



PHLEBOTOMY
TRAINING SPECIALISTS

Ohio Course Catalog

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Introduction

Phlebotomy Training Specialists (hereinafter referred to as the School) offers the finest Phlebotomy Training for students training and is staffed with qualified, approved instructors.

The School is owned by Brian Treu, who owns schools in California, Idaho, Michigan, Oregon, Colorado, and Utah. Brian 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. Brian's career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Brian loves pressure and has an uncanny way of dealing with stressful situations. Brian has traveled the world performing venipuncture on patients on all 7 continents.

Derik Brian has been a business professional for 22+ years. He is the owner of Miramar Health and Solara Health, separate behavioral healthcare companies, headquartered in Laguna Beach and Newport Beach, CA, respectively. Derik has also been a licensed real estate broker since 1995 at Sotheby's International Realty. Upon graduating from college in 1990, he obtained a California primary/secondary teaching credential and taught High School and Elementary School in the Los Unified and Riverside Unified School Districts.

Administration Members

Christina Treu - COO
Heidi Gray – Train the Trainer
Kaaron Muir – Lead Content Expert
Adrienne Current- Controller
Shelley Hymas- Billing and
Supplies Monica Sanborn – State
Licensing
Savanna Hansen-Student Services/Sales

Faculty Members

Alicia Scott-Independence AM, Wknd
Rochelle St. Clair-Independence PM
Shannon Ross- Columbus AM
Emily Shumate-Columbus Wknd
Angela Reffitt- Columbus PM
Shayla Grant- Cincinnati AM

Programs/Courses Offered

1 Certificate Program:
32 Hour National Phlebotomy Training & Certification
This Institution is not accredited.

Program/Course Cost

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fee</u>	<u>Books/Supplies/Equipment</u>	<u>National Exam</u>
\$475	\$100	\$595	\$120	\$115

Total for the National Phlebotomy Training Program =\$810.00

Class Schedule

Full time Students:

National Evening - 6pm to 10pm – Tuesdays & Wednesdays
National Day - 9am to 1:00pm - Tuesdays & Wednesdays
National Weekend – 8am – 4:30pm Saturdays

2021 Class Dates and Application Deadlines

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

Jun Eve	8,9,15,16,22,23,29,30	Jun 1
Jun/Jul Weekend	12,19,26, July,10	Jun 1
July Day	13,14,20,21,27,28, Aug 3,4	Jul 5
July Eve	13,14,20,21,27,28, Aug 3,4	Jul 5
July/Aug Weekend	17,24,31, Aug 7	Jul 10
Aug Day	10,11,17,18,24,25,31, Sep1	Aug 1
Aug Eve	10,11,17,18,24,25,31, Sep1	Aug 1
Aug/Sep Weekend	Aug 14, 21,28, Sep 11	Aug 5
Sep Day	14,15,21,22,28,29, Oct 5,6	Sep 5
Sep Eve	14,15,21,22,28,29, Oct 5,6	Sep 5
Sep Weekend	18,25, Oct 2,9	Sep 10
Oct Day	12,13,19,20,26,27, Nov 2,3	Oct 5
Oct Eve	12,13,19,20,26,27, Nov 2,3	Oct 5
Oct/Nov Weekend	16,23,30 Nov 6	Oct 5
Nov Day	4,8,9,10,15,16,17,18	Oct 25
Nov Eve	4,8,9,10,15,16,17,18	Oct 25

Dec Day	6,7,8,9,13,14,15,16	Dec 1
Dec Eve	6,7,8,9,13,14,15,16	Dec 1

When an unexpected closure occurs due to extraordinary conditions, including inclement weather, students will be notified as soon as possible by phone call and text message. Classes are not held on the following holidays:

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

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

We do not require students who enroll in the program to possess proof of a High School or GED completion. Some employers may require proof for employment, and it will be the student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance.

Enrollment

Prospective students may enroll anytime. Late enrollments will be accepted one day after the course commences, depending on the length of the course. Time missed will have to be made up to qualify to sit for the National Exam.

Postponement of Start Date

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.

Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. We do this for numerous reasons. The main reasons being if we place one student and not another student, we are then discriminating against the latter.

To that end, we do not leave the students on their own in finding employment.

We do the following for students:

1. Market Sectors - We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. This list includes but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians Offices, Medical Clinics, Laboratories, Hospitals and Paramedical Examination to name a few. This gives the student a head start on where to look for employment.
2. 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.
3. 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, and what to expect during the interview process and a list of tough questions they will be asked.
4. Continual Training – All students once they have attended and paid in full are allowed to return back to the class free of charge forever to keep their skills sharp and to prepare for interviews.

Additionally, we have a help line where all our students can call with questions regarding Phlebotomy Training, the application process, or general information about the class.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An attendance rate of at least 85% (percentage determined by individual school) is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 50%

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.

Rescheduling/Readmittance

If a student is dropped from the course due to non-payment of tuition and fees by the half-way mark of their scheduled cohort, they will need to contact Student Services at 888-531-8378 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability.

Progress Policy

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Throughout your four week class with Phlebotomy Training Specialists, your instructor will let you know exactly where you stand based on your interim progress reports.

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.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. In

addition, there is to be no sexual contact between students, including sexual harassment. Students should not “court” each other until they are graduates of the program.

Dismissal

We reserve the right to dismiss any student that continually disrupts the course work and training. Any dismissed student may regain re-entry into the course by contacting student services and discussing classroom etiquette with them on an individual basis. All students will eventually be allowed to finish, but their conduct must be above reproach. Theft will not be tolerated, and dismissed students for theft will not be allowed back into class under any circumstances.

Phlebotomy Training Specialists reserves the right to dismiss students from class if the school determines through interaction with the student that said student does not have an "ability to benefit" from the class. This could be caused by a language barrier, mental instability, or other condition, mental or physical that staff determines will inhibit the student from completing the class and having a chance at a career. A full refund will be given in these scenarios, and more than one instructor, and executive staff will be involved in the decision to dismiss the student from class.

Facilities

The school is located at 4700 Rockside Rd, Suite #140 Independence Ohio, and 5900 Roche Dr. Suite #115 Columbus, Ohio. Our classrooms are furnished with modern equipment. Large whiteboards, televisions, diagrams, and videos are used to enhance classroom instruction and didactic learning.

Educational Services

Phlebotomy Training Specialists only offers one course. National Phlebotomy Certification and Training. The objective of this class is to prepare students to collect blood samples by venisection, aka Phlebotomy.

The class is 32 hours in length, either during the day, evening or weekend. There is not distance education for this class. All the instruction is classroom instruction, and there are no additional fees to make up classes because we allow all students to return to the class free of charge once they have completed the class one time, and they can also finish at their own pace.

Phlebotomy Training Specialists continually changes the curriculum to meet industry standards and safety/equipment updates.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Phlebotomy Training Specialists does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Transferability of credits is at the discretion of the accepting institution; it is the student's responsibility to confirm whether credits will be accepted by another institution.

We do not grant credit to students for other courses taken in the field of Phlebotomy, 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.

Student Grievance Procedure

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 and the Campus President, Brian Treu, alexis@phlebotomyusa.com at 888-745-3268 will assist you in resolving your concerns. He will investigate the grievance within 5 business days of receiving the complaint by contacting the student vial 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 via email of the resolution will be sent 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 or 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 Board of Higher Education in writing at 30 East Broad Street, Suite 2481, Columbus, OH 43215. Or by phone at 877-275-4219.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 32 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing, provided the school is notified of the cancellation in writing. If a student withdraws from class after the five-day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed within 30 days after the cancellation. This provision shall not apply where a student has already started classes.

Student's Right to Cancel Void After: _____

In the case that a student quits attending class OR requests a refund after the five calendar days period, we will refund based on the student's last date of attendance. (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full, the amount to be refunded will be based on total paid over percentage of amount to be refunded).

Attended class 1 weekend or class 1 &/or 2 AM or PM	75% full tuition amount less registration fee
Attended class 2 weekend or class 3 &/or 4 AM or PM	50 % full tuition amount less registration fee
Attended class 3 weekend or class 5 &/or 6 AM or PM	25% full tuition amount less registration fee

Attended class 4 weekend or class 7 &/or 8 AM or PM	NO Refund
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The calculations above 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.

Books and supplies: \$150 refundable if not used. If used, no refund.

Exam Fee: \$115 refundable if not taken.

PROGRAM

Programs/Courses Offered

1 Certificate Program: 32 Hour National Phlebotomy Training

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.

Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. Emphasis will be placed on collection techniques, specimen processing, work flow 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 book and hands-on training each class period.

The book knowledge obtained is then applied in the hands-on training portion of 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:

1. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
2. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
3. Apply knowledge to basic and special laboratory procedures.
4. Demonstrate proper infection control techniques used in specimen collection.
5. Select appropriate equipment, methods, and reagents for collection of laboratory specimens.
6. Prepare patient and equipment for collection of laboratory specimens.
7. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
8. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
9. Work cooperatively with staff members, patients, and community resource people.
10. Apply knowledge to create and maintain a safe working environment.
11. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

TOPICS /UNITS

Certified Phlebotomy Technician Program Modules	Hrs. of Theory	Hrs. of Lab	Total Contact Hrs.
Module #1 – Phlebotomy, an Overview. Tourniquet Tying	4.0	.00	4.0

Module #2 – Venipuncture – supplies, equipment / procedure	2.5	1.5	4.0
Module #3 – Test Tubes, Panels/Profiles, Special Handling & Procurement, Collection and Laboratory Procedures	3.0	1.0	4.0
Module #4 – Anatomy & Physiology, Infection Control, Bloodborne Pathogens, Hemodialysis, AV Fistula Grafts	2.5	1.5	4.0
Module #5 – Protections & Precautions, Employment, Glossary and Study Guide	4.0	.00	4.0
Module #6 – Hands On	.00	4.0	4.0
Module #7 – Hands On	.00	4.0	4.0
Module #8 – Review and Exam	4.0	.00	4.0
Total Lab & Theory			32.00

Procedures List:

Proper Handwashing Technique; Gowning, Masking, and Gloving; Removal of Isolation Gown, Mask, and Gloves; Disposing of Contaminated Items; Gloving Technique; The Basics of Patient Identification; Use of a Tourniquet; Performing a Venipuncture; Skin Puncture Using a Retractable Device; Heelstick Procedure; Dorsal Hand Vein Procedure; Surgicutt Bleeding Time Test; Syringe Blood Culture Collection; Safety Butterfly Assemble Blood Culture collection; Obtaining a Blood Specimen for Glucose Testing; Collecting a 24-Hour Urine Specimen; Proper Specimen Handling.

Graduation and Placement Rates

Year	Completions	*Not Placed	*Not Available for Placement
2017	108	32	52
2018	223	18	205
2019	202	28	93

*Phlebotomy Training Specialists does not provide any formal placement into employment opportunities.