



Northern California Course Catalog

Jan 1st, 2023 to Dec 31st, 2023

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(CPT-1) Certified Phlebotomy Technician Program **Course Catalog**

Introduction

Phlebotomy Training Specialists (hereinafter referred to as PTS) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors.

Brian Treu is the CEO of PTS. Mr. Treu 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. His career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Mr. Treu loves pressure and has an uncanny way of dealing with stressful situations. He has traveled the world performing venipuncture on patients on all 7 continents.

Alexis Treu is the COO of PTS. Ms. Treu has broad experience at the Chief Operating Officer level, having served in this capacity since 2017. Her extensive understanding of career school operational functions, as well as that of diverse and complicated state licensure requirements enables her to ensure full program compliance across the country.

Dina Dwyer fills the role of Acting Chair of PTS and is the CEO and President of Eden PTS Holdco LLC. Ms. Dwyer has spent over 20 years in the private equity industry. Prior to founding Eden Capital, she has served as a Managing Director at Unifund SA, an Analyst at the Blackstone Group in New York, and trained at the Carlyle Group in London. She currently sits on the Board of Directors of Wall Street Prep, Edcetera and White Cup. Ms. Dwyer is a graduate of the Wharton School of the University of Pennsylvania and received her MBA at the Columbia Business School.

School History

Phlebotomy Training Specialists offers Phlebotomy Training for students and is staffed with qualified instructors. Phlebotomy Training Specialists was founded in 1993 by Brian Treu. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded Phlebotomy Training Specialists program to combine a system that consists of both a didactic portion as well as a practical portion. Through the combination of didactic and practical learning, students are able to leave the program feeling confident in their ability to enter the workforce as a phlebotomist. Since Phlebotomy Training Specialists inaugural class in 1993, the company has had over 20,000 graduates. Today Phlebotomy Training Specialists is one of the largest stand-alone phlebotomy training schools.

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 of 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 by the Bureau for Private Postsecondary Education. Approval means the institution complies with state standards as set forth in the California Private Postsecondary Act of 2009.

Program Description

The Phlebotomy Training Program through Phlebotomy Training Specialists is a 40-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, venesection, lab processing, special specimen procurement, OSHA, CLIA regulations, centrifuging, microscope use, capillary punctures, etc. Students are required to complete 40 full hours of Phlebotomy instruction during class, after which they must participate in a 40-hour externship opportunity. They are required to complete 80 hours of Phlebotomy Class and Externship course work to graduate from the program. They will also be required to pass 12-chapter quizzes and score at least 80% on a practice exam.

Licensure

Upon completion of the aforementioned items, a student can then apply to the Department of Laboratory Field Services for licensure as a CPT1. Completion of this course and requirements along with the Licensure will qualify you to work as a Phlebotomist SOC code 31-9097. *To be eligible for employment after you receive your licensure, you must have an SSN*

Contact Information

School Addresses:

Citrus Heights- 8421 Auburn Blvd Suite #161 Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave. Suite 120 Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite #170 Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd Suite 436 Santa Clara, CA 95054

San Francisco- 833 Market St., Suite 422 San Francisco, CA 94103

Home Office- 1971 W. 700 N. Suite 102 Lindon, UT 84042

Phone: **701-404-9434** Fax: **385-327-2084**

Email: info@phlebotomyusa.com Website: www.phlebotomyusa.com

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 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.*

Gianina Ludusan RN, BSN, PHN – Program Director - *Gianina is a Bachelor prepared Registered Nurse born and raised in Romania. She currently works in the*

Emergency Room in Huntington Beach, CA. She has previous experience in home health as an RN, alternative medicine nursing, correctional nursing, and teaching. Gianina is passionate about the cardiovascular system and loves everything about intravenous therapies. Gianina went to Cypress College in California for her ADN and to West Coast University for her BSN.

Citrus Heights

Rory Walker- *Mr. Walker has been in the phlebotomy field since 2013. Spent five years at Quest Diagnostics & with that time became one of the best phlebotomists in the Sacramento area. Mr. Walker was a teacher beforehand instructing 50+ students and has worked 9 months error-free.*

Keeley Simmons- *Ms. Simmons has an extensive amount of experience over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.*

Fresno

Lisa Encinas- *Ms. Encinas is a registered Phlebotomy Technician and a Certified Phlebotomy Technician 1. She is a very compassionate Phlebotomist and does her utmost best to provide a comfortable collection of drawing blood from patients.*

Jermaine Andres- *Mr. Andres is a Licensed Vocation Nurse with 10 years of medical experience. Certified in Phlebotomy. He is very skillful in venipuncture & capillary punctures. Has extensive knowledge of patient care and improving the lives of patients.*

Maishia Lee- *Ms. Lee has a vast knowledge of Phlebotomy Technician experience of six years. She is an effective communicator and possesses strong people skills. She is well equipped to maintain and manage a lab and help her fellow coworkers. Ms. Lee has obtained a great work history in the laboratory field and hospital/clinic environment.*

Sacramento

Jennifer Lea Collins- *Ms. Collins has been licensed as a CPT I Phlebotomist for over 16 years. She has experience with pediatric and adult patients. She has performed many venipunctures and capillary punctures. She has leadership experience and Lab Assistant experience.*

Keeley Simmons- *Ms. Simmons has an extensive amount of experience over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.*

Santa Clara

LaTresa Ponder- *Mrs. Ponder has been a Laboratory Technician Phlebotomist for over 21 years. She has a long work history of performing many venipunctures and capillary*

punctures. Mrs. Ponder also has a long history of laboratory experience.

Sheilah Ramos- Mrs. Ramos attended Lawton Medical School becoming a Certified Phlebotomist & Medical Assistant. She is a licensed CPT and has a CDPH Certificate. Mrs. Ramos has been in the phlebotomy industry for 12 years as an instructor, supervisor, & now as an active phlebotomist performing many venipuncture and capillary punctures.

Programs Offered

1 Certificate Program

40 Hour Phlebotomy Training & Certification

Program Cost and Fees

Tuition	STRF	Registration	Medical Liability Insurance	Lab Supplies/ Protective Equipment	Textbooks	National Exam	Documents Processing Fee
\$1,650.00	\$5.00	\$250.00	\$25.00	\$255.00	\$35.00	\$130.00	\$200.00

Total Charges for CPT-1 Certified Phlebotomy Technician Training Payable to Phlebotomy Training Specialists - \$2,595.00

Fee Breakdown Description

Tuition \$1,650.00 - 40 hours of Didactic Training
Registration Fee \$250.00 (Non-Refundable)
Professional Medical Liability Insurance \$25.00 - Students will have coverage during 40 hours of didactic training and during 40-hour externship
Lab Supplies \$255.00
Textbooks \$35.00
National Certification Exam Fee \$130.00
Student Tuition Recovery Fund - .50 x each \$1000 (Non-Refundable)
LFS Licensing Fee \$100.00 - Separate Fee (Payable to the State of California-LFS)
Protective Clothing - \$45
Documents Processing Fee- \$200 – (Payable to PTS)
Scrubs/Uniforms - Separate purchase \$20 and up

Total charges for the current period of attendance are \$2595. Total charges for the entire cpt-1 program and licensure are \$2695+ (depending on the cost of scrubs) total charges the student is obligated to pay upon

registration/enrollment is \$250

Payment Policy

Tuition and fees for class can be paid by logging into your student account at students.phlebotomyusa.com. We accept all major credit cards. \$250 minimum is required at the time of registration. After the initial registration fee of \$250 has been paid, students can make payments in any increment until full payment is received.

Full tuition and fees are due by the halfway point of the class.

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. Phlebotomy Training Specialists is not accredited through the U.S Department of Education and therefore is not Pell Eligible. PTS does not offer financial aid or loans.

After the 40 hours of in-class, training has been completed, students will receive an email with instructions for creating an NHA account.

Any questions or concerns regarding these policies should be directed to info@phlebotomyusa.com

Total charges for the current period of attendance are \$2,595.00, \$1,650.00 class tuition, \$5.00 STRF, \$250.00 registration fee (Non-Refundable), \$25.00 Professional Medical Liability Insurance, \$255.00 Lab Supplies and Protective Equipment, \$35.00 Textbooks (Non-Refundable once distributed), \$130.00 for the National Exam, and a \$200 Document Processing Fee. The Fee for your license with the state of California

is a separate fee of \$100.00 and is payable to the state of California.

Students should log into their account at <https://students.phlebotomyusa.com/login> and check the spelling/format of their name, mailing address, email, and phone number. This information is used for externship and licensing purposes. How the name appears here is also EXACTLY how it will appear on the certificate.

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.

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959, or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss due to the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the

student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial

Phlebotomy Training Specialists does not have ANY pending petition in bankruptcy. PTS is NOT operating as a debtor in possession. PTS has NOT filed a petition within the preceding five years, nor has PTS had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Class Schedule

The first date listed is the start date for that month; the last day of class is the last day listed for the corresponding month.

This is the schedule for the didactic portion of the class. After this portion of your schedule has been met and you have passed your national exam, we will work closely with you to participate in the externship opportunity for your required 40 clinical hours.

This catalog agreement covers you as a student until you complete the mandatory 40 hours required for the CPT 1 qualifications, passed you national exam, and have completed the 40-hour externship.

AM/PM Classes		Weekend Classes		Accelerated Classes	
AM: Monday-Thursday 9am-1pm PM: Monday-Thursday 6pm-10pm		Saturdays Only 8am-4:30pm w/ lunch break 12-12:30pm		Monday-Friday (may adjust with holidays) 8am-4:30pm w/ lunch break 12-12:30pm	
January 10, 11, 12, 17, 18, 19, 23, 24, 25, 26	July 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	January 7, 14, 21, 28, Feb 4	July 8, 15, 22, 29, Aug 5, 12	January 30, 31, Feb 1, 2, 3	June 26, 27, 28, 29, 30
February 7, 8, 9, 13, 14, 15, 16, 21, 22, 23	August 8, 9, 10, 14, 15, 16, 17, 21, 22, 23	February 11, 18, 25, Mar 4, 11	August 19, 26, Sep 9, 16, 23	February 27, 28, Mar 1, 2, 3	July 31, Aug 1, 2, 3, 4
March 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	September 6, 7, 11, 12, 13, 14, 18, 19, 20, 21	March 18, 25, Apr 1, 8, 15	September 30, Oct 7, 14, 21, 28	March 27, 28, 29, 30, 31	August 24, 25, 28, 29, 30
April 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	October 3, 4, 5, 10, 11, 12, 16, 17, 18, 19	April 22, 29, May 6, 13, 20	November 4, 11, 18, Dec 2, 9	April 24, 25, 26, 27, 28	September 25, 26, 27, 28, 29
May 2, 3, 4, 8, 9, 10, 11, 15, 16, 17	November 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	June 22, 29, May 6, 13, 20		May 18, 19, 22, 23, 24	October 23, 24, 25, 26, 27
June 6, 7, 8, 12, 13, 14, 15, 20, 21, 22	December 4, 5, 6, 7, 11, 12, 13, 14, 18, 19				

Externship Scheduling and Completion

Once you have completed the Didactic portion of your education, and you have received a **Passing Score** on your National Exam, you will be ready to move on to the **Externship** portion of your Education.

PTS realizes a successful Externship is vital to the success of your State Licensing. We are dedicated to doing our very best to ensure your Externship happens timely and that your experience in the practical setting is efficient, constructive, and enriching.

PTS has many approved Externship sites in California, so be assured that the Externship Team will do their best to match your Externship as close to your request as possible.

You have Two (2) Years from the date you pass your National Exam to complete your Forty (40) Hour Externship, but the Externship Team will provide you with an Externship opportunity within Ninety (90) days from the date you are cleared for your Externship.

Please do NOT call the Externship Team to ask about the status of your Externship within the first week of passing your Exam, as your call may delay the process for yourself and others.

NOTE: You can expect your externship to be Monday-Friday 8:00 AM-5:00 PM or 9:00 AM-6:00 PM Schedule for one 40 Hour Work Week.

List of Possible Externship Requirements & Barriers of Entry:

- Blood Tests
- Immunizations
- Background Check
- Drug Testing
- COVID testing
- CPR License
- Identification
- Name Tag
- Interview
- Orientation & More

- Attestation
- Resume
- Facial Masks

These are all site-specific requirements that will be communicated to you when the time comes for placement. If you need information on getting your place of employment approved by the State of California as an Externship Site, please visit <https://www.phlebotomyusa.com/california-phlebotomy-classes> and fill out the link titled New Externship Facility Request.

All of the relationships surrounding each externship site are invaluable to Phlebotomy Training Specialists. It is imperative that all student externs approach their volunteer hours with the utmost care, by always maintaining a professional, positive and compliant attitude throughout the entire externship process and by always adhering to the Externship Code of Conduct (ECOC).

Admission

To qualify for the California State Phlebotomy License as a CPT1, you must complete the following, in addition to the 80-hour Phlebotomy Training Program with Phlebotomy Training Specialists.

- Provide a High School Diploma or its equivalent (GED).
- Complete 40 hours of Phlebotomy Instruction from Phlebotomy Training Specialists
- Complete 40 hours of Practical Instruction from during which time the student must complete 10 skin punctures and 50 venipunctures in the clinical setting.
- Have an SSN or ITIN.

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. Also, we do not offer an Ability to Benefit exam.

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. Having a translator will not bypass the requirement of the TOEFL exam score.

There will not be any instruction in any other language than English. Students that are not proficient in reading and writing the English language are required to submit scores from the TOEFL exam. We require a minimum score of 50. Please submit your score to info@phlebotomyusa.com. You can find more information and register for the TOEFL exam at this link- https://www.ets.org/toefl/ibt/about?WT.ac=toeflhome_aboutibt_180910

Disability Accommodations Policy

Phlebotomy Training Specialists (PTS) believe in providing access to a diverse population. PTS complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodations for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and the need for accommodation.

For information and questions about our Student Accessibility Services (SAS) support, policies, and process, please contact Student Services at 701-404-9434 or info@phlebotomyusa.com.

Attendance

Students must attend ALL 40 hours. There is no grace period for attendance or arrival at the educational facility. If a student misses the first day of class, they will be removed from the course, and they will be required to enroll in another schedule. Time will be quantified at the educational facility electronically, and the student must attend all the time required to qualify for participation in the externship. If a student misses a portion of class after commencement, they must re-attend that EXACT portion of the class the next month or work out with their instructor to train on that exact content during a make-up time.

It is very important that you show up on time to your didactic classes and that you listen carefully during this instruction. Please silence your cell phones and do not use them during class time, as they are a distraction to other students. You will be given breaks during class for personal time.

Please bring something to write with to class. You will be issued a textbook that will be yours to keep and write in, as needed. We recommend that you wear scrubs to class. PLEASE KEEP IN MIND THAT YOU WILL BE REQUIRED TO WEAR PLAIN SCRUBS DURING YOUR EXTERNSHIP. You MUST wear closed-toed shoes to

class, as well as to your Externship. You may wear acrylic nails, in class, but be mindful that they are conservative in design and length, as they may tear your gloves. If your fingernails become a risk to yourself, or the patients, you will be asked to remove them. Your hair should also be conservative and neatly groomed, pulled back, and not draping down over your shoulders. Tattoos may be visible during class as well as facial piercings, but be mindful that this will not be the case concerning your 40-hour externship.

All Students are required to be lucid, physically rested, and mentally prepared during the entire education process. Any student who arrives to the classroom ill-prepared, or if the instructor, upon evaluation, determines that the student is unfit for class, will be politely dismissed from that class session and instructed to return to the next session, better prepared. Students who are under the influence of alcohol, illicit drugs, or any other mind or body-altering substances cannot participate in class.

Leave of Absence

Phlebotomy Training Specialists does not have a leave of absence; if the students who have extenuating circumstances and require an absence will be allowed to make up that time either the next month when the class covers the content they missed.

Grading 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 allowed to attend the weekend/evening/day classes free of charge with additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of the modules to continue and stay on track for didactic completion.

Students Achievement

Phlebotomy Training Specialists will be tracked throughout the class by quizzes, and a final exam will be administered before being allowed to challenge the National Exam. Students must pass all quizzes with at least a 70% to continue and stay on track for graduation. Students may take quizzes on their own time with the instructor before or after class, but this time will not be applied to the 40- hour minimum.

Award of Credit

Phlebotomy Training Specialists 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 be given.

Notice Concerning Transferability of Credits & Credentials Earned At Our Institution

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of the 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 is 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.

Student Service- Placement Assistance

Phlebotomy Training Specialists **do not** provide any formal placement into employment opportunities. **Placement in a job is not guaranteed or promised to persons who complete the program.** To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

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.

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, what to expect during the interview process, and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return 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.

Conduct & Dismissal Policy

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of dismissal. Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserve the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. Phlebotomy Training Specialists managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

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, gender, racial issues, political affiliation, etc.

2. **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**
 - a. Failing to abide by safety rules and policies
 - b. Refusing to follow the 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. Recreational drugs are also not permitted on-premises.
 - d. Theft
 - e. 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 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.

Probation

Phlebotomy Training Specialists reserves the right to place a student on probation or dismiss a student for behavior not conducive to a learning environment, including but not limited to foul language, inappropriate content viewed in class in electronic or text format, sexual harassment, etc. A student will be given one warning before dismissal from the class. A student who has been dismissed or placed on probation can request in writing or by email to be re-admitted to class. They may attend another month in a new class once their behavior has been corrected.

Re-entry / Readmission

Upon infraction of one of the above expectations, 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. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the PTS corporate offices. PTS Corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, Phlebotomy Training Specialists will dismiss students from the program. Students who have violated policies outlined in the "Automatic Dismissal" section will be subject to automatic dismissal.

Permanent Termination from the program negates that student from re-admission to the program forever.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

- Access to instructors and management for any assistance
- Fair and impartial treatment
- Providing Privacy to Student records

Students' Right to Cancel

You are entitled to receive a refund of tuition paid through attendance at the first day of class, or the seventh calendar day after enrollment, whichever is later, less the \$250 registration fee. To cancel, please submit a notification in writing via email to info@phlebotomyusa.com.

Withdrawal Policy

After the commencement of class, and within 30 days if the student quits attending class, or requests to withdraw will be refunded according to the calculation below. Insurance and Lab Supplies will be refunded based on usage (see calculation below). If more than 60% of the class has been attended, then no refund will be issued. National Exam Fees are fully refundable for students who withdraw and have not attempted the National Exam. Textbooks once distributed to the student are not eligible for a refund.

****All requests to withdraw must be submitted in writing to
info@phlebotomyusa.com Refund Policy**

PRO-RATA REFUND CALCULATION (used only when the student has attended less than 60% of class):

Amount Paid – ($\$46.25 \times \#$ of hours attended [for tuition]) + \$250 Registration Fee + \$35 Text Book + ($\$8.125 \times \#$ hours attended [for lab supplies and liability insurance])

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for the educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you default on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and
- (2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid. Phlebotomy Training Specialists does not offer any distance education in Phlebotomy.

Fax - 1-385-327-2084

Email – info@phlebotomyusa.com

Mail – 1971 W 700 N, Suite 102, Lindon, UT 84042

Grievance Policy/Student Rights

Student grievances can be made by calling the Director of Student Services, at 701-404-9434 or by email at info@phlebotomyusa.com. The student will also be contacted at which time he will address the concerns/grievances with the student and figure out an amicable solution to the issue.

Student Disclosures

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Records

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal students.phlebotomyusa.com. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student academic, financial, certificates, and transcripts are all electronically maintained. Student records are maintained in CA at each of our locations for 5 years.

For a copy of your transcripts, please email a written request to info@phlebotomyusa.com. There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

Facilities and Equipment

Our schools are located at:

Citrus Heights- 8421 Auburn Blvd, Suite 161, Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave, Suite 120, Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite 170, Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd, Suite 436, Santa Clara, CA 95054

San Francisco- 833 Market St, Suite 422, San Francisco, CA 94103

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lighted, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation. Tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

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

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **PTS does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education

2023 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.

The presentation includes equipment and additives, basic anatomy, and safe and effective venipuncture techniques. Emphasis will be placed on collection techniques, specimen processing, workflow 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 books and hands-on training each class period. The book knowledge obtained is then applied in the hands-on training portion of the 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:

- a. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
- b. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
- c. Apply knowledge to basic and special laboratory procedures.
- d. Demonstrate proper infection control techniques used in specimen collection.
- e. Select appropriate equipment, methods, and reagents for the collection of laboratory specimens.
- f. Prepare patients and equipment for the collection of laboratory specimens.
- g. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
- h. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
- i. Work cooperatively with staff members, patients, and community resource people.
- j. Apply knowledge to create and maintain a safe working environment.
- k. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

Course Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This course is designed to provide an understanding of the venipuncture procedure in a step-by-step process. This includes the hand hygiene required, supplies needed to perform the draws, and the anatomy of the veins and location within the arm. Venipuncture problems, capillary punctures/heel sticks, special handling and procurement, and hemostasis are included in this module.

Class 2- Lab Skills Development

This class provides hands-on experience. Demonstration and practice of tourniquet tying will be performed. The steps of how to utilize a vein viewer are included. In this course first blood draws will be performed by the students with the instructor guiding them through the steps on a one-on-one basis.

Class 3- Test Tube, Panels/Profiles, Special Handling and Procurement, Bodily Fluids

The course provides students with the knowledge of the order of draw. The information covering the tubes includes the additives, the order, common tests, and the sections of the laboratory in which the tube belongs. Tests, panels, and profiles will be included. Different types of specimens will be mentioned; ABG, stool, urine, and semen. The basics of centrifuge and processing will be addressed as well as making blood smears.

Class 4- Lab Skills Development

This course is all hands-on training. Straight sticks will be performed. At least 5 dermal sticks and an introduction to the use of the butterfly needle in hand draws.

Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis, AV Fistula and Grafts

In this class, videos will be shown covering ABGs, stool, and urine collections. This lesson will be over the basics of anatomy and physiology involving the heart and circulatory system, nervous system, muscular system, Integumentary system, and urinary system. This lesson includes infection control, blood-borne pathogens and nosocomial infections, and safety practices.

Class 6- Lab Skills Development

This course is a hands-on experience day. Additional straight stick practice, making blood smears, and butterfly practice. This course includes learning the use of a centrifuge and the transfer of samples.

Class 7- Protections and Precautions, Employment, Glossary, & Study Guide

In this module, students will learn the modes of transmission, infection control procedures, blood-borne pathogens, nosocomial infections, exposure, and the transmission of pathogens. Fire safety, types of hazards, and universal and standard precautions will be covered as well. This lesson includes ample time to cover interviewing, resume building, and types of jobs that fall under the category of phlebotomy. Quality time is spent working on a study guide over the book material.

Class 8- Lab Skills Development

This course is dedicated to a day of blood draw practice and hands-on

experiences. Hands-on practice with friends and family guests. More stick practice involving straight needles and butterfly needles.

Class 9- Lab Skills Development

This class is a hands-on day that involves students trying to pass their practical exams. Students must perform 2 arm draws and 2 hand draws completely unassisted with the instructor watching to verify. In this class, students are allowed to invite friends and family to volunteer for sticking. (18 and older with a signed liability form).

Class 10- STUDY GUIDE REVIEW AND GUIDED Q&A SESSION

This course is dedicated to studying. In the class, the study guide and supplemental packet will be reviewed question by question. An open Q and A period will be conducted to allow students ample time to get clarification and understanding on anything pertaining to the book.

Topics/Units – Hours Breakdown Phlebotomist
SOC code 31-9097

<u>Course Titles</u>	<u>Classroom Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
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- Protections and Precautions, Employment Guide, Glossary and Study Guide Review	4	0	4
Class 8- Lab Skills Development	0	4	4
Class 9- Practical Skills Examination	0	4	4
Class 10- Study Guide Review, Test Prep, Q&A Session	4	0	4
Total Didactic Hours			40

Textbook & Other Learning Resources

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition Number: First Edition (2022)
ISBN: 979-8-218-02579-3

The learning resource library is available from the student account and can be accessed at anytime from anywhere, and better yet, does not require multiple people to handle the learning resource like a hard copy book library, requiring decontamination between readers.

With the resources available in an electronic format, the same resource is available to all students, and no one is left waiting for a return of the resource, nor waiting until the next classroom visit to use the resource.

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)*

Accreditation Status

PTS does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. PTS does not participate in federal or

state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and PTS training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

This catalog agreement covers you as a student until you complete the mandatory 40 hours required for the CPT 1 qualifications, passed your national exam, and have completed your 40-hour externship.

This Catalog is updated on the last week of December each year.

If this catalog is requested, it will be mailed, emailed, or made available for pickup at any of our locations. It is also available on our website at www.PhlebotomyUSA.com

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