# ALLIED PROFESSIONAL INSTITUTE

# CATALOG

## JANUARY 1, 2025 TO DECEMBER 31, 2025

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## INSTITUTIONS MISSION

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

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

## OBJECTIVES FOR BASIC 40 AND 80 HOUR COURSE

### ANATOMY AND PHYSIOLOGY

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

### CHOICE OF EQUIPMENT

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

**PROPER TECHNIQUE, CARE OF SPECIMEN AND COMPLICATIONS**

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

## ADVANCE OBJECTIVES

1. **Explain the infection control policies and procedures that must be followed in specimen collection and transportation.**
2. **Define the terms health care associated, health care acquired, and nosocomial infections.**
3. **Identify steps to avoid transmission of blood-borne pathogen exposure.**
4. **Describe the components for the chain of infection.**
5. **State the central purpose of hand hygiene.**
6. **Describe the CDC procedure for collection and transport of specimens for Covid 19 virus.**
7. **Describe the major organisms responsible for the health care associated infections.**
8. **Define phlebotomy and identify health professionals who perform phlebotomy procedures.**
9. **List professional competencies for phlebotomists, their role in delivering, collecting, and/or transporting specimens to and from the laboratory and key elements of a performance assessment.**
10. **List the basic tools used in quality improvement activities and give examples of how a phlebotomist can participate in quality improvement activities.**
11. **Describe preanalytical phase, analytical phase, and postanalytical phase.**
12. **Describe risk factors and appropriate responses to complication which may arise.**
13. **Explain legal issues pertaining to the health care field.**
14. **Explain quality assurance and quality control.**
15. **Describe the role of CLIA, the Joint Commission, CLSI and OSHA.**

## COURSE DESCRIPTION

**Allied Professional Institute offers a 20, 40 and 80 hour course in phlebotomy.**

**<u>PHLEBOTOMY TECHNICIAN 1-BASIC 80 HOURS</u>: Forty hours of lecture and forty hours of externship is for persons with no on the job experience in phlebotomy. The course is given over 10 days. Lectures are held on Saturdays and Sundays only for two and a half weekends. The externship is held Monday thru Friday for on week only. The times of the externships vary from 6:30am to 5:30pm depending on the location. The student can select the time that fits their schedule as long as they complete the required 40 hours within the four (4) month limit for completion of the externship. The maximum number of hours in a day for the externship is eight (8). Each student is given 5 days to complete the externship. There are flexible hours available for those whose work may not allow a complete 5 days off at one time or is attending another school on certain days of the week. Any situation as such would have to be approved with the institution. Each objective listed will be taught in the course along with any new changes in Phlebotomy. The student must pass two (2) final exams that cover Basic and Advcance Phlebotomy with 70% or better and successfully pass the externship with 50 successful venipunctures and 10 skin punctures. Once the student**

**has successfully passed the course they will receive a certificate of completion and be eligible to take the National Exam. Allied Professional Institute gives the National exam once a month. See the directions under Requirements for Certification below to learn how to obtain your CPT1 Certification.**

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

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

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

**The Phlebotomist will be hired to perform his/her skills in laboratories, clinics, doctor's offices, hospitals, and insurance companies. After completing all requirements, the student will have the job title of Phlebotomy Technician 1- United States Department of Labor's Standard Occupational Classification code: 31-9077.**

**PHLEBOTOMY TECHNICIAN 1-BASIC: 40 HOURS WITH LESS THAN 1040 HOURS OF ON THE JOB TRAINING: The 40 hour didactic course is for medical Assistants with less than 5 years of phlebotomy experience and have less than 1040 hours of on the job training. A letter documenting the student's on the job training from their past or present employer can be obtained from the website of the Department of Public Health, (www.cdph.ca.gov/lfs). The letter must be filled out by their employer and presented at the time of enrollment. The class is held on Saturday and Sunday only for two and a half (2 ½) weekends. Each objective listed on page 3 will be taught in the course. The student is not required to complete an externship with this course because of their "on the job experience". The student must pass two (2) final exams that cover Basic and Advance Phlebotomy with 70% or better. Once the student has successfully passed the course they will receive a certificate of completion and be eligible to take the National Exam. Allied Professional Institute gives the National exam once a month. See the directions under Requirements for Certification below to learn how to obtain your CPT1 Certification.**

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

**In addition to the above, choice of equipment, proper technique, care of specimens, hazards**

**and complications, blood born disease control, and post-puncture patient care are taught with great emphasis on each. Legal issues related to blood collection will also be taught.**

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

**The Phlebotomist will be hired to perform his/her skills in laboratories, clinics, doctor's offices, hospitals, and insurance companies. After completing all requirements, the student will have the job title of Phlebotomy Technician 1- United States Department of Labor's Standard Occupational Classification code: 31-9077.**

**PHLEBOTROMY TEHCNICIAN 1-ADVANCE 20 HOURS: The 20 hour advance course is for persons with 1040 hours or more of on the job experience, 6 months of paid experience, or volunteer phlebotomy experience. A letter documenting the student's on the job training from their past or present employer can be obtained from the website of the Department of Public Health, (www.cdph.ca.gov/lfs). The letter must be filled out by their employer and presented at the time of enrollment. The class is held on Saturday and Sunday only for one and a half (1 ½) weekends. Each objective listed on page 2 will be taught in the course. The student is not required to complete an externship with this course because of their "on the job experience". The student must pass one (1) final exams that cover Advance Phlebotomy with 70% or better. Once the student has successfully passed the course they will receive a certificate of completion and be eligible to take the National Exam. Allied Professional Institute gives the National exam once a month. See the directions under Requirements for Certification below to learn how to obtain your CPT1 Certification.**

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

**The Phlebotomist will be hired to perform his/her skills in laboratories, clinics, doctor's offices, hospitals, and insurance companies. After completing all requirements, the student will have the job title of Phlebotomy Technician 1- United States Department of Labor's Standard Occupational Classification code: 31-9077.**

**REQUIREMENT FOR CERTIFICATION: The National exam is required by the State of California to receive a Certified Phlebotomy Technician 1 certification. The national exam is given once a month with our facility. The student must go online to the website of NHA and apply for the exam. The website will be given in class. The fee for the National exam is $134 (additional fee) which is to paid by the student directly to NHA. Upon successfully passing the national exam with 70% or better, the student is eligible to apply to the State of California for their final certification of CPT1. The State of California charges $150 for the CPT1 certification which the student will pay directly to them. To maintain a current phlebotomy certification, the student is required to obtained 6 CEU's every 2 years.**

**DISCLOSURE STATEMENT**

**This institution is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds the minimum state standards . www.bppe.ca.gov**

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

**GRIEVANCES**

**If a student has any problems with the school, contact Mildred Casper by phone 562-808-2152 or email (mildredcasper@att.net) to set up an appointment to discuss the issue and resolve the problem. 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 1747 N. Market Blvd, Suite 225 Sacramento, CA 95834 or PO Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, Telephone (888)370-7589, (916)574-8900 or fax (916)263-1897.**

**REVIEW DOCUMENTS**

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

**COMPLAINTS**

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

**FACULTY**

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

**Maria Contreras has worked as a Medical Assistant drawing blood for 12 years. She holds a Phlebotomy Technician 1 certification and has worked as a Phlebotomist for more than 20 years for one of the largest laboratories in California.**

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

**ADMISSION REQUIREMENTS**

**Individuals who are 18 years or older and have a high diploma or its equivalent, is eligible to enroll at Allied Professional Institute, provided the applicant otherwise meets the admission requirements. A registration form must be filled out and returned within two weeks prior to the beginning of class. The registration form can be obtained from our website at: www.apiedu.net. Full tuition must accompany the application, along with the students high school diploma, GED or Hi-Set exam, postsecondary courses with C or better in 3 college level biology courses or CHSPE. For non US transcript an analysis confirming U.S. high school equivalency. High school or college transcripts may be submitted. There is no entrance exam given. Students must have a minimum of: a high school diploma, a GED or Hi-Set exam, a steady hand and good vision. We do not accept credits earned at other institutions or through challenge examinations and achievement tests, nor requirements for ability-to-benefit students. To be eligible for the Advance course you must have, at least, 6 months of paid experience performing phlebotomy. The California Phlebotomy Technician application ask questions concerning past felony convictions, therefore, it is important to disclose any pertinent felony information prior to registration.**

**REQUIREMENTS FOR EXTERNSHIP: TB test or chest X-ray done within past 3 years, immunization record, Tdap done within past 10 years, a current annual physical exam, a drug screen and a current CPR card with the American Heart Association. Externship must be completed with 4 months. Scrub must be worn on the first two days of class and to the exterenship and is the responsibility of the student to purchase.**

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

**Students from other countries must have their transcripts evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES), and "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE) before being accepted into the school.** www.naces.org **"Visa services are not provided nor will the school vouch for a students status."**

**The school does not award credit for prior experimental learning.**

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Allied Professional Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Phlebotomy Technician 1certificate you earn in the Phlebotomy Technician I Program is also at the complete discretion of the institution to which you may seek to transfer. If the Phlebotomy Technician 1 certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Allied Professional Institute to determine if your Phlebotomy certificate will transfer."**

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

**"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 www.osar.bppe.ca.gov."**

**ATTENDANCE POLICY**

**Attendance is the responsibility of the student. 100% attendance is required for all lectures. Students not attending the first day of class will be dropped from this class and required to attend the next class in the following month. In the event of excessive absences, the instructor will drop a student from the course. The student will be allowed to attend the following month at the discretion of the instructor. If a student does not return to restart the program or to make up the days missed, they will be dropped from the course and not allowed to return. A refund will be given after the student follows the refund protocol. The student is required to attend all days of class and externship. If for any reason the student cannot attend all days due to extenuating circumstances beyond the control of the student, rescheduling and make up can be arranged.**

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

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

**instructor's discretion. Continued tardiness will result is dismissal from the course.**

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

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

**GRADING POLICY**

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

**STUDENT ASSESSMENT**

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

**DISMISSAL/PROBATION POLICY**

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

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

**BANKRUPTCY**

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

**TUITION**

| | | |
|---|---|---|
| **Phlebotomy Technician 1 Basic 80 Hours** | **$ 1960.00** | |
| **Phlebotomy Technician 1 Basic 40 Hours** | **$ 1960.00** | |
| **Phlebotomy Technician 1 Advance 20 hours** | **$ 980.00** | |
| **Registration Fee (Non-refundable)** | **$ 250.00** | **Included with tuition** |
| **Equipment** | **$ 0** | **Included with tuition** |
| **Lab Supplies and Kits** | **$ 0** | **Included with tuition** |
| **Textbooks** | **$ 0** | **Included with tuition** |
| **Scrubs/Uniforms** | **$ 0** | **To be provided by student** |
| **In-resident Housing** | **$ NA** | |
| **Tutoring** | **$ NC** | |
| **Assessment fees for transfer of credits** | **$ NA** | |
| **Fees for transfer of credits** | **$ NA** | |
| **Student Tuition Recovery Fund Fee(Non-refundable)** | **$ 0** | |
| **Any other institutional charge or fee** | **$ 0** | |
| **National Exam Fee** | **$ 134.00** | **To be paid to NHA by the Student** |
| **State License Fee** | **$ 150.00** | **To be paid to the State by the student** |
| **TOTAL CHARGES BASIC 80 HOURS** | **$ 1960.00** | |
| **TOTAL CHARGES BASIC 40 HOURS** | **$ 1960.00** | |
| **TOTAL CHARGE ADVANCE 20 HOURS** | **$ 980.00** | |

**FINANCIAL AID**

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

**LOANS**

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

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

**The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.**

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

**CANCELLATION AND REFUND POLICIES**

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

**YOU MAY CANCEL this enrollment agreement and receive a refund by providing a written letter stating that you want to cancel and withdraw from the class to Mildred Casper, Director, Allied Professional Institute, 5199 Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804, by fax to 562-808-0891 or email mildredcasper@att.net. The letter can be mailed first class through the post office, or hand delivered to Mildred Casper in person. The withdrawal letter will take effect from the date it is received in our office. If the school withdraws or dismisses a student due to inappropriate conduct in class, the withdrawal will take place from the date of the withdrawal/dismissal. Please allow 10 to 15 days for processing of refund.**

**REFUND INFORMATION : Students are entitled to a full refund if cancellation occurs on the first class session, or the seventh day after enrollment, whichever is latter; and, students who withdraw or if the institution withdraws a student, the student may receive a pro-rata refund if the student has completed 60% or less of the educational program. This refund would be minus the non-refundable registration fee in the amount of $200.00. The amount retained for registration fee may not exceed one hundred dollars ($200.00).**

**Students who withdraw or if the institution withdraws a student, the student may receive a pro rata refund if the student has completed 60% or less of the educational program.**

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

**STUDENT TUITION RECOVERY FUND**

**"The State of California established the Student Tuition Recovery Fund to relieve or mitigate economic loss suffered by a student in a 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 education 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, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916)574-8900 or (888) 370-7589. Website www.bppe.ca.gov .**

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

1. **The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.**

2. **You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.**

3. **You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.**

4. **The institution has been ordered to pay a refund by the Bureau but has failed to do so.**

5. **The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.**

6. **You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.**

7. **You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.**

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

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

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

**Note: Authority cited: Sections 94803, 94877 and 94923. Education Code, Reference: Section 94923, 94924 and 94925.**

**FACILITY**

**The student will be in a classroom setting for lecture and a group setting simulating a phlebotomy draw station for practical training. The student will be taught how to draw blood using an artificial arm before moving to a live person. The student will learn how to use a vacutainer, syringes, butterfly needles and lancets. A centrifuge is available to learn how blood is separated. Non latex gloves will gloves utilized with each blood draw. All of the equipment used is brand new and disposable. Tourniquets made of rubber only will be used. The student will be able to go from the classroom to a clinic, laboratory or hospital with sufficient knowledge and skills to perform the job of phlebotomy well.**

**The campus has excellent central air ans heating, good ventilation and lighting. The classroom is clean with ample room for the students. The laboratories are clean and well maintained daily and can only be entered with a key held in the class room. The campus is located in a safe and secured building with elevators to take you to the third floor or the student can use the parking structure up to the third floor. There is no fee for parking. All permits required by the Department of Public Health relating to the health and safety of the institution's facilities and equipment on file have been obtained, are up to date, and is posted on the wall for viewing at any time.**

**ADDITIONAL INFORMATION**

**Thee is a video library that is on The Phlebotomy Handbook's Student Resources page at (www.pearsonhighered.com/healthprofessionsresources) that is available for the student. The student weill go online to the website and follow the direction on setting up their account. They will have 24 hour access to the video library.**

**National Healthcare Association also provides a library for the student which gives them access to practice test and phlebotomy information. They will go to www.nhanow.com and set up an account to access their materials.**

**The student can also visit their local library or college library as well. There are several websites (You Tube) where they can obtain more information pertaining to phlebotomy including demonstrations of different procedures.**

**There is a bibliography at the end of the student's text book listing several books pertinent to the student's subject.**

**Following the guidelines of the Department of Public Health and CAL/OSHA, there is no hands on library in the class room as a means to keep each and everyone as safe as possible.**

**All students receive classroom instructions.**

**Any knowledge of job opportunities will be passed on to the student. The student will be told more information pertaining to phlebotomy.**

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

**The school does not offer distant education.**

**We do not offer job placement services.**

**We do not have dormitory facilities nor do find or assist a student in finding housing. There are Motels and Hotels reasonably close to the school with a price range from $58 to $319 per day. The institution has no responsibility to find or assist a student in finding housing.**

**We provide the externship for the student. If the student wants to do their externship at a different facility, a contract between Allied Professional Institute and that facility must be approved first by the Department of Public Health before the student can do their externship there.**

**Student records are held for a minimum of 5 years and transcripts are held permanently. Student records are held in a locked file cabinet with the Director being the only person with a key who has access to the records. All records that the institution is required to maintain will be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations. Students records are maintained on site at 5199 Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804.**

**This catalog is updated annually.**

# CLASS SCHEDULE FOR 2025

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

| BASIC COURSE | ADVANCE COURSE |
|---|---|
| JANUARY 4, 5, 11, 12 AND 18 | JANUARY 11, 12 AND 18 |
| FEBRUARY 1, 2, 8, 9 AND 15 | FEBRUARY 9, 10 AND 15 |
| MARCH 1, 2, 8, 9 AND 15 | MARCH 8, 9 AND 15 |
| APRIL 5, 6, 12, 13 AND 19 | APRIL 12, 13 AND 19 |
| MAY 3, 5, 10, 11 AND 17 | MAY 10, 11 AND 17 |
| JUNE 7, 8, 14, 15 AND 21 | JUNE 14, 15 AND 21 |
| JULY 12, 13, 19, 20 AND 26 | JULY 19, 20 AND 26 |
| AUGUST 9, 10, 16, 17 AND 23 | AUGUST 16, 17 AND 23 |
| SEPTEMBER 6, 7, 11, 12 AND 20 | SEPTEMBER 11, 12 AND 20 |
| OCTOBER 4, 5, 11, 12 AND 18 | OCTOBER 11, 12 AND 18 |
| NOVEMBER 1, 2, 8, 9 AND 15 | NOVEMBER 8, 9 AND 15 |
| DECEMBER 6, 7, 13, 14 AND 20 | DECEMBER 13, 14 AND 20 |

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

## REGISTRATION FORM

1. **Class begins promptly at 8:00am. Students are asked to arrive early on the first day to complete registration.**

2. **There is a $250.00 non-refundable registration fee that is a part of the $980 or $1960 tuition.**

3. **Tuition of $980 or $1960 can be paid with cashier's check or money order. NO PERSONAL CHECKS.**

4. **We accept payment by cash, cashier's check, money order, and all major credit and debit cards.**

5. **The registration form along with full tuition must be returned, at least, two weeks prior to class to ensure seating or you may have to be scheduled for the following month. Please bring your High School Diploma, GED or high school or college transcripts with you when you come in to register.**

6. **Please enclose a copy of your high school diploma, GED or high school or college transcripts if you mail in your registration.**

7. **We see people by appointment only.**

8. **Phlebotomy classes are held in the city of Long Beach.**

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

**Enclosed is my $980 (Advance Only) or $1960.00 (Basic Only) tuition to reserve my space in class and a copy of my high school diploma or GED.**

**NAME** _____
**Print Name**

**ADDRESS** _____

**CITY** _____

**STATE** _____ **ZIP CODE** _____

**PHONE** _____

**MESS PHONE**_____

**SIGNATURE**_____

**CLASS DATE** _____

**HOW DID YOU LEARN ABOUT THE CLASS?**_____

**EMAIL ADDRESS**_____

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

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**PLEASE RETURN REGISTRATION AND PAYMENT TO:**

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