



Course Catalog

Jan 1st, 2021 to Dec 31st, 2021

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

**3400 188th Street, Suite 220
Lynnwood, WA 98037**

**www.PhlebotomyUSA.com
info@phlebotomyusa.com**

888-531-8378

Volume 05, June 2021



LOCATIONS WHERE CLASSES ARE HELD:

625 Strander Blvd Suite E
Tukwila, WA 98188

3400 188th Street Suite 220
Lynnwood, WA 98037

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

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 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 have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions.

Approved

The following organizations approve Phlebotomy Training Specialists.

- NHCO - National Healthcare Certification Organization
- 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 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 various 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 award and Nurse of the Year. She is a valued member of our staff.

Amy Kinshella - She has vast experience and education. Worked for Laudoun 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 five 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 five business days of the date of enrollment, and before the commencement of classes, the school will refund all monies paid by the student, less the \$95 registration fee.

Student's Right to Cancel Void After: _____

(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. 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 50 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 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

Attended up to 4 hours of class	90% full tuition/fees amount less registration fee
Attended more than 4 hours and up to 12 hours	75% full tuition/fees amount less registration fee
Attended more than 12 hours and up to 24 hours	50% full tuition/fees amount less registration fee
More than 24 hours	No Refund

These calculations 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.

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 a 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 the event of a 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 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, including 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 4th incident they are suspended from class.

When it comes to students who voluntarily withdraw from class, PTS will 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.

POSTPONEMENT OF STARTING 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.

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 insufficient 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 the 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.

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.

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 - \$900.00
2. Registration Fee - \$95.00 (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 - \$115.00
9. Total Program Cost- \$1,110.00

Payment Policy

Tuition for class should be paid by phone through Student Services at 888-531-8378 or by logging onto your student account at students.phlebotomyusa.com. \$95 minimum should be paid at the time of registration. After the initial registration fee of \$95 has been made, students can make payments in any increment until full payment is received. Full tuition and fees are due at the half-way mark (end of Class 6 for AM/PM students and end of Class 3 for Weekend Students). If a student fails to pay full tuition and fees by these deadlines, they will be dropped from the course and required to reschedule missed classes. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability. Full tuition and fees will be required before students can reschedule.

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.

2021 Class Dates and Application Deadlines.

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

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

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.

<u>Course Titles</u>	<u>Classroom Hours/Credits</u>	<u>Lab/Independent Study Hours/Credits</u>	<u>Externship Hours/Credits</u>	<u>Total Hours/Credits</u>
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 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 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 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, and awarded Certificate of Completion.

To receive the Washington state Certificate of Completion, the 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 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 read at a 9th grade reading level 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, 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 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. The transcripts are kept permanently. Students may submit a written request for a copy of their records by sending an email to info@phlebotomyusa.com.

Grievance Policy/Student Rights

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 via 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 Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, Web: wtb.wa.gov, Phone: 360-753-5662, E-Mail Address: wtecb@wtb.wa.gov.

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

Phone: 360-753-5662

E-Mail Address: wtecb@wtb.wa.gov

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