

CALIFORNIA INSTITUTE OF MEDICAL SCIENCE

**Course Catalog
January 1, 2011 –
December 31, 2011**

MISSION STATEMENT

The California Institute of Medical Science is committed to providing impeccable laboratory training to individuals of all backgrounds through academic and hands on training. CAIOMS provides students with the opportunity to achieve their highest potential as a medical professional.

PROGRAM ACCREDITATION

Phlebotomy Technician Module

The California Department of Public Health (CDPH) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) approve CAIOMS’s Phlebotomy Technician program module.

NAACLS is a programmatic accrediting body that is recognized by the Council for Higher Education Accreditation (CHEA). In California, NAACLS grants program approval to phlebotomy technician programs.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd, Suite 720
Rosemont, IL 60018
Phone: (773) 714-8880
Web Site: www.naacls.org

The Bureau for Private Postsecondary Education (BPPE) has not yet reviewed the California Institute of Medical Science’s application for approval to operate. However, under the California Private Postsecondary Education Act of 2009 Section 94809 (c), CAIOMS is approved to operate.

LOCATIONS AND PROGRAMS

Fresno Campus

Manchester Center
1901 E. Shields, Suite B-118
Fresno, CA 93726
559-490-3911
www.caioms.com

Certificate of Completion Programs:

Phlebotomy Technician / Lab Assistant - Two Certificates of Completion

- Limited Phlebotomy Technician (LPT), Certified Phlebotomy Technician I (CPT 1)
- Medical Lab Assistant

Phlebotomy Technician - Certificate of Completion

- Certified Phlebotomy Technician I (CPT 1)

AFFILIATED INSTITUTIONS (CLINICAL SITES)

- | | | | |
|---|--|---|--|
| •Sunnyside Medical
-Fresno, CA | •Fresno Medical Center
-Fresno, CA | •Riverside Medical Clinic
-Madera, CA | •CSATF Lab
-Corcoran, CA |
| •Catholic Healthcare
West
-Throughout San
Joaquin Valley | •Naval Hospital
Lemoore
-Lemoore NAS, CA | •Coalinga Regional
Medical Center
-Coalinga, CA | •Foundation
Laboratory
-Fresno, CA |
| •Alta Family
Health Clinic
-Dinuba, CA | | | |

ADMISSION REQUIREMENTS

Candidates must meet all immunizations; physical exam, educational prerequisites, and can pass a nationwide criminal background check and drug screening. Before starting any program or its clinical component, each student must provide an attestation from his or her family physician certifying of the absence of mental and/or contagious disorders.

Candidates must have basic proficiency in reading and writing English. CAIOMS does not accept credits from other institutions or through challenge examinations and achievement test.

The California Institute of Medical Science has not entered into an articulation or transfer agreement with any other college or university.

Applicants must have one of the following:

- Official (sealed) High School transcripts
- GED

* The National Licensing and State of California Certification organizations will require official transcripts for examination and application eligibility. Note: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by a foreign transcript agency before submission.

All applicants must show proof of the following before they begin any program:

- Documentation of:
 - Immunization Requirements
 - Valid CPR Card from the American Heart Association, Healthcare Provider, Basic Life Support course, two (2) year certification. *

* Paid for by the California Institute of Medical Science if not current and enrolled in the 12-week program.

All documentation must remain valid throughout the duration of the completion date of the program. Documentation of vaccinations must be provided to the admissions office before the start of the program.

Ability-To-Benefit

Any student that does not have a high school diploma, or transcript showing graduation from an accredited high school, or a valid GED certificate must not be enrolled until the student had taken an Ability-to-Benefit test and received a passing grade.

This requirement is absolute. If the student cannot produce proof of high school graduation they must be tested prior to enrollment.

English Language and Math Assessments

During the first class session you will undergo English-language reading and comprehension as well as math assessment. In order to succeed in the program, you must have a basic mastery of the English language as well as knowledge of basic mathematical calculations. If you do not pass the assessment exam, you will not be admitted into the program and will need to contact CAIOMS for a full refund or to transfer fees to the next available program. If you have received textbooks, you will need to return them to our corporate office before your refund can be processed.

English as Second Language (ESL)

California Institute of Medical Science does not offer English as a second language instruction.

DRUG SCREENING REQUIREMENTS

Drug-Screening test may be required before the start of externships. Positive results on drug testing could affect the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain certification after completion of the program. The student will pay the cost of examinations, screenings, and drug tests.

Students must comply with the minimum health requirements from each individual clinical education center where performing externships.

BACKGROUND CHECK

All students must complete their background check at least one week before the start of any program. The student will pay the cost of the background check. CAIOMS will facilitate background-checking procedures. Background check results may affect the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain certification after completion of the program.

VISA

Potential students must be US citizen in order to be admitted into any program offer at CAIOMS.

EXPERIENTIAL CREDIT

The California Institute of Medical Science does not award credit for experiential learning.

IMMUNIZATION REQUIREMENTS

All applicants must show proof of the following immunizations before they begin any program:

- Hepatitis B (within last 10 years) *
- Measles/Mumps/Rubella (2 if born after 1957)
- Varicella (Titer/vaccine) (Possibly 2 immunizations)
- Tuberculosis (PPD –skin/Chest x-ray) (1 within the last 12 months) *
- Tetanus/Diphtheria (within the last 10 years)

* Paid for by the California Institute of Medical Science if not current and enrolled in the 12-week program. Injection one of three series hepatitis b injections only. It is the responsibility of the student to complete the series.

CPR POLICY

A valid CPR card from the American Heart Association, Healthcare Provider, Basic Life Support course two (2) year certification is required. Applicant must present a valid CPR card at the time of submitting an application. Letters of course completion cannot be submitted in lieu of card.

If you do not have a valid CPR card or have never taken CPR before, training will be provided by CAIOMS at no additional cost, upon acceptance. 12 week course only.

GRADUATION REQUIREMENTS

To be eligible for graduation from any of the programs, the student must meet all the following criteria:

- All financial obligations must be met to include tuition, lab supplies, and textbook.
- The student must complete and pass all didactic courses, exams and externship as well as successfully meeting all competency evaluations.
- Program exit examination or competency examination must be passed.

TUITION

12-Week Program - Tuition Includes: Phlebotomy Testing (First attempt), Hepatitis B (First injection), TB Skin Test, CPR, Classroom and Clinical Training.

5-Week Program - Tuition Includes: Classroom and Clinical Training.

FINANCIAL AID

Financial Aid is unavailable at this time; however, we accept payments through student loans, Workforce Connection, Governor's scholarship, AmeriCorps, Veterans Administration, and Department of Rehabilitation.

CAIOMS also offers a payment plan.

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

1. A student has the right to stop school at any time; and has the right to receive a refund through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your course through the last day of attendance. Refunds will be dispersed within 45 days following written notification of withdrawal and application for refund. If a student has attended 60% or less of a program (In-class/Didactic) then their refund will be prorated by the percentage attended. If a student has attended more than 60% of a program (In-class/Didactic) then the student is not eligible for a refund. If eligible for a refund, refundable portion does not include \$250.00 nonrefundable application fee and any deduction for equipment not returned in excellent condition within 1 day after the notice of cancellation is received. **STUDENTS MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1901 E. Shields, Suite B-118. Fresno, CA 93726. This must be done by hand delivery.
4. The written notice of cancellation needs to be on a Notice of Cancellation Form, available upon request.
5. If you have satisfactorily completed the program but are unable to complete the externship, you may apply in writing to receive a refund not to exceed \$100 and a certificate of completion for the classroom portion of the course.

Cancelation of a Program by the School

The school may cancel the enrollment of any student for any of the following reasons:

1. The student does not meet the Eligibility Requirements as set by the school.
2. In case of emergency or low enrollment

The CAIOMS reserves the right to postpone or reschedule any class or instructor at any time. Cancellation notice will be given in writing, stating the reasons for the action.

COURSE CANCELLATION POLICY

CALIFORNIA INSTITUTE OF MEDICAL SCIENCE may cancel any course, class, or program due to insufficient enrollment or instructor unavailability. There may or may not be the adequate opportunity to notify students in advance. We will make every reasonable effort to prevent this from happening. Inconvenienced students will be provided automatic admission to the next equivalent course. Refund of all course costs will be granted unconditionally. Students must pay all applicable registration fees for upcoming classes.

STUDENT CONDUCT

Students shall always conduct themselves in a professional and ethical manner always. In addition to being expected to follow the rules and regulations established by the program and clinical education centers, students are expected to follow the Standard of Ethics and act in accordance with the American Hospital Association Patients' Bill of Rights. For future details of student conduct, complete rules and guidelines are in the Student Handbook.

CODE OF STUDENT CONDUCT

For further details of the code of student conduct, complete rules and guidelines are in the Student Handbook.

STUDENT RECORDS

A secured master file will begin when the student is accepted and will contain the application, transcripts, and other documents required for training purposes. At completion of the program all official information (copy of transcripts, record of clinical performance, and record of program completion) will remain on file onsite for five years. The California Institute of Medical Science will maintain transcripts for all students permanently. Students are encouraged to make and archive copies of all-important documentation throughout their training. If a student withdraws before graduation, a summary statement of the student's progress and refund calculation as well as copy of refund (if applicable) will be placed in the folder. This folder will be treated as described above.

Students may inspect their master file at any time under the direct supervision of the program director or an authorized staff member. Should a student find, upon the review, that there are records that are inaccurate or misleading the student may request that errors be corrected. If there is a difference of opinion regarding the existence of errors, the student may ask that a meeting be held to resolve the matter.

All student records are confidential and information from them will only be given to authorized persons. Data such as grades, registry and state certification examination scores, health records, and performance evaluations may not be revealed without the student's consent. Only authorized personnel will have access to in-progress student evaluations and files.

STUDENT SERVICES

Library / Resource Center

Students are able to read up to date material on relevant subject matters and to temporarily check out educational materials.

Student Advising

Students are encouraged to speak to their instructor if they are concerned about their academic success. Your Instructor is the best resource to advise you in preparing for success in the classroom.

Student Tutoring

Instructors are available for tutoring. You must coordinate an available time with your instructor.

Housing

CAIOMS does NOT have dormitory facilities under its control. However, hotel and rental accommodations are available nearby.

Request for Accommodations

CAIOMS provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with documented disabilities who request and demonstrate the need for accommodation. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. CAIOMS requires documentation to validate that the individual is covered under ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation. Participants with an identified disability per ADA guidelines must send a written request for an accommodation, including all appropriate supporting documentation, at least four weeks before the anticipated start date of the program.

Placement Services

At this time, the California Institute of Medical Sciences does not offer job placement.

RESOURCES

CAIOMS is a 2,000 sq. ft. single level institute equip with similar equipment (needles, syringes, EKG machine, etc.) used in the workforce, including a library / learning resource center for student to read updated material on relevant subject matters and to temporarily check out educational materials.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CAIOMS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 (CAIOMS) to determine if your credits or degree, diploma or certificate will transfer.

TRANSCRIPTS

Each student's file will contain their academic progress record and evidence of diplomas issued by this institution. Transcripts will only be released to the student upon receipt of a written and signed request. Subsequent copies are available upon payment of a fee.

FOREIGN TRANSCRIPT/ DIPLOMA EVALUATIONS

All foreign transcripts and degrees must be evaluated and translated into equivalent college hours by a "foreign education transcript evaluation organization" if you wish to receive prerequisite credit.

Following is a compilation of possible foreign education transcript evaluation organizations. The California Institute of Medical Science does not review or endorse these or other providers of foreign education transcription.

- World Education Services: <http://www.wes.org>
- Fikrat Consulting, Inc.: <http://www.fikratconsulting.com>
- Educational Credential Evaluators: <http://www.ece.org>
- Educational Perspectives: <http://www.educational-perspectives.org>
- Foreign Consultants: <http://www.foreignconsultants.com>
- Foundation for International Services, Inc.: <http://www.fis-web.com>
- Globe Language Services, Inc.: <http://www.globelanguage.com/osc/index.php>
- International Consultants of Delaware: <http://www.icdel.com>
- International Research Foundation, Inc.: <http://www.ierf.org>

NONDISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veterans status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Staff and students are responsible for conducting themselves in a professional and respectful manner.

STUDENT GRIEVANCE PROCEDURE

Any student believing there to be a problem related to his/her role, responsibilities or rights may initiate the grievance procedure to resolve a dispute or conflict. A full description of the Student Grievance Procedure is published in the Student Handbook.

DISCIPLINARY PROBATION

Student disciplinary action is designed to enforce the policies and guidelines of the California Institute of Medical Science and its programs. Acceptable conduct and behavior must always be adhered to. Disciplinary action is enforced as a consequence when a student disregards the boundaries of acceptable behavior as outlined in the Course Catalog and/or Program Application Package. Students who violate any of the various program policies and guidelines will be placed on probation.

A written disciplinary probation is an official notice for a specified time during which a student must demonstrate conduct that conforms to California Institute of Medical Science's standards of conduct. Assigned discipline may include a combination of sanctions for a particular incident. When a student is found in violation of California Institute of Medical Science's policies or program regulations and guidelines, any of the following types of student disciplinary action may be imposed:

Disciplinary Probation

A status imposed for a specific time during which a student must demonstrate conduct that conforms to California Institute of Medical Science's standards and conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally as Dismissal.

Dismissal

Dismissal is the termination of student status for an indefinite period. Readmission to the Institute shall require the specific approval of the Program Director and/or School Director of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

DRESS CODE

Professional appearance must be maintained always. California Institute of Medical Science students are expected to keep themselves clean, neat, and well groomed. Healthcare workers have an obligation to preserve appropriate public relations. Failure to comply with the following policy may be grounds for dismissal. For further details regarding uniform, please refer to the Student Handbook.

ATTENDANCE

A strict attendance policy is enforced for classroom and clinical site work. Participants must be able to commit to being present and on time for all classroom and clinical site work.

Students are expected to attend and participate fully in all scheduled course / program classes, activities, and experiences.

Any absences within the state required hours must be made up hour for hour (often minimum hours are also mandated by state regulation).

Students will not receive certificates of completion from the California Institute of Medical Science if there are three unexcused tardies of 5 minutes or more, unexcused absences, or any early departures of one minute or more. There are no make-up assignments by home or book study. Students can only make up missing class days in another session on the same topic.

If a clinical class or lab is missed, in whole or in part, the student must make up missing days.

Campus make-up time must be completed before progression to the next segment of the program, unless the School Director approves an extension.

Two absences or four tardies (late) in a four-week session are unacceptable and will lead to termination from the program. A prorated refund will be issued within 30 days of the date that you are administratively dropped. If a student has attended 60% or less of a program, then their refund will be prorated by percentage attended. If a student has attended more than 60% a program, then the student is not eligible for a refund.

TARDINESS & PUNCTUALITY

Tardiness to class, lab, or clinical lab is unacceptable. CAIOMS courses are designed to prepare students for the world of work where punctuality is valued by employers and employees. CAIOMS reserves the right to dismiss any tardy student and treat the incident as an absence. This action may prevent the student from progressing in the program. **Two "Tardies" equal an absence.**

PARTICIPATION

California Institute of Medical Science believes that students learn a great deal from one another and from lab / clinical staff. Passive behavior by a student is discouraged. The instructor reserves the right to adjust grades for any course component on the basis of the student's degree of participation. This action may prevent the student from progressing in the program.

CLINICAL SITE TRAVEL

Students may be required to travel several hours to clinical sites. All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. Their respective Clinical Coordinator and/or Program Director will present rotation requirements to the student. Students may be required to rotate between clinical sites during their clinical education to ensure all students receive equitable high quality clinical education during their training.

CLINICAL REQUIREMENTS

Admission into of CAIOMS' programs is contingent upon completing all requirements and passing the mandatory background check and the ability to pass a drug-screening test. Additionally, CAIOMS has a clinical education component that must be completed to meet graduation requirements. Some clinical education sites require students to submit to both a criminal background checks and drug screening. Students are responsible for all fees associated with these procedures. Students may be required to travel several hours to clinical sites. **Clinical rotations are typically Monday – Friday; 9:00 a.m. – 5:00 p.m., so you must schedule work and other class times in the evening and/or weekends. Clinical assignments are decided by lottery.**

LEAVE OF ABSENCE / WITHDRAW / INCOMPLETE

Should a student's circumstances be such that a leave of absence is needed, the student must submit an application for a leave of absence to the School Director or designated official. At the School Director's discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the School Director or designated official, at his/her sole discretion, may dismiss a student from the program and issue the appropriate refund, if applicable.

Students may request an additional LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period. There will be no charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.

I – Incomplete. If the course has not been completed, the instructor may grant an "I". To receive an incomplete (I), the student must petition, no later than the last week of the term, for an extension to complete the required coursework. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an "F".

W – Withdraw. The student may withdraw from any course before the end of the term. At the end of the term, the instructor will issue a "W". A student who withdraws or is administratively withdrawn must take the full course and is responsible for a new tuition payment for that course of study.

GRADING

Class (Didactic):

- **Students must pass each course with a grade of not less than 80%.**
- Any student falling below 80% cumulative grade during the course will be counseled and offered remediation.
- Students must maintain an 80% cumulative grade to take the final exam or continue.
- Students must obtain an 80% grade on the class final exam to progress to the next class in sequence (for courses with multiple classes)
- Students must also obtain an 80% grade on the course comprehensive final to qualify for the certification exam.
- One opportunity to retake a course comprehensive final will be offered for students scoring less than 80%.
- Many career preparation courses have a Comprehensive Competency Assessment. There is a Didactic and a Practical Component to this examination. Students must pass both parts with at least 80% to qualify for the Certificate Exam(s).

Lab (On campus):

Students must have completed all performance check offs by the conclusion of the course. Current skills must be checked off before performance in the clinical setting (for courses with concurrent clinical experiences).

Any student failing a check off will be counseled and offered remediation

One opportunity to retake a lab comprehensive final will be offered for students performing at an unsatisfactory level.

Students will be permitted to progress to the next class (for courses with multiple classes) only when they have passed all the skills of the previous class by the posted deadline.

Part of the course Competency Assessment includes a Practical examination. Students must pass this assessment before being permitted to perform the related skills with actual patients in the clinical setting (externship).

Clinical (Externship):

- Students must have completed all clinical assignments and scheduled hours by the conclusion of the course.
- Any student failing a clinical day will be counseled and offered remediation. Failing more than two clinical days will result in termination of the student from the program. This student will be given the opportunity to enroll in a subsequent course and repeat the entire process.

The externship grading policy involves:

- P (Pass) - "P" grade is defined as a pass for obtaining credit for the course.
- F (Fail) - "F" grade is defined as a fail.

Failing grades during externship training is caused by poor attendance, unprofessional conduct, or unethical behavior that contradicts with school and affiliated facilities policies.

At the conclusion of each course the student will be issued one of these grades:

A = Outstanding performance	90 - 100%
B = Above average performance	80 - 89%
F = Unsatisfactory	Below 80%
W = Withdrawal	Request filed before the end of
program. (See Withdraw Policy)	

CERTIFICATION AND LICENSING

Examinations and their content are controlled by outside agencies and CAIOMS cannot guarantee that graduates will be able to pass the examinations. Registration or license requirements for taking and passing the examination are not controlled by the school but by outside agencies and are subject to change by the agency without notice to the school. Therefore, the school cannot guarantee that graduates will be eligible to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment. Often the eligibility of program graduates is affected by the specific programmatic accreditation of the institution's programs. CAIOMS' programs do possess appropriate programmatic accreditations that meet certifying agency educational requirements. Please refer to the individual program listings in this catalog and to the appropriate program application package to determine the programmatic accreditation standing of a specific program.

CERTIFICATION AND LICENSING DISCLAIMER

Phlebotomy Technician

Completion of this course does not automatically enable a graduate to work as a Phlebotomist in the state of California. Successful completion of this course will enable students to sit for the national exam and after passing it they may apply for their California Phlebotomist Technician (CPT) license. To work as a Phlebotomist in California, you must complete a State approved phlebotomy-training program, pass a State approved phlebotomy certification exam, apply for certification, and pay application fee to the State. The ASCP national phlebotomist exam will be paid for by CAIOMS if enrolled in the 12-week program. **(First attempt only).**

Medical Laboratory Assistant

Although not required, some employers prefer applicants who are certified by a recognized professional association. Many Lab Assistants learn their skills on the job. However, some do go through a formal training program. With the growing need for phlebotomist and employers looking to save money, phlebotomists trained in lab assisting are desirable.

Completion of this course does not automatically guarantee certification. Students must pass national exam by American Medical Technologists (AMT). **Fee for testing is the students' responsibility.**

GRADUATE REQUIREMENTS

To graduate with certificates of completion from any of the CAIOMS programs, students are required to successfully complete all didactic and clinical education courses and hours, including co-requisites if applicable. In addition, all financial obligations to the program must be fulfilled. Issuing of the degree or certificate of completion is not contingent upon the students passing any type of external certification or licensure examination.

CATALOG POLICIES

This catalog is current as of time of publication. Rules governing student conduct, admissions policies, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Please check with the School Director or Program Director if you have questions regarding the content of this catalog. We reserve the right to adopt, amend, or repeal rules and policies that apply to students and School operations. Changes in the content of this catalog will be posted on bulletin boards, emailed or mailed to the students and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and School policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog will be initially added by means of an addendum and will appear at the end of the catalog.

PROGRAMS' POLICIES

The rules and regulations are subject to change without notice.

FACULTY

School Director
Steven D. Jackson II, BA, CPT1, RMA

Program Director
Debra Thompson, RN

Faculty
Patricia Brown, CPT1

PROGRAMS

PHLEBOTOMY TECHNICIAN / LAB ASSISTANT (PTLA) – 12 WEEKS

Program Description

This course provides education for motivated individuals wanting a new career in the laboratory as a phlebotomist. The 326-hour Phlebotomy Technician / Lab Assistant (PTLA) program provides 206 hours lecture / in-class lab and 120 hours clinical training. Onsite training will take place on campus, in the classroom / laboratory area. Students will be trained how to use blood draw equipment as well as preanalytical equipment. Student externships will take place at participating affiliates in the San Joaquin Valley.

Individuals who successfully complete the program will receive two certificates of completion from CAIOMS allowing students to sit for the phlebotomy and medical lab assistant national certification examinations. Upon passing the phlebotomy examination and depending on courses taken, graduates are eligible to apply to the state of California for their LPT or CPT 1 license. State application and testing fees will apply. **PLEASE DO NOT SEND CDPH/LFS A COPY OF YOUR CERTIFIED MEDICAL LABORATORY ASSISTANT CERTIFICATE OF COMPLETION.**

Students are not required to pass the Medical Laboratory Assistant exam through American Medical Technologist (AMT) to become licensed or gain employment as a phlebotomist in California. However it does signify the desire for additional training as a laboratory professional.

Limited Phlebotomy Technician I (LPT)
Certified Phlebotomy Technician I (CPT I)

Phlebotomy Technician / Lab Assistant Duties

A Phlebotomy Technician / Lab Assistant (PTLA) combines the duties of a Certified Phlebotomy Technician (CPT) and a Lab Assistant (LA).

Depending on the level of training, phlebotomist draw blood through venipuncture, skin puncture, or arterial puncture. Lab assistants duties include; specimen processing as well as operating and maintaining semi-automated test equipment. Duties may also include fixing blood / tissue specimens on slides, and using computers to input data.

Depending on the facility of employment CPT's may perform LA's duties as well as their own including; collect patient histories, measure vital signs, height and weight.

Physical Requirements

- Stand and/or walk up to 6 1/2 hours throughout an 8-hour shift.
- Lift and move a minimum of 25 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

Condition and Number of Patients Drawn - Clinical (Off campus lab)

During the externship patients to be drawn (adults ranging from pediatric to geriatric) for venipuncture and blood draws will be at the discretion of the facility. All students will be observed by an on site supervisor or designated superior. By the conclusion of the course students will have a record of 120 clinical hours and 100 blood draws, minimum.

Arterial Observation Policy

If a student is attending an externship, they must observe a minimum of two arterial blood draws.

The following courses are required to obtain certificates in this field.

Course ID#	Course Name	Credit Units
PTLA 100	Basic and Advanced Phlebotomy / Lab Assisting Theory	4.0
PTLA 101	Externship	3.0
Program Total:		7.0

Program Graduation Requirements:

A grade of "B" or higher is required.

Class Schedule

Phlebotomy Technician / Lab Assistant Program Schedule (326 Hours)

Morning: 7:20 am - 12:00 pm

Evening: 5:20 pm - 10:00 pm

12 Weeks + 120 Clinical Hours

Didactic Weeks M/T/W/TH

Fresno Campus

Clinical Weeks M – F

Clinical hours will vary by facility

*Dates and hours are subject to change, Select holidays are observed.

Course Description

PTLA 100 Basic and Advanced Phlebotomy and Lab Assisting Theory

4.0 Units - 206 hours

This course is designed to provide step-by step blood collection procedures in blood draw with specific knowledge of the role of the phlebotomy technician / lab assistant, the proper use of equipment, and techniques necessary to perform capillary (skin) punctures and venipunctures, EKG's, vitals, and height & weight. Basic anatomy and physiology, safety, legal, and ethical issues are discussed in detail. Review the testing aspects of tubes that are used in phlebotomy. Discuss the different roles of lab personnel. **The final four weeks of class will satisfy the State of California requirements.**

PTLA 101: Phlebotomy Technician / Lab Assistant Externship

3.0 Units – 120 hours & 100 blood draws

Under the direct supervision of the designated supervisor, students will apply their skills and knowledge in a practical setting. The teaching facility will provide appropriate supervision and weekly evaluations of student performance under the direction of Clinical Coordinator and/or Program Director. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

PHLEBOTOMY TECHNICIAN (PT) – 5 WEEKS

Program Description

This course provides education for motivated individuals wanting a new career in the laboratory as a phlebotomist. The 175-hour Phlebotomy Technician program provides 75 hours lecture / in-class lab and 100 hours clinical training. Onsite training will take place on campus, in the classroom / laboratory area. Students will be trained how to use blood draw equipment as well as preanalytical equipment. Student externships will take place at participating affiliates in the San Joaquin Valley.

Individuals who successfully complete the program will receive a certificate of completion from CAIOMS allowing students to sit for the phlebotomy (State) national certification examination. Upon passing the phlebotomy examination, graduates are eligible to apply to the state of California for their LPT or CPT I license. State application and testing fees will apply.

Limited Phlebotomy Technician I (LPT)
Certified Phlebotomy Technician I (CPT I)

Phlebotomist Duties

Depending on the level of training, phlebotomist draw blood through venipuncture, skin puncture, or arterial puncture. Duties may also include fixing blood / tissue specimens on slides, and using computers to input data.

Depending on the facility of employment CPT's may collect patient histories, vital signs, and height & weight.

Physical Requirements

- Stand and/or walk up to 6 1/2 hours throughout an 8-hour shift.
- Lift and move a minimum of 25 pounds
- Operate all laboratory equipment
- Reach forward 18 inches, bend, crouch, or stoop 20 times per hour

Condition and Number of Patients Drawn - Clinical (Off campus lab)

During the externship patients to be drawn (adults ranging from pediatric to geriatric) for venipuncture and blood draws will be at the discretion of the facility. All students will be observed by an on site supervisor or designated superior. By the conclusion of the course students will have a record of 100 clinical hours and 100 blood draws.

Arterial Observation Policy

If a student is attending an externship, they must observe a minimum of two arterial blood draws. The following courses are required to obtain certificates in this field.

The following courses are required to obtain certificates in this field.

Course ID#	Course Name	Credit Units
PHLEBO 100	Basic and Advanced Phlebotomy Theory	2.0
PHLEBO 101	Externship	2.5
Program Total:		4.5

Program Graduation Requirements:

A grade of "B" or higher is required.

Class Schedule

Phlebotomy Technician Program Schedule (175 Hours)
Fridays: 5:20 pm - 10:00 pm
Saturdays and Sundays: 7:20 am - 12:00 pm
5 Weeks + 100 Clinical Hours

Didactic Weeks F/S/SU Fresno Campus
Clinical Weeks M – F Clinical hours will vary by facility

*Dates and hours are subject to change, Select holidays are observed.

Course Description

PHLEBO 100 Basic and Advanced Phlebotomy Theory

2.0 Units - 75 hours

This course is designed to provide step-by step blood collection procedures in blood draw with specific knowledge of the role of the phlebotomist, the proper use of equipment, and techniques necessary to perform capillary (skin) punctures and venipunctures. Basic anatomy and physiology, safety, legal, and ethical issues are discussed in detail.

PHLEBO 101: Phlebotomy Technician Externship

2.5 Units – 100 hours & 100 blood draws

Under the direct supervision of the designated supervisor, students will apply their skills and knowledge in a practical setting. The teaching facility will provide appropriate supervision and weekly evaluations of student performance under the direction of Clinical Coordinator and/or Program Director. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

Tuition and Fees:

Cost of the PT and PTLA program:

-Tuition: \$2,050.00, \$250.00 **nonrefundable** fee- Application: \$59.00, eTextbook (www.coursesmart.com): \$26.00, Lab Supplies: \$165.00, STRF: \$5.00 **nonrefundable**

Total
\$2,305.00

*Payment Plan:

-50% of tuition: \$1,025.00, \$250.00 **nonrefundable fee**- Application: \$59.00, eTextbook (www.coursesmart.com): \$26.00, Lab Supplies: \$165.00, STRF: \$5.00 **nonrefundable**

Total
\$1,280.00

* (The remaining \$1,025.00 tuition balance is due prior to the beginning of the final four weeks (12 Week Program) or prior to the final 3 sessions (5 week Program). No cash all payments must be made by cashier's check, money order, Visa, MasterCard, or American Express).

LOANS

You are responsible for repaying the loan amount plus any interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Student Tuition Recovery Fund Disclosures (STRFD): Nonrefundable

*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

- *You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans.
- *Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
- *You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 - You are not a California resident.
 - Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act."

* Only applicable if total tuition meets or exceeds state required amount.

QUESTIONS

If you have any questions, contact California Institute of Medical Science at 559-490-3911 option 3 for a representative specifically trained to answer your questions. If after hours, please leave a message and a representative will return your call the next business day. Students or persons who have a problem or complaint are encouraged to first contact the person or persons involved. Enrolled students may request further action by contacting a program manager. If the issue remains unresolved, requests for further action may be submitted to the School President.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, Phone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax Number: (916) 263-1897.

COMPLAINTS

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

CAIOMS is an accredited business with the Better Business Bureau.

CAIOMS has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

PRIOR TO SIGNING

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