

Catalog

January 1st, 2023, to December 31st, 2023

Address of the institution and where classes will be held:

Phlebotomy Training Academy

220 W. Crest Street Escondido CA 92505

Phone # of the institution: 1(800) 995-6378

Fax # of the institution: (951)405-0166

Website address of the institution: www.phlebotomyTA.com

Phlebotomy Training Academy

This institution is a private institution and is approved to operated by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Mission and Purpose

Phlebotomy Training Academy's mission is to provide hands on training to those interested in entering the Phlebotomy Industry through proper education, focused training and individualized attention to the needs of the students. Also, to guide students to achieve the Certified Phlebotomy Technician Licensure to gain a professional career in the phlebotomy field.

The purpose or objective of the Phlebotomy Training Academy is to train highly skilled, well qualified and certified phlebotomy technicians who can use their acquired skills to provide a high-level of service with the patients they work with in the healthcare industry.

Program Description

Phlebotomy Training Academy is a 40-hour program where students will learn phlebotomy and develop the skill, through hands on practice, of the venipuncture procedure. Students will learn both didactically and hands on skills training during the course. Students will practice blood drawing in class on real veins from classmates. The course will teach venesection, lab processing, physiology of blood, centrifuging, microscope use, capillary punctures, specimen procurement, equipment, anatomy and more, and safety procedures.

Students are required to complete 40 full hours of Phlebotomy class time instruction, after completing the class time, they will participate in a 40-hour clinical externship at an assigned location. A total of 80 hours of Phlebotomy Class and Externship course work is required for graduation from the phlebotomy program. Apart from attendance and required hours, students must score 70 percent or higher on all quizzes and exams during the course.

Admission

To sign up for the course and be admitted you must acknowledge that you have completed high school or its equivalent (GED).

To qualify for the California State Phlebotomy License as a CPT1 students must complete the following with Phlebotomy Training Academy

1. Complete 40 hours of class time
2. Pass the National Exam with a 78% or higher.
3. Complete 40 hours of externship and achieve 50 venipunctures and 10 capillary punctures.

Phlebotomy Training Academy has not entered into any articulation or transfer agreements with other educational institutions in which they accept credits earned at other educational institutions, neither granted credit for prior experiential learning. Credits earned at other institutions through challenge examinations and achievement tests are not recognized for this phlebotomy program.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Phlebotomy Training Academy is 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 see to transfer, you may be required to repeat some or all of your classwork at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goal. This may include contacting the institution to which you may seek to transfer after attending Phlebotomy Training Academy to determine if your certificate will transfer.

Phlebotomy Training Academy does not offer the Ability-To-Benefit (ATB) option.

Licensure

After the completion of the items listed above, the student will have the necessary completed documents to apply to the Department of Laboratory Field Services for the CPT1 licensure.

Student's Right to Cancel and Refund Policy

As the student you have the right to cancel attendance with Phlebotomy Training Academy and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The \$250 registration fee becomes non-refundable once the registered class begins, prior to the commencement of the class a full refund will be issued. To obtain a refund you must notify the office of Phlebotomy Training Academy in writing by any of the following methods below prior to the start of the class. Refund will occur within 45 days of the notification of cancellation. 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.

Fax: (951) 405-0166

Email: info@phlebotomyTA.com

Mailing Address: 220 W. Crest Street Escondido CA 92505

Attendance Policy

ATTENDANCE IS EXPECTED; Students are required to attend ALL 40 hours designated for class. There are no exceptions. Attendance is mandatory for the student's success at Phlebotomy Training Academy. Attendance and Time will be documented DAILY at the training facility. All 40 hours of classroom attendance are required to receive their Phlebotomy Training Academy Certificate and to advance to the next requirement of the national examination and the externship opportunity. If a student misses time of any class, they must attend the same portion of class the next month or work out with the instructor to train on the exact content and material during a makeup period.

Classroom Conduct / Probation and Dismissal Policy

Phlebotomy Training Academy reserves the right to place a student on probation or dismiss a student for inappropriate behavior or misconduct. Students are to refrain from disturbing or disrupting the class always, and if any foul language, inappropriate content viewed in class or in electronic or text format, sexual harassment, or any other misconduct the students may be dismissed from the class or placed on probation. Depending on the severity of the behavior, a student may receive a verbal warning prior to being dismissed or placed on probation. In order for the student to re-admit and return into the class, they must acknowledge their misconduct and state in writing that their misconduct or behavior has been rectified.

Successful students are punctual and attentive during class. They participate by asking questions and they are engaged in the lecture and don't engage in personal relationships during class. They also use edifying and positive language that is not offensive.

E-Silent

Silence all cell phones, and electronic devices that make noise before coming into class; they distract not only the owner of the electronic devices but other classmates as well.

Student Supplies: Notebook, pen/pencil, hi-liter,

Instructor Supplies: Blood collection equipment, Hand-out material, other items for enhanced learning.

Library

Phlebotomy Training Academy does not have a library on campus nor online. All necessary materials will be provided to the students during orientation on the first day of class.

Leave of Absence

Phlebotomy Training Academy does not participate or have a leave of absence; if the student has circumstances that arise and cannot make it to a class, they will need to communicate with Phlebotomy Training Academy and the student will be allowed to make up that time in a future class.

Program Cost and Fees

Total Charges for CPT-1 Certified Phlebotomy Technician Training Payable to Phlebotomy Training Academy \$1995.00

Registration – non refundable	\$ 250.00
Tuition	\$ 1,745.00
Lab Supplies	\$ Included in tuition
Text book	\$ Included in tuition
	\$

Cost of the Phlebotomy Program Description:

Tuition \$1745.00 – Class hours and Externship hours
Registration Fee \$250.00 (Non Refundable)
Skill Training Supplies 0 – included in tuition
Textbook 0 – included in tuition
Laboratory Field Services Licensing Fee \$100.00 - Separate Fee (Paid to the State of California-LFS)
National Exam Fee \$125.00 – Separate Fee
Phlebotomy Uniform - Separate purchase \$15-\$35

The total cost for the program for students completing on-time in 2023 is \$2255.00. Additional charges may be incurred if the program is not completed on-time. The amount will vary depending on the price paid for the uniform. Upon registering for the program, students must pay \$250.00 non-refundable registration fee to enroll and register for the course.

Student Services

Student Achievement

The Phlebotomy Training Academy will track student achievement and progress throughout the class through quizzes and a final exam. The final exam will be accumulative. Students can check their grade throughout the course by asking their instructor. Students must maintain an average score of 75 percent on in-class testing, and complete 40 hours of class time to qualify for graduation. If a quiz is missed a student may schedule with the instructor time either before or after class to take it. The time to take the quiz will not be applied to the 40-hour requirement.

Job Classification

Phlebotomy Training Academy prepares its graduates to become Certified Phlebotomy Technician's I – Job code 31-9097 Phlebotomists

Job Placement Policy

Phlebotomy Training Academy does not do provide job placement service for the students, however, we will cover the following in class:

1. How to prepare for the interview process, and the best tricks of the trade for searching and finding jobs to apply to.
2. How to search for phlebotomy jobs, and where phlebotomists can work.
3. Phlebotomy Training Academy will review and provide suggestions and support for resumes.
4. Return Policy – We allow our students to come back to class free of charge to keep their phlebotomy knowledge and phlebotomy skills sharp.

(2023 Program Schedule)

Morning	9AM - 1PM	(M-Th)
Evening	6PM - 10PM	(M-Th)
Saturday	8AM - 5PM	(M-Th)

Morning & Evening Dates	Start Date	Dates
	Mon 4/10/23	1,2,3,4,8,9,10,11,15,16
	Mon 5/8/2023	22,23,24,25,29,30,31, Nov 1,5,6
	Mon 6/5/23	12,13,14,15,19,20,21,26, 27,28
	Mon 7/10/23	3,4,5,6,10,11,12,13,17,18
	Mon 8/7/23	7,8,9,10,14,15,16,17,21,22
	Mon 9/5/23	23,24,28,29,30,31, Feb 4,5,6,7
	Mon 10/9/23	11,12,13,14,18,19,20,21,25,26
	Mon 10/30/23	27,28, Mar 4,5,6,7,11,12,13,14
	Mon 12/4/23	18,19,20,21,25,26,27,28 Apr 1,2

	Mon 1/8/24	3,4,8,9,10,11,15,16,17,18
	Mon 2/5/24	22,23,24,25,29,30, May 1,2,6,7
	Mon 3/7/24	8,9,13,14,15,16,20,21,22,23
	Mon 4/8/24	28,29,30, Jun3,4,5,6,10,11,12,13
	Mon 5/6/24	17,18,19,20,24,25,26,27, Jul 1,2,
	Mon 6/3/24	8,9,10,11,15,16,17,18,22,23
	Mon 7/8/24	29,30,31, Aug1,5,6,7,8,12,13
	Wed 8/5/24	14,15,19,20,21,22,26,27,28,29
	Tues 9/9/24	3,4,5,9,10,11,12,16,17,18
	Mon 10/7/24	23,24,25,26,30, Oct 1,2,3,7,8
	Mon 11/4/24	14,15,16,17,21,22,23,24,28,29
	Wed 12/2/24	30,31,Nov 4,5,6,7,11,12,13,14

Saturday	8AM - 5PM	
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Saturday Dates	Start Date	Dates
	Sat 4/15/23	6,13,20,27, Nov 3
	Sat 7/8/23	10,17, Dec 1,8,15
	Sat 8/12/23	22,29, Jan 5,12,19
	Sat 9/23/23	26, Feb 2,9,16,23
	Sat 10/4/23	2,9,16,23,30
	Sat 1/13/24	27, May 4,11,18,25
	Sat 2/24/24	1,8,15,22,29
	Sat 4/13/24	6,13,20, 27 Aug 3
	Sat 7/13/24	10,17,24, 31 Sep 7
	Sat 8/24/24	14,21,28 Oct 5, 12
	Sat 10/5/24	19,26, Nov 2,9,16
	Sat 11/16/24	23,30 Dec 7,14,21

The schedule above is for the didactic portion of class which will be held at Phlebotomy Training Academy facility.

After completing the class and passing your national exam, we will schedule your externship for your state required 40 clinical hours that include 50 venipunctures and 10 capillary punctures.

Financial Aid

Phlebotomy Training Academy does not participate in any Federal or State Financial Aid programs. The Phlebotomy Training Academy does not qualify for financial aid. This institution does not provide loans to students. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund of a

student's withdrawal. If the students have received federal student financial aid funds, and withdraws from the institution, the student is entitled to a refund of the money not paid from federal student financial aid funds.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 370-7589.

To be eligible for the STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed for discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or

event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

Financial

The Phlebotomy Training Academy does not have ANY pending petition in bankruptcy, and is not operating as a debtor in possession, nor had a petition in within the preceding five years. Also, Phlebotomy Training Academy has not 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 (111 U.S.C Sec 1101 et seq.)

Award of Credit

The Phlebotomy Training Academy does not grant credit to students for other courses taken in the medical field. This course is a stand-alone course. No reduced hours or financial credit will be permitted. The institution does not grant credit for prior experiential learning.

Language Proficiency

To be successful in this phlebotomy course, students must have a high school diploma or its equivalent GED and be able to read English at an 8th grade level. The Test of English as a Foreign Language (TOEFL) will be accepted as proof of language proficiency. Applicants must have a reading score of 20 or higher, 14 or higher on the listening, 18 or higher on the speaking, 17 or higher on the writing from the TOEFL. The material and instruction will be in the English Language. Phlebotomy Training Academy does not aid with translation languages; however, translators are welcome to attend classes to assist students. Highschool Diploma or GED will suffice this requirement.

Facilities/Equipment

The facility is a classroom style room with tables, chairs, white boards with audiovisual equipment. The tables and chairs are used for lectures and then arranged as blood draw station that are favorable to training in the art of venipuncture. Other items such as Mannequins, posters, audiovisual equipment will be used in training.

Housing

Phlebotomy Training Academy does not provide, assist, or maintain dormitory or housing facilities. Estimated rental pricing around the area, according to local housing agencies, rent for one to four-bedroom units range from \$600 – \$2500 per month around the area where the school is located. Phlebotomy Training Academy has no responsibility to find or assist a student in finding housing.

Visa

Phlebotomy Training Academy does accept students from other countries, however, the institution does not participate in Visa services. If a student needs a written proof of admission from Phlebotomy Training Academy, such document will be provided upon request.

Grievance Policy/Student Rights

Student grievances can be made by calling Kenneth Gravley, the CEO of Phlebotomy Training Academy at 1(800) 995-6378 or by email at info@phlebotomyta.com or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Rights

Phlebotomy Training Academy allows the following:

Student Records

Privacy of Student Records

Access to Management for assistance

Student can bring someone to help them for translating purposes. Phlebotomy Training Academy does not provide a translator.

Student Disclosures

A student or any member of the public may file an 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 catalog 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."

Instructors / Qualifications / Faculty

Kenneth Gravley – Founder / CEO / Instructor – Kenneth is the Founder, CEO and Owner of Phlebotomy Training Academy. Kenneth has grown his career in phlebotomy starting as a phlebotomist and has moved up the ranks as supervisor, manager, and territory manager. He has worked for some of the best hospitals and labs in Southern California. His specialties include training phlebotomy mechanics and phlebotomy technique in Pediatrics, Geriatric, ICU, Emergency Room Draws, and Geriatrics. He has hired and trained hundreds of phlebotomists throughout his career. Kenneth understands the importance of a great phlebotomy service and will demonstrate proper technique training for all types of challenges that

may arise. With Phlebotomy Training Academy you are guaranteed to have the information needed educationally and you will have the confidence to draw blood to get your started in your phlebotomy career. Kenneth is dedicated to sharing and all the tricks of the trade as he is one of the most experienced phlebotomists you will ever meet. His level of phlebotomy is at a mastery level.

Program Director – Joshua Leazenby

Director of Operations – Kenneth Gravley

2023 Phlebotomy Training and Certification Syllabus

Course Description

The Phlebotomy course will train individuals to collect, process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the public who receive laboratory services. The course follows specific guidelines set forth by the Department of Health Services in preparation for the state phlebotomy technician certification exam and employment as a certified phlebotomy technician. The course focuses on state-identified topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients.

Lectures and learnings will cover phlebotomy equipment and tube additives, processing of samples, and various venipuncture safety techniques to promote a safe working environment. The phlebotomy clinical externship will allow students to work with real patients to continue to develop their phlebotomy skills in a clinical setting. The students will participate in various activities such as blood draw, specimen processing, computer information, and other items in the clinical settings. This phlebotomy course will help develop and prepare students to take and pass the National Exam for phlebotomy and to enter the workforce with the required knowledge and skills.

Purpose: This course will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

Approach to the Material: This course consists of lecture components, directed class discussion, audio-visual aids, demonstrations, role-playing, and clinical evaluation.

Learning Objectives – By the conclusion of the course you should be able to:

1. Define the role of the phlebotomist.
2. Describe the state requirements related to phlebotomy practice
3. Describe legal and ethical issue related to phlebotomy practice.
4. Demonstrate effective customer service skills.
5. Define medical terms associated with the role of the phlebotomist
6. Describe basic human anatomy and physiology.
7. Trace the circulatory pathway of blood.
8. Maintain a safe environment.
9. Identify anatomical structures utilized in blood collection.
10. Describe the components of blood.

11. Perform the blood collection procedure.
12. Participate in performance improvement/quality assurance.
13. Demonstrate skills required for pre-analytical specimen processing.
14. Discuss specimen collection techniques requiring special handling.
15. Demonstrate problem-solving and trouble-shooting skills.
16. Perform clerical duties required to document phlebotomy practice.

Course Schedule

Class 1	<p>Module #1 – Phlebotomy, history and introduction, role of the phlebotomist, Interpersonal Relationships, Professional Behavior, proper bedside manner, Confidentiality, ethics and legal issues.</p> <p>Module #2 – Venipuncture – supplies, equipment/procedure. How to properly tie a tourniquet, Order of draw.</p>
Class 2	Module #3 – Complications of Blood Collections and how to handle different scenarios.
Class 3	<p>Module #4 – Capillary Punctures and Newborn screens. Venipuncture utilizing the butterfly device. Skills training, intro to butterflies. Capillary puncture</p> <p>Module #5 – Video</p>
Class 4	<p>Module #6 – Components of Blood. Serum/Plasma. Blood typing. Hemostasis. Requisition slip. Patient Identification. Tube activities and the order of draw. Video of Arterial Blood Gas Collection.</p> <p>Module #7 – Sections of the clinical laboratory and tests, panels and profiles. Special handling. Cultures and non-blood Specimens. Urine tests and Chain of Custody and Drug Testing. Laboratory processing/centrifuge and microscopic evaluation.</p>
Class 5	Module #8 – Butterflies, starting stick and dermal puncture
Class 6	<p>Module #9 –Safety. Bloodborne Pathogens. Universal/Standard Precautions. Infection control. Muscular system and Vein Diagram. Endocrine/Nervous System. Blood vessels and human heart.</p> <p>Module #10 Glossary Terms. Medical Isolation. Chemical Safety. and Components of whole blood. Infection control and safety.</p>
Class 7	Module #11 - Fire protection. Ergonomics. Anatomy and Physiology. Circulatory System/Heart. Quality Assurance. Skills Training.
Class 8	Regulatory Agencies and other Organizations. Skill Training
Class 9	Job Interviewing and search/employment. Skills Training/ Review Q&A Period and Study Guide

Class 10**Skills Training/ Review Q&A Period and Study Guide****Accreditation**

Phlebotomy Training Academy is not accredited by an accredited agency that is recognized by the United States Department of Education. Students are not eligible for federal financial aid programs through this phlebotomy course.

Records

Student records will be kept at the facility in 330 W. Felicita Avenue Suite B8 Escondido CA 92505 for 5 years starting at the time of enrollment. Transcripts will be kept permanently. Students can request their transcripts by emailing info@phlebotomyTA.com.