



**PHLEBOTOMY**  
TRAINING SPECIALISTS

## **Illinois Course Catalog**

166 W. Washington St  
Chicago, IL 60602

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Volume No.7 June 2020

# Table of Contents Page

Introduction	3
Programs & Courses	3, 12
Class Schedules	4-5
Enrollment Procedures	6
Entrance Requirements	6
Postponement of Start Date	6
Placement Assistance	7
Attendance Requirements	7
Conduct Policy	8
Dismissal	8
Facilities	8
Grading System/Progress Reports	7-8
Educational Services	8-9
Previous Credits	9
Student Complaints	9
Student Grievance Procedure	9
Refund Policy	9-11

## Introduction

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

The School is owned by Brian Treu (CEO), who owns schools in California, Idaho 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 (CFO) 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 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.

Kurt Brian (President) graduated with a film and English degree from Brigham Young University, intent on starting a film studio in Utah. He immediately joined the business sector knowing he would have to refine his business skills in order to own and operate a viable entertainment company. Mr. Brian spent 10 years as VP/GM for Pride Transport, a Salt Lake City-based transportation company. There he managed over 200 employees and saw the company exceed annual gross revenues of \$500 million.

With 10 years under his belt in the business sector, he commenced the creation of HaleStorm Entertainment, a Utah-based film production company and studio. He spent the next 10 years writing, directing and producing independent motion pictures. During that time, he also formed a record label, Hale Yeah! Records and a film distribution company, HaleStone Distribution, which quickly became the largest independent media holding company in Utah, currently managing over 80 titles.

With his brother and a longtime friend, Mr. Brian's sights are now set on creating the nation's largest and most efficient phlebotomy training schools.

## Faculty Members

Brian Treu\_ Director  
Christina Treu – COO  
Heidi Gray Neilson – Train the Trainer  
Kaaron Muir – Lead Content Expert  
Adrienne Current – Book keeping  
Monica Sanborn –State Licensing

## Contact Information

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Email: [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) Website: [www.phlebotomyusa.com](http://www.phlebotomyusa.com)

## Programs/Courses Offered

1 Certificate Program: 48 Hours- Phlebotomy Training

## Program/Course Cost

Tuition Registration Books/Supplies/Equipment Total Tuition/Fee National Exam (Optional)

\$695.00	\$200	\$100	\$995.00	\$100 (paid to third party)
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Total for Phlebotomy Training & Exam = **\$1095.00**

## Payment Policy

Tuition for class can be paid online by logging into your student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com) or over the phone through our finance department at 888-531-8378. We accept all major credit cards. After the initial registration fee of \$200 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. Any questions or concerns regarding these policies should be directed to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com)

## Class Schedule

**Full-Time Evening** - 6pm to 10pm – Monday-Thursday, 12 classes

**Full- Time Day** - 9am to 1:00pm - Monday-Thursday, 12 Classes

**Part -Time Weekend** - 8am to 4:30pm - 6 Saturdays

## 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>

When an unexpected closure occurs due to extraordinary conditions such as 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
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the Friday following
- Christmas Eve & Christmas Day

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course.

Students are required to have a high school diploma or GED as a minimum entry requirement into the program. Some employers may also require proof of High School or GED completion for employment and it will be the student's responsibility to comply with employer requirements. We also require students to be beyond the age of compulsory high school attendance.

## **Enrollment**

Prospective students will need enroll before commencement of class. Late enrollments are not accepted once the course has begun.

## **Postponement of Start 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 set forth in the agreement, 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 set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules of the Illinois Board of Higher Education.

## **Accreditation**

Phlebotomy Training Specialists is not accredited by the US Department of Education recognized accrediting body.

## **Placement Assistance**

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. We do this for a number of 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 professional on staff resume writer and they will fine tune their resume with them by way of suggestions, and putting the resume with them 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 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.

### **Attendance Requirements**

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.

Time will be quantified at the educational facility electronically, and the student must attend all of the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule. There will not be a charge for make up or practice.

### **Progress Policy**

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 for the life of the school. 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.

### **Grading System**

Module # 1 – Phlebotomy overview, tourniquet tying	Pass/Fail
Module # 2 – Venipuncture, supplies, procedure	Pass/Fail
Module # 3 – Venipuncture – problems associated with venipuncture	Pass/Fail
Module # 4 – Circulatory system – venipuncture butterfly needles	Pass/Fail
Module # 5 – Components of whole blood and blood vessels	Pass/Fail

Module # 6 – Infection control, OSHA	Pass/Fail
Module # 7 – Safety, dermal punctures, slides, centrifuge	Pass/Fail
Module # 8 – Special specimen handling and procurement	Pass/Fail
Module # 9 – Test tubes, additives & order of the draw	Pass/Fail
Module # 10 – Sections of the laboratory – review Q&A	Pass/Fail

## **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 are mandatory along with full attendance and full payment of tuition for graduation.

To practice as a licensed phlebotomist, student must pass the course and pass the national exam. The testing entity is the NAPT and the exam is administered by an authorized proctor. The NAPT can be contacted at 866-856-6082.

## **Dress Code**

Scrubs are not required, only suggested. Casual attire will suffice. Closed toed shoes are mandatory, no sandals or open toed shoes.

## **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.

## **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.

## **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, makes unsatisfactory progress based on quizzes, classroom participation, or the instructor's practical assessment. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-



admittance. If a student is dismissed permanently, the refund policy will be in affect based on percentage of class attended.

## **Facilities**

Our classrooms are furnished with modern equipment. Large whiteboards, televisions, diagrams and videos to enhance classroom activities will be given.

## **Educational Services**

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

The class is 48 hours in length, either during the day, evening or weekend. There is not distance education for this class. All of the instruction is classroom instruction, and there are no additional fees to make up classes because we allow all students to return back to the class free of charge for the life of the school once they have completed the class one time. Phlebotomy Training Specialists continually changes its curriculum to meet industry standards and safety/equipment updates.

## **Previous Credits**

We do not grant credit to students for other courses taken in the field of Phlebotomy or Nursing Assistant Training or any other field. This course is a stand-alone course and no reduced tuition, nor will reduced hours of participation will 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, Campus President, Brian Treu, [brian@phlebotomyusa.com](mailto:brian@phlebotomyusa.com) and he will assist you in resolving your concerns. In his absence you can contact Monica Sanborn, [monica@phlebotomyusa.com](mailto:monica@phlebotomyusa.com) 801-702-9348. Brian will investigate and address the grievance within 5 business days.
3. Complaints against this school may be registered with the board of Higher Education in writing at 1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377, or by phone at (217) 557-7359 and <http://complaints.ibhe.org/>

## **Cancellation and Refund Policy**

An applicant denied admission by the school is entitled to a refund of all monies paid.

## **Student's Right to Cancel**

The student has the right to cancel the initial enrollment agreement until 12am of the 3<sup>rd</sup> business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Other Cancellations: An applicant requesting cancellation after the 3<sup>rd</sup> business day after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (*less the \$100 cancellation fee*)

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. A student will be determined to be withdrawn from the institution if the student has not attended any class for 7 consecutive class days. Refunds will be issued within 30 days based on classes attended per the schedule below or student can reschedule the class.
  - C. All refunds will be issued within 30 days of the determination of the withdrawal date.
  
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition and additional fees paid.
  - B. After the commencement of classes, the tuition refund, minus \$100 cancellation charge, shall be determined as follows:

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%

More than 40% and less than or equal to 50%	50%
More than 50%	No Refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**Books and supplies:** \$100 refundable if not used. If used, no refund.

**Exam fee:** \$100 refundable if not taken.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog).



## 2020 PHLEBOTOMY TRAINING SYLLABUS

### 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.

## D. TOPICS /UNITS

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 Hours 48 hrs			

### 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.

### E. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

McCall, Ruth E. & Cathee M. Tankersley, (2012) Phlebotomy Essentials, Sixth Edition. Lippincott, Williams & Wilkins  
 Phlebotomy Training Specialists-CPT Certified Phlebotomy Technician Training Manual (2018)

# Approval

Phlebotomy Training Specialists is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

## Consumer Information:

### Institutional Disclosures Reporting Table

July 1 through June 30, 2019

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

<b>Institution Name:</b>					
<b>Phlebotomy Training Specialists</b>					
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>					
<b>Disclosure Reporting Category</b>	<b>Program Name</b>	Phlebotomy Training			
	<b>CIP*</b>	51.1009			
	<b>SOC*</b>	31-9097			
<b>A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	71			
	b) Re-enrollments	0			
	c) Transfers into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		71			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	54			
	c) Withdrew from the school	8			
	d) Are still enrolled	3			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	N/A			
	b) Placed in a related field	N/A			
	c) Placed out of the field	N/A			
	d) Not available for placement due to personal reasons	N/A			
	e) Not employed	N/A			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		87			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		40			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		10			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		N/A			

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*