



Pre-Enrollment Checklist 2019

Hello Students! Thank you for your interest in our incredible phlebotomy program!

The Tennessee Higher Education Commission requires that EACH STUDENT completes the following Pre-Enrollment procedure **BEFORE** they will be permitted to attend class.

1. Send in official, sealed transcripts, OR take the ATB Exam
 - The Tennessee Higher Education Commission rule 1540-01-02.12 and 1540-01-02.15 requires students prior to commencement of class to **submit an official transcript from the high school, GED score sheet from the appropriate issuing entity, or an official military document indicating that the student completed high school** such as an Enlisted Record Brief. This must come directly from the issuing institution or agency.
 - Transcripts must be sent from the issuing entity. **Paper transcripts printed on security sensitive paper and must contain the issuing institution's seal or signature of an official from the institution.**
 - Electronic transcripts or scores sheets are also acceptable if sent from the issuing institution.**
 - You will need to have the according institution MAIL or EMAIL your official, sealed, high school or college transcripts (or one of the options stated above) to Phlebotomy Training Specialists corporate office BEFORE your first day of class.

**247 South Millpond Road, Suite #600
Lehi, Utah 84043**

Email: documents@phlebotomyusa.com

- Students that cannot obtain an official transcript, will be required to pass an ATB (Ability to Benefit) exam before commencement of class. This test is free of charge for students, and needs to be completed before the first day of scheduled class. This will likely be done along with your On-Site Tour of our facility (See Step 2). The Ability To Benefit Exam quickly measures basic verbal and math skills in two separate 20-minute tests.

2. Come to a Mandatory Campus Tour
 - The Tennessee Higher Education Commission requires that students come to the institution and view it BEFORE their first day of class.

Please select one of the next dates to come to a tour of our institution and take the ABT exam, if needed:

Tour/ATB Dates
July 27 - 9:00AM (Saturday)
August 22 - 1:00PM (Thursday)
August 24- 6:00PM (Saturday)

Remember, you MUST attend one of these dates BEFORE your class begins

3. Paying Registration Fee of \$100
 - The student payment portal will not be available until 10 business days prior to scheduled start date. After the initial registration fee of \$100 has been made, students can make payments in any increment until full payment is received. Full tuition is due by last week of class. You will not be eligible to graduate, receive your transcripts, certification or sit for the national exam until ALL tuition is paid in full. To make a payment, you can log onto your student portal at students.phlebotomyusa.com, or call 888-531-8378.

**You will NOT be permitted to attend class until
ALL the above steps have been completed.
Please call 888-531-8378 with any questions.**

**2 International Plaza Suite 108
Nashville, TN 37217
Phone: 888-531-8378 Fax- 888-531-5800
www.PhlebotomyUSA.com**