



Northern California Course Catalog

Jan 1st, 2025 to Dec 31st, 2025

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

707 El Cerrito Plaza,
El Cerrito, CA 94530

2370 A Walsh Ave,
Santa Clara, CA 95051

5448 Thornwood Dr, Suite 103,
San Jose, CA 95123

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

www.PhlebotomyUSA.com

info@phlebotomyusa.com

701-404-9434

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Phlebotomy Technician Training Program Course Catalog

Introduction

Phlebotomy Training Specialists (hereinafter referred to as PTS) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors. Brian Treu is the Chief Executive Officer (hereinafter referred to as 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 Chief Operations Officer (hereinafter referred to as COO) of PTS. Ms. Treu has broad experience as 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.

David Roberts is the Chief Financial Officer (hereinafter referred to as CFO). Mr. Roberts's responsibilities are to ensure the company is operating in Generally Accepted Accounting Principles (GAAP) manner. He coordinates and manages all finance functions within the company; and, manages operational and investor relationships to ensure the company is operating in a legal and ethical manner. Mr. Roberts has an extensive background in supporting companies through post-sale transactions ensuring smooth and efficient operations. He has been a CFO for 10 years. Before his CFO duties, he has held numerous senior-level positions in both financial planning and analysis (FP&A) roles and in back-office controllership roles. He has an undergraduate degree in finance and a Master's in Business Administration (Finance) from the University of Utah.

School History

Phlebotomy Training Specialists (hereinafter referred to as the school) offers Phlebotomy Training for students and is staffed with qualified instructors. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded Phlebotomy Training Specialists and created a program to combine a system that consists of both practical and didactic learning. Students can 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 87,000 graduates. Today Phlebotomy Training Specialists is one of the largest stand-alone phlebotomy training schools.

Mission and Objectives

Our mission is to increase the quality of the patient experience in the laboratory setting by delivering & implementing standardized, and consistently updated, training methodologies to students before their entrance into the clinical setting through our network of training facilities, which use the latest training paradigms and state of the art equipment.

Our objective is to turn out high-quality, well-trained, competent phlebotomists who can use their skills to benefit patients and employers.

Our current program meets the stated purpose above through a rigorous academic curriculum and hands-on training. Our program equips students with the knowledge, technical proficiency, and foundation needed to excel. By preparing our students to provide safe, accurate, and compassionate blood collection draws, the program fulfills our mission.

Program Description

The Phlebotomy Training Program through Phlebotomy Training Specialists is a 80-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 program 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 program 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*

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 with Phlebotomy Training Specialists.

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

There are other pathways to licensure with Laboratory Field Services. Phlebotomy Training Specialists is not approved to offer these pathways.

Administration

Brian Treu - CEO & Owner
Alexis Treu - COO
David Roberts - CFO
Monica Sanborn - VP of Licensing & Compliance
Heidi Samani- Director of Student Services
Ericha Dick- Directors of Training

Instructors & Qualifications

All faculty members have at least 3 years of experience in the field which they are teaching.

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 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.*

Sacramento

Khalid Mahmood- *Mr. Mahmood was born in Nawab shah Sindh, Pakistan. He was immigrated to the United States in 1999 after completing his formal education in medicine and surgery (MBBS). Since then, Mr. Mahmood is teaching allied health education classes in vocational schools in greater Sacramento area, currently works with Job corps Sacramento and at Shifa clinic provides phlebotomy services and training to our medical students. Mr. Mahmood participates in several professional and community organizations in addition to serving as a Community Board Member for Shifa Clinic.*

Kris Fox- *Ms. Fox is a seasoned phlebotomist with over 20 year's experience in the health and medical industry. Armed with a degree in Mind-Body Psychology, she brings a unique perspective to her work, understanding the importance of empathy and compassion in patient care. Kris's expertise extends beyond drawing blood; she has also works as a health and wellness coach, empowering individuals to lead healthier lifestyles. Kris's commitment to mentoring and training new phlebotomist showcases her passion for helping others believe in their own abilities and skillset*

Rasha (Toni)Lighthizer- *Ms. Lighthizer, CPT started her Phlebotomy career in 2013 and counts herself lucky that she found a career she loves. Toni has worked with a wide variety of patients, newborn all the way up to 105 years old and enjoys interactions with them all. She is experienced, compassionate, patient, and will do all she can to help you succeed.*

El Cerrito

Jonathan Tucker- *Mr. Tucker is a California native whose healthcare career began in the San Francisco Bay area. After receiving a Bachelor's Degree from UNLV, Mr. Tucker returned to complete the EMT program at Solano Community College in 2014. Upon*

completion of Phlebotomy school in 2016, Mr. Tucker was licensed by Laboratory Field Sciences in California as CPT and began work as an Emergency Department Technician at UCSF Medical Center. Since that time Mr. Tucker has been certified as a Crisis Prevention Institution (CPI) instructor, teaching emergency department staff how to identify and mitigate crisis in hostile work environments.

Karina Jarrell - *Ms. Jarrell began her phlebotomy career journey in 2013. Ms. Jarrell graduated from the Kaiser Permanente School of Allied Health and Science. After graduation she started working for Kaiser as a Laboratory Technician I/II within their hospitals, clinics, and regional labs. Ms. Jarrell's phlebotomy career journey eventually took her to the challenging and rewarding experience of being a phlebotomist at San Quentin State Prison.*

Santa Clara

Mary RuizDeLuzuriaga- *Ms. Ruiz DeLuzuriaga became a CPT in 2007. She is experienced in Outpatient, Inpatient, Emergency Room, and Psych Department draws. She's also experienced with infant, child, geriatric and hardstick patients. May is very knowledgeable with all types of specimen processing.*

Lindsey KLINE- *Ms. Kline has been a California resident her entire life. She started her phlebotomy career in 2010. She is certified through NCCT for her national certification and has her CPT1 from the state of California. She has worked as a phlebotomist in a couple of different hospitals and an outpatient laboratory. She has also has previous experience as a phlebotomy instructor. Ms. Kline loves to share her skills, experiences and stories of all that she has encountered through her many years as a phlebotomist.*

San Jose

Evangelina Guel- *Mrs. Guel started her phlebotomy career in 2008. She is certified through Bay Area Medical Academy. Mrs. Guel has worked with numerous patients; her favorite field is pediatrics. She has worked in office phlebotomist positions, and several outpatient laboratories.*

Gloria J Traslavina- *Ms. Traslavina began her career in phlebotomy many years ago. She has worked every aspect of phlebotomy from NICU to geriatric. Gloria finds great satisfaction in teaching and passing on her abundance of experience.*

Nawal Sugal- *Ms. Sugal started her phlebotomy career as a student from Phlebotomy Training Specialists! She is certified through the National Healthcareer Association. Nawal worked at a psychiatric facility where she spent time providing compassionate care to a diverse group of people. She also worked at hospitals to expand her expertise. Nawal is passionate about sharing the valuable insights and stories she's gathered along the way.*

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.

Marcella Marie Cobos- *Ms. Cobos has been a phlebotomist for 18 years and has worked in both outpatient and inpatient settings, with frequent trips to ER to assist in blood draws. During her time of employment, she obtained an AA and AS degree to provide opportunity for career growth.*

Niloofo Wahid- *Ms. Wahid has been a certified phlebotomist since 2017, she has worked with all kinds of patients and really enjoys geriatric patients. Her experience is hospitals, private phlebotomist positions, and many outpatient laboratories.*

Joshua Erdman- *Mr. Erdman started his phlebotomy career in 2019 after working as an EMT for several years. Josh has worked as a phlebotomist in primary care offices and outpatient clinics, including urgent care and outpatient surgery centers. As a new grad RN, Josh is always looking for ways to advance his practice and learn new skills.*

Contact Information

School addresses where classes are held :

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

El Cerrito- 707 El Cerrito Plaza, El Cerrito, CA 94530

Santa Clara- 2370 A Walsh Ave, Santa Clara, CA 95051

San Jose- 5448 Thornwood Dr, Suite 103, San Jose, CA 95123

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

Home Office- 2570 W 600 N Suite 400, Lindon, UT 84042

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

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

Programs Offered

1 Program:

80 Hour Phlebotomy Technician Training

Tuition & Fee Breakdown

Program Cost		
Tuition	\$1,855.00	
STRF	\$0.00	
Registration Fee	\$250.00	
Medical Liability Insurance	\$25.00	
Lab Supplies / Protective Equipment		
Lab Supplies.....\$265.00	\$300.00	
Protective Equipment.....\$35.00		
Textbooks (Non-Refundable once received)	\$35.00	
National Exam (Paid to a third party)	\$130.00	Total
Documents Processing Fee	\$200.00	
Charges for Phlebotomy Technician Training Payable to Phlebotomy Training Specialists - \$2,795.00		

Fee Breakdown Description

Tuition \$1,855.00 - 80 hours of 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 \$265.00
Textbooks \$35.00 (Non-Refundable once received)
National Certification Exam Fee \$130.00
Student Tuition Recovery Fund – \$0.0 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)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$2795

TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM \$2795

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON
REGISTRATION/ENROLLMENT \$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. 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, unless the student is approved for financing and has signed a retail installment contract (see Financing Options below).**

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 Alexis Treu, COO, at info@phlebotomyusa.com. She will review all payment extensions. If an extension is approved, the student will remain in their scheduled program but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Ms. Treu 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 receive their Certificate of Completion without full payment. PTS does not hold regional, national, or programmatic accreditation from a U.S. Department of Education-approved accreditor. PTS does not participate in federal or state student aid

programs.

After the 40 hours of in-class, training has been completed, a coupon code for the national exam will be emailed to you. This code will come 2-3 business days AFTER your last class assuming that PTS has received your documents and that you have attended all 40 hours of class. You will use this code to register for and take your National Exam.

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

VISA

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

Financing Options

Students may apply for financing via the student portal. Students may apply for financing at any point throughout the course, and they may choose to finance up to 50% of their overall balance. Students may select terms in 12, 18, or 24 months at a rate of 15%. Should students withdraw from the course, the published refund policy would apply. Payments are due according to the terms of the retail installment contract even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

Payments are due according to the terms of the retail installment contract even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

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 at 1747 North Market Blvd., Suite 225 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 other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four

(4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Financial

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

Textbooks & Supplies/ Equipment

Supplies & Equipment: \$265.00 refundable on a pro rata basis in accordance with tuition.

Textbook: \$35.00 Once textbooks are issued and received by students, they are not refundable.

Student Loans

Phlebotomy Training Specialists does not qualify for Title IV student loans and does not provide student loans.

Class Schedule

Evening: 6 pm to 10 pm – Monday - Thursday (10 Classes)

Day: 9am to 1:00pm – Monday - Thursday (10 Classes)

Weekend: 8 am – 4:30 pm Saturdays (5 Classes)

Accelerated: 8 am – 4:30 pm -Monday – Friday (5 Classes)

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, passed your national exam, and have completed 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 6,7,8,9,13,14,15,16,21,22	July 7,8,9,10,14,15,16,17,21,22	January 11,18,25, Feb 1,8	July 12,19,26, Aug 2,9	January 27,28,29,30,31	June 23,24,25,26,27
February 3,4,5,6,10,11,12,13,18,19	August 4,5,6,7,11,12,13,14,18,19	February 22, Mar 1,8,15,22	August 23, Sep 6,13,20,27	February 24,25,26,27,28	July 28,29,30,31, Aug 1
March 3,4,5,6,10,11,12,13,17,18	September 8,9,10,11,15,16,17,18,22,23	April 5,12,26, May 3,10	October 4,11,18,25, Nov 1	March 24,25,26,27,28	Aug 21,22,25,26,27
April 7,8,9,10,14,15,16,17,21,22	October 6,7,8,9,14,15,16,20,21,22	May 31, June 7,14,21,28	November 15,22, Dec 6,13,20	April 28,29,30, May 1,2	September 29,30, Oct 1,2,3
May 5,6,7,8,12,13,14,15,19,20	November 3,4,5,6,10,12,13,17,18,19			May 22,27,28,29,30	October 27,28,29,30,31
June 2,3,4,5,9,10,11,12,16,17	December 1,2,3,4,8,9,10,11,15,16				

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. Externship locations are approximately 20-75 miles from the chosen didactic location. This distance can be further if a student chooses to attend another site associated to a Northern California didactic location.

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

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 Phlebotomy Training Specialists. 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)

Entrance Requirements

The school does not discriminate based on race, sexual orientation, gender identity, religion, ethnic origin, or disability.

Students are required to have a high school diploma or high school equivalency as a minimum entry requirement into the program. If this proof of education was issued outside of the United States, students must have their documents evaluated for equivalency by a recognized provide such as naces.org, scholar.com, or wes.org. Some employers may also require proof for employment and it will be the student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance; at least 18 years old.

Students must demonstrate fluency in English, including the ability to communicate, write, and read fluently, as this is essential for effective communication in the healthcare environment.

We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the program. 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.

Admission Application and Deadline

Prospective students will need to enroll by the application deadline. The application deadline is the day before the class starts. 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. Late enrollments are not accepted once the program has begun, and students will be notified and given dates of upcoming classes to choose from.

Postponement of Start Date

Postponement of a starting date requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Reason for postponement request.
- b. A deadline for the new start date.

If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees except for the \$250 non-refundable registration fee and a tuition fee of \$250.

Employment Advisory Services

Phlebotomy Training Specialists **do 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 to find 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.

Language Proficiency

There will not be any instruction in any other language than English. We do not allow students to bring in translators and a translator will not be provided by the institution. 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

Attendance

Students must attend ALL 80 hours. There is no grace period for attendance or arrival at the educational facility. If a student misses the first day of class, they will be removed from the program, and they will be required to enroll in another schedule. Time will be quantified at the educational facility electronically, and the student must attend all the time required to qualify for participation in the externship. If a student misses a portion of class after commencement, they must re-attend that EXACT portion of the class the next month or work out with their instructor to train on that exact content during a make-up time.

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.

Make-up Time

Students are strongly advised not to miss class unless necessary. If a student misses a portion of class after the initial 8 hours, the student can make it up at any of the other modules that are teaching the same class during days, evenings, or weekends. Make-up time is available by contacting student services at 701-404-9434 or by emailing info@phlebotomyusa.com. It is the student's responsibility to schedule and attend any make-up time. If the missed module cannot be made up during the scheduled month, the student can schedule a make-up time during the next month the module is being taught. There is no fee for make-up classes. **Please call Student Services at 701-404-9434 to reschedule.**

However, if the student is absent from three (3) or more class sessions without prior notice and authorization, enrollment will be dropped.

Rescheduling/Readmittance

If a student is dropped from the program due to non-payment of tuition and fees by the halfway mark of their scheduled cohort, they will need to contact Student

Services at (701) 404-9434 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability.

Scheduled Absence(s)

If any student has extenuating circumstances and requires an absence, please directly notify and speak with your school director for authorization. Once authorized, the student will be allowed to make up the missed time during the next month when the class covers the missed content with no additional fees.

Progress Policy

Phlebotomy Training Specialists and instructors are completely immersed in student success. Our instructor cadre is face-to-face with students every day they attend class. Our class sizes are kept small to ensure the student gets all the attention from the instructor and classmate interactions they need to become successful in Phlebotomy.

The program is not graded, it is a pass/fail course. As the program 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

Students Achievement

Phlebotomy Training Specialists 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.

Grading System

Class 1	Introduction to Phlebotomy	Pass / Fail
Class 2	Lab Skills Development – First Blood Draws	Pass / Fail
Class 3	Specimen Collection and Order of the Draw	Pass / Fail
Class 4	Lab Skills Development – Dermal Sticks and Butterfly Needles	Pass / Fail
Class 5	Lab processing and PRP	Pass / Fail
Class 6	Lab Skills & Development- Centrifuge & Dermal Sticks	Pass / Fail

Class 7	Infection Control & Anatomy	Pass / Fail
Class 8	Lab Skills Development- Hands-On Practice/Activity	Pass / Fail
Class 9	Practical Exam	Pass / Fail
Class 10	Study Guide Review, Q&A	Pass / Fail

Student Performance, Remediation, and Academic Dismissal Policy

Student Performance

The Phlebotomy Program is a fast-paced, often stressful, learning environment that demands a high level of dedication and proficiency. Students are expected to meet all program requirements, including classroom attendance, participation, and the ability to demonstrate proficiency in blood draws.

If a student's performance falls below the expected standards, the institution will initiate a conversation with the student to discuss their challenges and provide guidance on improving their performance.

Remediation

Remedial training is provided if it is found that a student is not progressing. The remediation period is limited to the length of the next class or classes depending on student needs. If the student achieves a 70% on modules, the student will resume with a pass status. Second and final remediation is available if needed. The student must be able to attend the required classes in the next schedule or concurrent schedule to receive additional training and help. Students are allowed to attend the weekend/evening/day classes, free of charge. If a student is unable to complete remediation in the scheduled time, they will consult with the chief administrator regarding re-enrollment options.

Dismissal

If, after reasonable efforts to support the student's success, they continue to fail to meet the program's requirements and remediation required, the institution may be required to dismiss the student from the Phlebotomy Program. Dismissal will be a last resort and will only occur after due consideration of the student's circumstances.

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 California 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.

Leave of Absence

Due to the short period of time required to complete the program, Phlebotomy Training Specialists will not grant students a Leave of Absence. In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, the student will be required to withdraw from the program. The school will process an appropriate refund in accordance with the Refund Policy.

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 reserve 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. Phlebotomy Training Specialists 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 drugs).

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
- f. Dishonesty / Cheating

Dismissal Procedures:

Upon infraction of one of the above prohibitions, a 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. If the prohibited action and/or behavior continues, Phlebotomy Training Specialists 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 Phlebotomy Training Specialists' final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting, Alexis Treu, COO, and discussing with her on an individual basis, our expected classroom etiquette.

Warnings & Suspension

Students will be given written warnings when it comes to their conduct in class. If they are disruptive, harass, or discriminate against another student or instructor, they will be written up by their instructor.

Three times being written up will result in suspension from the class. If the student chooses to withdraw from the class AFTER their suspension from the class, the student's tuition will be refunded based on the last day attended and will be based on the refund policy contained herein.

When suspended from a class, a student may not re-enter the class in which they were enrolled, until the start of the next month, they can however attend any other class, such as the evening or weekend class if they were in the day class. If they wish to re-enter at the same time of class as they were originally enrolled, they must wait until the start of the next class, the next month.

Student Probation

Phlebotomy Training Specialists do not put students on probation.

Re-entry / Readmission

Upon infraction of one of the above expectations, a 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 PTS corporate offices. PTS 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.

Voluntary Withdrawal from Class

When a student voluntarily withdraws from the program, the school will process a refund in accordance with the refund policy outlined in this document. All requests to withdraw must be submitted in writing to payments@phlebotomyusa.com.

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 payments@phlebotomyusa.com.

Facilities and Equipment

Our locations where classes are held:

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

El Cerrito- 707 El Cerrito Plaza, El Cerrito, CA 94530

Santa Clara- 2370 A Walsh Ave. Santa Clara, CA 95051

San Jose- 5448 Thornwood Dr., Suite 103, San Jose, CA 95051

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

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.

Award of Previous Credit

Phlebotomy Training Specialists does not grant credit to students for other courses taken in the field of Phlebotomy, 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. There is no process for appeal.

Phlebotomy Training Specialists have not entered into any articulation agreements with other educational institutions. We do not accept credits from other institutions or thorough challenge examinations and achievement tests for the Phlebotomy Technician Training program. The transferability of credits you earn in the Phlebotomy Technician Training program is at the complete discretion of an institution to which you may seek to transfer. Also, we do not offer an Ability to Benefit exam.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy Technician Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Phlebotomy Training Specialists to determine if your certificate will transfer.

Transfer of Fees

In addition, the tuition and fees paid toward this enrollment and program is only applicable to the city and state of the original enrollment; they are not transferable. If a student moves campuses, additional course fees may be required.

Student Grievance Procedure

Phlebotomy Training Specialists do not have any policy nor act in any manner that discourages or prohibits the filing of inquiries or complaints. Should a student or third-party individual have a complaint with Phlebotomy Training Specialists, they can take the following steps. Students will not be subject to unfair actions as

a result of filing a complaint.

1. The student and third-party individuals shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Please submit the written request within 60 days of the occurrence to the Student Service Manager, Heidi Samani, h.samani@phlebotomyusa.com, or 801-450-1256; she will assist the student in resolving their concerns. She will investigate the grievance within five business days of receiving the complaint by contacting the student via email or phone to schedule a meeting. In the meeting, Ms. Samani will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification of the resolution will be sent via email to the student within ten days after the student meeting.
3. In her absence, students can contact Student Service at info@phlebotomyusa.com or 701-404-9434. They will contact the student within five days or receive the complaint via email or phone to schedule a meeting. In the meeting, they will discuss the complaint, allow the student to be heard, and discuss an amicable resolution. The Student Service representative will consult with the Student Services Manager, and written notification via email with the resolution will be sent to the student within ten days after the meeting.
4. The student may file a complaint at any time 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.

Withdrawal Policy

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.

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.

******All requests to withdraw or cancel the enrollment agreement must be submitted in writing to payments@phlebotomyusa.com. The date of notice to withdrawal is

effective the day it is received by the institution's payment refund team.

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

Amount Paid – (\$46.25 x # of hours attended [for tuition]) + \$250 Registration Fee + \$35 Text Book + (\$8.125 x # 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 – 2570 W 600 N Suite 400, Lindon, UT 84042

Student Eligibility, Accommodations, and Performance Policy

Intelvio is committed to providing equal educational opportunities to all students, including those with disabilities, in compliance with the Americans with Disabilities Act (ADA). This policy outlines our commitment to inclusivity while maintaining the necessary standards for students participating in the Phlebotomy Program.

Intelvio does not discriminate on the basis of disability and is committed to providing reasonable accommodations to qualified students with disabilities to ensure equal access to educational programs and activities.

Accommodations

Intelvio is committed to providing reasonable accommodations to students with disabilities to facilitate their participation in the Phlebotomy Program. Accommodations will be determined on a case-by-case basis in consultation with the student and the institution's Student Services.

Chaperones

Chaperones or personal assistants are not allowed in the Phlebotomy Program classroom to assist students during the program. All students are expected to participate independently and demonstrate proficiency.

Assessment and Reasonable Modification

Students' abilities to successfully participate in the Phlebotomy Program will be assessed based on their performance in the classroom and if applicable, the clinical settings. This includes their ability to perform blood draws safely and effectively.

Intelvio may consider reasonable modifications to accommodate students with disabilities, provided that such modifications do not fundamentally alter the essential requirements of the Phlebotomy Program or compromise patient safety.

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., Suite 225 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.

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. **PTS does not have responsibility to find or assist students in locating housing.**

Distant Education

Phlebotomy Training Specialists does not offer any distance education.

2025 PHLEBOTOMY TRAINING SYLLABUS

A. PROGRAM DESCRIPTION:

The Phlebotomy program 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 program 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. PROGRAM EXPECTATIONS / COMPETENCIES/OBJECTIVES:

Upon completion of the Phlebotomy program, 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.

Program Summary

Class 1- Phlebotomy, an Overview, Tourniquet Tying

This program 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 program 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 program 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 program 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 program is a hands-on experience day. Additional straight stick practice, making blood smears, and butterfly practice. This program 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 program 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 program 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

Course Titles	Lecture Hours	Lab Hours	Total Hours
Class 1- Introduction to Phlebotomy	4	0	4
Class 2- Lab Skills Development – First Blood Draws	0	4	4
Class 3- Specimen Collection and Order of the Draw	4	0	4
Class 4- Lab Skills Development- Dermal Sticks & Butterfly Needles	0	4	4
Class 5- Lab processing and PRP	4	0	4
Class 6- Lab Skills Development- Centrifuge and Dermal Sticks	0	4	4
Class 7- Infection Control and Anatomy	4	0	4
Class 8- Lab Skills Development – Hands on Practice/Activity	0	4	4
Class 9- Practical Exam	0	4	4

Class 10- Study Guide Review, Q&A	4	0	4
40 Hour Clinical Externship			40
Total Hours			80

Textbook

Phlebotomy Textbook

The Fundamental Guide to Phlebotomy: A competency-based approach. Edition Number: First Edition (2022)

ISBN: 979-8-218-02579-3

Approval

Phlebotomy Training Specialists is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education and approval means compliance with the state standards as set forth in the California Private Postsecondary Act of 2009 and the Title 5 Division 7.5 California Code of Regulations.

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

Intelvio, LLC d/b/a 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 (NHA), National Centers for Competency Testing (NCCT), and National Healthcare Certification Organization (NHCO)) and PTS training

complies with the standards of all relevant phlebotomy trade associations.

This Catalog is updated on the last week of December each year.

If this catalog is requested, it will be mailed, emailed, or made available for pickup at any of our locations. It is also available on our website at www.PhlebotomyUSA.com

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ECG Course Details

Mission and Objectives

Phlebotomy Training Specialists also offers an ECG 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 through their student account. It is available to students during and after they attend the course.

Qualifications of Administration and Instructing Faculty

All faculty members have at least 3 years of experience in the field which they are teaching.

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.

Sacramento

Khalid Mahmood- *Mr. Mahmood was born in Nawab shah Sindh, Pakistan. He was immigrated to the United States in 1999 after completing his formal education in medicine and surgery (MBBS). Since then, Mr. Mahmood is teaching allied health education classes in vocational schools in greater Sacramento area, currently works with Job corps Sacramento and at Shifa clinic provides phlebotomy services and training to our medical students. Mr. Mahmood participates in several professional and community organizations in addition to serving as a Community Board Member for Shifa Clinic.*

San Jose

Gloria J Traslavina- *Ms. Traslavina began her career in phlebotomy many years ago. She has worked every aspect of phlebotomy from NICU to geriatric. Gloria finds great satisfaction in teaching and passing on her abundance of experience*

Contact Information

School Locations:

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

El Cerrito- 707 El Cerrito Plaza, El Cerrito, CA 94530

Santa Clara- 2370 A Walsh Ave, Santa Clara, CA 95051

San Jose- 5448 Thornwood Dr, Suite 103, San Jose, CA 95123

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

Home Office- 2570 W 600 N Suite 400, Lindon, UT 84042

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

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

Programs/Courses Offered

1 Program

20 Hours ECG (Electrocardiogram) Training

Tuition & Fee Breakdown

<u>Program Cost</u>	
<i>Tuition</i>	\$520.00
<i>STRF</i>	\$0.00
<i>Registration Fee (Non-Refundable)</i>	\$250.00
<i>Lab Supplies</i>	\$152.50
<i>Textbooks (Non-Refundable once received)</i>	\$25.00
<i>National Exam (Paid to a third party)* Optional</i>	\$45.00
<i>Documents Processing Fee</i>	\$200.00

Total for ECG 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 (Non-Refundable once received)
National Certification Exam Fee \$45.00
Student Tuition Recovery Fund - \$0.00 x each \$1000 (Non-Refundable)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$950.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

\$995.

TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON
REGISTRATION/ENROLLMENT \$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 receive their Certificate of Completion 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.

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.

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 other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Sacramento Only - ECG Schedule

Monday-Friday 6:00PM-10:00PM

January: 27,28,29,30,31

February: 24,25,26,27,28

March: 24,25,26,27,28

April: 28,29,30, May 1,2

May -22,27,28,29,30

June: 23,24,25,26,27

July: 28,29,30,31, Aug 1

August: 21,22,25,26,27

September: 29,30, Oct 1,2,3

October 27,28,29,30,31

El Cerrito, Santa Clara, San Jose, Citrus Heights, Fresno, Stockton,

Modesto EKG Schedule

Monday-Friday 9:00AM-1:00PM, 1:30PM-5:30PM, 6:00PM-10:00PM

January: 27, 28, 29, 30, 31

February: 24, 25, 26, 27, 28

March: 24, 25, 26, 27, 28

April: 28, 29, 30, May 1, 2

May: 22, 27, 28, 29, 30

June: 23, 24, 25, 26, 27

July: 28, 29, 30, 31, Aug 1

August: 21, 22, 25, 26, 27

September: 29, 30, Oct 1, 2, 3

October 27, 28, 29, 30, 31

Admission Application

Prospective students will need to enroll by the application deadline. The application deadline is the day before the class starts. 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. Late enrollments are not accepted once the

course has begun, and students will be notified and given dates of upcoming classes to choose from.

Entrance Requirements

The school does not discriminate based on race, sexual orientation, gender identity, religion, ethnic origin, or disability.

Students are required to have a high school diploma or high school equivalency as a minimum entry requirement into the program. If this proof of education was issued outside of the United States, students must have their documents evaluated for equivalency by a recognized provide such as naces.org, scholar.com, or wes.org. Some employers may also require proof for employment and it will be the student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance; over the age of 18.

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.

Award of Previous Credit

Phlebotomy Training Specialists does not grant credit to students for other courses taken in the field of ECG, Medical Assisitng, 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. There is no process for appeal.

Phlebotomy Training Specialists have not entered into any articulation agreements with other educational institutions. We do not accept credits from other institutions or thorough challenge examinations and achievement tests for the ECG Training program. The transferability of credits you earn in the ECG Training program is at the complete discretion of an institution to which you may seek to transfer. Also, we do not offer an Ability to Benefit exam.

Language Proficiency

There will not be any instruction in any other language than English. We do not allow students to bring in translators and a translator will not be provided by the institution. 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

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 Training program. There is no fee for this.

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.

Employment Advisory Services/Placement Assistance

Phlebotomy Training Specialists do 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.

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.

Make-up Time

Students are strongly advised not to miss class unless necessary. If a student misses a portion of class after the initial 8 hours, the student can make it up at any of the other modules the following month. Make-up time is available by contacting student services at 701-404-9434 or by emailing info@phlebotomyusa.com. It is the student's responsibility to schedule and attends any make-up time. There is no fee for make-up classes. **Please call Student Services at 701-404-9434 to reschedule.**

However, if the student is absent from two (2) or more class sessions without prior notice and authorization, enrollment will be dropped.

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 is 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	Anatomy & Electrode Placement	Pass / Fail
Class 3	Waveforms & Additional Practice	Pass / Fail

Class 4	Holter Monitors/ Family & Friends	Pass / Fail
Class 5	Practical & National Exam	Pass / Fail

Graduation and Training Requirements

Certificates of Completion 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
- Meet full attendance requirement
- Completed Student File / Paperwork
- No outstanding payment obligations

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.

We do not mail original copies of the Certificate of Completion. If the student would like one sent to them, they can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please log on to the student portal to request and pay for the printed and mailed Certificate. If the student notices any mistakes on their Certificate, please email documents@phlebotomyusa.com.

Students who complete the ECG Training course and pass the exam administered by the National Healthcare Certification Organization will be eligible for employment in all states.

Exam and Learning Resource Information

Phlebotomy Training Specialists proctor the National Healthcare Certification Organization (NHCO) Exam. The NHCO can be contacted at 866-856-6082. 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.

The NHCO Exam is a separate fee of \$45. The exam will be given at our facility on the last day of class. If the student chooses NOT to take the NHCO exam, they will still receive a certificate of completion from our school.

Phlebotomy Training Specialists uses a training system in which they provide students with all of the resources they need to complete class and attain the

knowledge to prepare for and pass the certification exam. This is similar if not identical to how most ECG Training programs operate.

Our system coupled with our practiced exams and quizzes have proven to be sufficient in their entirety for students to be successful in their ECG Training. To further add to our student's success, we have compiled a learning resource library that students can refer to that uses information directly from the source. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

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.

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.

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.

Leave of Absence

Due to the short period of time required to complete the program, Phlebotomy Training Specialists will not grant students a Leave of Absence. In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, the student will be required to

withdraw from the program. The school will process an appropriate refund in accordance with the Refund Policy.

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 reserve 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. Phlebotomy Training Specialists 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.

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
- f. Dishonesty / Cheating

Dismissal Procedures:

Upon infraction of one of the above prohibitions, an 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. If the prohibited action and/or behavior continues, Phlebotomy Training Specialists 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 Phlebotomy Training Specialists’ final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting the COO, Alexis Treu, and discussing with her on an individual basis, our expected classroom etiquette.

Warnings & Suspension

Students will be given written warnings when it comes to their conduct in class. If they are disruptive, harass, or discriminate against another student or instructor, they will be written up by their instructor.

Three times being written up will result in suspension from the class. If the student chooses to withdraw from the class AFTER their suspension from the class, the student’s tuition will be refunded based on the last day attended and will be based on the refund policy contained herein.

When suspended from a class, a student may not re-enter the class in which they were enrolled, until the start of the next month, they can however attend any other class, such as the evening or weekend class if they were in the day class. If they wish to re-enter at the same time of class as they were originally enrolled, they must wait until the start of the next

class, the next month.

Re-entry / Readmission

Upon infraction of one of the above expectations, an 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 ECG corporate offices. ECG 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 Probation

Phlebotomy Training Specialists do not put students on probation.

Facilities and Equipment

Our locations where classes are held:

School Address-

Fresno- 770 E Shaw Ave, Suite 120, Fresno, CA 93010

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

Manteca- 1142 S Main Street, Manteca, CA 95337

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

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

Santa Clara- 833 Market Street, Suite 422, San Francisco, CA 94103

Home Office- 2570 W 600 N Suite 400, Lindon, UT 84042

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-lit, 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.

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.

Educational Services

The class is 20 hours in length, offered in the afternoon. There is no distance education for this class. All the instruction is classroom instruction, and there are no additional fees to make up classes because we allow all students to return to the class free of charge once they have completed the class one time.

Phlebotomy Training Specialists continually changes its curriculum to meet industry standards and safety/equipment updates.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Phlebotomy Training Specialists is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ECG Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Phlebotomy Training Specialists to determine if your certificate will transfer.

Transfer of Fees

In addition, the tuition and fees paid toward this enrollment and program is only applicable to the city and state of the original enrollment; they are not transferable. If a student moves campuses, additional course fees may be required.

Student Grievance Procedure

Should a student have a complaint with Phlebotomy Training Specialists, then

the following steps shall be taken by him/her.

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Students may state the grievance in writing to the administrator or designee. Please submit the written request within **60 days** of the occurrence to the COO, Alexis Treu- alexis@phlebotomyusa.com or 701-404-9434. She will then assist you in resolving your concerns. She will investigate the grievance within 5 business days of receiving the complaint by contacting the student via email or phone to set up a meeting. In the meeting, she will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification of the resolution will be sent via email to the student within 10 days after the student meeting.
3. In her absence, you can contact the Student Service Manager at info@phlebotomyusa.com or **801-669-2056**. They will contact the student within 5 days or receive the complaint via email or phone to set up a meeting. In the meeting, they will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. The Student Services Manager will consult with the School/Company President and written notification via email of the resolution will be sent to the student within 10 days after the meeting.
4. The student may file a complaint at any time 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.

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 payments@phlebotomyusa.com.

Withdrawal Policy

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.

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.

**All requests to withdraw or cancel the enrollment agreement must be submitted in writing to [payments @phlebotomyusa.com](mailto:payments@phlebotomyusa.com). The date of notice to withdrawal is effective the day it is received by the institution's payment refund team.

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

Amount Paid – (\$26.25 x # of hours attended [for tuition]) + \$250 Registration Fee + \$25 Text Book + (\$7.50 x # 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 – 2570 W 600 N Suite 400, 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.

**All requests to withdraw or cancel the enrollment agreement must be submitted in writing to [payments @phlebotomyusa.com](mailto:payments@phlebotomyusa.com). The date of notice to withdrawal is effective the day it is received by the institution's payment refund team.

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.

Student Eligibility, Accommodations, and Performance Policy

Phlebotomy Training Specialists is committed to providing equal educational opportunities to all students, including those with disabilities, in compliance with the Americans with Disabilities Act (ADA). This policy outlines our commitment to inclusivity while maintaining the necessary standards for students participating in the Phlebotomy Program.

Phlebotomy Training Specialists does not discriminate on the basis of disability and is committed to providing reasonable accommodations to qualified students with disabilities to ensure equal access to educational programs and activities.

Accommodations

Phlebotomy Training Specialists is committed to providing reasonable accommodations to students with disabilities to facilitate their participation in the ECG Training Program.

Accommodations will be determined on a case-by-case basis in consultation with the student and the institution's Student Services.

Chaperones

Chaperones or personal assistants are not allowed in the ECG Training Program classroom to assist students during the program. All students are expected to participate independently and demonstrate proficiency.

Assessment and Reasonable Modification

Students' abilities to successfully participate in the ECG Training Program will be assessed based on their performance in the classroom. This includes their ability to perform the duties of an ECG Technician effectively.

Phlebotomy Training Specialists may consider reasonable modifications to accommodate students with disabilities, provided that such modifications do not fundamentally alter the essential requirements of their course or compromise patient safety.

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.** The average for student housing rent is between \$1,860 - \$2,895 per month. There are options for public housing, apartments and condos, around our campuses.

Distant Education

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

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 in order to gauge student proficiency.

2025 ECG Training 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, and expectations.	Participation
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 SP02 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.

<u>ECG</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competen cies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<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 demonstratio n.	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: Pages 43-49			Total Hours 1.75	Total Hours 2.25		Self-Evaluate with review questions at home
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>		

<u>Class Four</u> <u>Holter Monitors/Friends & Family</u> Section Fifteen - Pages 51-55 Section Sixteen - Pages 57-59		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

NHCO-National Healthcare Certification Organization
The Fundamental Guide to Electrocardiograms; A competency-based approach.
Edition Number: First Edition/Entry Level Technician
ISBN: 979-8-218-12499-1

Approval

Phlebotomy Training Specialists is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education and approval means compliance with the state standards as set forth in the California Private Postsecondary Act of 2009 and the Title 5 Division 7.5 California Code of Regulations.

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

Intelvio, LLC d/b/a 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.

Intelvio, LLC d/b/a Phlebotomy Training Specialists, students are eligible to sit for certification examinations from the relevant training oversight organizations (National Healthcareer Certification Organization).

This Catalog is updated on the last week of December each year.

If this catalog is requested, it will be mailed, emailed, or made available for

**pickup at any of our locations. It is also available on our website at
www.PhlebotomyUSA.com**

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