



# PHLEBOTOMY

## TRAINING SPECIALISTS

### **Nevada Course Catalog**

4000 S Eastern Ave, Suite 120  
Las Vegas, NV 89120

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Reno, NV 89509

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701-404-9434

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**Licensed to operate by the Commission on Postsecondary Education**

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## **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.

## **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. PTS aims to turn out high-quality, well-trained, competent Phlebotomists who can use their skills to benefit patients and employers.

Phlebotomy Training Specialists is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

## **Faculty**

Brian Treu- Administrator & Academic Director  
Tyresha Westbrooks- Director- Las Vegas  
Nyisha Taylor- Director- Reno

## **Instructors**

Tyresha Westbrooks- Director, Instructor (Las Vegas) ..... Laboratory Assistant, Phlebotomist, and previous clinical & laboratory experience.

Bryanna Gruber- Instructor, Substitute Instructor (Las Vegas) ..... Medical Assistant, Phlebotomy, and previous instructing experience for many years.

Kameron Teddick, Instructor (Las Vegas) ..... Laboratory Assistant, Phlebotomist, and previous work history in clinic, hospital, & outpatient center.

Nyisha Taylor- Director, Instructor (Reno) ..... Laboratory Assistant, Training Coordinator, Phlebotomist, and previous clinical & laboratory experience.

Brittany Crawford, Instructor (Reno).....Laboratory Assistant, Phlebotomist, with clinical, laboratory, and hospital experience.

## **Contact Information**

School Address: 4000 S. Eastern Ave Suite 120 Las Vegas, NV 89120 and  
639 Isbell Rd Suite 400 Reno, NV 89509

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

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

## **Programs/Courses Offered**

1 Certificate Program: 120 Hours- Phlebotomy Training

(40 hours of Didactic Training and 80 hours of Clinical Externship)

## **Program/Course Cost**

<u>Tuition</u>	<u>Registration*</u>	<u>Books/Supplies/Equipment</u>	<u>Total Tuition/Fee</u>	<u>National Exam</u>
\$1485.00	\$100	\$110	\$1695.00	\$130

\*Registration fee due at time of registration

Total for Phlebotomy Training & Exam = **\$1825.00**

## **Payment Policy**

Tuition and fees for class can be paid by logging into your student account at [students.phlebotomyusa.com](https://students.phlebotomyusa.com). We accept all major credit cards. \$100 minimum is required at the time of registration. After the initial registration fee of \$100 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](mailto: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.

## **Financing Options**

Students may apply for financing with 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.

## **Book/Supplies & Equipment**

**Books and supplies:** \$110 refundable if not used. If used, no refund.

**Exam fee:** \$115 refundable if not taken.

## Class Schedule Part-time Students:

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

**Day** - 9 am to 1:00 pm - Monday-Thursday, 10 Classes

**Weekend** - 8 am to 4:30 pm - 5 Saturday\*Institution business hours are the same as above.

## 2023 Class Dates and Application Deadlines

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

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

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone call and text message. Classes are not held on the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the Friday following
- Christmas Eve & Christmas Day

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, gender identity or



expression, or disability. We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course. Students are required to have a high school diploma or high school equivalency as a minimum entry requirement into the program. Some employers may also require proof of High School or high school equivalency completion for employment and it will be the student's responsibility to comply with employer requirements. We also require students to be beyond the age of compulsory high school attendance.

An informal interview will be given to discuss student goals and expectations. Prospective students will need to enroll by the application deadline. The application can be accessed on our website at [www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com). The application for attendance will be processed within 5 days business days of submission and the student will be notified by email.

Although basic computer skills are not required for the program, it is highly encouraged that students have a basic knowledge of computer skills before coming to class in order to make them more competitive candidates for employment upon completion of the program.

## **Enrollment**

Prospective students will need to enroll before the commencement of class. Late enrollments are not accepted once the course has begun. The application can be accessed on our website at [www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com). The application for attendance will be processed within 5 days business days of submission and the student will be notified by email.

## **Completion Date and Extension Policy**

Students have 150 days from the date of signing the enrollment agreement to complete their course (180 hrs); the didactic and practical externship portion of the program. If a student is unable to complete in this timeframe, they can council with the Director and/or submit the extension request in writing. Students can submit the extension request to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). Phlebotomy Training Specialists will grant one (1) additional extension of 150 days. All the tuition and fees that have been paid will be applied to this extension.

After one (1) extension is given and the student is unable to complete it, they will be dropped. If a student wishes to finish their course after being dropped, they will need to re-apply for admission and be required to pay the full tuition and fees.

## **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date outlined in the agreement, the student will be entitled to a refund of all monies paid, less the \$100 Registration Fee within 15 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules of the Nevada State Board for Private Postsecondary Education.

## **Employment Advisory Services**

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.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. Students will not be eligible for graduation until they have completed the entire didactic portion of the program. Attendance is essential to academic and professional success. Students must attend all 40 hours of the didactic class and 80 hours of the externship.

In regards to the didactic class, arriving after the scheduled class starting time (more than 15 minutes), leaving before the scheduled ending time, returning late from break, or who are unprepared to begin class is considered tardy. There is a 15-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 30-minute increments. Time will be quantified at the educational facility electronically, and the student must attend all of the time.

## **Missed Class**

If a student misses a portion of class with or without an excuse they will be required to make up the hours missed. They can attend any other module that is being taught in a corresponding class. Excessive absences, more than 2, will result in the student being moved to the next program start unless the student has attended the applicable makeup days. Tardis or interruptions may result in students being moved to the next program start as well. To schedule a make-up time please call Student Services at 701-404-9434.

## **Missed Time during Externship**

When you establish an externship date and time, please do everything you can to properly attend, and complete, your externship in its entirety. If you cancel or reschedule your externship within 48 hours of your scheduled externship, you will be charged a **\$100-\$300 RE-SCHEDULING FEE, depending on the site. If you need to re-schedule your externship, or fall ill and cannot make it to your externship, please email: "URGENT-Externship Change" to [NevadaExternship@phlebotomyusa.com](mailto:NevadaExternship@phlebotomyusa.com).**

## **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 with no additional fees.

## **Progress Policy**

The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Evaluation reports will also be provided to students throughout the course to keep students apprised of their progress.

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 for additional training. Students must pass 70% of the modules to continue and stay on track for graduation. Students may also repeat the course, free of charge if more training is needed. Remittance guidelines are below for students who make unsatisfactory progress.

## **Remediation**

Remedial training is provided if it is found that a student is not progressing. The remediation period is limited to the length of the next class or classes depending on student needs. If the student achieves a 70% on modules, the student will resume with a pass status. Second and final remediation is available if needed. The student must be able to attend the required classes in the next schedule or concurrent schedule to receive additional training and help. Students are allowed to attend the weekend/evening/day classes, free of charge. If a student is unable to complete remediation in the scheduled time, they will consult with the chief administrator regarding re-enrollment options. After consulting with the chief administrator, it is determined that if the student cannot complete the remediation required and the student will not benefit from the course, the student will be dismissed and the published refund will be applied.

## **Grading System**

<b>Class 1</b>	<b>Phlebotomy, an Overview, Tourniquet Tying</b>	<b>Pass / Fail</b>
<b>Class 2</b>	<b>Lab Skills Development</b>	<b>Pass / Fail</b>
<b>Class 3</b>	<b>Test tubes, Panels/Profiles, Special Handling and Procurement, Bodily Fluids Collection</b>	<b>Pass / Fail</b>
<b>Class 4</b>	<b>Lab Skills Development</b>	<b>Pass / Fail</b>
<b>Class 5</b>	<b>Laboratory Sections, Anatomy and Physiology, Hemodialysis AV Fistula &amp; Grafts</b>	<b>Pass / Fail</b>
<b>Class 6</b>	<b>Lab Skills Development</b>	<b>Pass / Fail</b>
<b>Class 7</b>	<b>Protections and Precautions, Employment Guide, Glossary and Study Guide Review</b>	<b>Pass / Fail</b>
<b>Class 8</b>	<b>Lab Skills Development</b>	<b>Pass / Fail</b>
<b>Class 9</b>	<b>Practical Skills Examination</b>	<b>Pass / Fail</b>
<b>Class 10</b>	<b>Study Guide Review, Test Prep, Q&amp;A Session</b>	<b>Pass / Fail</b>
<b>Class 11</b>	<b>80hr Externship</b>	

## **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.

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. For readmission, the student will set up a meeting with the director. The director will consult with the student and assist them in a plan where the student can be readmitted.

To practice as a certified phlebotomist, students must pass the course, pass the national exam, and receive the required state license. The testing entity is the NHA and the state licensing entity is the Nevada Department of Health and Human Services.

## **State License**

Students that have completed all required hours for both the didactic training, and the clinical externship, and have passed the NHA exam will qualify to apply for the Medical Laboratory Personnel Licensing with the Department of Health and Human Services.

Online application and information can be found at -

[http://dpbh.nv.gov/Reg/MedicalLabs/Medical\\_Lab\\_Personnel\\_Licensing/](http://dpbh.nv.gov/Reg/MedicalLabs/Medical_Lab_Personnel_Licensing/)

## **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.

**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 40 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.

## **Suspension**

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The Director will review each case and decide upon re-admittance. If the student is allowed to re-enter the program after interruption, the previously paid tuition can be applied to the next program start. Students will need to contact Student Services at 701-404-9434 to be registered for the next available class.

## **Taking the Exam**

After completion of the Didactic class, the required number of draws, and the full tuition and examination fee have been paid in full, students will receive an email with instructions for creating an NHA account.

Please follow the steps below AFTER you have received your email of instructions.

1. Go to <https://certportal.nhanow.com/register/>
2. Enter all information with an asterisk (\*)
  - a. For Organization Type select **School or Training Center** f
  - b. or Organization select **Phlebotomy Training Specialists (and YOUR training Location)** *\*\*This is crucial.* You must affiliate yourself with Phlebotomy Training Specialists and your Didactic Location, Las Vegas Nevada.
3. Click “Yes” to Agree to the Terms and Conditions and then click “Register”
4. Select your Exam type (CPT) and click continue
5. Select **YES** to both prerequisite questions
6. On the checkout screen, verify your contact information and enter Discount Code 7. Your Exam Registration will now be sent to PTS for verification and approval
8. Once you’ve registered for your Exam at [www.nhanow.com](http://www.nhanow.com), ***please wait 24 hours before calling PSI to schedule the Exam.*** You will call the PSI number on your screen (under ‘My Applications’) and provide them with your name, eligibility number, and where you are located. They will then let you know the available dates/times, for your Exam, and then assist you in scheduling a convenient time.

**PLEASE NOTE: You must take a photo ID to PSI on the day of your Exam. The name on your ID must match the name you registered with.**

*If you have any issues with setting up your account, registering for your exam, etc... please reach out to NHA Customer Service at 800-499-9092. They are available six days per week, including Saturdays, from 9:00 am to 2:00 pm [EST].*

NHA offers a detailed test plan on their website, available at <https://certportal-store.nhanow.com/category/cpt2/>

NHA regulations require candidates for the CPT1 Certification can provide evidence that they have **successfully** performed a minimum of Thirty (30) Venipunctures and Ten (10) Capillary Sticks on 'live' individuals. A Student Venipuncture Log will be provided to record all your venipunctures and capillary sticks required by the program.

## **Externship Completion**

Students that have completed the Didactic portion of their education, AND have received a PASSING SCORE on their National Exam, will be ready to move to the externship portion of the program. A background check will be completed on all students before being placed in an externship location. Students will not receive compensation for clinical or externship experience. Students are required to complete an 80-hour externship. Externships are offered Monday-Friday 8:00 am-5:00 pm or 9:00 am-6:00 pm, scheduled for TWO consecutive workweeks. Evening and weekend externships are not available so students will have to make arrangements to take vacation time or a leave of absence from their jobs when their externship is scheduled to begin. All school policies remain in effect while students are in the field for externship. These hours are tracked on a timesheet approved by the site supervisor.

To begin the scheduling process, please email proof of your NHA passing score to [NevadaExternship@phlebotomyusa.com](mailto:NevadaExternship@phlebotomyusa.com). Once you have completed this, a member of our externship team will reach out via email to begin the scheduling process. Please do NOT contact 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.

All of the relationships surrounding each externship site are invaluable to Phlebotomy Training Specialists. All student externs must 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)

## **Uniform Requirement**

Scrubs are the suggested uniform for your in-class training. If you choose not to wear scrubs, no inappropriate or provocative clothing is allowed. PLEASE KEEP IN MIND THAT YOU WILL BE REQUIRED TO WEAR PLAIN SCRUBS DURING YOUR EXTERNSHIP.



Closed-toed shoes are a requirement for your in-class training and your clinical externship.

## **Facilities**

Our schools are located at:

**Las Vegas-** 4000 S Eastern Ave Suite 120 Las Vegas, NV 89120

**Reno-** 639 Isbell Rd Suite 400 Reno, NV 89509

Our Las Vegas classroom is 1,447 square feet and our Reno location are 1, 225 square feet. Both training facilities at PTS are set up in classroom style in the center of the room, with draw stations around the perimeter. There is also a table on which we train you to do laboratory processing. It contains a centrifuge, a microscope, and a tube rocker. There are large whiteboards and audio-visual equipment which aid students in training. There is not a library at PTS, all of the information that you need is contained in the curriculum. The average class size is 12 students, and there is a 2 to 1 ratio of students to instructors.

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.

## **Educational Services**

The Phlebotomy Training Course objectives are to prepare students to collect blood samples by venesection. National Phlebotomy Certification and Training. The objective of this class is to prepare students to collect blood samples by phlebotomy to be equipped for an occupation in the medical field.

The class is 40 hours in length, either during the day, evening or on weekends. There is no 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.

To successfully complete this course, each student will be required to satisfactorily perform the tasks correlated to the function in which they are training. Written testing is also required. One watch and critique test will be given. If the entire course is completed satisfactorily, a certificate of training will be awarded to the student at the completion of the class.

Students that complete the 40 hour course are eligible for employment within the state of Iowa. Those attending the course will be eligible for employment in all states\* assuming they pass the national exam. \*States such as California, Louisiana, Nevada, and Washington have additional licensing requirements.

## **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](https://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.

For a copy of your transcripts, please email a written request to [info@phlebotomyusa.com](mailto: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.

## **Previous Credits**

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

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 Grievance Procedure**

Should a student have a complaint with Phlebotomy Training Specialists, then the following steps shall be taken by him/her.

1. The 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 the occurrence and the Campus President, Mr. Treu through his Administrative Assistant [alexis@phlebotomyusa.com](mailto:alexis@phlebotomyusa.com) at 701-404-9434 and he 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, Mr. Treu 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 Director, at [Director@phlebotomyusa.com](mailto:Director@phlebotomyusa.com). They will contact the student within 5 days of receiving the complaint via email or phone to set up a meeting. In the meeting, the Director 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 Nevada Commission on Postsecondary Education at <https://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial%202021.pdf>

## **Cancellation and Refund Policy**

Three-Day Cancellation: Students have the right to cancel the enrollment agreement for three days from the date of the agreement for any reason.

Each postsecondary educational institution shall have a policy for refunds which at least provides:

- (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro-rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
    - (a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

Attended up to 4 hours (1 AM/PM Class or 1/2 Weekend Class)	70% full tuition/fees amount less registration fee
Attended up to 8 hours (2 AM/PM Classes or 1 Weekend Class)	60% full tuition/fees amount less registration fee
Attended up to 12 hours (3 AM/PM Classes or 1 1/2 Weekend Classes)	50% full tuition/fees amount less registration fee
Attended up to 16 hours (4 AM/PM Classes or 2 Weekend Classes)	40% full tuition/fees amount less registration fee
Attended up to 20 hours (5 AM/PM Classes or 2 1/2 Weekend Classes)	30% full tuition/fees amount less registration fee
Attended 24 hours or more	No refund

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Educational supplies, or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as outlined in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

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 \$130 National Exam Fee is not included in these calculations, as the exam fee is refundable as long as the student does not create an NHA account and before the application is approved.

**Textbook: \$35** - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

Process for Cancellation: Students can locate an Enrollment cancellation form online at

<https://www.phlebotomyusa.com/nv-state-policies/>. This form can be submitted to the billing manager by email at [payments@phlebotomyusa.com](mailto:payments@phlebotomyusa.com) or in person at 4000 S. Eastern Ave Suite 120 Las Vegas, NV 89120. Phlebotomy Training Specialists will return any monies paid by the student within 15 days of the request to cancel. Any funds paid by a third party on behalf of the student will be returned to the payee. Students who cancel after the three-day cancellation period are subject to the institution's refund policy.

## **Student Indemnification Policy**

In an event of school's discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of discontinuance of operation or violation by such institution of any provision of NRS 394.834 to 394.560

## **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).*

## **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.

Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. The phlebotomy clinical will be a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. 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 book 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:

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 the 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 /UNIT

<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
<p>Course Description: This course is designed to provide the 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.</p>			

Class 2- Lab Skills Development	0	4	4
Course Description: 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 tubes, Panels/Profiles, Special Handling and Procurement, Bodily Fluids Collection	4	0	4
Course Description: The course provides students with the knowledge of the order of draw. The information covering the tubes include 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	0	4	4
Course Description: This course is all hands-on training. Straight sticks will be performed. At least 5 dermal sticks and introduction to the use of the butterfly needle in hand draws.			
Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis AV Fistula & Grafts	4	0	4
Course Description: 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	0	4	4
Course Description: 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 Guide, Glossary and Study Guide Review	4	0	4
Course Description: 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, 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 on working on a study guide over the book material.			

Class 8- Lab Skills Development	0	4	4
Course Description: 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- Practical Skills Examination	0	4	4
Course Description: This class is a hands-on day which involves students trying to pass their practical exam. 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, Test Prep, Q&A Session	4	0	4
Course Description: 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.			
Class 11- 80 hr Externship			80
Course Description: Students will participate in mandatory clinical externship			
<b>Total Course Hours</b>			120

**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.

**Textbook & Other Learning Resources**

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition Number: First Edition (2022)



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, or waiting until the next classroom visit to use the resource.

## **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).

## **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](mailto:info@phlebotomyusa.com).