



**PHLEBOTOMY**  
TRAINING SPECIALISTS

## **Ohio Course Catalog**

4700 Rockside Rd Suite 140  
Independence, OH 44131  
Registration NO. 2102

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

4675 Cornell Rd. Suite #185  
Cincinnati, OH 45241  
Registration NO. 2204

[www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com)

701-404-9434

**Volume No. 14 January 2023**

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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 Said 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 served as a Managing Director at Unifund SA, as 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, Etcetera, 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 (hereinafter referred to as the school) offers Phlebotomy Training for students training 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' seminar 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 seminar 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. Phlebotomy Training Specialists' objective is to aim for high-quality, well-trained, competent Phlebotomists who can use their skills to benefit patients and employers.

## **Administration**

Brian Treu – Director, CEO  
Alexis Treu – COO  
Dina Said Dwyer- Acting Chair

Ericha Dick – Director of Training  
Adrienne Current – Bookkeeping  
Monica Sanborn – National Director of State Licensing  
Heidi Samani- Student Services

## **Faculty Members**

### **Cincinnati**

Jasmine Elkins – AM  
Sierra Anderson – PM  
Robin Hughes – WKD

### **Independence**

Dylanne Orlik – AM  
Rochelle St. Clair – PM  
Marylin Salas – WKD

### **Columbus**

Marybeth Angeline – AM, WKD  
Kimberly Hopkins – PM

## **Contact Information**

### **School Addresses:**

**Cincinnati-** 4675 Cornell Rd, Suite 185, Cincinnati, OH 45241

**Columbus-** 5900 Roche Dr, Suite 115, Columbus, OH 43229

**Independence-** 4700 Rockside Rd, Suite 140, Independence, OH 44131

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

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:  
40 Hour Phlebotomy Training & Certification

## **Program/Course Cost**

Tuition	Registration	Books/Supplies/ Equipment	Total Tuition/Fee	National Exam
\$475.00	\$100.00 ( <del>NON-</del> <u>REFUNDABLE AFTER 3</u> <u>BUSINESS DAYS</u> )	\$135.00	\$710.00	\$115.00 (paid to a third party)

**Total for Phlebotomy Training Program & Exam = \$825.00 Class**

## **Payment Policy**

Tuition and fees for class can be paid by logging into your student account at [students.phlebotomyusa.com](http://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.

**Supplies & Equipment**

**Supplies and Equipment:** \$100.00 - Refundable on a pro rata basis in accordance with tuition.

**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.

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

**Class Schedule**

**Evening:** 6 pm to 10 pm – Tuesdays & Wednesdays

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

**Weekend:** 8 am – 4:30 pm Saturdays

**2023 Class Dates and Application Deadlines**

Month / Class	Dates of each Class	Application Deadline
Jan Day	18, 19, 23, 24, 25, 26, 30, 31, Feb 1, 2	Jan 11
Jan Eve	18, 19, 23, 24, 25, 26, 30, 31, Feb 1, 2	Jan 11
Jan Weekend	7, 14, 21, 28, Feb 4	Dec 30
Feb Day	14, 15, 16, 21, 22, 23, 27, 28, Mar 1, 2	Feb 7
Feb Eve	14, 15, 16, 21, 22, 23, 27, 28, Mar 1, 2	Feb 7
Feb / Mar Weekend	11, 18, 25, Mar 4, 11	Feb 4
Mar Day	14, 15, 16, 20, 21, 22, 23, 27, 28, 29,	Mar 7
Mar Eve	14, 15, 16, 20, 21, 22, 23, 27, 28, 29,	Mar 7



<b>Mar / Apr Weekend</b>	18, 25, Apr 1, 8, 15	Mar 11
<b>April Day</b>	11, 12, 13, 17, 18, 19, 20, 24, 25, 26	Apr 4
<b>Apr Eve</b>	11, 12, 13, 17, 18, 19, 20, 24, 25, 26	Apr 4
<b>Apr / May Weekend</b>	22, 29, May 6, 13, 20,	Apr 15
<b>May Day</b>	9, 10, 11, 15, 16, 17, 18, 22, 23, 24,	May 2
<b>May Eve</b>	9, 10, 11, 15, 16, 17, 18, 22, 23, 24,	May 2
<b>June Day</b>	13, 14, 15, 20, 21, 22, 26, 27, 28, 29,	June 6
<b>June Eve</b>	13, 14, 15, 20, 21, 22, 26, 27, 28, 29,	June 6
<b>June / July Weekend</b>	3, 10, 17, 24, Jul 8	May 25
<b>July Day</b>	18, 19, 20, 24, 25, 26, 31, Aug 1, 2,	July 11
<b>July Eve</b>	18, 19, 20, 24, 25, 26, 31, Aug 1, 2,	July 11
<b>July / Aug Weekend</b>	15, 22, 29, Aug 5, 12	July 1
<b>Aug Day</b>	15, 16, 17, 21, 22, 23, 24, 28, 29, 30,	Aug 8
<b>Aug Eve</b>	15, 16, 17, 21, 22, 23, 24, 28, 29, 30,	Aug 8
<b>Aug / Sep Weekend</b>	19, 26, Sep 9, 16, 23,	Aug 12
<b>Sep Day</b>	13, 14, 18, 19, 20, 21, 25, 26, 27, 28,	Sep 6

<b>Sep Eve</b>	13, 14, 18, 19, 20, 21, 25, 26, 27, 28,	Sep 6
<b>Sept / Oct Weekend</b>	30, Oct 7, 14, 21, 28,	Sep 23
<b>Oct Day</b>	11, 12, 16, 17, 18, 19, 23, 24, 25, 26,	Oct 4
<b>Oct Eve</b>	11, 12, 16, 17, 18, 19, 23, 24, 25, 26,	Oct 4
<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>Nov / Dec Weekend</b>	4, 11, 18, Dec 2, 9,	Oct 28
<b>Dec Day</b>	4, 5, 6, 7, 11, 12, 13, 14, 18, 19,	Nov 27
<b>Dec Eve</b>	4, 5, 6, 7, 11, 12, 13, 14, 18, 19,	Nov 27

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

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

## **Entrance Requirements**

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

beyond the age of 18 years of age to enroll.

We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course. 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 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 for students to have a basic knowledge of computer skills before coming to class, to make them more competitive candidates for employment upon completion of the program.

## **Enrollment / Admission**

Prospective students will need to enroll by the application deadline. The application deadline is the day before the class starts. 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 business days of submission, and the student will be notified by email. Late enrollments are not accepted once the course has begun, and students will be notified and given dates of upcoming classes to choose from.

## **Postponement of Start Date**

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

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **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**

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect your ability to pass. Students must attend all 40 hours. If a student missed the first day or second day of class, they will be removed from the course, and they will be required to enroll for another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

Time will be quantified at the educational facility electronically, and the student must attend all the time. If a student misses a portion of class after commencement, they

can make it up during the day, evening, or weekend schedule.

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

## **Make-up Time**

Students are strongly advised not to miss class unless necessary. If a student misses a portion of class after the initial 8 hours, the student can make it up at any of the other modules that are teaching the same class during days, evenings, or weekends. Make-up time is available by contacting student services at 701-404-9434 or by emailing [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). It is the student's responsibility to schedule and attend any make-up time. If the missed module cannot be made up during the scheduled month, the student can schedule a make-up time during the next month the module is being taught. There is no fee for make-up classes. **Please call Student Services at 701-404-9434 to reschedule.**

However, if the student is absent from three (3) or more class sessions without prior notice and authorization, enrollment will be dropped.

## **Rescheduling/Readmittance**

If a student is dropped from the course due to non-payment of tuition and fees by the half-way mark of their scheduled cohort, they will need to contact Student Services at (701) 404-9434 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability.

## **Scheduled Absence(s)**

Phlebotomy Training Specialists do not have any standard leave of absence(s). If any student has extenuating circumstances and requires an absence, please directly notify and speak with your school director for authorization. Once authorized, the student will be allowed to make up the missed time during the next month when the class covers the missed content with no additional fees. If a student fails to return from any Leave of Absence, the student will be considered withdrawn. The withdrawal date is the date that the student was scheduled to return from Leave and failed to do so. Dismissal and refund policy will apply as relevant.

## **Progress Policy**

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

student of the final decision.

## **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.

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

## **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>Review and Written Exam</b>	<b>Pass / Fail</b>

Remedial training will be given until a student passes each module of the course. Throughout your four-week class with Phlebotomy Training Specialists, your instructor will let you know exactly where you stand based on your interim progress reports.

**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](http://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.

**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 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.

### **Facilities and Equipment**

Our schools are located at:

**Colorado Springs-** 2930 Austin Bluffs Parkway, Suite 103, Colorado Springs, CO 80918

**Denver-** 3600 S Beeler Street, Suite 230, Denver, CO 80237

**Fort Collins-** 838 W Drake Rd, Suite 109, Fort Collins, CO 80926

**Thornton-** 9101 Pearl Street, Suite 208, Thornton, CO 80229

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.

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. 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 certification course are eligible for employment within the state of Ohio. Those attending the certification 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.

## **Previous Credits / Transfer of Credits**

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

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

## **Student Grievance Procedure**

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

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Students may state the grievance in writing to the administrator or designee. Please submit the written request within 60 days of the occurrence to the campus president, Brian Treu. He will then, through his administrative assistant Alexis, at either [alexis@phlebotomyusa.com](mailto:alexis@phlebotomyusa.com) or 701-404-9434, will assist you in resolving your concerns. He will investigate the grievance within 5 business days of receiving the complaint by contacting the student via email or phone to set up a meeting. In the meeting, Brian will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification of the resolution will be sent via email to the student within 10 days after the student meeting.
3. In his absence, you can contact the Student Service Manager at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) or 801-669-2056. They will contact the student within 5 days of receiving the complaint via email or phone to set up a meeting. In the meeting, they will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. They will consult with the President and written notification via email of the resolution will be sent to the student within 10 days after the meeting.
4. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Board of Higher Education in writing at 30 East Broad Street, Suite 2481, Columbus, OH 43215. Or by phone at 877-275-4219.

## **Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 40 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing, provided the school is notified of the cancellation in writing. If a student withdraws from class after the five-day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed

within 30 days after the cancellation. This provision shall not apply where a student has already started classes.

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

Attended up to 4 hours (1 AM/PM Class or 1/2 Weekend Class)	75% 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)	45% full tuition/fees amount less registration fee
Attended up to 16 hours (4 AM/PM Classes or 2 Weekend Classes)	30% full tuition/fees amount less registration fee
Attended up to 20 hours or more	No Refund

The calculations above are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$115 National Exam Fee is not included in these calculations, as the exam fee is fully refundable, as long as the National Exam is not attempted.

### **Book / Supplies & Equipment**

**Supplies and Equipment:** \$100.00 - Refundable on a pro rata basis in accordance with tuition.

**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.

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

### **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).

## **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.

### TOPICS /UNITS

Course Titles	Lecture Hours	Lab Hours	Total Hours
Class1- 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- Review & Written Exam	4	0	4
Total Hours			40

**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; Heel stick 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.

**Course Competencies:**

**40 HOUR: Course Outline/Competencies**

Course: Phlebotomy Training

The course is not graded, it is a pass/fail course. As the course progresses, the instructors determine through Assessments such as quizzes in each section and the hands-on skills of the students to determine 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 for additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of modules to continue and stay on track for graduation.

Outline	Hours		Competencies	Assessment Grading System
	Didactic	Lab		
Class 1- PHLEBOTOMY, AN OVERVIEW,	Total Hours 4	Total Hours	Module 1- INTRODUCTION PHLEBOTOMY, AN OVERVIEW, TOURNIQUET TYING	

<b>TOURNIQUET TYING</b>				
Introduction and Classroom Operations	45 min		A. Paperwork, Classroom Rules, Introductions	Quiz
History of Phlebotomy Ethical Behavior  Bedside Manner	30 min		A. Students will learn a brief history and introduction to Phlebotomy B. Their role and potential duties as a phlebotomist C. Introduced to the steps and procedures of a blood draw D. Demonstrate knowledge of different types of patient consent E. Learn the importance of bedside manner and attitude	Quiz
Personal Protective Equipment  Sharps Containers and Decontamination  Exposure and Introduction to OSHA	45 min		A. Demonstrate the importance of personal protective equipment B. Demonstrate the importance of proper procedure and technique of Sharps disposal C. Demonstrates knowledge of proper decontamination including equipment, tools, and surfaces D. Demonstrate proper procedure and risk of exposure including documentation protocols E. Knowledge of different areas of OSHA inspection	Quiz
Tourniquet/Counter Pressure  Requisition Forms	60 min		A. Demonstrate knowledge of proper tourniquet placement and application B. Demonstrate knowledge use of counter pressure in relation to a blood draw and tube change C. Learn and observe the differences between forms by facility	Quiz
Medical Terminology Glossary	40 min		A. Medical Terminology	Visual
<b>Class 2- Lab</b>	<b>Total Hours</b>	<b>Total Hours</b> <b>4</b>	<b>Class 2- Lab</b>	
Tourniquet tying / Vein palpation		25 min	A. The student will observe and practice tying the restricting band, and gain familiarization with	Demonstration Visual



			palpation techniques	
Demonstration of “Vein Viewer”		20 min	A. The student will gain practical knowledge of advanced tool use in clinical settings	Visual
Counterpressure demonstration and Hands-On practice of counterpressure.		20 min	A. Students will gain practical skills in the use of counter pressure for phlebotomy and sample collection.	Practical
Demonstration of Blood Draw technique		30 min	A. Students will observe blood draw skills in practice, and participate in mock draws.	Visual Practical
Demonstration and first actual blood draw in pairs/teams		90 min	A. Students will participate in the practical application of blood draw, and straight needle use. Students will practice as many draws as time allows.	Practical
<b>Class 3- Test Tube, Panels/Profiles, Special Handling and Procurement, Bodily Fluids</b>	<b>Total Hours 4</b>	<b>Total Hours</b>	<b>Class 3- Test Tube, Panels/Profiles, Special Handling and Procurement, Bodily Fluids</b>	
Capillary Punctures Hemostasis Venipuncture, Procedures, and Possible Problems	60 min		A. Learn proper procedures for capillary punctures B. Students learn the stages of the healing process C. Demonstrate knowledge of the proper procedure, potential problems, and correction D. Learn additional information to assist with difficult blood draws	Quiz
Assessment	45 min		A. Students will take and grade assessment	Quiz
Test Tubes, Additives, and the Order of the Draw	60 min		A. The student will learn basic test tubes, their additives, common tests, and the approved order of draw	Quiz
Assessment	40 min		B. Students will take and grade assessment	Quiz
<b>Class 4- Lab</b>	<b>Total</b>	<b>Total</b>	<b>Class 4- Lab</b>	

	Hours	Hours 4		
Lab - Straight Stick practice		65 min	A. Students continue to demonstrate and gain proficiency with the butterfly needle specific to hand veins, straight needle, and capillary puncture	Observation
Lab - 5 Dermal Sticks		45 min	A. Students will practice and accomplish 5 dermal sticks with Lancets	Observation
Demonstration of "Butterfly" needles. Practice with "butterfly" and straight needles		90 min	A. Students will observe demonstrations of winged needle sets, and practice with winged needle sets, as well as continued practice with straight needle sets.	Observation
<b>Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis, AV Fistula, and Grafts</b>	<b>Total Hours 4</b>	<b>Total Hours</b>	<b>Class 5- Panels and Profiles, Laboratory Sections, Bodily Fluids Collections, Anatomy and Physiology, Hemodialysis, AV Fistula, and Grafts</b>	
Video	20 min		A. Watch ABG (Arterial Blood Gas) Collection	Visual
Panels, Profiles, and Sections of the Clinical Lab  Specimen handling and Procurement  Other Bodily Fluid Collections, Lab Processing/Centrifuge and  Blood Smear Variables in Specimen Quality and Hematocrit Testing	45 min		A. Learns and demonstrates knowledge of tests required, clinical procedures, and required placement in sections of the lab B. Learn and demonstrate specified procedures and their requirements C. Learn collection and handling techniques of stool, urine, and sputum D. Learn and demonstrate proper technique in centrifuge and blood smear E. Learn differences between specimen quality including but not limited to quantity not sufficient, inadequate inversion, icteric, lipemic, and hemolyzed F. Identify example of hematocrit test	Quiz
Other Specimen Collection	15 min		A. Stool and Urine Samples Video	Visual
Laboratory Processing	25 min		A. Learn and demonstrate proper techniques in centrifuge and blood	Quiz

			smear B. Learn differences between specimen quality including but not limited to quantity not sufficient, inadequate inversion, icteric, lipemic, and hemolyzed	
Assessment	20 min		A. Take and correct Assessment	Quiz
Anatomy and Physiology Circulatory System Nervous System, Urinary System, and Integumentary System Blood Vessels, Components of Whole Blood Hemodialysis, AV Fistula, and Grafts	45 min		A. Students will learn functions of / anatomy in regards to the circulatory system, heart, and circulation B. The student will learn focused information for each system C. Students will learn the types of vessels, their layers and functions D. Students will learn the types of cells, functions, types of diseases associated with abnormalities E. Students will learn difference between serum and plasma F. Learn a brief study of blood acidity and blood typing G. Students will learn procedures associated with this condition and possible operations	Quiz
<b>Class 6- Lab</b>	<b>Total Hours</b>	<b>Total Hours</b> <b>4</b>	<b>Class 6- Lab</b>	
Draw for Centrifuge / Centrifuge and Transfer of Sample		40 min	Students learn proper technique for specimen draw, centrifuge use	Observation
Dermal Sticks / Making Slides		40 min	The student learns to perform dermal sticks, and proper slide creation	Observation
Lab - Skills Practice		125 min	Students continue to demonstrate and gain proficiency with the “butterfly” needle specific to hand veins, straight needle, and capillary procedures.	Observation
<b>Class 7- PROTECTIONS AND PRECAUTIONS, EMPLOYMENT, GLOSSARY, AND STUDY GUIDE</b>	<b>Total Hours</b> <b>4</b>	<b>Total Hours</b>	<b>Module 7- PROTECTIONS AND PRECAUTIONS, EMPLOYMENT, GLOSSARY, AND STUDY GUIDE</b>	

Infection Control  Bloodborne Pathogens  Universal, Standard, Transmission Based Precautions	30 min		<ul style="list-style-type: none"> <li>A. Student will learn modes of transmission, portals of entry, techniques and procedures to prevent transmission</li> <li>A. Student will learn various nosocomial infections and bloodborne pathogens, their risks, possible transmission, symptoms, and proper procedure to prevent/reduce transmission</li> <li>B. Student will learn prevention strategies, situational experience, and precautions necessary to protect themselves against blood and potentially infectious materials</li> <li>C. Student will learn various types of associated transmission based contagious diseases and the preventative measures needed for protection</li> </ul>	Quiz
Assessment	20 min		A. Take and correct Assessment	Quiz
Safety, OSHA, Fire Safety	30 min		<ul style="list-style-type: none"> <li>A. Student will learn to identify Hazardous situations</li> <li>B. Student will learn to use the SDS manuals</li> <li>C. Student will learn the basics of fire Extinguisher use</li> </ul>	Quiz
Assessment	20 min		B. Take and correct Assessment	Quiz
Job Search and Interviewing	60 min		<ul style="list-style-type: none"> <li>A. Students will learn resources, techniques, and additional skills necessary to further assist them</li> <li>B. Participation in mock interview and receive moderate assistance with resume</li> </ul>	Oral
Glossary and Study Guide	90 min		<ul style="list-style-type: none"> <li>A. Student will learn necessary medical terms, abbreviations, prefixes and suffixes</li> <li>B. Student will complete study guide</li> </ul>	Oral
<b>Class 8- LAB - HANDS ON</b>	<b>Total Hours</b>	<b>Total Hours 4</b>	<b>Class 8- LAB - HANDS ON</b>	
Lab (Reminder NO pass-offs, only practice)		95 min	A. Student continues to demonstrate and gain proficiency with the butterfly needle specific to hand	Observation

			veins, straight needle, and capillary puncture	
Lab (Reminder NO pass-offs, only practice)		105 min	A. Student continues to demonstrate and gain proficiency with the butterfly needle specific to hand veins, straight needle, and capillary puncture	Observation
<b>Class 9- HANDS ON LAB</b>	<b>Total Hours</b>	<b>Total Hours 4</b>	<b>Class 9- HANDS ON LAB</b>	
Lab - Skills Examination		105 min	A. Practical Exam - Hands on Pass-Off (Two arm draws, two hand draws, completely unassisted)	Observation Practical Assessment
Lab - Skills Examination		95 min	B. Practical Exam - Hands on Pass-Off Continued (Students should continue to practice even if they have completed the Practical Exam)	Observation Practical Assessment
<b>Class 10 - Review &amp; Written Test</b>	<b>Total Hours 4</b>	<b>Total Hours</b>	<b>Class 12 - Test Review Written Test</b>	
Test Review	40 min		A. Test Review	Written
<b>National Examination</b>	180 min		A. <b>Student will be able to sit National Examination - Proctored</b>	Written

## 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 Health Career 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).