



Course Catalog

Jan 1st, 2015 to Dec 31st, 2015

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<http://www.phlebotomyusa.com>

Phlebotomy Program Course Catalog

Mission and Objectives

Phlebotomy Training Specialists mission and objectives are to provide up to date, state of the art, Phlebotomy Training to individuals interested in receiving this training. The objective for PTS is to turn out high quality, well trained, competent Phlebotomists who can use their skills to benefit patients and employers.

Phlebotomy Training Specialists is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

Program Description

The National Phlebotomy Certification Program through Phlebotomy Training Specialists is a 40 hour program in which students will learn the art of venipuncture. Students will learn both didactically and hands on during the class. We will cover anatomy, physiology of blood, equipment, venisection, lab processing, special specimen procurement, OSHA, CLIA regulations, centrifuging, microscope use, capillary punctures etc. Students are required to complete 40 full hours of Phlebotomy instruction during class, after which they must participate in a 40 hour externship opportunity. They are required to complete 80 hours of Phlebotomy Class and Externship course work in order to graduate the program. They will also be required to pass 12 chapter quizzes and score at least 80% on a practice exam.

Admission

In order to qualify for the California State Phlebotomy License as a CPT1 your must complete the following in addition to the 80 hour Phlebotomy Training Program with Phlebotomy Training Specialists

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

Phlebotomy Training Specialists and their Phlebotomy Certification and Licensing program has not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions.

Licensure

Upon completion of the aforementioned items a student can then apply to the Department of Laboratory Field Services for licensure as a CPT1.

Instructors / Qualifications

Brian Treu – Founder / CEO - Brian is the Founder, CEO and Owner of Phlebotomy Training Specialists. Brian and his staff are aggressively working on National expansion, opening schools next in Southern California with locations in Orange County, Los Angeles County and San Diego County, eventually expanding into 20 hand selected states and markets in the next 24 months. He understands blood, the systems tied thereto, and got this knowledge from perfecting the extraction of blood over the last 19 years performing in excess of 265,000 blood draws. Brian's career in medicine includes completing 255 clinical research trials in all facets of medicine, specializing in Phase I clinical trials, where drugs are first introduced into the human body. He relishes pressure and has an uncanny way of dealing with stressful situations.

His specialties include Blood Banking, ICU, Emergency Room Draws, Law Enforcement, Geriatrics and the state Prison System. His knowledge of the anatomy and ability to find tough veins has made him a highly sought after Phlebotomist by firms across the state of Utah. He has a dedicated understanding that to learn Phlebotomy, you MUST to have the option to perform A LOT of venipunctures, and with him on the staff of Phlebotomy Training Specialists, you are guaranteed to get the experience AND sticks you need to be an incredible Phlebotomist.

Brian has been training in Phlebotomy for nearly 20 years, and his school Phlebotomy Training Specialists has turned out over 50,000 Phlebotomists in that time making it one of the most successful Phlebotomy Schools in the World.

Gianina Ludusan RN, BSN, PHN – Program Coordinator - Gianina is a Bachelor prepared Registered Nurse born and raised in Romania. She currently works in the Emergency Room in Huntington Beach ,CA . She has previous experience as a home health as an RN, alternative medicine nursing, correctional nursing and teaching. Gianina is passionate about the cardiovascular system and love everything about intravenous therapies. Gianina went to Cypress College in California for her ADN and to West Coast University for my BSN.

Derik Brian – California Director of Operations – Derik has been a resident of Laguna Beach for 20 years and works in both Real Estate and owns multiple Drug and Alcohol Rehabilitation Centers across Southern California. Derik will be responsible for day to day operations of Phlebotomy training Specialists including site acquisition, marketing, internal operations, inventory etc.

Student's Right To Cancel

You are entitled to receive this refund of tuition paid through attendance at the first day of class, or the seventh calendar day after enrollment, whichever is later. You as the student have the right to cancel attendance at Phlebotomy Training Specialists and obtain a refund of your tuition, minus the \$250 registration fee. You can obtain a full refund of charges by notifying the corporate office of Phlebotomy Training Specialists in writing by any of the following methods. This refund will occur within 45 days of the notification of cancellation.

Fax - 1-888-531-5800

Email – info@phlebotomyusa.com

Mail - 12458 Beach Blvd Westminster, California, 92683

Probation/Dismissal Policy

Phlebotomy Training Specialists reserves the right to place a student on probation or dismiss a student for behavior not conducive to a learning environment including but not limited to foul language, inappropriate content viewed in class on in electronic or text format, sexual harassment etc. A student will be given one warning prior to dismissal from the class. A student who has been dismissed or placed on probation can request in writing or email to be re-admitted to class. A student who is dismissed permanently will not have their tuition refunded. They may attend another month in a new class assuming they have cured their issues. If the student is dismissed from the second class for an additional violation, the student loses their tuition and their right to attend the program.

Attendance

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

Leave of Absence

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

Total Expenses- Phlebotomy Training

1. Tuition - \$1,595.00
2. Registration Fee - \$250.00 (Non-Refundable)
3. Equipment – Included in Tuition
4. Lab Supplies / Kits – Included in Tuition
5. Textbooks – Included in Tuition
6. Uniforms / Protective Clothing – Not Included in tuition – separate purchase - \$20.00 - \$40.00
7. Tutoring – Included in Tuition
8. Student Tuition Recovery Fund Fee – .50 x each \$1,000 (Non-Refundable)
9. National Certification Examination Fee - \$100.00
10. Assessment Fee: \$100.00

Student Services

Placement Policy

Phlebotomy Training Specialists does not do any formal job placement, but does do the following for students regarding employment.

1. There will be a video presentation which will explain the do's and don'ts of the interview process, and the best ways and tricks of the trade when it comes to getting a job. This video will also discuss interviewing techniques, resume writing amongst other things.
2. Employment presentation. We will teach you where phlebotomist's work as opposed to leaving you on your own to figure it out.
3. Externship Opportunities - We have these set up at local hospitals and military bases for students to participate in, and this makes you MUCH more employable.
4. We will pass on to you jobs we know about as we get requests quite frequently for applicants. As you can see from our Facebook page announcements.
5. Return Policy - We allow our students to come back to the class as many times as they want or need to free of charge forever to keep their skills sharp.

2014 / 2015 Class Schedule

2015					
	Start Date	Class Time	Class Days	Class Dates	NCCT Exam Date
AM	Mon 8/10/15	9am to 1pm	Mon - Thur	10, 11, 12, 13, 17, 18, 19, 20, 24, 25	Friday 8/28/15 @ 3:30pm
	Mon 9/14/15	9am to 1pm	Mon - Thur	14, 15, 16, 17, 21, 22, 23, 24, 28, 29	Friday 10/2/15 @ 3:30pm
	Mon 10/5/15	9am to 1pm	Mon - Thur	5, 6, 7, 8, 12, 13, 14, 15, 19, 20	Friday 10/23/15 @ 3:30pm
	Mon 11/2/15	9am to 1pm	Mon - Thur	2, 3, 4, 5, 9, 10, 11, 12, 16, 17	Friday 11/20/15 @ 3:30pm
	Mon 11/30/15	9am to 1pm	Mon - Thur	Nov 30, Dec 1, 2, 3, 7, 8, 9, 10, 14, 15	Friday 12/18/15 @ 3:30pm
PM	Mon 8/10/15	6pm to 10pm	Mon - Thur	10, 11, 12, 13, 17, 18, 19, 20, 24, 25	Friday 8/28/15 @ 3:30pm
	Mon 9/14/15	6pm to 10pm	Mon - Thur	14, 15, 16, 17, 21, 22, 23, 24, 28, 29	Friday 10/2/15 @ 3:30pm
	Mon 10/5/15	6pm to 10pm	Mon - Thur	5, 6, 7, 8, 12, 13, 14, 15, 19, 20	Friday 10/23/15 @ 3:30pm
	Mon 11/2/15	6pm to 10pm	Mon - Thur	2, 3, 4, 5, 9, 10, 11, 12, 16, 17	Friday 11/20/15 @ 3:30pm
	Mon 11/30/15	6pm to 10pm	Mon - Thur	Nov 30, Dec 1, 2, 3, 7, 8, 9, 10, 14, 15	Friday 12/18/15 @ 3:30pm
WEEKEND	Sat 8/15/15	8am to 5pm	Saturdays	Aug 15, 22, 29, Sept 12, 19	Saturday 9/26/15 @ 9am
	Sat 9/26/15	8am to 5pm	Saturdays	Sept 26, Oct 3, 10, 17, 24	Friday 10/30/15 @ 3:30pm
	Sat 11/7/15	8am to 5pm	Saturdays	Nov 7, 14, 21, Dec 5, 12	Saturday 12/19/15 @ 9am

2016

	Start Date	Class Time	Class Days	Class Dates	NCCT Exam Date
AM CLASSES	Mon 1/4/16	9am to 1pm	Mon - Thur	4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Friday 1/22/16 @ 3:30pm
	Mon 2/1/16	9am to 1pm	Mon - Thur	1, 2, 3, 4, 8, 9, 10, 11, 15, 16	Friday 2/19/16 @ 3:30pm
	Mon 3/7/16	9am to 1pm	Mon - Thur	7, 8, 9, 10, 14, 15, 16, 17, 21, 22	Monday 3/28/16 @ 3:30pm
	Mon 4/4/16	9am to 1pm	Mon - Thur	4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Friday 4/22/16 @ 3:30pm
	Mon 5/2/16	9am to 1pm	Mon - Thur	2, 3, 4, 5, 9, 10, 11, 12, 16, 17	Friday 5/20/16 @ 3:30pm
	Mon 6/6/16	9am to 1pm	Mon - Thur	6, 7, 8, 9, 13, 14, 15, 16, 20, 21	Friday 6/24/16 @ 3:30pm
	Mon 7/11/16	9am to 1pm	Mon - Thur	11, 12, 13, 14, 18, 19, 20, 21, 25, 26	Friday 7/29/16 @ 3:30pm
	Mon 8/8/16	9am to 1pm	Mon - Thur	8, 9, 10, 11, 15, 16, 17, 18, 22, 23	Friday 8/26/16 @ 3:30pm
	Mon 9/12/16	9am to 1pm	Mon - Thur	12, 13, 14, 15, 19, 20, 21, 22, 26, 27	Friday 9/30/16 @ 3:30pm
	Mon 10/3/16	9am to 1pm	Mon - Thur	3, 4, 5, 6, 10, 11, 12, 13, 17, 18	Friday 10/21/16 @ 3:30pm
	Tue 11/1/16	9am to 1pm	Mon - Thur	1, 2, 3, 7, 8, 9, 10, 14, 15, 16	Friday 11/18/16 @ 3:30pm
Mon 11/28/16	9am to 1pm	Mon - Thur	Nov 28, 29, 30, Dec 1, 5, 6, 7, 8, 12, 13	Friday 12/16/16 @ 3:30pm	
PM CLASSES	Mon 1/4/16	6pm to 10pm	Mon - Thur	4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Friday 1/22/16 @ 3:30pm
	Mon 2/1/16	6pm to 10pm	Mon - Thur	1, 2, 3, 4, 8, 9, 10, 11, 15, 16	Friday 2/19/16 @ 3:30pm
	Mon 3/7/16	6pm to 10pm	Mon - Thur	7, 8, 9, 10, 14, 15, 16, 17, 21, 22	Monday 3/28/16 @ 3:30pm
	Mon 4/4/16	6pm to 10pm	Mon - Thur	4, 5, 6, 7, 11, 12, 13, 14, 18, 19	Friday 4/22/16 @ 3:30pm
	Mon 5/2/16	6pm to 10pm	Mon - Thur	2, 3, 4, 5, 9, 10, 11, 12, 16, 17	Friday 5/20/16 @ 3:30pm
	Mon 6/6/16	6pm to 10pm	Mon - Thur	6, 7, 8, 9, 13, 14, 15, 16, 20, 21	Friday 6/24/16 @ 3:30pm
	Mon 7/11/16	6pm to 10pm	Mon - Thur	11, 12, 13, 14, 18, 19, 20, 21, 25, 26	Friday 7/29/16 @ 3:30pm
	Mon 8/8/16	6pm to 10pm	Mon - Thur	8, 9, 10, 11, 15, 16, 17, 18, 22, 23	Friday 8/26/16 @ 3:30pm
	Mon 9/12/16	6pm to 10pm	Mon - Thur	12, 13, 14, 15, 19, 20, 21, 22, 26, 27	Friday 9/30/16 @ 3:30pm
	Mon 10/3/16	6pm to 10pm	Mon - Thur	3, 4, 5, 6, 10, 11, 12, 13, 17, 18	Friday 10/21/16 @ 3:30pm
	Tue 11/1/16	6pm to 10pm	Mon - Thur	1, 2, 3, 7, 8, 9, 10, 14, 15, 16	Friday 11/18/16 @ 3:30pm
Mon 11/28/16	6pm to 10pm	Mon - Thur	Nov 28, 29, 30, Dec 1, 5, 6, 7, 8, 12, 13	Friday 12/16/16 @ 3:30pm	
WEEKEND CLASSES	Sat 1/9/16	8am to 5pm	Saturdays	Jan 9, 16, 23, 30, Feb 6	Saturday 2/13/16 @ 9am
	Sat 2/20/16	8am to 5pm	Saturdays	Feb 20, 27, Mar 5, 12, 19	Saturday 4/2/16 @ 9am
	Sat 4/2/16	8am to 5pm	Saturdays	2, 9, 16, 23, 30	Saturday 5/7/16 @ 9am
	Sat 5/7/16	8am to 5pm	Saturdays	May 7, 14, 21, Jun 4, 11	Saturday 6/18/16 @ 9am
	Sat 7/9/16	8am to 5pm	Saturdays	Jul 9, 16, 23, 30 Aug 6	Saturday 8/13/16 @ 9am
	Sat 8/20/16	8am to 5pm	Saturdays	Aug 20, 27, Sept 10, 17, 24	Saturday 10/1/16 @ 9am
	Sat 10/1/16	8am to 5pm	Saturdays	1, 8, 15, 22, 29	Saturday 11/5/16 @ 9am
	Sat 11/5/16	8am to 5pm	Saturdays	Nov 5, 12, 19 Dec 3, 10	Saturday 12/17/16 @ 9am

The first date listed above is the start date for that month, the last day of class is the last day listed above for the corresponding month. This is the schedule for the didactic portion of class. At this point we will work closely with you to participate in the externship opportunity for your required 40 clinical hours.

This enrollment agreement covers you as a student until you complete the mandatory 40 hours required for the CPT1 qualifications and associated 40 hour externship.

Financial Aid

Phlebotomy Training Specialists does not participate in any Federal or State Financial Aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Students Achievement

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

Student Tuition Recovery Fund (STRF)

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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 students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Financial

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

Award of Credit

Credit for prior experiential learning or experience will be awarded based on the lead instructor's assessment of the hands on skill set of the Phlebotomist. A 50 question exam will be given to determine intellectual knowledge of Phlebotomy. A \$100 assessment fee will be charged for determining credits to be applied to Phlebotomy class. Students can appeal by contacting the corporate office at 1-888-531-8378.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Phlebotomy Training Specialists to determine if your certificate will transfer.

VISA

Phlebotomy Training Specialists does accept students from other countries but does not provide Visa services. We do not vouch for students other than to say they are actively engaged and enrolled in the Phlebotomy Training Specialists program. There is no fee for this.

Language Proficiency

Students should be able to read at a 9th grade reading level in order to succeed in the Phlebotomy Training Class. There is no assistance given during class for language barriers, but PTS does allow translators to attend classes and assist students with translation and word / verbiage clarification.

There will not be any instruction in any other language than English.

Facilities/Equipment

The facility is class room style with tables and chairs and white boards with audio visual equipment. The tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture. Mannequins, posters, audio visual equipment will be used in training.

Library

Phlebotomy Training Specialists does not have a library all necessary materials for students to use will be online and can be found by students there. Students who do not have online access will be given paper copies upon request.

Distant Education

Phlebotomy Training Specialists does not offer any distance education

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **PTS has not responsibility to find or assist students in locating housing.** Estimated rental according to local housing agencies, rent for one to four bedroom units range from \$600 to \$900 per month.

Accreditation

Phlebotomy Training Specialists is not accredited by an accredited agency that is recognized by the United States Department of Education.

Records

Student records will be kept at our corporate office in Laguna Beach for a period of 5 years transcripts are kept permanently.

Grievance Policy/Student Rights

Student grievances can be made by calling Brian Treu, the CEO of Phlebotomy Training Specialists at 888-531-8378 or by email at brian@phlebotomyusa.com. A formal form will be required to be filled out at which time the CEO will address the concerns / grievances with the student and figure out an amicable solution to the issue.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

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

Student Disclosures

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

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

As a prospective student, you are encouraged to review this catalog 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.

This catalog is updated on the first week in January of every year.

If this catalog is requested, it will be mailed, emailed or made available for pickup at any of our locations.