



# Steps Before Class - 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
  - 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](mailto:documents@phlebotomyusa.com)**

2. 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](http://students.phlebotomyusa.com), or call 888-531-8378.
3. Attend your Mandatory Orientation on the FIRST day of class. It will begin 45 minutes before your regular class start time. This part of the class will be your official campus tour, wherein we will explain every step of the process to obtain your NAPT Tennessee Certified Phlebotomy Certificate, make sure all paperwork has been completed, and prepare you for an amazing experience!

**All the steps above are mandatory in keeping your enrollment in your scheduled class.  
Please call 888-531-8378 with any questions.**

(OPTIONAL)

4. Sign up for a National Exam Date

If you wish to challenge the National Exam, please sign up for a date that works best. You must sign up at least 2 weeks in advance, and *the \$100 exam fee must be paid* in order to attend. Please see website for available exam times.

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