a new class once their behavior has been corrected.

Re-entry / Readmission

Upon infraction of one of the above expectations, a school staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the school’s corporate offices. Phlebotomy Training Specialists Corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, the school will dismiss students from the program. Students who have violated policies outlined in the “Automatic Dismissal”

section will be subject to automatic dismissal.

Permanent Termination from the program negates that student from re-admission to the program forever.

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

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.

Withdrawal 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 the 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 a refund.

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

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

Amount Paid – ($\$46.25 \times \#$ of hours attended [for tuition]) + \$250 Registration Fee + \$35 Text Book + ($\$8.125 \times \#$ hours attended [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.

Fax - 1-385-327-2084

Email – info@phlebotomyusa.com

Mail – 1971 W 700 N, Suite 102, Lindon, UT 84042

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 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 before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Records

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal students.phlebotomyusa.com. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student

academic, financial, certificates, and transcripts are all electronically maintained. Student records are maintained in CA at each of our locations for 5 years.

For a copy of your transcripts, please email a written request to info@phlebotomyusa.com. There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

Facilities and Equipment

Our schools are located at:

Citrus Heights- 8421 Auburn Blvd, Suite 161, Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave, Suite 120, Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite 170, Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd, Suite 436, Santa Clara, CA 95054

San Francisco- 833 Market St, Suite 422, San Francisco, CA 94103

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lighted, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation. Tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

Library

The learning resource library is available from the student account and can be accessed at anytime from anywhere. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **The school does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education for Phlebotomy Training.

2023 PHLEBOTOMY TRAINING SYLLABUS

A. 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.

The presentation includes equipment and additives, basic anatomy, and safe and effective venipuncture techniques. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification examination.

B. METHOD OF INSTRUCTION:

The student is trained through the modules during class, obtaining that knowledge through books and hands-on training each class period.

The book knowledge obtained is then applied in the hands-on training portion of the class. Theory first, and actual application of the theory follows shortly thereafter.

C. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES:

Upon completion of the Phlebotomy course, students will have an opportunity to learn how to:

- a. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
- b. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
- c. Apply knowledge to basic and special laboratory procedures.
- d. Demonstrate proper infection control techniques used in specimen collection.

- e. Select appropriate equipment, methods, and reagents for the collection of laboratory specimens.
- f. Prepare patients and equipment for the collection of laboratory specimens.
- g. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
- h. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
- i. Work cooperatively with staff members, patients, and community resource people.
- j. Apply knowledge to create and maintain a safe working environment.
- k. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

Course Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This course is designed to provide an 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 includes 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 an 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

In 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, and 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 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 that involves students trying to pass their practical exams. 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 Guide Review	4	0	4
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

Textbook & Other Learning Resources

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition

Number: First Edition (2022)
ISBN: 979-8-218-02579-3

The learning resource library is available from the student account and can be accessed at anytime from anywhere, and better yet, does not require multiple people to handle the learning resource like a hard copy book library, requiring decontamination between readers.

With the resources available in an electronic format, the same resource is available to all students, and no one is left waiting for a return of the resource, nor waiting until the next classroom visit to use the resource.

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)*

Accreditation Status

Phlebotomy Training Specialists does not hold regional, national, or programmatic accreditation from a U.S. Department of Education-approved accreditor. The school does not participate in federal or state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and the school's training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

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.

**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**



Southern California Course Catalog: Phlebotomy Training

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
- 1200 Wilshire Blvd. Suite #620 Los Angeles, CA 90017
- 27285 Las Ramblas Suite 245 Mission Viejo, CA 92691
- 22 W 35th St. Suite #104A National City, CA 91950
- 41990 Cook St. Suite 802 Palm Desert, CA 92211
- 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
- 9141 Bolsa Ave Suite 304 Westminster, CA 92683

April 1, 2023 to December 31, 2023

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

info@PhlebotomyUSA.com
www.PhlebotomyUSA.com

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(CPT-1) Certified Phlebotomy Technician Program Course Catalog

Introduction

Phlebotomy Training Specialists (“PTS”) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors.

Brian Treu is the CEO of PTS. Mr. Treu has been drawing blood for 23 years and has completed over 300,000 blood draws during his career. He serves as a subject matter expert for many certification agencies. His career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Mr. Treu loves pressure and has an uncanny way of dealing with stressful situations. He has traveled the world performing venipuncture on patients on all 7 continents.

Alexis Treu is the COO of PTS. Ms. Treu has broad experience at the Chief Operating Officer level, having served in this capacity since 2017. Her extensive understanding of career school operational functions, as well as that of diverse and complicated state licensure requirements enables her to ensure full program compliance across the country.

Dina Dwyer fills the role of Acting Chair of PTS and is the CEO and President of Eden PTS Holdco LLC. Ms. Dwyer has spent over 20 years in the private equity industry. Prior to founding Eden Capital, she served as a Managing Director at Unifund SA, an Analyst at the Blackstone Group in New York, and trained at the Carlyle Group in London. She currently sits on the Board of Directors of Wall Street Prep, Edcetera, and White Cup. Ms. Dwyer is a graduate of the Wharton School of the University of Pennsylvania and received her MBA at the Columbia Business School.

School History

Phlebotomy Training Specialists offers Phlebotomy Training for students and is staffed with qualified instructors. Phlebotomy Training Specialists was founded in 1993 by Brian Treu. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded the Phlebotomy program to combine a system that consists of both a didactic portion as well as a practical portion. Through the combination of didactic and practical learning, students are able to leave the program feeling confident in their ability to enter the workforce as a phlebotomist. Since Phlebotomy Training Specialists' inaugural class in 1993, the company has had over 20,000 graduates. Today PTS is one of the largest stand-alone phlebotomy schools.

Mission and Objectives

Our institution is dedicated to delivering an exceptional educational experience by providing up-to-date, state-of-the-art, medical training to individuals interested in receiving this training. The objective 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 complies 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, 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 coursework to graduate from the program. They will also be required to pass 12-chapter quizzes and score at least 80% on a practice 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 an SSN*

Contact Information

School Addresses:

Artesia- 17510 Pioneer Blvd Suite 223 Artesia, CA 90701

Bakersfield- 4560 California Ave Suite 205 Bakersfield, CA 93309

Camarillo- 601 E. Daily Drive, Suite 300, Camarillo, CA 93010

Los Angeles- 9221 Venice Blvd. Los Angeles, CA 90034

Los Angeles- 1200 Wilshire Blvd. Suite #620 Los Angeles, CA 90017

Mission Viejo- 27285 Las Ramblas Suite 245 Mission Viejo, CA 92691

National City- 22 W 35th St. Suite #104A National City, CA 91950

Palm Desert- 41990 Cook St. Suite 802 Palm Desert, CA 92211

Panorama City- 14418 Chase Street Unit 205 Panorama City, CA 91402

Riverside- 3610 Central Avenue Ste. 201 Riverside, CA 92506

Santa Ana- 1450 North Tustin Ave Suite 202 Santa Ana, CA 92705

San Bernadino- 1845 Business Center Drive Suite 108 San Bernardino, CA 92408

San Diego- 8322 Clairemont Mesa Blvd. Suite 203 San Diego, CA 92111

Victorville- 16519 Victor Street Suite 323 Victorville, CA 92395

West Covina- 933 S. Sunset Avenue #201 West Covina, CA 91790

Westminster- 9141 Bolsa Ave Suite 304 Westminster, CA 92683

Home Office- 1971 W. 700 N. Suite 102 Lindon, UT 84042

Phone: **701-404-9434** Fax: **385-327-2084**

Email: info@phlebotomyusa.com Website: www.phlebotomyusa.com

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 more than 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 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 Director - *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 in 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.*

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 the 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

Glenda-Lugo- *Glenda first got into the health field by inquiring a license as a Certified Nurse Assistant. Shortly after she was interested in Phlebotomy and has been in the laboratory field since 2008. Glenda has also received her CPA Certification. She has worked in a hospital, Patient Service Centers, and Clinics. She is skilled and confident with strong attention to detail.*

Camarillo

Anai Arellano- *Ms. Arellano has been working as a CPT 1 Phlebotomist for many years. She is proficient in drawing blood from patients of various ages and conditions. She has worked in both the inpatient centers and the outpatient clinics. Her passion for the laboratory field is more than just phlebotomy, Anai is currently studying to become a clinical laboratory scientist.*

Los Angeles (Culver City)

Doug Calderon- *He has 18 years of experience in phlebotomy and is a certified CPT 2 Phlebotomist. He continues to thrive in the field of Phlebotomy because he cares for all patients and students. He is very compassionate, understanding, and patient.*

Los Angeles

Kellie Ortiz- *Ms. Ortiz is a certified CPT 1 Phlebotomist and an American Medical Technologist. She has vast knowledge and loves to help her students succeed.*

Doug Calderon- *He has 18 years of experience in phlebotomy and is a certified CPT 2 Phlebotomist. He continues to thrive in the field of Phlebotomy because he cares for all patients and students. He is very compassionate, understanding, and patient.*

Erika Adams- *She started her career in phlebotomy in 2009 right after college and since then she has not only worked as a phlebotomist, but she has had the opportunity to experience other roles of the medical field including lab assisting, toxicology, and administrative roles. Erika is a skilled phlebotomist with strengths in being detail oriented and patient-focused. She applies her knowledge of the industry to her teaching methods because she believes a well rounded student is more successful in the field.*

Palm Desert

Rebecca Cummings- *Rebecca comes to us with several years of experience as a phlebotomist in fast-paced hospitals as well as outpatient centers. She is eager to take this teaching journey and excited to help and guide those who want to learn the art of phlebotomy, bringing the next level of success to her students.*

Rachell Quinones- *Rachell began her medical career in 1997, becoming a phlebotomist in 2006. She has worked in many settings including mobile phlebotomy, blood bank, apheresis, law enforcement medical, outpatient laboratory services, and much more as both a technician and a supervisor. She has worked in fast-paced, high volume, detail-orientated, patient customer service settings and has loved the career opportunities and challenges being a phlebotomist has provided. Rachell loves being a mentor and sharing all the knowledge and experience she has gained over the years.*

Mission Viejo

Malee Torres- *Malee Torres has excellent phlebotomy skills of patients of all ages. Has experience in leadership and training students in phlebotomy. Can 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

Tiffani Harris- *Ms. Harris has worked in the field as a Phlebotomist since 2017. She is extremely valuable and was awarded a Certificate of Excellence by the Senior Vice President of Quest Diagnostics.*

Riverside

Valerie Snow – *Ms. Snow has been a phlebotomist since 2008. She has worked for hospitals, primary care clinics, and labs, and has performed hundreds of draws. She has worked with patients of many health concerns and has experience in specimen handling and the laboratory environment.*

Annette Lopez- *She has been in the medical industry since 2006 and began her career in phlebotomy in 2007. Annette has experience in many different clinical settings ranging from hospitals, VA clinics, Dr. offices, and outpatient laboratories working with patients of all ages.*

Rudolfo Mozqueda- *Mr. Mozqueda has been a Phlebotomist since 2012. He has worked at several laboratories and served as a Lead Phlebotomist and Laboratory Assistant. He also has his Associate in Science in Respiratory Therapy from Concorde Career College.*

Santa Ana

Amorette Rodriguez- *She completed her phlebotomy certificate through Boston Reed and started working as a phlebotomist at Long Beach Memorial Hospital and several outpatient clinics within the organization as a float where she gained knowledge and developed most of her phlebotomy skills. She left the organization for a short time to pursue other opportunities within the healthcare system and began working with TBI and Spinal injured patients where she completed her Activities Director Certificate as well as gaining Chemical Dependency Counseling Certificate. Amorette is very driven, motivated, and knowledgeable.*

Rechelle Torres- *Ms. Torres entered the medical field in 2001 as a Medical Assistant and shortly realized after that her calling was Phlebotomy 18 yrs. Rechelle received her certification through US Colleges in Montclair, CA. Rechelle loves this field and is excited to pursue more opportunities with her passion. She has knowledge of all kinds of patients, she has worked for several hospitals, Reference Labs, Mobile services, and psych facilities.*

Audrey Rico-Maldonado- *She has been a Phlebotomist for 32 years. She has worked in many locations across the state including clinics and hospitals. She is also a CNA, Medical Assistant and holds an A.S. Degree.*

San Bernardino

Annette Lopez- *She has been in the medical industry since 2006 and began her career in phlebotomy in 2007. Annette has experience in many different clinical settings ranging from hospitals, VA clinics, Dr. offices, and outpatient laboratories working with patients of all ages.*

Rudolfo Mozqueda- *Mr. Mozqueda has been a Phlebotomist since 2012. He has worked at several laboratories and served as a Lead Phlebotomist and Laboratory Assistant. He also has his Associate in Science in Respiratory Therapy from Concorde Career College.*

Rachell Quinones- *Rachell began her medical career in 1997, becoming a*

phlebotomist in 2006. She has worked in many settings including mobile phlebotomy, blood bank, apheresis, law enforcement medical, outpatient laboratory services, and much more as both a technician and a supervisor. She has worked in fast-paced, high volume, detail-orientated, patient customer service settings and has loved the career opportunities and challenges being a phlebotomist has provided. Rachell loves being a mentor and sharing all the knowledge and experience she has gained over the years.

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

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 to 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.*

Amber Wright- *Ms. Wright has been a Phlebotomist for 15+ years. She is excited to teach and will be bringing her vast knowledge to the classroom. She has worked at several facilities from hospitals to clinics.*

Ana Garcia- *Ana has a passion for the medical field and loves everything about being a CLT1. She has been licensed since 2016. She is enthusiastic and has plenty of practical knowledge. Ana is very excited to be an instructor, her goal is to help the medical field by creating amazing CLT's, she wants to teach all her techniques to every single one of her students and help them gain all the confidence they need to be successful and grow a passion in their new career.*

West Covina

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.*

Rudolfo Mozqueda- *Mr. Mozqueda has been a Phlebotomist since 2012. He has worked at several laboratories and served as a Lead Phlebotomist and Laboratory Assistant. He also has his Associate in Science in Respiratory Therapy from Concorde Career College.*

Westminster

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 collections from patients of all ages. She has experience instructing with Phlebotomy Training Specialists since 2016.*

Programs/Courses Offered

1 Certificate Program:

40-Hour Phlebotomy Training & Certification

Program Cost and Fees

Tuition	STRF	Registration	Medical Liability Insurance	Lab Supplies/ Protective Equipment	Textbooks	National Exam	Documents Processing Fee
\$1,050.00	\$5.00	\$250.00	\$25.00	\$255.00	\$35.00	\$130.00	\$200.00

Total Charges for CPT-1 Certified Phlebotomy Technician Training Payable to Phlebotomy Training Specialists - \$1,995.00

Fee Breakdown Description

Tuition \$1,050.00 - 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 - 2.50 x each \$1000 (Non-Refundable)
LFS Licensing Fee \$100.00 - Separate Fee (Payable to the State of California-LFS)

Protective Clothing - \$45.00
Documents Processing Fee- \$200 – (Payable to PTS)
Scrubs/Uniforms - Separate purchase \$20 and up

Total charges for the current period of attendance are \$1865 Total charges for the entire cpt-1 program and licensure are \$1995+ (depending on the cost of scrubs) total charges the student is obligated to pay upon registration/enrollment is \$250

Payment Policy

Tuition and fees for class can be paid by logging into your student account at students.phlebotomyusa.com. We accept all major credit cards. A \$250 minimum is required at the time of registration. After the initial registration fee of \$250 has been paid, students can make payments in any increment until full payment is received.

Full tuition and fees are due by the halfway point of the class.

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they 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, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

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. The school does not offer financial aid or loans.

After the 40 hours of in-class, training has been completed, students will receive an email with instructions for creating an NHA account.

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

Total charges for the current period of attendance are \$1,995.00, \$1,050.00 class tuition, \$5.00 STRF, \$250.00 registration fee (Non-Refundable), \$25.00 Professional Medical Liability Insurance, \$300.00 Lab Supplies and Protective Equipment, \$35.00 Textbooks (Non-Refundable once distributed), \$130.00 for the National Exam, and a \$200 Document Processing Fee. The Fee for your license with the state of California is a separate fee of \$100.00 and is payable to the state of California.

Students should log into their account at <https://students.phlebotomyusa.com/login> 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.

VISA

Phlebotomy Training Specialists accepts 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 program. There is no fee for this.

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

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 days 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.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

Financial

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

Financial Aid

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

Class Schedule

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 the 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 the 40-hour externship.

AM/PM Classes		Weekend Classes		Accelerated Classes	
AM: Monday-Thursday 9am-1pm PM: Monday-Thursday 6pm-10pm		Saturdays Only 8am-4:30pm w/ lunch break 12-12:30pm		Monday-Friday (may adjust with holidays) 8am-4:30pm w/ lunch break 12-12:30pm	
January 10, 11, 12, 17, 18, 19, 23, 24, 25, 26	July 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	January 7, 14, 21, 28, Feb 4	July 8, 15, 22, 29, Aug 5, 12	January 30, 31, Feb 1, 2, 3	June 26, 27, 28, 29, 30
February 7, 8, 9, 13, 14, 15, 16, 21, 22, 23	August 8, 9, 10, 14, 15, 16, 17, 21, 22, 23	February 11, 18, 25, Mar 4, 11	August 19, 26, Sep 9, 16, 23	February 27, 28, Mar 1, 2, 3	July 31, Aug 1, 2, 3, 4
March 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	September 6, 7, 11, 12, 13, 14, 18, 19, 20, 21	March 18, 25, Apr 1, 8, 15	September 30, Oct 7, 14, 21, 28	March 27, 28, 29, 30, 31	August 24, 25, 28, 29, 30
April 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	October 3, 4, 5, 10, 11, 12, 16, 17, 18, 19	April 22, 29, May 6, 13, 20	November 4, 11, 18, Dec 2, 9	April 24, 25, 26, 27, 28	September 25, 26, 27, 28, 29
May 2, 3, 4, 8, 9, 10, 11, 15, 16, 17	November 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	June 22, 29, May 6, 13, 20		May 18, 19, 22, 23, 24	October 23, 24, 25, 26, 27
June 6, 7, 8, 12, 13, 14, 15, 20, 21, 22	December 4, 5, 6, 7, 11, 12, 13, 14, 18, 19				

Externship Scheduling and Completion

Once you have completed the Didactic portion of your education, and you have received a **Passing Score** on your National Exam, you will be ready to move on to the **Externship** portion of your Education.

PTS realizes a successful Externship is vital to the success of your State Licensing. We are dedicated to doing our very best to ensure your Externship happens timely and that your experience in the practical setting is efficient, constructive, and enriching.

PTS has many approved Externship sites in California, so be assured that the Externship Team will do their best to match your Externship as close to your request as possible.

You have Two (2) Years from the date you pass your National Exam to complete your Forty (40) Hour Externship, but the Externship Team will provide you with an Externship opportunity within Ninety (90) days from the date you are cleared for your Externship.

Please do NOT call the Externship Team to ask about the status of your Externship within the first week of passing your Exam, as your call may delay the process for yourself and others.

NOTE: You can expect your externship to be Monday-Friday 8:00 AM-5:00 PM or 9:00 AM-6:00 PM Schedule for one 40 Hour Work Week.

List of Possible Externship Requirements & Barriers of Entry:

- Blood Tests
- Immunizations
- Background Check
- Drug Testing
- COVID testing
- CPR License
- Identification
- Attestation
- Resume
- Facial Masks
- Name Tag
- Interview
- Orientation & More

These are all site-specific requirements that will be communicated to you when the time comes for placement. If you need information on getting your place of employment approved by the State of California as an Externship Site, please visit <https://www.phlebotomyusa.com/california-phlebotomy-classes> and fill out the link titled New Externship Facility Request.

All of the relationships surrounding each externship site are invaluable to Phlebotomy Training Specialists. It is imperative that all student externs approach their volunteer hours with the utmost care, by always maintaining a professional, positive, and compliant attitude throughout the entire externship process and by always adhering to the Externship Code of Conduct (ECOC).

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:

- 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 its 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.

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 and we do not allow translators.

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

Disability Accommodations Policy

Phlebotomy Training Specialists believes in providing access to a diverse population. The school complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodations for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and the need for accommodation.

For information and questions about our Student Accessibility Services (SAS) support, policies, and process, please contact Student Services at 701-404-9434 or info@phlebotomyusa.com.

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 in 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 the class the next month or work out with their instructor to train on that exact content during a make-up time.

It is very important that you show up on time to your didactic classes and that you listen carefully during this instruction. Please silence your cell phones and do not use them during class time, as they are a distraction to other students. You will be given breaks during class for personal time.

Please bring something to write with to class. You will be issued a textbook that will be yours to keep and write in, as needed. We recommend that you wear scrubs to class. PLEASE KEEP IN MIND THAT YOU WILL BE REQUIRED TO WEAR PLAIN SCRUBS DURING YOUR EXTERNSHIP. You MUST wear closed-toed shoes to class, as well as to your Externship. You may wear acrylic nails, in class, but be mindful that they are conservative in design and length, as they may tear your gloves. If your fingernails become a risk to yourself, or the patients, you will be asked to remove them. Your hair should also be conservative and neatly groomed, pulled back, and not draping down over your shoulders. Tattoos may be visible during class as well as facial piercings but be mindful that this will not be the case concerning your 40-hour externship.

All Students are required to be lucid, physically rested, and mentally prepared during the entire education process. Any student who arrives to the classroom ill-prepared, or if the instructor, upon evaluation, determines that the student is unfit for class, will be politely dismissed from that class session and instructed to return to the next session, better prepared. Students who are under the influence of alcohol, illicit drugs, or any other mind or body-altering substances cannot participate in class.

Leave of Absence

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

Grading Policy

The course is not graded, it is a pass/fail course. As the course progresses, the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Students are allowed to attend the weekend/evening/day classes free of charge with additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of the modules to continue and stay on track for didactic completion.

Students Achievement

Student progression will be tracked throughout the class by quizzes, and a final

exam will be administered before 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.

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 & Credentials Earned At Our Institution

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of the 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 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 the school to determine if your certificate will transfer.

Student Service- Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. **Placement in a job is not guaranteed or promised to persons who complete the program.** To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers, and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our on-staff professional resume writers. The writers will then assist the students with fine-tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, what to expect during the interview process and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return to the class, free of charge, to keep their skills sharp and to prepare for interviews.

Additionally, we have a *Student Helpline* where students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, job sources, and Phlebotomy-related inquiries.

Conduct & Dismissal Policy

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of dismissal. Students are expected to maintain professional conduct within the classroom. PTS reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. The schools' managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

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, gender, racial issues, political affiliation, etc.

2. **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**

- a. Failing to abide by safety rules and policies
- b. Refusing to follow the 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. Recreational drugs are also not permitted on-premises.
- d. Theft
- e. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a school 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, the school 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 PTS 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's founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Probation

Phlebotomy Training Specialists reserve 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 in electronic or text format, sexual harassment, etc. A student will be given one warning before dismissal from the class. A student who has been dismissed or placed on probation can request in writing or by email to be re-admitted to class. They may attend another month in a new class once their behavior has been corrected.

Re-entry / Readmission

Upon infraction of one of the above expectations, a school staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the school's corporate offices. Phlebotomy Training Specialists Corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, the school will dismiss students from the program. Students who have violated policies outlined in the "Automatic Dismissal" section will be subject to automatic dismissal.

Permanent Termination from the program negates that student from re-admission to the program forever.

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 Record

Students' Right to Cancel

You are entitled to receive a refund of tuition paid through attendance on 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.

Withdrawal 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 the 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 a refund.

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

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

Amount Paid – ($\$46.25 \times \#$ of hours attended [for tuition]) + \$250 Registration Fee + \$35 Textbook + ($\$8.125 \times \#$ hours attended [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.

Fax - 1-385-327-2084

Email – info@phlebotomyusa.com

Mail – 1971 W 700 N, Suite 102, Lindon, UT 84042

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 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 before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Records

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal students.phlebotomyusa.com. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student academic, financial, certificates, and transcripts are all electronically maintained. Student records are maintained in CA at each of our locations for 5 years.

For a copy of your transcripts, please email a written request to info@phlebotomyusa.com. There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

Facilities and Equipment

Our schools are located at:

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
1200 Wilshire Blvd. Suite #620 Los Angeles, CA 90017
27285 Las Ramblas Suite 245 Mission Viejo, CA 92691
22 W 35th St. Suite #104A National City, CA 91950
41990 Cook St. Suite 802 Palm Desert, CA 92211
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
9141 Bolsa Ave Suite 304 Westminster, CA 92683

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lighted, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation. Tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

Library

The learning resource library is available from the student account and can be accessed at anytime from anywhere. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **The school does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education for Phlebotomy Training.

2023 PHLEBOTOMY TRAINING SYLLABUS

A. 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 healthcare personnel, clients, and the public. The presentation includes equipment and additives, basic anatomy, and safe and effective venipuncture techniques. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification examination.

B. METHOD OF INSTRUCTION:

The student is trained through the modules during class, obtaining that knowledge through books and hands-on training each class period. The book knowledge obtained is then applied in the hands-on training portion of the class. Theory first, and actual application of the theory follows shortly thereafter.

C. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES:

Upon completion of the Phlebotomy course, students will have an opportunity to learn how to:

- a. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
- b. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
- c. Apply knowledge to basic and special laboratory procedures.
- d. Demonstrate proper infection control techniques used in specimen collection.
- e. Select appropriate equipment, methods, and reagents for the collection of laboratory specimens.
- f. Prepare patients and equipment for the collection of laboratory specimens.
- g. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
- h. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
- i. Work cooperatively with staff members, patients, and community resource

people.

- j. Apply knowledge to create and maintain a safe working environment.
- k. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

Course Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This course is designed to provide an 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 includes 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 an 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

In 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, and 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 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 that involves students trying to pass their practical exams. 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 Guide Review	4	0	4
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

Textbook & Other Learning Resources

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition

Number: First Edition (2022)

ISBN: 979-8-218-02579-3

The learning resource library is available from the student account and can be accessed at any time from anywhere, and better yet, does not require multiple people to handle the learning resource like a hard copy book library, requiring

decontamination between readers.

With the resources available in an electronic format, the same resource is available to all students, and no one is left waiting for a return of the resource, nor waiting until the next classroom visit to use the resource.

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).*

Accreditation Status

Phlebotomy Training Specialists does not hold regional, national, or programmatic accreditation from a U.S. Department of Education-approved accreditor. The school does not participate in federal or state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and the school's training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

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.

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