

C & S Health Education Services
17405 Chatsworth Street - Granada Hills, CA 91344
Office: (818) 366-2350 - Fax: (818) 368-8520

LIMITED PHLEBOTOMY TECHNICIAN (LPT)
CERTIFIED PHLEBOTOMY TECHNICIAN (CPT 1)
CAREER TRAINING PROGRAMS
January 1, 2010 to December 31, 2013 School Catalog

TITLE 17. Public Health, Division 1. State Department of Health Services, Chapter 2, Laboratories, Article 1.5. Licensure of Clinical Laboratory Personnel, Section 1034. Certification of Phlebotomy Technicians as of April 9, 2003

California Business and Professions Code: Division 2, Chapter 3, Definition Sections:
Section: 1029.133
"Phlebotomy" means the process of collecting blood by skin puncture, venipuncture or by arterial puncture for the purpose of obtaining blood for clinical laboratory test or examination purposes."
Section: 1029.132
"Phlebotomist" means a person who collects blood for clinical laboratory test or examination purposes."

MISSION STATEMENT

C & S Health Education Services School is an independent, private postsecondary school. The School is dedicated to providing the most current healthcare training and skills and knowledge to our students and continuing education to our healthcare professionals so they can provide the highest quality and humanistic care to meet the healthcare needs of the community members they serve.

OBJECTIVES

In order to ensure continued fulfillment of its mission, the School has established the following goals:
The School will train its students in essential skills, competencies and attitudes. This will result in students who will have successful healthcare careers and are committed to continued learning.
The School will promote equal opportunity for participation; Maintain appropriate standards for academic achievement; provide a learning environment which meets the needs of students with varied learning skills.
The School will affirm the importance of multicultural, international and inter-culture school experiences that promote individual and group understanding; and manage effectively educational and financial resources
The School will provide quality teaching and excellence in education. The School seeks qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness in learning in the students.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

In October 11, 2009, Governor Schwarzenegger signed Assembly Bill (AB) 48 (Portantino, Chapter 310, Statutes of 2009.) AB 48 is known as the Private Postsecondary Education ("Bureau") within the Department of Consumer Affairs. The Act became operative on January 1, 2010. The text of the Act is available online at www.bppe.ca.gov.

C & S Health Education Services School had a valid approval to operate on June 30, 2007 issued by the former Bureau for Private Postsecondary and Vocational Education. Section 94802(a) of the Act provides that our approval to operate shall be valid for three calendar years after the expiration date of the approval, as it read on June 30, 2007. This institution is a private institution and it is approved to operate by the bureau. Our approval to operate is valid through September 21, 2013.

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“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.”

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

All didactic, classroom lectures are conducted at 17405 Chatsworth Street in one of the three lecture room. Phlebotomy Externships, Nurse Assistant Clinical Practice and Home Health Aide Clinical Practice are all located in Los Angeles County. These externships and clinical practice are arranged given consideration of a student’s resident location, working hours and availability of transportation.

COURSE DESCRIPTIONS – Basic Requirement for Eligibility for Licensure and Certification.

Enrollment in the Phlebotomy Technician Training Program requires the student to be 18 years of age and hold a valid high school diploma, or GED or 12 units of college credit in an English language college or university. The State allows for foreign transcripts to be translated by a State approved organization as long as that education meets one of the three criteria noted above. Please refer to the Laboratory Field Services Web Site at : www.cdpg.ca.gov. Laboratory Field Services Site.

Nurse Assistant Training Program and Home Health Aide Training Program requires a student to be 17 years of age and be able to read, write and understand English at the 8th grade level. The State also requires each student to submit their fingerprints to the Department of Justice for clearance. For additional information on the fingerprint requirements refer to: www.cdpg.ca.gov, Licensing and Certification, Health Occupations, Nurse Assistant and Home Health Aide requirements.

Phlebotomy Technician Training Program

Limited Phlebotomy Training Course 101

For those students with no experience in phlebotomy. This training program consists of twenty (20) hours of classroom instruction provided at the above location. This course is recommended for those individuals that will be performing dermal (skin) punctures only. Upon successful completion of the Limited Phlebotomy Technician Training Program, students are to document twenty-five (25) successful dermal punctures. The student is then eligible to apply to the California Department of Public Health, Laboratory Field Services for a Limited Phlebotomy Technician license. All students must participate in class room lecture, attend all classes and pas the mid-term and final examination with a minimum of a 70% score. Make up hours will be considered on an individual basis and arrangements need to be made in advance and approved by the classroom instructor. There are no transferable credits for this course.

Certified Phlebotomy Technician Training (CPT1) Course 201

The training program consists of twenty (20) hours of basic classroom instructions of twenty (20) hours of advance classroom instruction. Upon successful completion of the forty (40) hours of classroom training, the student is eligible to apply to take the National Examination, at a separate cost of (\$100,00). Upon receiving a score of 70% or more on the National Examination, the student is then schedule to attend a forty (40) hour un-paid clinical laboratory externship. During the clinical externship, each student must complete and documents 50 venipunctures and 10 dermal punctures on real patients. The student is then eligible to apply to the California Department of Public

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Health, Laboratory Field Services for licensure as a Certified Phlebotomy Technician 1. These courses prepare students seek employment in a variety of healthcare settings. . All students must participate in all class room lectures, attend all classes and pass the mid-term and final examination with a minimum of a 70% score. Make up hours will be considered on an individual a basis and arrangements need to be made in advance and approved by the classroom instructor. There are no transferable credits for this course.

MEDICAL REQUIREMENTS

When enrolled into the phlebotomy training program, you are required to complete and submit copies of the following medical and insurance records by the fifth (5th) class session.

PHYSICAL: A current basic physical examination (conducted within 12 months of enrollment into the program), signed by a healthcare professional, that specifies that you have no physical limitations for participating in the classroom and clinical portions of the training program. You will be provided with a physical examination clearance form. Also, you will need to provide the School with a copy of your paid student liability insurance.

FURNISH PROOF OF THE FOLLOWING IMMUNIZATIONS:

Hepatitis B Vaccine/immunity: A hepatitis-B vaccine (start of 3 vaccinations or a signed refusal form), or proof of Hepatitis-B vaccine, 3 shot series, positive Hep-B titer OR signed refusal form.

Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.

Tuberculosis: A negative TB skin test within 6 months of beginning the course. If you had a reaction to previous skin test, please submit documentation of a negative chest x-ray within the last two years.

Varicella: A varicella vaccination (or proof) of immunization or a positive varicella titer).

REQUIRED COURSE MATERIALS:

Syllabus: Phlebotomy Technician Basic Curriculum, a three-ring notebook text and resources, clinical practice supplies and equipment, and class handouts are included in your school tuition fee.

Phlebotomy videos will be provided by the School and played during the classroom lectures.

Scrubs, Laboratory Coat and professional healthcare work shoes (closed toes & heels) costs are not included with the tuition fee. During the clinical externship, each student must wear scrubs without any insignia. You can purchase these clothing items from any clothing vendor. Students will provide a color visa size picture to the school and the school will provide a color picture identification name tag to be used during the clinical externship.

CLASSROOM DRESS ATTIRE

While in the classroom, you will be required to dress professionally. No shorts or sleeveless shirts or bare feet are permitted. Students will be required to wear a short sleeve during lecture and clinical practice. Please wear appropriate clothing as the classroom temperature may vary.

ALL COURSES ARE TAUGHT IN ENGLISH

COURSE LENGTH: Phlebotomy Technician Course 101
20 (Twenty) Hours Classroom & Documentation of 25 Dermal Punctures.

Phlebotomy Technician Course 201
40 (Forty) Hours Classroom and Clinical Documentation
40 (Forty) Hours Clinical Externship

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COURSE INSTRUCTORS All instructors are experienced phlebotomists and are approved by the California, Department of Public Health, Laboratory Field Services to provide the required classroom training and instruction for the Phlebotomy Technician Training Programs.

COURSE DATE/LOCATION: Refer to Phlebotomy Technician, Nurse Assistant and Home Health Aide Schedule of Classes for 2012. Location of the classroom and clinical sites Vary. Please refer to the individual schedules as they become available.

LOCATION WHERE CLASS SESSIONS WILL BE HELD

All Phlebotomy Technician class room didactic lecture are held at C & S Health Education Services School 17405 Chatsworth Street - Granada Hills, CA 91344, *Office: (818) 366-2350 - Fax: (818) 368-8520.*

The Nurse Assistant and Home Health Aide classroom instruction varies by location. Please refer to the Schedule of Classes when they become available.

FINGERPRINTING

At this time, no fingerprinting is required by the California Department of Health Services, Laboratory Field Services. However, you will be asked on your application to the Department of Health services, Laboratory Field Services whether or not you have ever been convicted of a felony crime. Refer to CDPH/LFS Certified Phlebotomy Technician Application Form and FAQs. (http://secure/cps.ca.gov/cltreg/pt_certinfofp.asp)

ATTENDANCE POLICY

Course must be taken in its entirety. Complete attendance is required every day of the course. Any lateness (without an excuse from faculty) of more than 15 minutes will result in immediate dismissal. Supervised make-up will be provided upon the next class availability for only one excused absence (up to 8hours) of a classroom day. You can miss three days of classes but they will need to be made up.

LEAVE OF ABSENCE POLICY

If a student requires a leave of absence, he/she must request it in writing. If granted, the student may repeat the course (if the student still meets all of the original conditions of enrollment) without re-registering within six (6) months of the first day of the leave of absence.

GRADING POLICY

Grades are assigned according a Pass (P), Fail (F), or Incomplete (Inc.)
In order to successfully pass the Comprehensive Examination, students must:

- Participate in all classroom discussion and assignments
- Satisfactorily complete required classroom hours
- Receive at least an 70% on the final comprehensive examination

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CANCELLATION AND REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

Cancellation must be made in writing, either in person or by mail.

All monies will be refunded if the applicant is not accepted by the school.

All monies will be refunded if the student cancels within three (3) business days after signing the Registration and Enrollment Agreement and making initial payment, except for pre-registration fee.

Cancellation after attendance has begun, but before completion of the course, will result in a pro-rated refund based on the number of hours completed compared to the total course hours.

Cancellation after completing sixty percent (60%) of the course will result in no refund.

The Termination Date to determine the refund is the last date of actual attendance by the student.

Refunds will be made within forty-five (45) days of receipt of a dated written cancellation notice.

If the school cancels or discontinues the courses, the school will make a full refund of all charges. A scheduled course may be cancelled by C & S Health Education Services if less than twenty (20) students are registered for

Phlebotomy Technician 101 Course and if less than twenty (20) students are registered for the Phlebotomy Technician 201 Course.

There will be no refunds of fee monies for students dismissed due to a violation of the Code of Conduct.

Repeated tardiness (1 or more times) and/or class absences without prior notification to the instructor.

Failure to make up excused absences

Disruptive behavior, foul language, possession of un-prescribed drugs or alcoholic beverages.

Theft of property from the school, classroom setting, staff or other students

Failure to arrive to the classroom in appropriate dress. One warning will be given before dismissal.

Cheating on any quiz, examination, or the comprehensive examination

The course fee does include the cost for the student's textbook and classroom handouts. Textbooks are not refundable, once purchased by the student. Every student enrolled must possess his/her own textbook.

If the course fee is not paid the student will not be able to take the comprehensive final examination to qualify for C & S Health Education Services certification of completion.

C & S Health Education Services does not participate in federal and state financial aide programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refunds.

C & S Health Education Services does not have a pending petition in bankruptcy.

C & S Health Education Services does not offer job placement. However, we do offer a class to our students that discuss how to apply for jobs in for on-line employment. We discuss where to look for jobs, how to write a resume and cover letter and give examples. We also offer assistance in writing and formulating your resume by appointment only and the fee is \$100.00 to assist you to be successful as possible in your job search.

COMPLAINT PROCEDURE

Student complaints, oral or written, shall be directed to the School Director, C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344. The School director is available during the Phlebotomy training class hours as listed in the schedule for the current year and weekends by telephone: (818) 366-2350). Complaints will be resolved per the California Code of Regulations as follows:

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The School Director will be responsible for:

Investigating the complaint thoroughly for its validity.

Rejecting the complaint, if determined to be unfounded, or resolving the complaint in any reasonable manner, including the payment of a refund.

Recording a summary of the complaint, its disposition and the reasons for action taken and placing it in students files, as well as making appropriate entry in the log of student complaint.

If the complaint is valid, determine whether or not any other students were affected and provide an appropriate remedy as well as, implement reasonable policies or procedures to avoid similar complaints in the future.

Written complaints must be responded to in writing within ten (10) days. The written response must include a summary of the investigation and disposition of it.

RECORD RETENTION POLICY

A printed copy of the student's record will be retained by C & S Health Education Services for at least five (5) years from the student's completion of, withdrawal or termination from the course. Records will be made available to the student or any duly authorized individual (i.e. any person authorized by the Private Postsecondary and Vocational Reform Act of 1989) by contacting the School Director, C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344.

NOTICE CONCERNING TRANSFERABILITY OF UNITS AT OUR SCHOOL

Units/hours you earn in our Phlebotomy 101, 201 or the Phlebotomy 201 Course will not be transferable to any other college or university in the near future even though you earned hours here at our school. In addition, if you earn a diploma or certificate in our Phlebotomy 201 Course or Phlebotomy 201 Course, in most cases it probably will not serve as a basis for obtaining a degree at a college or university.

STUDENT TUITION RECOVERY FUND

The student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible, you must be a "California Resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically, those who hold student visas, are not considered a "California Resident."

C & S Health Education Services includes the required collection of student's STRF in the tuition fee. That fee is then forward to the State on a quarterly basis.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the bureau that the school is closed. If you do not receive notice from the bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

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NURSE ASSISTANT STUDENT CATALOG

Course Description

This entry-level course prepares students for the State of California Nurse Assistant certification examination. This Nurse Assistant Training course includes classroom instruction and clinical practice in long term care facilities. Interpersonal skills, communication, safety, asepsis, weights and measurements, resident care skills, nutrition, rehabilitative nursing, vital signs, assessment data collection and emergency procedures are integrated throughout the program. Content preparation promotes a successful transition from classroom to community while providing comprehensive professional development that is of such scope, size and quality to bring about improvement in the quality of care for our increasing geriatric population.

Course Length

Total of 170 hours, 70 hours classroom instruction and 100 hours clinical instruction.

Course Instructors

All instructors are Registered Nurses (R.N.) approved by the Bureau for Private and Postsecondary Vocational Education, and the State Department of Health Services.

Course Date & Location

Lecture is provided at 17405 Chatsworth Street, Granada Hills, CA 91344 and various other clinical locations. Please call for class schedule and training dates.

Pre-Registration

There is a \$75.00 non-refundable pre-registration fee.

Tuition Fee:

Nurse Assistant Training Program fee is \$1900.00. A sub total of \$950.00 is the minimum due on registration and interview day. The balance of \$950.00 is due on the 20th day of class. Make fees payable to: C & S Health Education Services, money order or cash, no personal checks are accepted.

Enrollment Limited

A total of 15 students are the maximum per training program. Pre-register early.

To Pre-Register

Mail or bring to C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344 the following: Completed Registration and enrollment Agreement Form (lavender color) and your pre-registration fee \$75.00. (money order or cash only).

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Registration Interview Day

Bring the following completed forms with you:

- ⊗ Application/Screening ⊗ Criminal Screening ⊗ Health Screening Policy
- ⊗ Student Health History ⊗ Physical Examination ⊗ Hepatitis B Vaccine Policy
- ⊗ Make-Up Policy ⊗ Dress Code Policy ⊗ Picture I.D.
- ⊗ Social Security Number ⊗ Complete or minimum Tuition Payment

HEALTH PHYSICAL EXAM

In order to perform the clinical portion of the course in a long term care facility you must show evidence of a recent physician's visit (within the past 6 months) which states that you have no physical limitation which would prevent you from working as a Nurse Assistant and that you free from any communicable diseases.

Please have the attached PHYSICAL EXAMINATION FORM completed with PPD (T.B. test) or chest x-ray result and turn in at the registration interview.

FINGERPRINTING AND CRIMINAL SCREENING POLICY

Effective July 1, 1998 the California Department of Health Services (DHS) requires that all Nurse Assistant applicants enrolling in or beginning a training program **MUST BE FINGERPRINTED**. Prior to entering the Nurse Assistant Training program, a student will provided with the necessary forms prior to Registration and Interview Day. All students are required to complete the CRIMINAL SCREENING POLICY FORM. The student must also complete and submit a Request for Live Scan Screening Form to a screening location (costs have been pre-paid by C & S Health Education Services) and bring a copy of the submitted form with them on the Registration and Interview day.

UNIFORM DRESS

You are required to wear all white clothes. White nylons or which socks and white shoes with non-skid soles on all clinical days. A list of mandatory and optional supplies including approximate costs will be provided on Registration and Interview Day. A Dress Code Policy will be provided to you prior to Registration and Interview Day.

ATTENDANCE AND MAKE-UP POLICY

1. The Nurse Assistant Training program must be taken in its entirety.
2. Complete attendance is required every day of the course.
3. An absence of more than 2 days, during the first 5 days of the course will result in immediate dismissal.
4. Supervised make-up will be provided by the instructor for only one excused absence (up to 8 hours) of a clinical day.

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5. Upon returning from an approved absence, the student must contact the instructor to develop a plan of remediation to meet the missed theory or clinical objectives. A Make-Up Policy will be provided to you prior to your Registration and Interview day.

GRADING POLICY

Grades are assigned according to Pass (P), Fail (F), or Incomplete (I). A completed Clinical Attendance Record form will be required to take the final exam. In order to successfully pass the Nurse Assistant training program, all students must:

- ✿ Participate in all class and clinical sessions and assignments..
- ✿ Satisfactorily complete required clinical hours and all required skills.
- ✿ Receive at least a score of 70% on the final examination.

Academic Progress: If an instructor feels that a student is having difficulty with a portion of the course he/she may counsel the student to determine the source of difficulty. The instructor will work with the student in an effort to resolve such difficulty. The instructor will document all consultations with the student on their individual records and place such a copy in the student's file and provide a copy to the student.

The course grade will be based on the following: Homework, written assignments, quizzes, exams and evaluation of lab and clinical skills. Lab skills are evaluated according to the Skills Evaluation Form. A = 90 – 100, B = 80 – 89, C = 70 to 79, F = 69 or below.

**THE CERTIFICATE ISSUED BY C & S HEALTH EDUCATION SERVICES
ALLOWS THE STUDENT TO SIT FOR THE STATE ADMINISTERED
COMPETENCY EXAMINATION. AFTER SUCCESSFUL COMPLETION OF THE
STATE EXAMINATION, THE GRADUATE MAY WORK AS A CERTIFIED
NURSE ASSISTANT AS DEFINED BY STATE AND FEDERAL LAW.**

CANCELLATION AND REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

1. Cancellation **must** be made in writing, either in person or by mail.

All monies will be refunded if the applicant is **not** accepted by the school (pre-registration fee is non-refundable).

2. All monies will be refunded if the student cancels within three (3) business days after signing the Registration and Enrollment Agreement and making initial payment, except for the pre-registration fee (non-refundable).
3. Cancellation after attendance has begun, but before completion of the course will result in a pro-rated refund based on the number of hours completed compared to the total course hours.

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CANCELLATION AND REFUND POLICY CONTINUED

4. Cancellation after completing sixty percent (60%) of the course will result in no refund.
5. The Termination Date to determine the refund is the last date of actual attendance by the student.
6. Refunds will be made within thirty (30) days of receipt of the student's cancellation notice.

There will be no refunds of tuition monies for students dismissed due to violation of the Code of Conduct as follow:

1. Repeated tardiness (2 or more times) and/or class absences without prior notification to the instructor
2. Failure to make up excused absences.
3. Disruptive behavior, foul language, possession of unprescribed drugs or alcoholic beverages.
4. Theft of property from the school, clinical setting, staff or other students.
5. Failure to arrive to clinical location in appropriate uniform and follow the dress code. one warning will be given before dismissal.
6. Cheating on any examination.

The tuition fee includes the cost for student's books. Text books are not refundable, once purchased by the student. Every student enrolled in the Nurse Assistant Training program **must** possess his/her own text books.

If the tuition is not paid, the student will not be able to take the final course examination to qualify for a C & S Health Education Services certificate of completion.

A scheduled Nurse Assistant Training Program may be cancelled by C & S Health Education Services if less than twelve (12) students are approved and registered.

RECORD RETENTION POLICY

A printed copy of the student's record will be retained by C & S Health Education Services for at least five (5) years from the student's completion of, withdrawal or termination from the Nurse Assistant Training program. Records will be made available to the student or any duly authorized individual (i.e. any person authorized by the Private Postsecondary and Vocational Reform Act of 1989) by contacting the Director of C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344.

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It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, suite S0202, Sacramento, California 95834, telephone: 916-574-7720.

COMPLAINT PROCEDURE

Students complaints, oral or written, shall be directed to the School Director, (C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344). They are available during the Nurse Assistant Training program during regular office hours (Monday – Friday – 8:30 am o 8:30 p.m.) at the Granada Hills office and weekends by telephone. Complaints will be resolved per the California Code of Regulations as follows:

The Director will be responsible for:

1. Investigating the complaint thoroughly for its validity.
2. Rejecting the complaint, if determined to be unfounded, or resolving the complaint in any reasonable manner, including the payment or a refund.
3. Recording a summary of the complaint, its disposition and the reasons for action taken and placing it in students file, as well as making appropriate entry in the log of the student complaint.
4. If the complaint is valid, determine weather or not any other students were affected and provide an appropriate remedy as well as, implement reasonable policies or procedures to avoid similar complaints in the future.
5. Written complaints must be responded to in writing within 10 days. The written response must include a summary of the investigation and disposition of it.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION - CATALOG INFORMATION

The School is approved by the California Bureau of Private Postsecondary Education and the California Department of Public Health, Laboratory Field Services. We do not award any credits for any of the courses.

The School admits students from other countries. We do not provide English language services, including instruction. We do not provide visa services and we do not vouch for student status, and any associated charges. The level of English language proficiency required of students must be documented by a U.S. high school diploma, or a GED, or 12 units of U.S. college credits and foreign transcripts that are evaluated and equivalent to a U.S. high school diploma. All course instruction is in the English language. The School does not award credit for prior experiential learning.

To enroll into one of our Phlebotomy courses, the payment for the course fee(s) must be submitted at the time of registration. We will not reserve a seat in a course for you without payment. If you enroll into a phlebotomy course you are expected and required to meet the payment requirements without exception. Please review our available payment methods for information on how to pay for your course.

If you need financial assistance, you are encouraged to contact your own local credit union or bank and inquire as to a private loan services they may offer to you as a member. Please note that there is no federal financial aid available for the phlebotomy courses.

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There are a few limited payment plans available for our phlebotomy course. An initial payment one-half of the fee (which includes a \$250.00) non-refundable registration fee) is required at the time of registration for the Phlebotomy Program. The remaining balance must be paid as agreed to by both the student and the School Administrator. If your full payments are not received by the designated and agreed upon dates, you will not be permitted to attend the externship, nor will you earn a certificate of completion.

The School does not offer distance education and the School does not provide any housing information, or dormitory facilities. The School has no responsibility to find or assist a student in finding housing, living or transportation arrangements. The School does not assist students in obtaining financing from a third party for the cost of our educational service. All programs are non-residential.

STUDENT ELGIBILITY

To be eligible for enrollment into a phlebotomy course, you do not need any previous medical experience. Please note that in order to be successful in the course, you must be able to read, speak and write fluently in English. The following minimum requirements must be met prior to completing a phlebotomy course:

Submit proof of having a current American Heart Association Basic Life Support for Healthcare Provider certification. Submit proof of having a United States high school diploma, certificate of completion, or GED. Or a minimum of twelve (12) United States college credits. All School transcripts must be "Official Transcripts" that are sent to you in a sealed envelope and marked "Official Transcripts," as this one of the requirements by Laboratory Field Services to process your request for a State Certified Phlebotomy Technician 1 license. If you attended high school in another country, you must have your transcripts translated to English and then submit them to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) <http://www.aacrao.org> for evaluation to ensure that the education received is equivalent to a United States high school. Possess a valid Social Security Number (for state licensing purposes). Meet all medical and insurance requirements and submit copies of all support documents.

C & S Health Education Services School facilities are in full compliance with Fire and Safety Codes. Classroom have comfortable seating arrangements. We provided the latest instructional materials including textbooks, syllabus, Videos and all California Department of Public Health, Laboratory Fields Services and Aide and Technician Certification Section instructional and clinical practice materials.

C & S Health Education Services does not offer distance education. The school also does not provide any housing

All student records are keep for safe keeping for five (5) years a mandated by the State of California, California Department of Public Health.

COURSE DESCRIPTION

Limited Phlebotomy Training Course 101

For those students with no experience in phlebotomy. This training program consists of twenty (20) hours of classroom instruction provided at the above location. This course is recommended for those individuals that will be performing dermal (skin) punctures only. Upon successful completion of the Limited Phlebotomy Technician Training Program, students are to document twenty-five (25) successful dermal punctures. The student is then eligible to apply to the California Department of Public Health, Laboratory Field Services for a Limited Phlebotomy Technician license.

Certified Phlebotomy Technician Training (CPT1) Course 201

The training program consists of twenty (20) hours of basic classroom instructions of twenty (20) hours of advance classroom instruction. Upon successful completion of the forty (40) hours of classroom training, the student is eligible to apply to take the National Examination, at a separate cost of (\$100,00). Upon receiving a score of 70% or

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more on the National Examination, the student is then schedule to attend a forty (40) hour un-paid clinical laboratory externship. During the clinical externship, each student must complete and documents 50 venipunctures and 10 dermal punctures on real patients. The student is then eligible to apply to the California Department of Public Health, Laboratory Field Services for licensure as a Certified Phlebotomy Technician 1. These courses prepare students seek employment in a variety of healthcare settings.

MEDICAL REQUIREMENTS

When enrolled into the phlebotomy training program, you are required to complete and submit copies of the following medical and insurance records by the fifth (5th) class session.

PHYSICAL: A current basic physical examination (conducted within 12 months of enrollment into the program), signed by a healthcare professional, that specifies that you have no physical limitations for participating in the classroom and clinical portions of the training program. You will be provided with a physical examination clearance form. Also, you will need to provide the School with a copy of your paid student liability insurance.

FURNISH PROOF OF THE FOLLOWING IMMUNIZATIONS:

Hepatitis B Vaccine/immunity: A hepatitis-B vaccine (start of 3 vaccinations or a signed refusal form), or proof of Hepatitis-B vaccine, 3 shot series, positive Hep-B titer OR signed refusal form.

Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.

Tuberculosis: A negative TB skin test within 6 months of beginning the course. If you had a reaction to previous skin test, please submit documentation of a negative chest x-ray within the last two years.

Varicella: A varicella vaccination (or proof) of immunization or a positive varicella titer).

REQUIRED COURSE MATERIALS:

Syllabus: Phlebotomy Technician Basic Curriculum, a three-ring notebook text and resources, clinical practice supplies and equipment, and class handouts are included in your school tuition fee.

Phlebotomy videos will be provided by the School and played during the classroom lectures.

Scrubs, Laboratory Coat and professional healthcare work shoes (closed toes & heels) costs are not included with the tuition fee. During the clinical externship, each student must wear scrubs without any insignia. You can purchase these clothing items from any clothing vendor. Students will provide a color visa size picture to the school and the school will provide a color picture identification name tag to be used during the clinical externship.

CLASSROOM DRESS ATTIRE

While in the classroom, you will be required to dress professionally. No shorts or sleeveless shirts or bare feet are permitted. Students will be required to wear a short sleeve during lecture and clinical practice. Please wear appropriate clothing as the classroom temperature may vary.

ALL COURSES ARE TAUGHT IN ENGLISH

COURSE LENGTH: Phlebotomy Technician Course 101
20 (Twenty) Hours Classroom & Documentation of 25 Dermal Punctures.

Phlebotomy Technician Course 201
40 (Forty) Hours Classroom and Clinical Documentation
40 (Forty) Hours Clinical Externship

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COURSE INSTRUCTORS All instructors are experienced phlebotomists and are approved by the California, Department of Public Health, Laboratory Field Services to provide the required classroom training and instruction for the Phlebotomy Technician Training Programs.

COURSE DATE/LOCATION: Refer to 2010 and 2011 class schedule

LOCATION WHERE CLASS SESSIONS WILL BE HELD:

All Phlebotomy Technician Training Program class room lectures will be held at:
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Nurse Assistant and Home Health Aide Training Program classroom are held on the clinical site. Clinical site are arranged as soon as a minimum of 10 students are enrolled and cleared by the Department of Justice. A clinical site location then will be selected according to the clinical site availability. All clinical site are located in Los Angeles County.

FINGERPRINTING

At this time, no fingerprinting is required by the California Department of Health Services, Laboratory Field Services. However, you will be asked on your application to the Department of Health services, Laboratory Field Services whether or not you have ever been convicted of a felony crime. Refer to CDPH/LFS Certified Phlebotomy Technician Application Form and FAQs. (http://secure/cps.ca.gov/cltreg/pt_certinfofp.asp)

ATTENDANCE POLICY

Course must be taken in its entirety. Complete attendance is required every day of the course. Any lateness (without an excuse from faculty) of more than 15 minutes will result in immediate dismissal. Supervised make-up will be provided upon the next class availability for only one excused absence (up to 8 hours) of a classroom day. You can miss three days of classes but they will need to be made up.

LEAVE OF ABSENCE POLICY

If a student requires a leave of absence, he/she must request it in writing. If granted, the student may repeat the course (if the student still meets all of the original conditions of enrollment) without re-registering within six (6) months of the first day of the leave of absence.

GRADING POLICY

Grades are assigned according a Pass (P), Fail (F), or Incomplete (Inc.)
In order to successfully pass the Comprehensive Examination, students must:

- Participate in all classroom discussion and assignments
- Satisfactorily complete required classroom hours
- Receive at least an 80% on the final comprehensive examination

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CANCELLATION AND REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

Cancellation must be made in writing, either in person or by mail.

All monies will be refunded if the applicant is not accepted by the school.

All monies will be refunded if the student cancels within three (3) business days after signing the Registration and Enrollment Agreement and making initial payment, except for pre-registration fee.

Cancellation after attendance has begun, but before completion of the course, will result in a pro-rated refund based on the number of hours completed compared to the total course hours.

Cancellation after completing sixty percent (60%) of the course will result in no refund.

The Termination Date to determine the refund is the last date of actual attendance by the student.

Refunds will be made within forty-five (45) days of receipt of a dated written cancellation notice.

If the school cancels or discontinues the courses, the school will make a full refund of all charges. A scheduled course may be cancelled by C & S Health Education Services if less than twenty (20) students are registered for Phlebotomy Technician 101 Course and if less than twenty (20) students are registered for the Phlebotomy Technician 201 Course.

There will be no refunds of fee monies for students dismissed due to a violation of the Code of Conduct.

Repeated tardiness (1 or more times) and/or class absences without prior notification to the instructor.

Failure to make up excused absences

Disruptive behavior, foul language, possession of un-prescribed drugs or alcoholic beverages.

Theft of property from the school, classroom setting, staff or other students

Failure to arrive to the classroom in appropriate dress. One warning will be given before dismissal.

Cheating on any quiz, examination, or the comprehensive examination

The course fee does include the cost for the student's textbook and classroom handouts. Textbooks are not refundable, once purchased by the student. Every student enrolled must possess his/her own textbook.

If the course fee is not paid the student will not be able to take the comprehensive final examination to qualify for C & S Health Education Services certification of completion.

COMPLAINT PROCEDURE

Student complaints, oral or written, shall be directed to the School Director, C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344. The School director is available during the Phlebotomy training class hours as listed in the schedule for the current year and weekends by telephone: (818) 366-2350). Complaints will be resolved per the California Code of Regulations as follows:

The School Director will be responsible for:

Investigating the complaint thoroughly for its validity.

Rejecting the complaint, if determined to be unfounded, or resolving the complaint in any reasonable manner, including the payment of a refund.

Recording a summary of the complaint, its disposition and the reasons for action taken and placing it in students files, as well as making appropriate entry in the log of student complaint.

If the complaint is valid, determine whether or not any other students were affected and provide an appropriate remedy as well as, implement reasonable policies or procedures to avoid similar complaints in the future.

Written complaints must be responded to in writing within ten (10) days. The written response must include a summary of the investigation and disposition of it.

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

BUREAU OF PRIVATE POSTSECONDARY EDUCATION STATEMENT

"Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education in the Department of Consumer Affairs, 400 R. Street, Suite 5000, Sacramento, CA 95814-6240, Phone: (916) 445-3427.

DISCLOSURE

"We (C & S Health Education Services) are registered with the State of California which means we met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form."

RECORD RETENTION POLICY

A printed copy of the student's record will be retained by C & S Health Education Services for at least five (5) years from the student's completion of, withdrawal or termination from the course. Records will be made available to the student or any duly authorized individual (i.e. any person authorized by the Private Postsecondary and Vocational Reform Act of 1989) by contacting the School Director, C & S Health Education Services, 17405 Chatsworth Street, Granada Hills, CA 91344.

NOTICE CONCERNING TRANSFERABILITY OF UNITS AT OUR SCHOOL

Units/hours you earn in our Phlebotomy 101, 201 or the Phlebotomy 201 Course will not be transferable to any other college or university in the near future even though you earned hours here at our school. In addition, if you earn a diploma or certificate in our Phlebotomy 201 Course or Phlebotomy 201 Course, in most cases it probably will not serve as a basis for obtaining a degree at a college or university.

STUDENT TUITION RECOVERY FUND

"We (C & S Health Education Services) are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form. We do participate in The Student Tuition Recovery Fund (STRF). The STRF was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. Please refer to the Enrollment Agreement for additional information.

VERIFICATION OF CATALOG, APPLICATION AND UNDERSTANDING AND AGREEMENT

Your signature on page six (6) of this acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course including all material facts concerning the school and the course of instruction which are likely to affect your decision to enroll. I have been given a copy of this signed document for my records.

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Print Full Legal Name

Date

Full Legal Signature

Date

This agreement is a legally binding instrument when signed and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course including all material facts concerning the school and the course of instruction which are likely to affect your decision to enroll. Keep your copy of this catalog and enrollment agreement for your records.

This agreement is for (please indicate which course)

Limited Phlebotomy Technician 101, a 20 hour course, in English only, consists of basic instruction designed to prepare the student for a career as a Limited Phlebotomy Technician and to be eligible to apply to the State of California, Department of Health Services, Laboratory Field Services to be approved as a Limited Phlebotomy Technician.

Phlebotomy Technician 201, a 40 hour classroom course, in English only, consists of advance instruction and a 40 hour clinical externship designed to prepare the student for a career as a Certified Phlebotomist 1 and to qualify to take a National Competency Certification Examination and apply for State of California Certification.

Location: C & S Health Education Services School
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Granada Hills, Ca 91344

Registration/Interviewer Staff Name: _____ Date: _____

BUYER'S RIGHT TO CANCEL: The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing a written notice to the School's Director

If the school cancels or discontinues the courses, the school will make a full refund of all charges. A scheduled course may be cancelled by C & S Health Education Services if less than twenty (20) students are registered for Phlebotomy Technician 101 Course and if less that twenty (20) students are registered for the Phlebotomy Technician 201 Course.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE 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 HEREUNDER.

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Full Legal Signature of the Student

Date

Print Full Legal Name of Student

Date

Nurse Assistant Training Program:

This program consists of a total of 170 Hours, 70 hours lecture and 100 hours clinical rotation in a Skilled Nursing Facility. This training Program is approved by The State of California, California Department of Public Health, Aide and Technician Certification Section. Upon successful completion of this training program, students are eligible to take the oral and written of the National Nurse Assistant Examination proctored by the California Community Colleges. The student is then eligible to apply to the State of California for Certification as a California Certified Nurse Assistant.

BUYER'S RIGHT TO CANCEL: The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing a written notice to the School's Director

If the school cancels or discontinues the courses, the school will make a full refund of all charges. A scheduled course may be cancelled by C & S Health Education Services if less than twenty (20) students are registered for Phlebotomy Technician 101 Course and if less than twenty (20) students are registered for the Phlebotomy Technician 201 Course.

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Full Legal Signature of the Student

Date

Print Full Legal Name of Student

Date

Home Health Aide Training Program

This Training Program consists of a total of 42 hours of training. 22 hours classroom and 20 hours of clinical practice in a Skilled Nursing Facility. Upon successful completion of this program the student is given a Certificate of Completion. The student then is eligible to apply to the State of California, California Department of Public Health, Aide and Certification Section as a California Certified Home Health Aide as long as the student has a current Certified Nurse Assistant Certificate.

BUYER'S RIGHT TO CANCEL: The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund by providing a written notice to the School's Director

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If the school cancels or discontinues the courses, the school will make a full refund of all charges. A scheduled course may be cancelled by C & S Health Education Services if less than twenty (20) students are registered for Phlebotomy Technician 101 Course and if less than twenty (20) students are registered for the Phlebotomy Technician 201 Course.

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Full Legal Signature of the Student

Date

Print Full Legal Name of Student

Date