



PHLEBOTOMY

TRAINING SPECIALISTS

Ohio Course Catalog

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Independence, OH 44131
Registration NO. 2102

5900 Roche Dr. Suite 115
Columbus, OH 43229
Registration NO. 2168

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Cincinnati, OH 45241
Registration NO. 2204

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701-404-9434

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Introduction

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

The School is owned by Brian Treu, who owns schools in California, Idaho, Michigan, Oregon, Colorado, 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 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 from 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.

Administration Members

Christina Treu - COO
Ericha Dick – Train the Trainer Kaaron
Muir – Lead Content Expert Adrienne
Current- Controller Shelley Hymas- Billing
Supplies Monica Sanborn – State
Licensing
Savanna Hansen-Student Services/Sales

Faculty Members

Alicia Scott-Independence AM, Wknd
Rochelle St. Clair-Independence PM
Shannon Ross- Columbus AM
Emily Shumate-Columbus Wknd
Jasmine Elkins- Cincinnati Am
Sierra Anderson- Cincinnati PM
Robin J. Hughes- Cincinnati Wknd

Programs/Courses Offered

1 Certificate Program:
32 Hour National Phlebotomy Training & Certification
This Institution is not accredited.

Program/Course Cost

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fee</u>	<u>Books/Supplies/Equipment</u>	<u>National Exam</u>
\$475	\$100	\$710	\$135	\$115

Total for the National Phlebotomy Training Program =\$825.00

Payment Policy

Full tuition and fees are due at by the first day of class.

If a student fails to pay full tuition and fees prior to the first day of class, the student will be required to select new class dates. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability. 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.

Class Schedule

Full time Students:

National Evening - 6pm to 10pm – Tuesdays & Wednesdays

National Day - 9am to 1:00pm - Tuesdays & Wednesdays

National Weekend – 8am – 4:30pm Saturdays

2022 Class Dates and Application Deadlines

Month / Class	Dates of each Class	Application Deadline
Jan Day	11, 12, 18, 19, 25, 26, Feb 1, 2	Jan 4
Jan Eve	11, 12, 18, 19, 25, 26, Feb 1, 2	Jan 4
Jan Weekend	8, 15, 22, 29	Jan 3
Feb Day	8, 9, 15, 16, 22, 23, Mar 1, 2	Feb 1
Feb Eve	8, 9, 15, 16, 22, 23, Mar 1, 2	Feb 1
Feb Weekend	5, 12, 19, 26	Feb 1
Mar Day	8, 9, 15, 16, 22, 23, 29, 30	Mar 1
Mar Eve	8, 9, 15, 16, 22, 23, 29, 30	Mar 1
Mar Weekend	5, 12, 19, 26	Mar 1
April Day	5, 6, 12, 13, 19, 20, 26, 27	Mar 1
Apr Eve	5, 6, 12, 13, 19, 20, 26, 27	Mar 1
Apr Weekend	2, 9, 16, 23	Mar 28

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

Oct Eve	11, 12, 18, 19, 25, 26, Nov 1, 2	Oct 4
Nov Day	7, 8, 9, 10, 14, 15, 16, 17	Nov 1
Nov Eve	7, 8, 9, 10, 14, 15, 16, 17	Nov 1
Nov/ Dec Weekend	12, 19, Dec 3, 10	Nov 7
Dec Day	5, 6, 7, 8, 12, 13, 14, 15	Nov 28
Dec Eve	5, 6, 7, 8, 12, 13, 14, 15	Nov 28

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

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. We do not require students who enroll in the program to possess proof of a High School or GED completion. Some employers may require proof for employment, and it will be the student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance.

Enrollment

Prospective students may enroll anytime. Late enrollments will be accepted one day after the course commences, depending on the length of the course. Time missed will have to be made up to qualify to sit for the National Exam.

Postponement of Start 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.

Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. We do this for numerous 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 on staff professional resume writers. The writers will then assist the students with fine tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) 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 forever to keep their skills sharp and to prepare for interviews.

Additionally, we have a help line where all our students can call with questions regarding Phlebotomy Training, the application process, or general information about the class.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An attendance rate of at least 85% (percentage determined by individual school) is required. Instructors may

request your withdrawal from a course or program if absences or tardiness exceed 50%

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they can return to class. Proper documentation will be required to substantiate a student's withdrawal.

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 701-404-9434 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability.

Progress Policy

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Throughout your four week class with Phlebotomy Training Specialists, your instructor will let you know exactly where you stand based on your interim progress reports.

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.

Conduct & Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors and actions that are deemed unacceptable and prohibited in the classroom setting. These examples of impermissible items described below are not intended to be an all-inclusive list. The Phlebotomy Training Specialists management team has full discretion and any violation of the policies or conduct considered inappropriate and / or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

Conduct Prohibited:

1. Language / Interpersonal Conduct

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation and gender, racial issues, political affiliation, etc.

2. Disruptive Conduct

- a. Use of cell-phone for non-emergencies while in class and / or lab
- b. Continually speaking out of turn or disrupting the flow of class with off topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification

3. Safety Disregard

- a. Failing to abide by safety rules and policies
- b. Refusing to follow instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

4. Mental / Physical State

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind / body altering substance

5. Automatic Dismissal

- a. Possessing firearms or any other weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises
- d. Partaking of recreational drugs on school premises
- e. Theft
- f. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a Phlebotomy Training Specialists staff member will issue a verbal AND written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and / or behavior continues, Phlebotomy Training Specialists will dismiss the infracting student(s) from the program. Any student who has violated the prohibitions outlined in section 5, the "Automatic Dismissal" section, will be subject to automatic dismissal with no exception(s).

ALL dismissal procedures will be determined by at least three (3) Phlebotomy Training Specialists management team members, including a consultation with the issuing staff member. Any student who wishes to appeal Phlebotomy Training Specialists' final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting PTS' founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Facilities

The school is located at 4700 Rockside Rd, Suite #140 Independence Ohio, and 5900 Roche Dr. Suite #115 Columbus, Ohio. Our classrooms are furnished with modern equipment. Large whiteboards, televisions, diagrams, and videos are used to enhance classroom instruction and didactic learning.

Educational Services

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

The class is 32 hours in length, either during the day, evening or weekend. There is not distance education for this class. All the instruction is classroom instruction, and there are no additional fees to make up classes

because we allow all students to return to the class free of charge once they have completed the class one time, and they can also finish at their own pace.

Phlebotomy Training Specialists continually changes the curriculum to meet industry standards and safety/equipment updates.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Phlebotomy Training Specialists does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Transferability of credits is at the discretion of the accepting institution; it is the student's responsibility to confirm whether credits will be accepted by another institution.

We do not grant credit to students for other courses taken in the field of Phlebotomy, Nursing Assistant Training, or any other field. This course is a stand-alone course, and no reduced tuition, nor will reduced hours of participation 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 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 of 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 Board of Higher Education in writing at

30 East Broad Street, Suite 2481, Columbus, OH 43215. Or by phone at 877-275-4219.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 32 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing, provided the school is notified of the cancellation in writing. If a student withdraws from class after the five-day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed within 30 days after the cancellation. This provision shall not apply where a student has already started classes.

Student's Right to Cancel Void After: _____

In the case that a student quits attending class OR requests a refund after the five calendar days period, we will refund based on the student's last date of attendance. (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full, the amount to be refunded will be based on total paid over percentage of amount to be refunded).

Attended class 1 weekend or class 1 &/or 2 AM or PM	75% full tuition amount less registration fee
Attended class 2 weekend or class 3 &/or 4 AM or PM	50 % full tuition amount less registration fee
Attended class 3 weekend or class 5 &/or 6 AM or PM	25% full tuition amount less registration fee
Attended class 4 weekend or class 7 &/or 8 AM or PM	NO Refund

The calculations above 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.

Exam Fee: \$115 refundable if not taken.

Books and supplies: \$135 refundable if not used. If used, no refund.

Book/ Supplies & Equipment

Books/ Supplies & Equipment Fee: \$135.00

Books and supplies: \$135 refundable if not used. If used, no refund.

Program

Programs/Courses Offered

1 Certificate Program: 32 Hour National Phlebotomy Training

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.

TOPICS /UNITS

Certified Phlebotomy Technician Program Modules	Lecture Hours	Lab Hours	Total Hours
Class 1- Phlebotomy, an Overview, Tourniquet Tying	4	0	4
Class 2- Lab Skills Development	0	4	4
Class 3- Test tubes, Panels/Profiles, Special Handling and Procurement, Bodily Fluids Collection	4	0	4
Class 4- Lab Skills Development	0	4	4
Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis AV Fistula & Grafts	4	0	4
Class 6- Lab Skills Development	0	4	4
Class 7- Practical Skills Examination	0	0	4

Class 8- Review, Written Exam	4	0	4
Total Lab & Lecture			32

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.

Graduation and Placement Rates

Year	Completions	*Not Placed	*Not Available for Placement
2017	108	32	52
2018	223	18	205
2019	202	28	93

*Phlebotomy Training Specialists does not provide any formal placement into employment opportunities.

Textbook and Other Learning Resources

Phlebotomy Training Specialists – CPT Certified
 Phlebotomy Technician Training Manual Volume 17 (2021)
 ISBN: 978-0-578-955450-9

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor. (FTC Rule effective 5-14-76).