



Northern California Course Catalog: Phlebotomy and ECG Training

April 1, 2023 to December 31st, 2023

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Table of Contents

Table of Contents.....	2
(CPT-1) Certified Phlebotomy Technician Program Course Catalog.....	6
Introduction	6
School History.....	7
Mission and Objectives	7
Program Description.....	7
Licensure	7
Contact Information	8
Instructors & Qualifications	8
Programs Offered.....	10
Program Cost and Fees	10
Fee Breakdown Description.....	11
Payment Policy.....	11
VISA	12
Financing Options.....	12
Student Tuition Recovery Fund (STRF).....	13
Financial.....	14
Financial Aid.....	15
Class Schedule	15
Externship Scheduling and Completion.....	15
Admission.....	16
Language Proficiency.....	17
Disability Accommodations Policy.....	17
Attendance.....	18
Leave of Absence	19
Grading Policy	19
Students Achievement	19
Award of Credit	19
Notice Concerning Transferability of Credits & Credentials Earned At Our Institution	19

<i>Student Service- Placement Assistance</i>	20
<i>Conduct & Dismissal Policy</i>	20
<i>Probation</i>	22
<i>Re-entry / Readmission</i>	22
<i>Student Rights</i>	23
<i>Students' Right to Cancel</i>	23
<i>Withdrawal Policy</i>	23
<i>Grievance Policy/Student Rights</i>	24
<i>Student Disclosures</i>	24
<i>Records</i>	24
<i>Facilities and Equipment</i>	25
<i>Library</i>	25
<i>Housing</i>	26
<i>Distant Education</i>	26
<i>2023 PHLEBOTOMY TRAINING SYLLABUS</i>	26
<i>Course Summary</i>	27
<i>Topics/Units – Hours Breakdown Phlebotomist</i>	29
<i>Textbook & Other Learning Resources</i>	30
<i>Holder in Due Course Statement</i>	30
<i>Accreditation Status</i>	30
<i>ECG Technician Program</i>	31
<i>Mission and Objectives</i>	31
<i>Program Description</i>	31
<i>Contact Information</i>	31
<i>Qualifications of Administration and Instructing Faculty</i>	32
<i>Programs Offered</i>	33
<i>Program Cost and Fees</i>	33
<i>Fee Breakdown Description</i>	33
<i>Payment Policy</i>	33
<i>Replacement Fee</i>	34

VISA	35
Exam Information.....	35
Certificate of Training Information.....	35
Student Tuition Recovery Fund (STRF).....	35
Financial.....	37
Financial Aid.....	37
Class Schedule	37
Admission.....	38
Language Proficiency.....	38
Disability Accommodations Policy.....	39
Attendance.....	39
Leave of Absence	40
Postponement of Start Date.....	40
Progress Policy	40
Grading System	40
Graduation Requirements.....	41
Dress Code.....	41
Award of Credit	41
Notice Concerning Transferability of Credits & Credentials Earned At Our Institution	41
Employment Advisory Services/Placement Assistance	42
Conduct & Dismissal Policy	42
Probation	44
Re-entry / Readmission.....	44
Student Rights	45
Records	45
Students' Right to Cancel	45
Withdrawal Policy	45
Grievance Policy/Student Rights	46
Student Disclosures.....	46
Facilities and Equipment	47

Library.....47
Housing.....47
Distant Education.....47
2023 ECG Technician Syllabus.....47
Course Description:.....47
Textbook & Other Learning Resources.....56

(CPT-1) Certified Phlebotomy Technician Program **Course Catalog**

Introduction

Phlebotomy Training Specialists (“PTS”) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors.

Brian Treu is the CEO of PTS. Mr. Treu has been drawing blood for 23 years and has completed over 300,000 blood draws during his career. He serves as a subject matter expert for many certification agencies. His career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Mr. Treu loves pressure and has an uncanny way of dealing with stressful situations. He has traveled the world performing venipuncture on patients on all 7 continents.

Alexis Treu is the COO of PTS. Ms. Treu has broad experience at the Chief Operating Officer level, having served in this capacity since 2017. Her extensive understanding of career school operational functions, as well as that of diverse and complicated state licensure requirements enables her to ensure full program compliance across the country.

Dina Dwyer fills the role of Acting Chair of PTS and is the CEO and President of Eden PTS Holdco LLC. Ms. Dwyer has spent over 20 years in the private equity industry. Prior to founding Eden Capital, she has served as a Managing Director at Unifund SA, an Analyst at the Blackstone Group in New York, and trained at the Carlyle Group in London. She currently sits on the Board of Directors of Wall Street Prep, Edcetera and White Cup. Ms. Dwyer is a graduate of the Wharton School of the University of Pennsylvania and received her MBA at the Columbia Business School.

School History

Phlebotomy Training Specialists offers Phlebotomy Training and ECG Technician Training for students and is staffed with qualified instructors. Phlebotomy Training Specialists was founded in 1993 by Brian Treu. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded the Phlebotomy program to combine a system that consists of both a didactic portion as well as a practical portion. Through the combination of didactic and practical learning, students are able to leave the program feeling confident in their ability to enter the workforce as a phlebotomist. Since Phlebotomy Training Specialists' inaugural class in 1993, the company has had over 20,000 graduates. Today PTS is one of the largest stand-alone phlebotomy and ECG training schools.

Mission and Objectives

Our institution is dedicated to delivering an exceptional educational experience by providing up-to-date, state-of-the-art, medical training to individuals interested in receiving this training. The objective is to turn out high-quality, well-trained, competent Phlebotomists and ECG Technicians who can use their skills to benefit patients and employers.

Phlebotomy Training Specialists is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval means the institution complies with state standards as set forth in 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, venesection, 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 to graduate from the program. They will also be required to pass 12-chapter quizzes and score at least 80% on a practice exam.

Licensure

Upon completion of the aforementioned items, a student can then apply to the Department of Laboratory Field Services for licensure as a CPT1. Completion of this course and requirements along with the Licensure will qualify you to work as a Phlebotomist SOC code 31-9097. *To be eligible for employment after you receive your licensure, you must have an SSN*

Contact Information

School Addresses:

Citrus Heights- 8421 Auburn Blvd Suite #161 Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave. Suite 120 Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite #170 Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd Suite 436 Santa Clara, CA 95054

San Francisco (EL Cerrito)- 707 El Cerrito Plaza El Cerrito, CA 94530

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

Phone: **701-404-9434** Fax: **385-327-2084**

Email: info@phlebotomyusa.com Website: www.phlebotomyusa.com

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 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 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 Director - *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 in home health as an RN, alternative medicine nursing, correctional nursing, and teaching. Gianina is passionate about the cardiovascular system and loves everything about intravenous therapies. Gianina went to Cypress College in California for her ADN and to West Coast University for her BSN.

Citrus Heights

Rory Walker- *Mr. Walker has been in the phlebotomy field since 2013. Spent five years at Quest Diagnostics & with that time became one of the best phlebotomists in the Sacramento area. Mr. Walker was a teacher beforehand instructing 50+ students and has worked 9 months error-free.*

Keeley Simmons- *Ms. Simmons has an extensive amount of experience over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.*

Fresno

Lisa Encinas- *Ms. Encinas is a registered Phlebotomy Technician and a Certified Phlebotomy Technician 1. She is a very compassionate Phlebotomist and does her utmost best to provide a comfortable collection of drawing blood from patients.*

Jermaine Andres- *Mr. Andres is a Licensed Vocation Nurse with 10 years of medical experience. Certified in Phlebotomy. He is very skillful in venipuncture & capillary punctures. Has extensive knowledge of patient care and improving the lives of patients.*

Maishia Lee- *Ms. Lee has a vast knowledge of Phlebotomy Technician experience of six years. She is an effective communicator and possesses strong people skills. She is well equipped to maintain and manage a lab and help her fellow coworkers. Ms. Lee has obtained a great work history in the laboratory field and hospital/clinic environment.*

Sacramento

Jennifer Lea Collins- *Ms. Collins has been licensed as a CPT I Phlebotomist for over 16 years. She has experience with pediatric and adult patients. She has performed many venipunctures and capillary punctures. She has leadership experience and Lab Assistant experience.*

Keeley Simmons- *Ms. Simmons has an extensive amount of experience over 12+years working as a phlebotomist in a variety of environments. She has 4 years of teaching experience. She is an expert in venipuncture specializing in pediatrics.*

Santa Clara

LaTresa Ponder- *Mrs. Ponder has been a Laboratory Technician Phlebotomist for over 21 years. She has a long work history of performing many venipunctures and capillary*

punctures. Mrs. Ponder also has a long history of laboratory experience.

Sheilah Ramos- Mrs. Ramos attended Lawton Medical School becoming a Certified Phlebotomist & Medical Assistant. She is a licensed CPT and has a CDPH Certificate. Mrs. Ramos has been in the phlebotomy industry for 12 years as an instructor, supervisor, & now as an active phlebotomist performing many venipuncture and capillary punctures.

Manteca

Heather Dana- Ms. Dana has been a Lead Phlebotomist and Phlebotomist since 2011. She has a vast knowledge base and holds a CPT 1 license and a CNA license.

Melody Zawoysky- Ms. Zawoysky is a competent Phlebotomist with more than 20 years of experience. She has worked in Hospitals, Dr. Offices, and clinics throughout the state and is now a senior member of the laboratory at Surtter Memorial.

El Cerrito

Jonathan Tucker- Mr. Tucker has a Bachelors Degree from UNLV and has been working as a Phlebotomist for many years. He is certified as a Crisis Prevention Institution instructor and has a reputation of being a good communicator and proficient in his medical profession.

Programs Offered

1 Certificate Program

40 Hour Phlebotomy Training & Certification

Program Cost and Fees

Tuition	STRF	Registration	Medical Liability Insurance	Lab Supplies/ Protective Equipment	Textbooks	National Exam	Documents Processing Fee
\$1,650.00	\$5.00	\$250.00	\$25.00	\$255.00	\$35.00	\$130.00	\$200.00

Total Charges for CPT-1 Certified Phlebotomy Technician Training Payable to Phlebotomy Training Specialists - \$2,595.00

Fee Breakdown Description

Tuition \$1,650.00 - 40 hours of Didactic Training
Registration Fee \$250.00 (Non-Refundable)
Professional Medical Liability Insurance \$25.00 - Students will have coverage during 40 hours of didactic training and during 40-hour externship
Lab Supplies \$255.00
Textbooks \$35.00
National Certification Exam Fee \$130.00
Student Tuition Recovery Fund - 2.50 x each \$1000 (Non-Refundable)
LFS Licensing Fee \$100.00 - Separate Fee (Payable to the State of California-LFS)
Protective Clothing - \$45
Documents Processing Fee- \$200 – (Payable to PTS)
Scrubs/Uniforms - Separate purchase \$20 and up

Total charges for the current period of attendance are \$2595. Total charges for the entire cpt-1 program and licensure are \$2695+ (depending on the cost of scrubs) total charges the student is obligated to pay upon registration/enrollment is \$250

Payment Policy

Tuition and fees for class can be paid by logging into your student account at students.phlebotomyusa.com. We accept all major credit cards. \$250 minimum is required at the time of registration. After the initial registration fee of \$250 has been paid, students can make payments in any increment until full payment is received.

Full tuition and fees are due by the halfway point of the class.

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in

that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. Phlebotomy Training Specialists is not accredited through the U.S. Department of Education and therefore is not Pell Eligible. The school does not offer financial aid or loans.

After the 40 hours of in-class, training has been completed, students will receive an email with instructions for creating an NHA account.

Any questions or concerns regarding these policies should be directed to info@phlebotomyusa.com

Total charges for the current period of attendance are \$2,595.00, \$1,650.00 class tuition, \$5.00 STRF, \$250.00 registration fee (Non-Refundable), \$25.00 Professional Medical Liability Insurance, \$255.00 Lab Supplies and Protective Equipment, \$35.00 Textbooks (Non-Refundable once distributed), \$130.00 for the National Exam, and a \$200 Document Processing Fee. The Fee for your license with the state of California is a separate fee of \$100.00 and is payable to the state of California.

Students should log into their account at <https://students.phlebotomyusa.com/login> and check the spelling/format of their name, mailing address, email, and phone number. This information is used for externship and licensing purposes. How the name appears here is also EXACTLY how it will appear on the certificate.

VISA

Phlebotomy Training Specialists accepts 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 program. There is no fee for this.

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

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 must 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, 1747 North Market Blvd, Sacramento, CA 95834, (916) 431-6959, or (888) 370-7589.

To be eligible for 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 due to the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or 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 the 120 days 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 another 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 non-collection 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.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

Financial

The school does not have ANY pending petition in bankruptcy and is NOT operating as a debtor in possession. Phlebotomy Training Specialists has NOT filed a petition within the preceding five years, nor has the school 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.

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, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Class Schedule

The first date listed is the start date for that month; the last day of class is the last day listed for the corresponding month.

This is the schedule for the didactic portion of the class. After this portion of your schedule has been met and you have passed your national exam, we will work closely with you to participate in the externship opportunity for your required 40 clinical hours.

This catalog agreement covers you as a student until you complete the mandatory 40 hours required for the CPT 1 qualifications, pass your national exam, and complete the 40-hour externship.

AM/PM Classes		Weekend Classes		Accelerated Classes	
AM: Monday-Thursday 9am-1pm PM: Monday-Thursday 6pm-10pm		Saturdays Only 8am-4:30pm w/ lunch break 12-12:30pm		Monday-Friday (may adjust with holidays) 8am-4:30pm w/ lunch break 12-12:30pm	
January 10, 11, 12, 17, 18, 19, 23, 24, 25, 26	July 12, 13, 17, 18, 19, 20, 24, 25, 26, 27	January 7, 14, 21, 28, Feb 4	July 8, 15, 22, 29, Aug 5, 12	January 30, 31, Feb 1, 2, 3	June 26, 27, 28, 29, 30
February 7, 8, 9, 13, 14, 15, 16, 21, 22, 23	August 8, 9, 10, 14, 15, 16, 17, 21, 22, 23	February 11, 18, 25, Mar 4, 11	August 19, 26, Sep 9, 16, 23	February 27, 28, Mar 1, 2, 3	July 31, Aug 1, 2, 3, 4
March 8, 9, 13, 14, 15, 16, 20, 21, 22, 23	September 6, 7, 11, 12, 13, 14, 18, 19, 20, 21	March 18, 25, Apr 1, 8, 15	September 30, Oct 7, 14, 21, 28	March 27, 28, 29, 30, 31	August 24, 25, 28, 29, 30
April 5, 6, 10, 11, 12, 13, 17, 18, 19, 20	October 3, 4, 5, 10, 11, 12, 16, 17, 18, 19	April 22, 29, May 6, 13, 20	November 4, 11, 18, Dec 2, 9	April 24, 25, 26, 27, 28	September 25, 26, 27, 28, 29
May 2, 3, 4, 8, 9, 10, 11, 15, 16, 17	November 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	June 22, 29, May 6, 13, 20		May 18, 19, 22, 23, 24	October 23, 24, 25, 26, 27
June 6, 7, 8, 12, 13, 14, 15, 20, 21, 22	December 4, 5, 6, 7, 11, 12, 13, 14, 18, 19				

Externship Scheduling and Completion

Once you have completed the Didactic portion of your education, and you have received a **Passing Score** on your National Exam, you will be ready to move on to the **Externship** portion of your Education.

PTS realizes a successful Externship is vital to the success of your State Licensing. We are dedicated to doing our very best to ensure your Externship happens timely and that your experience in the practical setting is efficient, constructive, and enriching.

PTS has many approved Externship sites in California, so be assured that the Externship Team will do their best to match your Externship as close to your request as possible.

You have Two (2) Years from the date you pass your National Exam to complete your Forty (40) Hour Externship, but the Externship Team will provide you with an Externship opportunity within Ninety (90) days from the date you are cleared for your Externship.

Please do NOT call the Externship Team to ask about the status of your Externship within the first week of passing your Exam, as your call may delay the process for yourself and others.

NOTE: You can expect your externship to be Monday-Friday 8:00 AM-5:00 PM or 9:00 AM-6:00 PM Schedule for one 40 Hour Work Week.

List of Possible Externship Requirements & Barriers of Entry:

- Blood Tests
- Immunizations
- Background Check
- Drug Testing
- COVID testing
- CPR License
- Identification
- Attestation
- Resume
- Facial Masks
- Name Tag
- Interview
- Orientation & More

These are all site-specific requirements that will be communicated to you when the time comes for placement. If you need information on getting your place of employment approved by the State of California as an Externship Site, please visit <https://www.phlebotomyusa.com/california-phlebotomy-classes> and fill out the link titled New Externship Facility Request.

All of the relationships surrounding each externship site are invaluable to PTS. It is imperative that all student externs approach their volunteer hours with the utmost care, by always maintaining a professional, positive, and compliant attitude throughout the entire externship process and by always adhering to the Externship Code of Conduct (ECOC).

Admission

To qualify for the California State Phlebotomy License as a CPT1, you must

complete the following, in addition to the 80-hour Phlebotomy Training Program:

- Provide a High School Diploma or its equivalent (GED).
- Complete 40 hours of Phlebotomy Instruction with 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.
- Have an SSN or ITIN.

Phlebotomy Training Specialists and its Phlebotomy Certification and Licensing program have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions. Also, we do not offer an Ability to Benefit exam.

Language Proficiency

Students should read at a 9th-grade reading level to succeed in the Phlebotomy Training Class. There is no assistance given during class for language barriers and we do not allow translators.

There will not be any instruction in any other language than English. Students that are not proficient in reading and writing the English language are required to submit scores from the TOEFL exam. We require a minimum score of 50. Please submit your score to info@phlebotomyusa.com. You can find more information and register for the TOEFL exam at this link-
https://www.ets.org/toefl/ibt/about?WT.ac=toeflhome_aboutibt_180910

Disability Accommodations Policy

Phlebotomy Training Specialists believes in providing access to a diverse population. The school complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodations for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and the need for accommodation.

For information and questions about our Student Accessibility Services (SAS) support, policies, and process, please contact Student Services at 701-404-9434 or info@phlebotomyusa.com.

Attendance

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course. Because of this, lack of attendance can affect your ability to pass. This course is comprised of 10 four-hour modules. In order to complete the class and move forward to the externship portion, students must attend all 40 hours of class. To continue attending class students must attend at least 9 out of 10 modules. If students miss any hours throughout the class, they will be required to make up all hours missed in an alternate schedule. If students miss two *consecutive* modules, they will be deemed too far behind the class, and will be automatically removed from the class and required to enroll for another schedule.

Please note that modules 1, 2, and 9 are required to complete the course, as these modules contain foundational information (1 & 2) and the practical exam (9).

It is very important that you show up on time to your didactic classes and that you listen carefully during this instruction. Please silence your cell phones and do not use them during class time, as they are a distraction to other students. You will be given breaks during class for personal time.

Please bring something to write with to class. You will be issued a textbook that will be yours to keep and write in, as needed. We recommend that you wear scrubs to class. PLEASE KEEP IN MIND THAT YOU WILL BE REQUIRED TO WEAR PLAIN SCRUBS DURING YOUR EXTERNSHIP. You MUST wear closed-toed shoes to class, as well as to your Externship. You may wear acrylic nails, in class, but be mindful that they are conservative in design and length, as they may tear your gloves. If your fingernails become a risk to yourself, or the patients, you will be asked to remove them. Your hair should also be conservative and neatly groomed, pulled back, and not draping down over your shoulders. Tattoos may be visible during class as well as facial piercings, but be mindful that this will not be the case concerning your 40-hour externship.

All Students are required to be lucid, physically rested, and mentally prepared during the entire education process. Any student who arrives to the classroom ill-prepared, or if the instructor, upon evaluation, determines that the student is unfit for class, will be politely dismissed from that class session and instructed to return to the next session, better prepared. Students who are under the influence of alcohol, illicit drugs, or any other mind or body-altering substances cannot participate in class.

Leave of Absence

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

Grading Policy

The course is not graded, it is a pass/fail course. As the course progresses, the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Students are allowed to attend the weekend/evening/day classes free of charge with additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of the modules to continue and stay on track for didactic completion.

Students Achievement

Student progression will be tracked throughout the class by quizzes, and a final exam will be administered before being allowed to challenge the National Exam. Students must pass all quizzes with at least a 70% 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.

Award of Credit

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

Notice Concerning Transferability of Credits & Credentials Earned At Our Institution

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of the 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 is 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 the school to determine if your certificate will transfer.

Employment Advisory Services/ Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. **Placement in a job is not guaranteed or promised to persons who complete the program.** To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our on-staff professional resume writers. The writers will then assist the students with fine-tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, what to expect during the interview process and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return to the class, free of charge, to keep their skills sharp and to prepare for interviews.

Additionally, we have a *Student Helpline* where students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, job sources, and Phlebotomy-related inquiries.

Conduct & Dismissal Policy

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of dismissal. Students are expected to maintain professional conduct within the classroom. PTS reserves the right to enact disciplinary procedures (outlined below).

The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. The schools' managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

1. **Language / Interpersonal Conduct**

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation, gender, racial issues, political affiliation, etc.

2. **Conduct**

- a. Use of cell phone for non-emergencies while in class and/or lab
- b. Continually speaking out of turn or disrupting the flow of class with off-topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification.

3. **Safety**

- a. Failing to abide by safety rules and policies
- b. Refusing to follow the instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

4. **Mental/Physical State**

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body-altering substance. (This includes prescription and/or recreational drug).

5. **Automatic Dismissal**

- a. Possessing firearms or any other weapons in the classroom

- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on-premises. Recreational drugs are also not permitted on-premises.
- d. Theft
- e. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a school staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and/or behavior continues, the school will dismiss the infracting student(s) from the program. Any student who has violated the prohibitions outlined in section 5, the “Automatic Dismissal” section, will be subject to automatic dismissal with no exception(s).

All dismissal procedures will be determined by at least three PTS management team members, including a consultation with the issuing staff member. Any student who wishes to appeal Phlebotomy Training Specialists final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting PTS’s founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Probation

Phlebotomy Training Specialists reserve 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 in electronic or text format, sexual harassment, etc. A student will be given one warning before dismissal from the class. A student who has been dismissed or placed on probation can request in writing or by email to be re-admitted to class. They may attend another month in a new class once their behavior has been corrected.

Re-entry / Readmission

Upon infraction of one of the above expectations, a school staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the school’s corporate offices. Phlebotomy Training Specialists Corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, the school will dismiss students from the program. Students who have violated policies outlined in the “Automatic Dismissal”

section will be subject to automatic dismissal.

Permanent Termination from the program negates that student from re-admission to the program forever.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

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

Students' Right to Cancel

You are entitled to receive a refund of tuition paid through attendance at the first day of class, or the seventh calendar day after enrollment, whichever is later, less the \$250 registration fee. To cancel, please submit a notification in writing via email to info@phlebotomyusa.com.

Withdrawal Policy

After the commencement of class, and within 30 days if the student quits attending class, or requests to withdraw will be refunded according to the calculation below. Insurance and Lab Supplies will be refunded based on usage (see calculation below). If more than 60% of the class has been attended, then no refund will be issued. National Exam Fees are fully refundable for students who withdraw and have not attempted the National Exam. Textbooks once distributed to the student are not eligible for a refund.

****All requests to withdraw must be submitted in writing to
info@phlebotomyusa.com Refund Policy**

PRO-RATA REFUND CALCULATION (used only when the student has attended less than 60% of class):

Amount Paid – ($\$46.25 \times \#$ of hours attended [for tuition]) + \$250 Registration Fee + \$35 Text Book + ($\$8.125 \times \#$ hours attended [for lab supplies and liability insurance])

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. If you obtain a loan to pay for the educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you default on a federal or state loan, both the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and

(2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid. Phlebotomy Training Specialists does not offer any distance education in Phlebotomy.

Fax - 1-385-327-2084

Email – info@phlebotomyusa.com

Mail – 1971 W 700 N, Suite 102, Lindon, UT 84042

Refunds will only be issued back to the original card used in the transaction. If the card is no longer active, we can send a check which will require a 3% processing fee, and can only be issued to the original card holder.

Grievance Policy/Student Rights

Student grievances can be made by calling the Director of Student Services, at 701-404-9434 or by email at info@phlebotomyusa.com. The student will also be contacted at which time he will address the concerns/grievances with the student and figure out an amicable solution to the issue.

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 website 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 1747 North Market Blvd, Sacramento, CA 95834, 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 before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Records

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal students.phlebotomyusa.com. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student academic, financial, certificates, and transcripts are all electronically maintained. Student records are maintained in CA at each of our locations for 5 years.

For a copy of your transcripts, please email a written request to info@phlebotomyusa.com. There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

Facilities and Equipment

Our schools are located at:

Citrus Heights- 8421 Auburn Blvd, Suite 161, Citrus Heights, CA 95610

Fresno- 770 East Shaw Ave, Suite 120, Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite 170, Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd, Suite 436, Santa Clara, CA 95054

San Francisco- 833 Market St, Suite 422, San Francisco, CA 94103

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lighted, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation. Tables and chairs will be moved around and set up into draw stations that are conducive to training in the art of venipuncture.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

Library

The learning resource library is available from the student account and can be accessed at any time from anywhere. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **The school does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education for Phlebotomy Training.

2023 PHLEBOTOMY TRAINING SYLLABUS

A. COURSE DESCRIPTION:

The Phlebotomy course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public.

The presentation includes equipment and additives, basic anatomy, and safe and effective venipuncture techniques. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification examination.

B. METHOD OF INSTRUCTION:

The student is trained through the modules during class, obtaining that knowledge through books and hands-on training each class period.

The book knowledge obtained is then applied in the hands-on training portion of the class. Theory first, and actual application of the theory follows shortly thereafter.

C. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES:

Upon completion of the Phlebotomy course, students will have an opportunity to learn how to:

- a. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
- b. Assist the health care team in the accurate, safe, and reliable collection and

- transportation of specimens for clinical laboratory analyses.
- c. Apply knowledge to basic and special laboratory procedures.
 - d. Demonstrate proper infection control techniques used in specimen collection.
 - e. Select appropriate equipment, methods, and reagents for the collection of laboratory specimens.
 - f. Prepare patients and equipment for the collection of laboratory specimens.
 - g. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
 - h. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
 - i. Work cooperatively with staff members, patients, and community resource people.
 - j. Apply knowledge to create and maintain a safe working environment.
 - k. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

Course Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This course is designed to provide an understanding of the venipuncture procedure in a step-by-step process. This includes the hand hygiene required, supplies needed to perform the draws, and the anatomy of the veins and location within the arm. Venipuncture problems, capillary punctures/heel sticks, special handling and procurement, and hemostasis are included in this module.

Class 2- Lab Skills Development

This class provides hands-on experience. Demonstration and practice of tourniquet tying will be performed. The steps of how to utilize a vein viewer are included. In this course first blood draws will be performed by the students with the instructor guiding them through the steps on a one-on-one basis.

Class 3- Test Tube, Panels/Profiles, Special Handling and Procurement, Bodily Fluids

The course provides students with the knowledge of the order of draw. The information covering the tubes includes the additives, the order, common tests, and the sections of the laboratory in which the tube belongs. Tests, panels, and profiles will be included. Different types of specimens will be mentioned; ABG,

stool, urine, and semen. The basics of centrifuge and processing will be addressed as well as making blood smears.

Class 4- Lab Skills Development

This course is all hands-on training. Straight sticks will be performed. At least 5 dermal sticks and an introduction to the use of the butterfly needle in hand draws.

Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis, AV Fistula and Grafts

In this class, videos will be shown covering ABGs, stool, and urine collections. This lesson will be over the basics of anatomy and physiology involving the heart and circulatory system, nervous system, muscular system, Integumentary system, and urinary system. This lesson includes infection control, blood-borne pathogens and nosocomial infections, and safety practices.

Class 6- Lab Skills Development

This course is a hands-on experience day. Additional straight stick practice, making blood smears, and butterfly practice. This course includes learning the use of a centrifuge and the transfer of samples.

Class 7- Protections and Precautions, Employment, Glossary, & Study Guide

In this module, students will learn the modes of transmission, infection control procedures, blood-borne pathogens, nosocomial infections, exposure, and the transmission of pathogens. Fire safety, types of hazards, and universal and standard precautions will be covered as well. This lesson includes ample time to cover interviewing, resume building, and types of jobs that fall under the category of phlebotomy. Quality time is spent working on a study guide over the book material.

Class 8- Lab Skills Development

This course is dedicated to a day of blood draw practice and hands-on experiences. Hands-on practice with friends and family guests. More stick practice involving straight needles and butterfly needles.

Class 9- Lab Skills Development

This class is a hands-on day that involves students trying to pass their practical exams. Students must perform 2 arm draws and 2 hand draws completely unassisted with the instructor watching to verify. In this class, students are allowed to invite friends and family to volunteer for sticking. (18 and older with a signed liability form).

Class 10- STUDY GUIDE REVIEW AND GUIDED Q&A SESSION

This course is dedicated to studying. In the class, the study guide and supplemental packet will be reviewed question by question. An open Q and A period will be conducted to allow students ample time to get clarification and

understanding on anything pertaining to the book.

Topics/Units – Hours Breakdown Phlebotomist
SOC code 31-9097

<u>Course Titles</u>	<u>Classroom Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
Class 1- Phlebotomy, an Overview, Tourniquet Tying	4	0	4
Class 2- Lab Skills Development	0	4	4
Class 3- Test tubes, Panels/Profiles, Special Handling and Procurement, Bodily Fluids Collection	4	0	4
Class 4- Lab Skills Development	0	4	4
Class 5- Laboratory Sections, Anatomy and Physiology, Hemodialysis AV Fistula & Grafts	4	0	4
Class 6- Lab Skills Development	0	4	4
Class 7- Protections and Precautions, Employment Guide, Glossary and Study Guide Review	4	0	4
Class 8- Lab Skills Development	0	4	4
Class 9- Practical Skills Examination	0	4	4
Class 10- Study Guide Review, Test Prep, Q&A Session	4	0	4
Total Didactic Hours			40

Textbook & Other Learning Resources

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition

Number: First Edition (2022)

ISBN: 979-8-218-02579-3

The learning resource library is available from the student account and can be accessed at anytime from anywhere, and better yet, does not require multiple people to handle the learning resource like a hard copy book library, requiring decontamination between readers.

With the resources available in an electronic format, the same resource is available to all students, and no one is left waiting for a return of the resource, nor waiting until the next classroom visit to use the resource.

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.

(FTC Rule effective 5-14-76)

Accreditation Status

Phlebotomy Training Specialists does not hold regional, national, or programmatic accreditation from a U.S. Department of Education-approved accreditor. The school does not participate in federal or state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and the school's training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

This catalog agreement covers you as a student until you complete the mandatory 40 hours required for the CPT 1 qualifications, passed your national exam, and have completed your 40-hour externship.

ECG Technician Training Program

Mission and Objectives

Phlebotomy Training Specialists also offers an ECG Technician Training Program. The goal is to provide ECG training by developing comprehensive, highly relevant, and frequently updated ECG training materials, and the use of state-of-the-art equipment to perform electrocardiograms on a wide variety of patients. This is done by supporting and furthering education, research, and awareness around best ECG practices. This aligns with the overall mission and objectives of PTS.

Program Description

The objective of this class is to prepare students to collect Heart Rhythms and vital signs by Electrocardiograph, aka ECG. The class is 20 hours in length and the lecture covers theory and skill description.

Lab skills and hands-on training is held after the theory is delivered in the classroom setting. Live person ECG attachment and actual in-person rhythm strips are gathered, printed, and examined as a learning activity.

We will allow all students to return, free of charge, for the life of the school once they have completed the course one time. Phlebotomy Training Specialists continually reassess and updates the curriculum to meet industry standards and safety/equipment updates. In addition, an up-to-date learning resource library is available to students during and after they attend the course.

Contact Information

School Locations:

Fresno- 770 East Shaw Ave. Suite 120 Fresno, CA 93710

Manteca- 1142 S. Main St. Manteca, CA 95337

Sacramento- 2804 Gateway Oaks Drive Suite #170 Sacramento, CA 95833

Santa Clara- 3375 Scott Blvd Suite 436 Santa Clara, CA 95054

San Francisco (EL Cerrito)- 707 El Cerrito Plaza El Cerrito, CA 94530

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

Phone: **701-404-9434** Fax: **385-327-2084**

Email: info@phlebotomyusa.com Website: www.PhlebotomyUSA.com

Qualifications of Administration and Instructing Faculty

Administration

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 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 time to learning other medical modalities such as ECG and has taught this course in other locations in the US.*

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 in home health as an RN, alternative medicine nursing, correctional nursing, and teaching. Gianina is passionate about the cardiovascular system and loves everything about intravenous therapies. Gianina went to Cypress College in California for her ADN and to West Coast University for her 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.

Faculty

A minimum of 3 years of experience in the previous 5 years
Regulation 71720 BPPE:

An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience in the last 5 years, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Programs Offered

1 Certificate Program

20 hrs ECG (Electrocardiogram) Technician Training

Program Cost and Fees

Tuition	STRF	Registration	Supplies	Textbooks	National Exam
\$520.00	\$2.50	\$250.00	\$152.50	\$25.00	\$45.00

Total Charges for ECG Technician Training - \$995.00

Fee Breakdown Description

Tuition \$520 - 20 hours of Didactic Training
Registration Fee \$250.00 (Non-Refundable)
Lab Supplies \$152.50
Textbooks \$25.00
National Certification Exam Fee \$45.00
Student Tuition Recovery Fund - 2.50 x each \$1000 (Non-Refundable)

Total charges for the current period of attendance are \$995. Total charges the student is obligated to pay upon registration/enrollment is \$250.

Payment Policy

Tuition for class should be paid by logging onto your student account at students.phlebotomyusa.com. \$250 minimum should be paid at the time of registration. After the initial registration fee of \$250 has been made, students can make payments in any increment until full payment is received. **Full tuition and fees are due by the halfway point of class.**

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to payments@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. Phlebotomy Training Specialists is not accredited through the U.S. Department of Education and therefore is not Pell Eligible. PTS does not offer financial aid or loans.

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

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, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Replacement Fee

A blood pressure kit is included in the cost associated with your ECG course. Students who need to purchase another blood pressure kit due to loss will be required to pay an additional \$50 for a replacement.

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 ECG Technician Training program. There is no fee for this

Exam Information

Phlebotomy Training Specialists proctors the National Healthcare Certification Organization (NHCO) Exam. This examination, when successfully passed, grants a National Certification. This certification must be renewed every two years. Renewal information can be found at healthcarecertifications.com.

Certificate of Training Information

Students should log into their account and check the spelling/format of their name. How your name is listed here is EXACTLY how it will appear on your Certificate of Training. An electronic copy of your certificate will be emailed to you at the end of class.

Certificates of Training will ONLY be awarded to students at the last class who have accomplished the following:

- Passing Scores in Didactic Coursework
- Passing Scores in Lab Coursework
- Passing Scores in Hands-on skills

We do not mail original copies of your Certificate of Training. If you would like one sent to you, you can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please log on to your student portal to request and pay for your printed and mailed Certificate.

If you notice any mistakes on your Certificate please email certificates@phlebotomyusa.com.

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 must 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, 1747 North Market Blvd, Sacramento, CA 95834, (916) 431-6959, or (888) 370-7589.

To be eligible for 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 due to the following:

8. The institution, a location of the institution, or an educational program offered by the institution was closed or 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.
9. You were enrolled at an institution or a location of the institution within the 120 days 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.
10. 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.
11. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
12. 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.

13. 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.
14. 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 non-collection 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.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

Financial

Phlebotomy Training Specialists does not have ANY pending petition in bankruptcy and is NOT operating as a debtor in possession. We have NOT filed a petition within the preceding five years, nor 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.

Class Schedule

The first date listed is the start date for that month; the last day of class is the last day listed for the corresponding month.

ECG Classes	
Classes: Tues-Thurs 1:30pm-5:30pm for five days a month	
January 18, 19, 24, 25, 26	July 19, 20, 25, 26, 27
February 15, 16, 21, 22, 23	August 15, 16, 17, 22, 23
March 15, 16, 21, 22, 23	September 13, 14, 19, 20, 21
April 12, 13, 18, 19, 20	October 11, 12, 17, 18, 19
May 9, 10, 11, 16, 17	November 7, 8, 9, 14, 15
June 14, 15, 20, 21, 22	December 5, 6, 7, 12, 13

Admission

The school does not discriminate based on race, sex orientation, religion, ethnic origin, or disability. Anyone can take this class but it is required that students who enroll in the program possess a minimum of a high school diploma, or General Education Development (GED) Certificate, and must be 18 years of age to enroll. We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course. An informal interview will be given to discuss student goals and expectations. Prospective students will need to enroll by the application deadline. The application can be accessed on our website at www.PhlebotomyUSA.com. The application for attendance will be processed within 5 business days of submission, and the student will be notified by email.

Although basic computer skills are not required for the program, it is highly encouraged for students to have a basic knowledge of computer skills before coming to class, to make them more competitive candidates for employment upon completion of the program.

Language Proficiency

Students should read at a 9th-grade reading level to succeed in the ECG Technician Training Program. There is no assistance given during class for language barriers.

There will not be any instruction in any other language than English. Students that are not proficient in reading and writing the English language are required to submit scores from the TOEFL exam. We require a minimum score of 50. Please submit your score to info@phlebotomyusa.com. You can find more information and register for the TOEFL exam at this link- https://www.ets.org/toefl/ibt/about?WT.ac=toeflhome_aboutibt_180910

Disability Accommodations Policy

Phlebotomy Training Specialists believes in providing access to a diverse population. We comply with state and federal disability laws and make reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. Phlebotomy Training Specialists will make reasonable accommodations for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and the need for accommodation.

For information and questions about our Student Accessibility Services (SAS) support, policies, and process, please contact Student Services at 701-404-9434 or info@phlebotomyusa.com.

Attendance

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student's ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

Time will be quantified at the educational facility electronically, and the student must attend all the time. If a student misses a portion of class after commencement, they can make it up during another afternoon ECG course. Make-up time is available by contacting Student Services at 701-404-9434.

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

All Students are required to be lucid, physically rested, and mentally prepared during the entire education process. Any student who arrives to the classroom ill-prepared, or if the instructor, upon evaluation, determines that the student is unfit for class, will be politely dismissed from that class session and instructed to return to the next session, better prepared. Students who are under the influence of alcohol, illicit drugs, or any other mind or body-altering substances cannot participate in class.

Leave of Absence

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

Postponement of Start Date

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date, determined in accordance with the school's refund policy.

Students Achievement

Student progression will be tracked throughout the class by assessments, and a final exam will be administered. Students must pass all modules with at least a 70% to continue and stay on track for graduation.

Progress Policy

The course is not graded. It is a **pass / fail course**. As the course progresses, the instructor(s) will give assessments in each section and will observe the hands-on skills of the students to determine whether each student is keeping up with the rest of the class. Remedial training is provided if it is found a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Furthermore, students can also attend month after month, if they feel they need subsequent training. Students must pass 70% of modules, to continue to progress, and to stay on track for graduation.

Grading System

Class 1	Introduction to ECG	Pass / Fail
Class 2	Vitals & 3- Leads	Pass / Fail
Class 3	Precordial Leads & Cardiac Health	Pass / Fail
Class 4	Modesty & 12- Leads	Pass / Fail
Class 5	Practical & Written Exam	Pass / Fail

Graduation Requirements

Students must have full attendance, and tuition paid in full for graduation.

Students complete a final practical exam of ECG skills during the last scheduled day of the course. The practical exam will test lead placement, rhythm capture, and recognition of rhythm points. Students must pass a proctored written exam provided by the NHCO. The NHCO can be contacted at 866-856-6082.

Dress Code

Scrubs are not required, only suggested. Casual attire will suffice. Closed-toed shoes are mandatory, no sandals or open-toed shoes. On lab days, a button-front shirt, a metal-free, low cut sports bra is the required Dress Code, if applicable.

Award of Credit

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

Notice Concerning Transferability of Credits & Credentials Earned At Our Institution

The transferability of any credits you earn with Phlebotomy Training Specialists is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn with PTS 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 is 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.

Phlebotomy Training Specialists and its ECG Technician Training program have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions. Also, we do not offer an Ability to Benefit exam.

Employment Advisory Services/Placement Assistance

Phlebotomy Training Specialists does not provide any formal placement into employment opportunities. Placement in a job is not guaranteed or promised to persons who complete the program. To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our on-staff professional resume writers. The writers will then assist the students with fine-tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, what to expect during the interview process and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return to the class, free of charge, to keep their skills sharp and to prepare for interviews.

Additionally, we have a *Student Helpline* where students can call with questions regarding ECG Training, the application process, help with interviewing, job sources, and ECG-related inquiries.

Conduct & Dismissal Policy

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of dismissal. Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior

described below are not intended to be an all-inclusive list. PTS's managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

6. **Language / Interpersonal Conduct**

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation, gender, racial issues, political affiliation, etc.

7. **Conduct**

- a. Use of cell phone for non-emergencies while in class and/or lab
- b. Continually speaking out of turn or disrupting the flow of class with off-topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification.

8. **Safety**

- a. Failing to abide by safety rules and policies
- b. Refusing to follow the instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

9. **Mental/Physical State**

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body-altering substance. (This includes prescription and/or recreational drug).

10. **Automatic Dismissal**

- a. Possessing firearms or any other weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or

narcotics on-premises. Recreational drugs are also not permitted on-premises.

- d. Theft
- e. Being absent for the first 8 hours of the program

Dismissal Procedures:

Upon infraction of one of the above prohibitions, the school's staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and/or behavior continues, the school will dismiss the infracting student(s) from the program. Any student who has violated the prohibitions outlined in section 5, the "Automatic Dismissal" section, will be subject to automatic dismissal with no exception(s).

All dismissal procedures will be determined by at least three Phlebotomy Training Specialists management team members, including a consultation with the issuing staff member. Any student who wishes to appeal, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting the school's founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

Probation

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 in electronic or text format, sexual harassment, etc. A student will be given one warning before dismissal from the class. A student who has been dismissed or placed on probation can request in writing or by email to be re-admitted to class. They may attend another month in a new class once their behavior has been corrected.

Re-entry / Readmission

Upon infraction of one of the above expectations, Phlebotomy Training Specialists staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the corporate offices. The corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, Phlebotomy Training Specialists will dismiss students from the program. Students who have violated policies outlined in the "Automatic Dismissal" section will be subject to automatic dismissal.

Permanent Termination from the program negates that student from re-admission to the program forever.

Student Rights

Phlebotomy Training Specialists affords its students the following rights:

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

Records

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal students.phlebotomyusa.com. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student academic, financial, certificates, and transcripts are all electronically maintained.

For a copy of your transcripts, please email a written request to info@phlebotomyusa.com. There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

Students' Right to Cancel

You are entitled to receive a refund of tuition paid through attendance at the first day of class, or the seventh calendar day after enrollment, whichever is later, less the \$250 registration fee. To cancel, please submit a notification in writing via email to info@phlebotomyusa.com.

Withdrawal Policy

After the commencement of class, and within 30 days if the student quits attending class, or requests to withdraw will be refunded according to the calculation below. Lab Supplies will be refunded based on usage (see calculation below). If more than 60% of the class has been attended, then no refund will be issued. National Exam Fees are fully refundable for students who withdraw and have not attempted the National Exam. Textbooks once distributed to the student are not eligible for a refund.

****All requests to withdraw must be submitted in writing to
info@phlebotomyusa.com Refund Policy**

**PRO-RATA REFUND CALCULATION (used only when the student has attended
less than 60% of class):**

Amount Paid – ($\$26.25 \times \#$ of hours attended [for tuition]) + \$250 Registration Fee +
\$25 Text Book + ($\$7.50 \times \#$ hours attended [for lab supplies])

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. If you obtain a loan to pay for the educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you default on a federal or state loan, both the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and

(2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid. Phlebotomy Training Specialists does not offer any distance education for this course.

Fax - 1-385-327-2084

Email – info@phlebotomyusa.com

Mail – 1971 W 700 N, Suite 102, Lindon, UT 84042

Refunds will only be issued back to the original card used in the transaction. If the card is no longer active, we can send a check which will require a 3% processing fee, and can only be issued to the original card holder.

Grievance Policy/Student Rights

Student grievances can be made by calling the Director of Student Services, at 701-404-9434 or by email at info@phlebotomyusa.com. The student will also be contacted at which time he will address the concerns/grievances with the student and figure out an amicable solution to the issue.

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 website 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 1747 North Market Blvd, Sacramento, CA 95834, 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 before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Facilities and Equipment

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lighted, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation. Tables and chairs will be moved around and set up in ECG stations that are conducive to training.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

Library

The learning resource library is available from the student account, and can be accessed at anytime from anywhere. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

Housing

Phlebotomy Training Specialists does not maintain dormitory facilities. **The school does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education for this course.

2023 ECG Technician Syllabus
SOC code: 29-2031

Course Description:

The objective of this class is to prepare students to collect heart rhythms and vital signs by Electrocardiograph (ECG). The class is 20 hours in length. Lab skills and hands-on training is held after the didactic portion is delivered. Live person ECG attachment and actual in-person rhythm strips are gathered, printed, and examined as part of the course to gauge student proficiency.

<u>ECG</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<u>Class One</u> <u>Introduction to ECG</u>						
Section One - Two: Pages 1 - 12 Section Three - Five: Pages 13-18 Section Six: Pages 19-21 Section Sixteen: Page 57			Total Hours 2.6	Total Hours 1.4		Self-Evaluate with review questions at home
Electronic Paperwork / Classroom Rules / Introductions		n/a	30 min	n/a	n/a	n/a
Sections One - Two The Duties of an ECG Technician		Pages 1 - 12, 57	30 min	n/a	Students will learn the basic duties of an ECG technician.	Quiz Visual
Sections Three - Five About the ECG		Pages 13 - 18	30 min	n/a	Student will learn ECG basic operation including Leads and Rhythm recognition	Quiz Visual
Break		n/a	15 min	n/a	n/a	n/a
Section Six Vital Signs		Pages 19 - 21	35 min	n/a	Students will define what are the body's vital signs.	Quiz Visual
Hands-On Time Vital Signs		n/a	n/a	25 min	Students will practice taking vital signs	Participation
Demonstration & Practice SPO2		n/a	n/a	45 min	Students will learn how to read the percentage of oxygen inside one's blood.	Demonstration Participation
Professionalism, Privacy, and Expectations Discussions		n/a	n/a	15 min	Students and instructors will discuss professionalism, privacy,	Participation

				and expectations.	
Clean-up	n/a	15min	n/a	n/a	n/a

CLASS/MODULE TITLE: Class 1 – Introduction to ECG

INSTRUCTOR: TBD

COURSE/MODULE SCHEDULE: Evening or Afternoon

COURSE/MODULE LENGTH: 4 Course Hours

INSTRUCTIONAL STRATEGIES: This course consists of lecture instruction. Instructional strategies include lecture, demonstration, discussion, and presentations.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Demonstrate the proper technique when taking a patient's full vitals.
2. Understand the basic duties and responsibilities of an ECG technician.
3. Identify what are vital signs including; blood pressure, pulse, respirations, temperature, and pulse oximeter
4. Identify how to read the percentage of oxygen in someone's blood using a SPO2 test

TEXTS:

The Fundamental Guide to Electrocardiograms; A Competency Based Approach, Volume 1 (2022) /Entry Level Technician

ISBN Number- 979-8-218-12499-1

GRADING REQUIREMENTS: The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Students must pass 70% of the modules in order to continue and stay on track for graduation.

Grading System

Class # 1 – Introduction to ECG Pass / Fail

ATTENDANCE REQUIREMENTS: Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student's ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

MAKE-UP WORK: If a student misses a portion of the class, they can make it up at any of the other modules that are teaching the same class during a subsequent month. There will not be a charge for make-up or practice. Contact Student Services at 888-531-8378 for assistance in scheduling.

ECG	Pages Video	Hours		Competen cies	Assessment
		Didactic	Lab		
<u>Class Two</u> <u>ECG Anatomy & Electrode Placement</u> Section Seven-Eight: Pages 22-26 Section Nine-Ten: Pages 29-32		Total Hours 2.1	Total Hours 1.9		
Welcome & Attendance	n/a	10 min	n/a	n/a	n/a
Review Class #1	n/a	10 min	n/a	Student will recall the 1st class with the instructor	Visual
Sections Seven-Eight Anatomy of the Heart	Pages 22-26	40 min	n/a	Students will understand the energy pathways of the heart.	Visual
Sections Nine-Ten The Rhythm Strip	Pages 29-32	30 min	n/a	The students will be able to define what is a heart rhythm.	Visual
BREAK	n/a	15 min	n/a	n/a	n/a
Electrode Placement	n/a	n/a	30 min	Students will learn the purpose and technique behind Electrode Placement	Participation
Demonstration Electrode Placement	n/a	n/a	25 min	Students will observe the demonstration.	Demonstration
Hands-On Time Electrode Placement	n/a	n/a	60 min	Students will practice placing electrodes.	Participation
Clean-up	n/a	20 min	n/a	n/a	n/a

CLASS/MODULE TITLE: Class 2 – Anatomy & Electrode Placement

PREREQUISITE: NONE

INSTRUCTOR: TBD

COURSE/MODULE SCHEDULE: Evening or Afternoon

COURSE/MODULE LENGTH: 4 Course Hours

INSTRUCTIONAL STRATEGIES: This course combines oral evaluation and written exam.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Define and understand the different details an ECG can give.
2. Demonstrate comprehension of the purpose of electrode placement
3. Demonstrate comprehension of the technique for electrode placement

TEXTS:

The Fundamental Guide to Electrocardiograms; A Competency Based Approach, Volume 1 (2022) /Entry Level Technician

ISBN Number- 979-8-218-12499-1

GRADING REQUIREMENTS: The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Students must pass 70% of the modules in order to continue and stay on track for graduation.

Grading System

Class # 2 – Anatomy & Electrode Placement

Pass / Fail

ATTENDANCE REQUIREMENTS: Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student's ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

MAKE-UP WORK: If a student misses a portion of the class, they can make it up at any of the other modules that are teaching the same class during a subsequent month. There will not be a charge for make-up or practice. Contact Student Services at 888-531-8378 for assistance in scheduling.

ECG	Pages Video	Hours		Competencies	Assessment
		Didactic	Lab		
<u>Class Three</u> <u>Waveforms & Additional Practice</u> Section Eleven-Twelve: Pages 35-41 Section Thirteen-Fourteen:		Total Hours 1.75	Total Hours 2.25		Self-Evaluate with review questions at home

Pages 43-49					
Welcome and Attendance		10 min	n/a	n/a	n/a
Class #2 Review <i>Leads</i>	Pages 35-41	50 min	n/a	Students will differentiate between bipolar and unipolar leads.	Quiz Visual
Sections Thirteen - Fourteen <i>Waveforms</i>	Pages 43-49	30 min	n/a	Students will learn to identify problems from the waveforms on the ECG.	Quiz Visual
BREAK	n/a	15 min	n/a	n/a	n/a
ECG Practice	n/a	n/a	75 min	Students will practice what they have learned up to this point.	Practice
Vital Signs Practice	n/a	n/a	45 min	Students will continue to practice taking vital signs.	Practice
Clean-up	n/a	n/a	15 min	n/a	n/a

CLASS/MODULE TITLE: Class 3 – Waveforms & Additional Practice

PREREQUISITE: NONE

INSTRUCTOR: TBD

COURSE/MODULE SCHEDULE: Afternoon or Evening

COURSE/MODULE LENGTH: 4 Course Hours

INSTRUCTIONAL STRATEGIES: This course consists of lecture instruction. Instructional strategies include lecture, demonstration, discussion, and presentations.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Differentiate between bipolar and unipolar leads
2. Take a patient's vital sign with continued improvement.
3. Identify the types of problems waveforms can produce on the ECG.

TEXTS:

The Fundamental Guide to Electrocardiograms; A Competency Based Approach, Volume 1 (2022) /Entry Level Technician

ISBN Number- 979-8-218-12499-1

GRADING REQUIREMENTS: The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Students must pass 70% of the modules in order to continue and stay on track for graduation.

Grading System

Class # 3 – Waveforms & Additional ECG Practice Pass / Fail

ATTENDANCE REQUIREMENTS: Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student’s ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

MAKE-UP WORK: If a student misses a portion of the class, they can make it up at any of the other modules that are teaching the same class during a subsequent month. There will not be a charge for make-up or practice. Contact Student Services at 888-531-8378 for assistance in scheduling.

<u>ECG</u>	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<p><u>Class Four</u> <u>Holter Monitors/Friends & Family</u> Section Fifteen - Pages 51-55 Section Sixteen - Pages 57-59</p>		Total Hours 2.25	Total Hours 1.75		
Welcome and Attendance	n/a	10 min	n/a	n/a	n/a
ECG Class #3 Review <i>Disorders & Emergencies</i>	Pages 51-55	50 min	n/a	Students will learn how to recognize cardiac emergencies on the ECG	Visual
Section Sixteen <i>Holter Monitors</i>	Pages 57-59	30 min	n/a	Students will learn how to correctly operate the Holter Monitor.	Visual

BREAK	n/a	15 min	n/a	n/a	n/a
Hands-On Time ECG Practice	n/a	n/a	75 min	Students will continue practice taking an ECG	Practical
Hands-On Time Vital Signs Practice	n/a	n/a	30 min	Students will continue practice taking Vitals Signs	Practical
Clean-up	n/a	30 min	n/a	n/a	n/a

CLASS/MODULE TITLE: Class 4 – Holter Monitors/Friends & Family

PREREQUISITE: NONE

INSTRUCTOR: TBD

COURSE/MODULE SCHEDULE: Afternoon or Evening

COURSE/MODULE LENGTH: 4 Course Hours

INSTRUCTIONAL STRATEGIES: This course consists of lecture instruction. Instructional strategies include lecture, demonstration, discussion, and presentations.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Recognize cardiac emergencies on the ECG.
2. Explain the duties and responsibilities of an ECG technician.
3. Demonstrate care and maintenance of equipment when taking patient's vitals.

TEXTS:

The Fundamental Guide to Electrocardiograms; A Competency Based Approach, Volume 1 (2022) /Entry Level Technician

ISBN Number- 979-8-218-12499-1

GRADING REQUIREMENTS: The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Students must pass 70% of the modules in order to continue and stay on track for graduation.

Grading System

Class 4 – Holter Monitors/Friends & Family Pass / Fail

ATTENDANCE REQUIREMENTS: Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student's ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

MAKE-UP WORK: If a student misses a portion of the class, they can make it up at any of the other modules that are teaching the same class during a subsequent month. There will not be a charge for make-up or practice. Contact Student Services at 888-531-8378 for assistance in scheduling.

<u>ECG</u>	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<u>Class Five</u> <u>ECG Practical & National Exam</u> ASSESSMENTS		n/a	Total Hours 4		
Welcome and Attendance	n/a	n/a	10 min	n/a	n/a
ECG Practical Exam Student Vitals Demonstration and Sign-Off	n/a	n/a	40 min	Students will demonstrate how to take a patient's vitals as part of their practical exam.	Exam
ECG Practical Exam Student ECG Demonstration and Sign - Off	n/a	n/a	85 min	Students will demonstrate how to perform an ECG as part of their practical exam.	Exam
BREAK	n/a	n/a	n/a	n/a	n/a
Written Exam	n/a	n/a	90 min	Students will take the written ECG National Exam	Exam
Clean-up	n/a	n/a	n/a	n/a	n/a

CLASS/MODULE TITLE: Class 5 – ECG Practical & Written Exam

PREREQUISITE: NONE

INSTRUCTOR: TBD

COURSE/MODULE SCHEDULE: Afternoon or Evening

COURSE/MODULE LENGTH: 4 Classroom Hours

INSTRUCTIONAL STRATEGIES: This course combines oral evaluation and written exam.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be able to:

1. Complete the ECG practical skills.
2. Complete the written exam.

TEXTS:

The Fundamental Guide to Electrocardiograms; A Competency Based Approach, Volume 1 (2022) /Entry Level Technician

ISBN Number- 979-8-218-12499-1

GRADING REQUIREMENTS: The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Likewise, students are allowed to attend another ECG course in subsequent months, free of charge, for additional training. Students must pass 70% of the modules in order to continue and stay on track for graduation.

Grading System

Class # 5 – ECG Practical and Written Exam

Pass / Fail

ATTENDANCE REQUIREMENTS: Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect the student's ability to pass. Students must attend all 20 hours. If a student misses any of the first four hours of class, they will be removed from the course, and they will be required to enroll in another schedule. There is a 15-minute grace period at each class, after which the student will be considered tardy, and that time will have to be made up in 30-minute increments.

MAKE-UP WORK: If a student misses a portion of the class, they can make it up at any of the other modules that are teaching the same class during a subsequent month. There will not be a charge for make-up or practice. Contact Student Services at 888-531-8378 for assistance in scheduling.

Textbook & Other Learning Resources

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ISBN Number- 979-8-218-12499-1

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