



PHLEBOTOMY
TRAINING SPECIALISTS

Washington Course Catalog

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Introduction

Phlebotomy Training Specialists (hereinafter referred to as 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 Said 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, as 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, Etcetera, 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 (hereinafter referred to as the school) offers Phlebotomy Training for students training 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 Phlebotomy Training Specialists' seminar 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 seminar 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 Phlebotomy Training Specialists is one of the largest stand-alone phlebotomy training schools.

Mission and Objectives

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

Admission

Phlebotomy Training Specialists and their Phlebotomy Certification and Licensing program have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions. Phlebotomy Training Specialists (PTS) believe in providing access to a diverse population. PTS 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.

Program Description

The National Phlebotomy Certification Program through Phlebotomy Training Specialists is a 48-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 must pass 70% of the modules to continue and stay on track for graduation.

Administration

Brian Treu – Director, CEO
Alexis Treu – COO
Ericha Dick – Train the Trainer
Adrienne Current – Bookkeeping
Monica Sanborn – State Licensing
Heidi Samani- Student Services

Contact Information

School Addresses:

Liberty Lake- 23403 E. Mission Ave Suite 112, Liberty Lake, WA 99019

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

Program/Course Cost

Tuition	Registration	National Exam
\$730.00	\$80.00 <u>(NON-REFUNDABLE AFTER 3 BUSINESS DAYS)</u>	\$115.00 (Paid to a third party)

Total for Phlebotomy Training Program & Exam = \$925.00

Approved

The following organizations approve Phlebotomy Training Specialists.

- NHCO - National Healthcare Certification Organization
- NHA – National Healthcareer Association
- NCCT – National Centers for Competency Testing

Instructors / Qualifications

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

His specialties include Blood Banking, ICU, Emergency Room Draws, Law Enforcement, Geriatrics and the State Prison System. His knowledge of the anatomy and ability to find tough veins has made him a highly sought-after Phlebotomist by firms across the state of Utah. He has a dedicated understanding that to learn Phlebotomy, you Must have the option to perform A LOT of 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.

Larissa Butters – Program Director, Lynnwood - Ms. Butters was certified as a CNA in 2003, received her national certification as a phlebotomist in 2006, and in 2009, was trained by St. Marks Hospital as a Tele-Tech reading and interpreting electrocardiograms. She completed her RN degree in 2010 and has primarily focused on research and critical & acute care. She has over 8 years' experience in study coordination, protocol writing, research project development and clinical trial management as an ACRP Certified Clinical Research Coordinator and in-house

CRA successfully executing over three-dozen clinical research studies in various clinical areas.

Michelle Sidhu – Program Director, Tukwila - Ms. Sidhu has been working as an RN since 2015. She is currently attending the Denver College of Nursing and pursuing a Baccalaureate of Science in Nursing. Her professional experience includes being a Nurse Supervisor, where she supervised nursing personnel, assisted with policy change, and oversaw patient quality and care. Along with her vast knowledge and experience, Ms. Sidhu was nominated for the Daisy award and Nurse of the Year. She is a valued member of our staff.

Tammy Haase – Instructor, Lynwood Tammy became a Certified Nursing Assistant in 1997 where she worked as a CNA in Hawaii before she moved to Washington State and completed her Phlebotomy Certification and Clinical Lab Assistant programs at Edmonds Community College in 2007. She worked in Federal Service for many years as a Phlebotomy Technician and Lab Assistant before she became the Phlebotomy Trainer and Education Coordinator for the Client Services Department of Pathology and Laboratory Medicine at the hospital where she worked in Seattle. Tammy genuinely enjoys teaching the art of phlebotomy combined with compassion of patient care reminding her students that behind every sample is a real person.

Samantha Archibald – Instructor, Lynwood Samantha was born and raised in Washington State and has loved living in and exploring the PNW her whole life. Rain or shine, her favorite thing is getting outside with her husband, four kids, and dog, Moose. Samantha completed the Phlebotomy Technician and Clinical Laboratory Assisting programs at Edmonds College in 2017 and has been drawing blood in a laboratory setting ever since. She has participated in teaching phlebotomy to MAs, new-hires, and externs in her current position and finds it to be incredibly rewarding. She is looking forward to providing you a positive learning experience, contributing to your successes, and supporting you in reaching your goals.

Madonna Murphy – Instructor, Lynwood Madonna is a lifelong Washington resident. She started her phlebotomy career in 2000 and has been teaching phlebotomy for 4 years. She is certified through the America Society for Clinical Laboratory Science. Madonna has worked with all kinds of patients but her favorite field is pediatrics. She has worked for several hospitals, in the office as a phlebotomist and medical lab technician. Madonna is a skilled, and detailed oriented person. She loves to share her experiences and stories of all the different things she has encountered as a phlebotomist and lab technician. Madonna is a military wife to husband Jamal who is active-duty army. They have two sons and a daughter. She loves to watch football, cook, and shop for her grandson. Madonna cannot wait to have you in her class. She is energetic, sarcastic, silly, and she is excited to introduce you to the world of phlebotomy.

Madisyn Grace Gardner – Instructor, Lynwood Madisyn is a lifelong Washington resident from Snohomish. She started her phlebotomy journey in the summer of 2019 through PIMA medical institute in Renton, Washington as a way to obtain clinical hours for medical school. Madisyn has worked in many different fields including nursing homes/geriatrics, primary & urgent care as an in-office phlebotomist, as well as in outpatient hospital laboratories. Energetic and cheerful, she loves to help those around her and see her students succeed! Madisyn is a lover of science, cats, the color pink, and playing piano! She has both an Associates of Science in Biology from Cascadia College as well as a Bachelor's of Science in Biology from the University of Washington and has ambitions to one day go to medical school. Madisyn is thrilled to have you in her class and can't wait to help you take your first steps into the exciting field of phlebotomy.

Michelle Link – Instructor, Tukwila Michelle Link has a Bachelor's degree in psychology and is preparing to qualify for a Master's degree in clinical health services. Michelle Link has been nationally certified in phlebotomy for 5 years. She has taken rigorous training through the department of defense and has spent the last two years training Army medics, laboratory technicians and nurses overseas. Michelle brings a laboratory and patient-focused perspective to the table. She comes with a sharp mind and a steady hand.

Ethan Stover – Instructor, Tukwila Ethan is currently attending classes to pursue electrical engineering and pulls from a diverse pool of work experience. Following 4 years of customer service Ethan became a certified phlebotomy technician, a role he has thrived in for 4 years. He has worked in Care homes, Psychiatric facilities, Clinics, and Blood Donation sites giving him a wide breadth of knowledge in phlebotomy. He brings a collaborative mindset, enthusiasm for education, and a passion for patient care to the table.

Emma Tran – Instructor, Tukwila Emma Tran is a Nationally Certified phlebotomist and has been since 2015. She has worked in outpatient labs throughout King and Pierce Counties and has a vast variety of experience drawing from pediatric to geriatric patients. She is a fun, hardworking wife, and mom of 2 little girls who always keep her busy and motivated. Emma aspires to continue developing and mastering her skills in the field and with this spark, help her students all have successful phlebotomy careers.

Kimberly Polzin – Instructor, Tukwila Kim has been in the medical field for 25 years. As a medical assistant, she performed phlebotomy in pediatrics, family practice, internal medicine, community health, tribal health, and military wellness. She has continued to utilize her phlebotomy skills whenever possible as an RN. During the peak of our COVID crisis, she joined a research team to obtain blood samples from hospitalized patients and learn about the novel virus. Kim has two

beautiful daughters and two rambunctious grandchildren. She enjoys doing anything that gets her outside in nature and everything that allows her to spend time with family.

Cancellation Policy

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school will refund all monies paid by the student, less the \$95 registration fee.

Student's Right to Cancel Void After: _____

- (c) If withdrawal or termination occurs after the commencement of classes and before completion of certain percentages of the contracted instruction program, the student shall be charged tuition according to the percentage of class completed. If a student does not complete the entire session, then that session will not be counted against them when calculating the refund.
- (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period between the commencement of classes and the student's last date of attendance, as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (5) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (6) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

(7) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition will be refunded in full. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

Refund Policy

Attended up to 4 hours of class	90% full tuition/fees amount less registration fee
Attended more than 4 hours and up to 12 hours	75% full tuition/fees amount less registration fee
Attended more than 12 hours and up to 24 hours	50% full tuition/fees amount less registration fee
More than 24 hours	No Refund

These calculations are based on full-tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$115 National Exam Fee is not included in these calculations, as the exam fee is fully refundable, as long as the National Exam is not attempted.

Textbook: \$35 - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

Notice To The Buyer:

Do not sign the enrollment agreement before you read it, or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

Cancellation Of Contract:

If you have not started training, you may cancel this contract by submitting a written notice of such cancellation to the school at the address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing of this contract; the written notice may also be personally or otherwise delivered to the school within that time. In the event of a dispute over timely notice, the burden to prove service rests on the applicant. Cancellation should be sent by email to info@phlebotomyusa.com.

Unfair Business Practices:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties the cancellation and refund policy continues to apply.

Entrance Requirements

The school does not discriminate based on race, sexual orientation, gender identity, religion, ethnic origin, or disability. Anyone can take this class but it is required that students who enroll in the program possess a minimum of a high school diploma, General Education Development (GED) Certificate, and must be 18 years of age to enroll. Students may be allowed to enroll without meeting this requirement, but will be pre-screened by the management of the company to ensure they have the capacity to complete the program.

We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course. An informal interview will be given to discuss student goals and expectations. Prospective students will need to enroll by the application deadline. The application can be accessed on our website at www.PhlebotomyUSA.com. The application for attendance will be processed within 5 business days of submission, and the student will be notified by email.

Although basic computer skills are not required for the program, it is highly encouraged for students to have a basic knowledge of computer skills before coming to class, to make them more competitive candidates for employment upon completion of the program.

Warnings / Suspension

Students will be given written warnings when it comes to their conduct in class. If they are disruptive, harass, or discriminate against another student or instructor, they will be written up by their instructor. 3 times being written up will result in suspension from the class. If the student chooses to withdraw from the class AFTER their suspension from the class, the student's tuition will be refunded based on the last day attended and will be based on the refund policy contained herein.

When suspended from a class, a student may not re-enter the class in which they were enrolled until the start of the next month. They can however attend any other class, including the evening or weekend class if they were in the day class. If they

wish to re-enter the same time of class as they were originally enrolled, they must wait until the start of the next class, the next month.

Students who want to gain re-entry into the class after suspension will have to submit a request to the PTS corporate offices, who will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. Any student who is suspended may only gain re-entry into the class one time. If issues arise again and the student gets 3 written notices for a second time, the student will be terminated from the program and not ever be re-admitted to the program and will be considered a permanent termination. PTS does not put students on probation. Students get 3 warnings, and on the 4th incident, they are suspended from class.

When it comes to students who voluntarily withdraw from class, PTS will abide by the refund schedule outlined in this document. Anytime a student desires to return to class after a voluntary withdrawal, we will apply the tuition they had paid to that point to the balance owed, and they can continue from where they left off.

Attendance Requirements

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect your ability to pass. Students must attend all 48 hours. If a student missed the first day or second day of class, they will be removed from the course, and they will be required to enroll for another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

Time will be quantified at the educational facility electronically, and the student must attend all the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they can return to class. Proper documentation will be required to substantiate a student's withdrawal.

Make-up Time

Students are strongly advised not to miss class unless necessary. If a student misses a portion of class after the initial 8 hours, the student can make it up at any of the other modules that are teaching the same class during days, evenings, or weekends. Make-up time is available by contacting student services at 701-404-9434 or by emailing info@phlebotomyusa.com. It is the student's responsibility to schedule and attend any make-up time. If the missed module cannot be made up

during the scheduled month, the student can schedule a make-up time during the next month the module is being taught. There is no fee for make-up classes. **Please call Student Services at 701-404-9434 to reschedule.**

However, if the student is absent from three (3) or more class sessions without prior notice and authorization, enrollment will be dropped.

Scheduled Absence(s)

Phlebotomy Training Specialists do not have any standard leave of absence(s). If any student has extenuating circumstances and requires an absence, please directly notify and speak with your school director for authorization. Once authorized, the student will be allowed to make up the missed time during the next month when the class covers the missed content with no additional fees. If a student fails to return from any Leave of Absence, the student will be considered withdrawn. The withdrawal date is the date that the student was scheduled to return from Leave and failed to do so. Dismissal and refund policy will apply as relevant.

Postponement Of Starting Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date, determined in accordance with the school's refund policy and all applicable laws and rules.

Conduct & Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors and actions that are deemed unacceptable and prohibited in the classroom setting. These examples of impermissible items described below are not intended to be an all-inclusive list. The Phlebotomy Training Specialists management team has full discretion and any

violation of the policies or conduct considered inappropriate and/or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

Conduct Prohibited:

1. Language / Interpersonal Conduct
 - a. Fighting (verbal, physical, electronic) with or assaulting another individual
 - b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
 - c. Engaging in any form of harassment (sexual, emotional, etc.)
 - d. Using vulgar language, explicit terms, or profanities
 - e. Discussing sensitive topics such as religion, sexual orientation, gender, racial issues, political affiliation, etc.
2. Disruptive Conduct
 - a. Use of cell phone for non-emergencies while in class and/or lab
 - b. Continually speaking out of turn or disrupting the flow of class with off-topic discussions
 - c. Arriving late to class or leaving early more than twice without prior notification
3. Safety Disregard
 - a. Failing to abide by safety rules and policies
 - b. Refusing to follow 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
- d. Partaking in recreational drugs on school premises
- e. Theft
- f. Being absent for the first 8 hours of the program

Dismissal Procedures:

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

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

Total Expenses - Phlebotomy Training

1. Tuition - \$1010.00
2. Registration Fee - \$100.00 (Non-Refundable)
3. Equipment – Included in Tuition
4. Lab Supplies / Kits – Included in Tuition
5. Textbooks – Included in Tuition

6. Uniforms / Protective Clothing – Not Included in tuition (not required but highly suggested) – separate purchase - \$20.00 - \$40.00
7. Tutoring – Included in Tuition
8. National Certification Examination Fee - \$115.00
9. Total Program Cost- \$1,225.00

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. \$100 minimum is required at the time of registration. After the initial registration fee of \$100 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 re enroll 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.

Financing Options

Students may apply for financing with 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.

Placement Policy

Phlebotomy Training Specialists **do 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.

2023 Class Dates and Application Deadlines

Month / Class

Dates of each Class

Application Deadline

18

Jan Day	9, 10, 11, 12, 17, 18, 19, 23, 24, 25, 26, 30	Jan 3
Jan Eve	9, 10, 11, 12, 17, 18, 19, 23, 24, 25, 26, 30	Jan 3
Jan Weekend	7, 14, 21, 28, Feb 4, 11	Jan 3
Feb Day	6, 7, 8, 9, 13, 14, 15, 16, 21, 22, 23, 27	Jan 30
Feb Eve	6, 7, 8, 9, 13, 14, 15, 16, 21, 22, 23, 27	Jan 30
Feb / Mar Weekend	25, Mar 4, 11, 18, 25	Feb 18
Mar Day	6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	Feb 28
Mar Eve	6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	Feb 28
April Day	3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	Mar 27
Apr Eve	3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	Mar 27
Apr / May Weekend	15, 22, 29, May 6, 13, 20	Apr 8
May Day	1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18	Apr 24
May Eve	1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18	Apr 24
June Day	5, 6, 7, 8, 12, 13, 14, 15, 20, 21, 22, 26	May 30
June Eve	5, 6, 7, 8, 12, 13, 14, 15, 20, 21, 22, 26	May 30
June / July Weekend	3, 10, 17, 24, July 8, 15	May 25

July Day	10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	July 5
July Eve	10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	July 5
July / Aug Weekend	22, 29, Aug 5, 12, 19, 26	July 15
Aug Day	7, 8, 9, 10, 14, 15, 16 17, 21, 22, 23, 24	July 31
Aug Eve	7, 8, 9, 10, 14, 15, 16 17, 21, 22, 23, 24	July 31
Sept Day	11, 12, 13, 14, 18, 19, 20, 21, 25, 26, 27, 28	Sep 5
Sept Eve	11, 12, 13, 14, 18, 19, 20, 21, 25, 26, 27, 28	Sep 5
Sept / Oct Weekend	9, 16, 23, 30, Oct 7, 14	Sep 5
Oct Day	2, 3, 4, 5, 10, 11, 12, 16, 17, 18, 19, 23	Sep 25
Oct Eve	2, 3, 4, 5, 10, 11, 12, 16, 17, 18, 19, 23	Sep 25
Oct / Nov / Dec Weekend	28, Nov 4, 11, 18, Dec 2, 9	Oct 21
Nov Day	1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21	Oct 25
Nov Eve	1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21	Oct 25
Dec Day	Nov 29, 30, Dec 4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Nov 21
Dec Eve	Nov 29, 30, Dec 4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Nov 21

Classes are not held on the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the Friday following
- Christmas Eve & Christmas Day

Phlebotomy Training Specialists does not operate on any federal holidays. Schedules are built to avoid conflicts with holidays. PTS is open from 7 am MST to 7 pm MST M-F and 7 am to 12 pm Saturdays, closed Sundays.

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

This is a breakdown of each class listed above.

Course Titles	Classroom Hours	Lab Hours	Total Hours
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 and 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
Class 11- Practical Skills Examination	0	4	4
Class 12- Review and Written Exam	4	0	4
TOTAL HOURS	24	24	48

Financial Aid

Phlebotomy Training Specialists does not participate in any Federal or State Financial Aid programs.

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

Enrollment

Prospective students will need to enroll by the application deadline. The application deadline is the day before the class starts. The application can be accessed on our website at www.PhlebotomyUSA.com. The application for attendance will be processed within 5 business days of submission, and the student will be notified by email. Late enrollments are not accepted once the course has begun, and students will be notified and given dates of upcoming classes to choose from.

Students Achievement

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 a student is not progressing. Students are allowed to attend the weekend/evening/day classes free of charge for 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 graduation.

Graduation Requirements

Students complete a final practical evaluation during the last hands-on day of the program. The test will include knowledge of tubes, additives, order of draw, and the ability to complete each step in order and without correction. Completion of 4 successful draws; 2 arm and 2 hand is mandatory, along with full attendance and full payment of tuition for graduation, and awarded Certificate of Completion.

To receive the Washington state Certificate of Completion, the student must pass the course. Passing the National Exam will further certify students to work outside the state of Washington.

Remediation

Remedial training is provided if it is found that a student is not progressing. The remediation period is limited to the length of the next class or classes depending on student needs. If the student achieves a 70% on modules, the student will resume with a pass status. Second and final remediation is available if needed. The student must be able to attend the required classes in the next schedule or concurrent schedule to receive additional training and help. Students are allowed to attend the weekend/evening/day classes, free of charge. If a student is unable to complete remediation in the scheduled time, they will consult with the chief administrator regarding re-enrollment options. After consulting with the chief administrator, it is determined that if the student cannot complete the remediation required and the student will not benefit from the course, the student will be dismissed and the published refund will be applied.

Notice Concerning Transferability of Credits And Credentials Earned At Our Institution

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Phlebotomy Training Specialists to determine if your certificate will transfer.

VISA

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

Language Proficiency

Students should read at a 9th-grade reading level to succeed in the Phlebotomy Training Class. There is no assistance given during class for language barriers, but PTS does allow translators to attend classes and assist students with translation and word/verbiage clarification.

There will not be any instruction in any other language than English.

Facilities and Equipment

Our schools are located at:

Liberty Lake- 23403 E. Mission Ave Suite 112, Liberty Lake, WA 99019

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.

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.

Distant Education

Phlebotomy Training Specialists does not offer any distance education

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **PTS has no responsibility to find or assist students in locating housing.** Estimated rental according to local housing agencies, rent for one to four-bedroom units ranges from \$600 to \$900 per month.

Accreditation

PTS does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. PTS 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 Health Career Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and PTS training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

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.

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.

Grievance Policy/Student Rights

Should a student have a complaint with Phlebotomy Training Specialists, then the following steps shall be taken by him/her.

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Students may state the grievance in writing to the administrator or designee. Please submit the written request within **60 days** of the occurrence to the campus president, Brian Treu. He will then, through his administrative assistant Alexis, at either alexis@phlebotomyusa.com or 701-404-9434, will assist you in resolving your concerns. He will investigate the grievance within 5 business days of receiving the complaint by contacting the student via email or phone to set up a meeting. In the meeting, Brian will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification of the resolution will be sent via email to the student within 10 days after the student meeting.
3. In his absence, you can contact the Student Service Manager at info@phlebotomyusa.com or 801-669-2056. They will contact the student within 5 days of receiving the complaint via email or phone to set up a meeting. In the meeting, they will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. They will consult with the President and written notification via email of the resolution will be sent to the student within 10 days after the meeting.
4. If the student complaint cannot be resolved after exhausting the Institution's

grievance procedure, the student may file a complaint with the Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, Web: wtb.wa.gov, Phone: 360-753-5662, E-Mail Address: wtecb@wtb.wa.gov.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

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

Student Disclosures

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504
Web: wtb.wa.gov
Phone: 360-753-5662
E-Mail Address: wtecb@wtb.wa.gov

Catalog requests will be sent by email or mailed if the student does not have an email.

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).