



# Course Catalog

**Jan 1<sup>st</sup>, 2020 to Dec 31<sup>st</sup>, 2020**

**625 Strander Blvd. Suite E  
Tukwila, WA 98188**

**3400 188<sup>th</sup> Street, Suite A220  
Lynnwood, WA 98036**

**[www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com)  
[info@phlebotomyusa.com](mailto:info@phlebotomyusa.com)  
888-531-8378**

**Volume 03, January 2020**



**LOCATIONS WHERE CLASSES ARE HELD:**

625 Strander Blvd Suite E  
Tukwila, WA 98188

4208 198<sup>th</sup> St. SW Suite 212  
Lynnwood, WA 98036

Phone – 888-531-8378  
Fax – 888-531-5800  
www.PhlebotomyUSA.com

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## **Phlebotomy Program Course Catalog**

### **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. The objective for PTS is to turn out high quality, well trained, competent Phlebotomists who can use their skills to benefit patients and employers.

Phlebotomy Training Specialists is a private institution that is approved to operate in Idaho, Utah, California, Oregon, Colorado, Michigan, Ohio, Minnesota, Illinois, Arizona, and Tennessee.

### **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, venisection, lab processing, special specimen procurement, OSHA, CLIA regulations, centrifuging, microscope use, capillary punctures etc. Students will be required to pass 4-chapter quizzes and score at least 80% on a practice exam.

### **Admission**

Phlebotomy Training Specialists and their Phlebotomy Certification and Licensing program has not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions.

### **Approved**

Phlebotomy Training Specialists is approved by the following organizations.

- NAPT - National Association of Phlebotomy Technicians
- 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 to 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 a variety of 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 awarded and Nurse of the Year. She is an extremely valuable member of our staff.

**Amy Kinshella-** She has vast experience and education. Worked for Loudoun Internal Medicine for many years as the Laboratory Supervisor where she performed many blood draws and oversaw quality and testing. She has also worked for a local college where she was an instructor and provided subject matter expertise, technical knowledge and leadership.

## **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 three 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 three business days of the date of enrollment, and before the commencement of classes, the school will refund all monies paid by the student.
  - (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. Each class consists of 12.5% of the program. 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 75 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 of time 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**

Students not accepted to the school are entitled to a refund of all moneys paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees. Students that start class are given “A three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, during which time the contract may be rescinded and all monies except for \$100.00 will be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling-off period.”

In the case that a student quits attending class OR requests a refund after the “three-business-day-cooling-off-period” but within 30 days we will refund based on the following attendance schedule (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid amount to be refunded will be based on total paid over percentage of amount to be refunded).

One week or up to 10% of classes, whichever is less	10% full tuition amount less cancellation charge
More than one week or 10% whichever is less but less than 25%	25% full tuition amount less cancellation charge

25% through 50% of classes attended	50% full tuition amount less cancellation charge
More than 50% of classes attended	NO Refund

**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 written notice of such cancellation to the school at its 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 this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of 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 that the cancellation and refund policy continues to apply.

**WARNINGS / SUSPENSION / READMISSION**

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 which they were enrolled in, until the start of the next month, they can however attend any other class, such as 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 4<sup>th</sup> incident they are suspended from class.

When it comes to students who voluntarily withdraw from class, PTS will apply the 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 POLICY

Students are expected to arrive on time for class with proper materials. 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 lack of attendance can affect your ability to pass. Students must attend all 48 hours. If a student misses the first 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.

Students can be granted a leave of absence if they have extenuating circumstances. They will be required to make up all time they missed and complete the class, and will need to do so within 12 calendar months of their start date. A leave of absence does not affect grades.

## LEAVE OF ABSENCE

Phlebotomy Training Specialists does not have a leave of absence; if the students who have extenuating circumstances and require absence will be allowed to make up that time either the next month when the class covers the content they missed with no additional fees.

### Total Expenses- Phlebotomy Training

1. Tuition - \$795.00
2. Registration Fee - \$200.00 (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 - \$100.00

### Student Services

#### Placement Policy

Phlebotomy Training Specialists does not do any formal job placement, but does do the following for students regarding employment.

1. There will be an in-class discussion which will include an explanation of the do's and don'ts of the interview process and the best ways and tricks of the trade when it comes to getting a job. During the discussion, interviewing techniques and resume writing will also be discussed amongst other things.
2. Employment presentation. We will teach you where phlebotomist's work as opposed to leaving you on your own to figure it out.
3. We will pass on to you jobs we know about as we get requests quite frequently for applicants. As you can see from our Facebook page announcements.
4. Return Policy - We allow our students to come back to the class as many times as they want or need to free of charge forever to keep their skills sharp.

## 2020 Class Dates and Application Deadlines

Month / Class	Dates of each Class	Application Deadline
Jan Day	6,7,8,9,13,14,15,16,21,22,23,27	Jan 1
Jan Eve	6,7,8,9,13,14,15,16,21,22,23,27	Jan 1
Jan Weekend	4,11,18, 25 Feb 1, 8	Jan 1
Feb Day	3,4,5,6,10,11,12,13,18,19,20,24	Feb 1
Feb Eve	3,4,5,6,10,11,12,13,18,19,20,24	Feb 1
Feb/Mar Weekend	15, 22, 29 Mar 7,14, 21	Feb 1
Mar Day	2,3,4,5,9,10,11,12,16,17,18,19	Mar 1
Mar Eve	2,3,4,5,9,10,11,12,16,17,18,19	Mar 1
Apr Day	6,7,8,9,13,14,15,16,20,21,22,23	Apr 1
Apr Eve	6,7,8,9,13,14,15,16,20,21,22,23	Apr 1
Apr/May Weekend	4,18, 25, May 2, 9, 16	Apr 1
May Day	4,5,6,7,11,12,13,14,18,19,20,21	May 1
May Eve	4,5,6,7,11,12,13,14,18,19,20,21	May 1
Jun Day	1,2,3,4,8,9,10,11,15,16,17,18	May 25 <sup>th</sup>
Jun Eve	1,2,3,4,8,9,10,11,15,16,17,18	May 25 <sup>th</sup>
Jun Weekend	6, 13, 20, 27, July 11, 18	Jun 1
Jul Day	6,7,8,9,13,14,15,16,20,21,22,23	Jul 1
Jul Eve	6,7,8,9,13,14,15,16,20,21,22,23	Jul 1
Aug/Sep Weekend	1, 8, 15, 22, 29, Sept 5	Jul 25 <sup>th</sup>
Aug Day	3,4,5,6,10,11,12,13,17,18,19,20	Aug 1
Aug Eve	3,4,5,6,10,11,12,13,17,18,19,20	Aug 1
Sep Day	Aug 31, Sep ,2,3,8,9,10,14,15,16,17,21	Aug 25 <sup>th</sup>
Sep Eve	Aug 31, Sep ,2,3,8,9,10,14,15,16,17,21	Aug 25 <sup>th</sup>
Sep/Oct Weekend	12, 19, 26, Oct 3, 10, 17	Sep 1
Oct Day	5,6,7,8,12,13,14,15,19,20,21,22	Oct 1
Oct Eve	5,6,7,8,12,13,14,15,19,20,21,22	Oct 1
Nov/Dec Weekend	7, 14, 21, Dec 5, 12, 19	Nov 1
Nov Day	2,3,4,5,9,10,12,16,17,18,19,23	Oct 25 <sup>th</sup>
Nov Eve	2,3,4,5,9,10,12,16,17,18,19,23	Oct 25 <sup>th</sup>
Dec Day	Nov 30, Dec 1,2,3,7,8,9,10,14,15,16,17	Nov 25 <sup>th</sup>
Dec Eve	Nov 30, Dec 1,2,3,7,8,9,10,14,15,16,17	Nov 25 <sup>th</sup>

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 7am MST to 7pm MST M-F and 7am to 12pm 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/Credits	Lab/Independent Study Hours/Credits	Externship Hours/Credits	Total Hours/Credits
Module #1- Phlebotomy, an Overview, Tourniquet Tying	4.0	.00		4.0
Module #2- Venipuncture-supplies, equipment/procedure	4.0	.00		4.0
Module #3- Hands On	.00	4.0		4.0
Module #4- Test Tubes, Panels & Profiles, and Special Handling	4.0	.00		4.0
Module #5- Hands On	.00	4.0		4.0
Module #6-Anatomy & Physiology, Infection Control	4.0	.00		4.0
Module #7- Hands On	.00	4.0		4.0
Module #8- Protections, Precautions, Glossary	4.0	.00		4.0
Module #9- Hands On	.00	4.0		4.0
Module #10-Study Guide and Additional Lab	3.0	1.0		4.0
Module #11-Hands On	.00	4.0		4.0
Module #12-Review and Exam	.00	4.00		4.0
Total Credit Hours				48 hours

## 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 moneys not paid from federal student financial aid program funds.

## 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 that a student is not progressing. Students are given the opportunity 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 modules in order 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 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 Washington state Certificate of Completion, student must pass the course. Passing the National exam will further certify students to work outside the state of Washington.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. The last day of attendance will be the date of expulsion.

## **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 of 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 be able to read at a 9<sup>th</sup> grade reading level in order 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/Equipment**

The facility is class room style with tables and chairs and white boards with audio visual equipment. The tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture. Posters and audio visual equipment will be used in training. Phlebotomy Training Specialists has a low student-to-faculty ratio. This means a more one-on-one learning environment.

## **Library**

Phlebotomy Training Specialists does not have a library all necessary materials for students to use will be online and can be found by students there. Students who do not have online access will be given paper copies upon request.

## **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 range from \$600 to \$900 per month.

## **Accreditation**

Phlebotomy Training Specialists is not accredited by an accredited agency that is recognized by the United States Department of Education.

## **Records**

Student records will be kept at our corporate office in Lehi Utah for a period of 5 years transcripts are kept permanently. Students may submit a written request for a copy of their records by sending an email to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com).

## **Grievance Policy/Student Rights**

Student grievances can be made by calling Brian Treu, the CEO of Phlebotomy Training Specialists at 888-531-8378 or by email at [brian@phlebotomyusa.com](mailto:brian@phlebotomyusa.com). A formal form will be required to be filled out at which time the CEO will address the concerns / grievances with the student and figure out an amicable solution to the issue.

## **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 to 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](http://wtb.wa.gov)

Phone: 360-753-5662

E-Mail Address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)

Catalog requests will be sent by email or mailed in the event that the student does not have email.