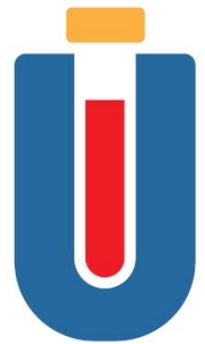


PHLEBOTOMY

EDUCATING. IT'S IN OUR BLOOD



2019 CATALOG

PhlebotomyU, formerly known as Family Health Services Training Center, is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval means this institution is in compliance with state standards as set forth in the CEC and 5, CCR. Neither PhlebotomyU nor any of its training programs are accredited by an accreditation agency recognized by the US Department of Education.

This catalog is effective from January 1, 2019 – December 31, 2019 and is updated annually. A pdf copy of the catalog may be e-mailed to students upon request. Students, as well as the general public, may print out a copy of the catalog when visiting the PhlebotomyU website at: www.PhlebotomyU.com or by contacting us at (619) 294-2192.

PhlebotomyU has made every reasonable effort to ensure the accuracy of this catalog at the time it was published, however, we reserve the right to make changes to the catalog as needed. In the event a correction or update is made, we will publish an updated catalog to include an addendum of any changes.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. This information can be found on our website at www.PhlebotomyU.com.

Table of Contents

	Pages
1. The Phlebotomy Training Courses	1-2
2. Facilities, Staff & Faculty	3
3. Admission Policies	4
4. School Policies	5-7
5. Student's Right to Cancel and Refund Policy	8
6. Student Tuition Recovery Fund (STRF)	9
7. Academic Policies	10-11
8. CPT I Course Offerings	12
9. Phlebotomy Full Course	13-16
10. Phlebotomy Advanced Course	17
11. Phlebotomy Didactic Only Course	18
12. California State License Application Process & CEU's	19
13. Safe Venipuncture Course	20
14. Blood Withdrawal Course	21
15. Student Services	22-23

THE PHLEBOTOMY TRAINING COURSES

The Phlebotomy Training Courses are designed to prepare students for California state licensure in phlebotomy and an entry level position in healthcare. Admission requirements for the Phlebotomy Training Courses we offer are largely defined by the California Department of Public Health (CDPH) for licensed Certified Phlebotomy Technicians I (CPT I).

Mission and Objectives

PhlebotomyU is committed to enhance students' careers, meets the needs of healthcare providers and improve patient care by providing high quality, cost effective phlebotomy education through industry leading curriculum, current technology and extensive hands on experience.

The goal of our Phlebotomy Training Programs is to expand the knowledge and skills of prospective and currently employed healthcare professionals in the performance of blood withdrawal and to educate these professionals on the most recent trends in blood analysis and clinical laboratory medicine. These courses are designed to provide students with the skills and knowledge necessary to work in variety of medical settings including: Clinical Laboratories, Hospitals, Clinics, Physician's Offices, Blood Banks and much more.

The success of the training as well as the students is measured by the following parameters:

- (1) The number of students who enroll and the percentage of students that graduate
- (2) Student success on national exams (if applicable)
- (3) The percentage of students who find jobs and careers that contribute to healthcare delivery in their community

Students will explore practical phlebotomy with an emphasis on understanding various venipuncture foundations, practices and general phlebotomy procedures that are applied in the work place. All lecture information will cover basic and advanced phlebotomy skills in these areas:

- Basic and advance laboratory terminology and definitions
- Physician requisition forms
- Common laboratory test, tube colors and departments
- General specimen collection and processing procedures
- Common test names and their practical usages
- Vein locations for routine and advance blood draws
- Blood drawing procedures
- Special considerations, pre-analytical sources of error in specimen collection
- Appropriate response to patient complications resulting from a phlebotomy procedure
- General patient instructions for specific procedures
- Permissible procedure limits regarding the care and preparation of common blood test
- Universal Precautions and safety procedures
- Basic and advanced infection control
- The prevention of nosocomial infections

Students will explore pertinent anatomy and physiology of body systems with an emphasis on the circulatory system and anticoagulation theory. Students will learn the importance of proper patient identification and its impact on quality assurance in the medical setting. Students will also practice proper waste disposal techniques (i.e. appropriate needle disposal sharps and biohazard waste).

The course covers a broad spectrum of concepts and skills involving not only academic and scientific training, but also the acquisition of clinical and critical thinking skills. Hence, students will simulate role play of both phlebotomist and patient. This will allow each student to gain the practical skills necessary to properly perform their techniques, and at the same time, develop a deeper understanding of the patient experience.

It is important that all health care professionals demonstrate a high standard of professionalism. This is often done through meeting the moral, confidential and ethical standards of the healthcare facility. Thus, students will learn: how to work together to achieve common work-related goals, proper patient etiquette, basic concepts of communication, stress management, ethics and legal implications pertaining to phlebotomy.

FACILITIES

PhlebotomyU has sufficient facilities and equipment to support the achievement objectives of all the courses and educational programs in which students are enrolled. Our facilities, which include heating and cooling, ventilation, lighting, classrooms, laboratories, and campus environs, are well-maintained.

All instruction for courses offered by PhlebotomyU is held on our main campus at 2535 Camino del Rio South, #300 San Diego, CA 92108.



These facilities include spacious classrooms that include blood draw stations, fully equipped and designed for students to simulate on-the-job training. These stations can include phlebotomy chairs equipped with lock-in mechanisms to prevent falling and all necessary equipment and supplies required to perform phlebotomy procedures like antiseptic, gauze, Sharps container, tourniquets, vacutainer tubes, lancets, winged infusion sets, vacutainer needles and hubs, and personal protective equipment.



Combination of Butterfly and Syringe Systems



Combination of Butterfly and ETS System



Left to right: Syringe Transfer Device, Engineered Safety Device and Luer-lock needle and assembly

FACULTY & STAFF

ADMINISTRATION

Preston Plumb
President & CEO

Terry Jordan
Phlebotomy Program Manager

Tiffany Tacdiran
Phlebotomy Program Coordinator

Thomas Borrer
Marketing Specialist

PHLEBOTOMY PROGRAM FACULTY

Otis L. Stitt, CLS, MPH
Director of Phlebotomy

Terry Jordan, CPT I MPH
Lead Phlebotomy Instructor

Tammy Marshall, CPT I
Lead Practical Instructor

Aayan Walters
Phlebotomy Didactic & Practical Instructor

Admission Policies

PhlebotomyU has written admission standards for each of its educational programs. These standards are related to the specific program and ensure that no student will be admitted who is unqualified.

All instruction in the phlebotomy course is only available in English. Therefore, proficiency in the English language is a requirement for admission to any of the phlebotomy courses offered. Students who speak English as a second language may be required to pass an English Assessment Test. A student must achieve at least a 70% to pass.

Please note we do not provide visa services to foreign students and will not vouch for student status or any associated charges.

Due to the requirements set by the California Department of Public Health, we cannot accept ATB (ability to benefit) students into the Phlebotomy Training Program.

Credit for Prior Experiential Learning

PhlebotomyU has not entered into an articulation or transfer agreement with any other college or university for the transfer of credits. Similarly, we do not award credit for prior experiential learning, credit earned at other institutions in phlebotomy nor credit earned through challenge examinations and achievement tests.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at PhlebotomyU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Phlebotomy 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 PhlebotomyU to determine if your certificate will transfer.

SCHOOL POLICIES

Attendance Policies

Students are expected to attend all classes of the course. Attendance is important but is the responsibility of each student. There will be material discussed in class that is not in the text and can be included on the exams. The student is responsible to obtain any material missed due to an absence.

Students are expected to attend all classes of the course and report on time. A grace period of five minutes shall be applied and anything beyond that will be considered a tardy. Three occurrences of tardiness and/or early departure will be considered an unexcused absence, unless otherwise discussed with the Center. Students will need to discuss with an administrator if a make-up class will need to be scheduled.

Students with 1 excused absence must discuss with an administrator if a makeup class is required for the class missed. Students that accrue two or more **excused** absences will be excluded from the current course but may be reinstated to a subsequent course. Students that accrue two or more **unexcused** absences will be considered to have abandoned the current course and the student will be issued an Incomplete for the course. Should the student wish to complete the Phlebotomy Full course, they will be required to re-apply, repay and retake the course from the beginning.

- An excused absence is defined as an absence for a valid reason that was pre-approved by the school office or absence due to illness provided the student presents a doctor's note
- Students are required to call and inform the school office for any foreseen absences or tardiness
- Make-up classes for absences are to be arranged with the administration office

Students will be allowed to have a break time of 10-15 minutes at the midpoint of their training hours.

Bar from Attendance

Students may be barred from attendance for failure to:

1. Comply with PhlebotomyU's policies
2. Respond to official notices
3. Settle financial obligations when due

Leave of Absence

PhlebotomyU understands that life events may require the students to modify class enrollment and schedules. A student may provide a written request for a leave of absence up to a maximum of 90 days, unless otherwise discussed with an administrator. The request should include the reason for the leave of absence and the amount of time required. If approved, the student may be re-instated to a subsequent course upon their return.

If the student is using a third party for financial assistance, it is their responsibility to inform that organization of their leave of absence and to discuss any consequences that might occur as a result. Notification of approval or denial will be returned to the student in writing within 48 hours. Unexcused leave of four or more consecutive classes will be taken as abandonment of the course.

Non-Discrimination Policy

PhlebotomyU prohibits any type of discrimination or harassment based on race, ethnic group, national origin, religion, age, gender, sexual orientation, color, physical or mental disability, marital and/or veteran status.

Smoking, Drugs and Alcohol Policy

PhlebotomyU prohibits smoking in the facility as well as outside stairways. Sale of tobacco products at our facility is also prohibited. We prohibit the use and distribution of illicit drugs and alcohol by students and employees.

Visitor Policy

No one may visit a classroom during class hours without permission from the administration office. Students are not allowed to bring children to the classroom or laboratories while attending class.

Behavior

Students are required to conduct themselves in an appropriate behavior that is acceptable to PhlebotomyU's policies at all times.

Unacceptable behavior may include but is not limited to the following:

- Eating and/or drinking in restricted areas
- Repeated tardiness
- Use of vulgar or obscene words/actions
- Lack of cooperation
- Use of Cell phones or any other electronics during class
- Any behavior that may hinder other students from performing their duties

Personal Appearance and Dress Code Policy

Students are to present a respectable appearance and dress in a manner that is appropriate for safety. If applicable, during the Laboratory Practical and Clinical Internship, students must adhere to the following:

1. Scrubs (any color is acceptable)
2. Closed toed shoes
3. Jewelry is acceptable but must not interfere with the student's performance.
 - a. Fingernails should be clean and well-manicured. No artificial fingernails, nail jewelry or appliques are permitted if there is any risk that they will inhibit safety or patient care
4. Tattoos, when visible, should not display sexual, violent or derogatory images or symbols

Students who do not meet the standards of this policy may be subjected to corrective action and may also be required to leave the premises. Any such leave will be considered as unexcused absences and will be in addition to any other appropriate corrective action.

Student Discipline Policy

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are expected to be aware of PhlebotomyU's expressed policies and to abide by them. Students that do not comply with the policies and guidelines outlined by PhlebotomyU are subject to disciplinary action at our discretion. This may include:

- **Probation:** A written disciplinary probation is an official notice for a specified time during which a student may continue to attend classes but must demonstrate conduct that conforms to PhlebotomyU's standards of conduct.
- **Suspension:** A written disciplinary suspension is an official notice for a specified time during which a student must be removed from the facility and its courses. A student may be re-admitted to the course after the specified time and must demonstrate conduct that conforms to PhlebotomyU's standard of conduct.
- **Dismissal:** A written notification of a student's dismissal from PhlebotomyU and its courses for an indefinite period. Re-admission to PhlebotomyU will require the specific approval of the President or President's designee and may be granted only under exceptional circumstances.

Tuition and Fees: Tuition for each course is specified in the course catalog. The total amount of tuition is due on or before the first day of class unless otherwise discussed with an administrator. In the case where a check is returned for insufficient funds, we reserve the right to exclude the student from the course. In case of multiple returned checks we may require the student to make future payments in cash or certified funds. We reserve the right to modify the course cost at anytime. In addition, we reserve the right to withhold certificates, diplomas and similar documents pertaining to training should the student fail to pay or comply with the signed Enrollment Agreement.

Financial Assistance: Students are responsible for the full amount of tuition and fees charged by PhlebotomyU even though they may be eligible for a loan, Veterans benefits, or other government or company-sponsored financial assistance. Students agree that eligibility for financial assistance under these programs is not controlled by PhlebotomyU and makes no promise or representation that the student will be eligible to receive financial assistance or the amount of financial assistance.

PhlebotomyU participates in limited state financial aid programs. A few examples include Veterans Village of San Diego (VVSD), Department of Rehab (DOR) and MyCAA. The student will need to contact each individual facility to determine eligibility. There may be other programs not included on this list that PhlebotomyU can work with. Please inquire with the Administration staff for more information.

Federal Student Loans: Students at PhlebotomyU are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal aid programs. If a student obtains a loan to pay for an educational program they will be responsible for repaying the full amount of the loan plus interest less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Veterans: Many active duty military personnel, veterans, dependents of deceased or disabled veterans and reservists are eligible for Department of Veterans Affairs' educational benefits. If a student is a veteran, they agree that they will not enroll in any course offered by PhlebotomyU that was previously taken at another college or university for which they received benefits from the Veterans Administration. The student understands and agrees that they will be liable for any overpayment of Veterans' benefits if they do not comply. Students wishing to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the Veterans' Affairs office.

STUDENT'S RIGHT TO CANCEL

Refund Policy

A student enrolled in the full Phlebotomy Training Program has a right to cancel the Enrollment Agreement and obtain a full refund of all charges, not including the registration fee nor any additional non-refundable charges, paid through attendance of the first class, or seven (7) days after enrollment, whichever is later. This is considered the **Cancellation Period**.

Should a student decide to withdraw after the Cancellation Period and has completed 60% or less of the course, they may be eligible for a partial refund. A student must provide a written notice of their decision to withdraw. The refund amount will be determined by a pro-rated hourly charge based on the number of hours attended and will not include the non-refundable registration fee nor any additional non-refundable charges paid. A refund will be transmitted to the student within 45 days of receipt of a written notice to cancel.

If a student completes more than 60% of the course, they will no longer be eligible for any type of refund.

Should the course be cancelled by PhlebotomyU, students will be provided written notice of such cancellation. A full refund of all charges, not including the registration fee nor any additional non-refundable charges, paid through the date of notification will be transmitted to the student within 15 business days.

Procedure for Cancellation

Withdrawal from the course may be effectuated by a student's written notice of their decision to withdraw or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Written notification must be received by an administrator before the end of your Cancellation Period. The withdrawal notification letter should be addressed to the registrar and either e-mailed to info@PhlebotomyU.com or mailed to the following address:

Registrar
PhlebotomyU
2535 Camino del Rio South, #300
San Diego, CA 92108

A refund will be transmitted to the student within 45 days of receipt of the written notice to cancel.

STUDENT TUITION RECOVERY FUND (STRF)

PhlebotomyU participates in the Student Tuition Recovery Fund (STRF). The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

ACADEMIC POLICIES

Standard of Student Achievement

The standard for student achievement is based on the standard letter grading system A-D, where a “C” grade is the minimum for passing (see chart below).

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Students who fail to meet the minimum academic requirements will not be allowed to complete the current course but may be reinstated in a subsequent course. Additional fees may apply.

Academic Probation

The students’ academic progress is evaluated throughout the course. Students who are performing below a “C” grade are required to meet with the instructor. The Instructor will discuss the student’s academic situation and may recommend remedial study. The student will be informed of their academic probation status and the possibility of being suspended or dismissed from the program unless improvement is observed.

Academic Grade Appellate Process and Grievance Procedures

Appropriate faculty members at PhlebotomyU have the authority to establish course requirements and standards of performance for each of the educational programs offered. It is the faculty’s responsibility to communicate course requirements and performance standards to students at the beginning of each course and to apply grading criteria in a timely and fair manner. Final grades submitted by the faculty are assumed to be accurate.

A student who has questions about a grade is encouraged to seek resolution by first consulting with the instructor. In cases where such an issue cannot be resolved at this level, the student may apply for a grade appeal.

Grade Appeal Procedure

If a student believes that he or she has grounds for a grade appeal, the student may submit a written request to the administration office. Such a request must be submitted no later than 5 (5) days from the attempt to resolve the grade dispute with the instructor.

The letter of appeal will be reviewed by the President or President’s designee and the student will be contacted with a final decision regarding the grade appeal. This decision will be final and cannot be appealed.

Grievance Procedures

PhlebotomyU encourages prompt reporting of complaints so that a rapid response can be made and appropriate action taken. Any student who feels they have been subjected to mistreatment, discrimination or harassment by a student or by PhlebotomyU through any of its employees, contractors, entities, policies, procedures or programs may file a complaint with the President of the institution.

PhlebotomyU encourages informal discussion between the parties directly involved in a dispute, and they may seek advice about how best to approach the President or to obtain other assistance, such as mediation. Students who believe that they have been subject of mistreatment of any kind including sexual harassment and unlawful discrimination have the right to file a formal written complaint if they believe informal resolution is not possible.

PhlebotomyU will strive to maintain confidentiality of all complaints, while keeping its responsibility to provide a safe environment for its students and employees. PhlebotomyU has a duty to review all complaints even if the student declines to file.

Procedure for filing a formal Complaint:

- 1) Contact the administration office to schedule an appointment to discuss the grievance with the President or President's designee.
- 2) The grievance will be reviewed by the President or President's designee and the student will be contacted with a formal resolution or conclusion to the grievance.

If the student does not feel that their concern was addressed completely then another appointment will be arranged to discuss the concern.

If the issue remains unresolved after the above steps are taken, the student may refer to the Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov Toll Free Telephone Number: (888) 370-7589, Fax Number: (916) 263-1897.

CPT I Course Offerings

Overview of Requirements for Phlebotomy Licensure Eligibility in California

Course	Phlebotomy Full Course	Phlebotomy Advanced Course	Phlebotomy Didactic Only Course
License	Certified Phlebotomy Technician I (CPT I)	Certified Phlebotomy Technician I (CPT I)	Certified Phlebotomy Technician I (CPT I)
Academic Requirements	Must be a High school graduate, pass GED or equivalent	Must be a High school graduate, pass GED or equivalent	Must be a High school graduate, pass GED or equivalent
Experience Requirements	None	At least 1040 hours or more of on-the-job Phlebotomy experience within the past five years	More than 40 hours but less than 1040 hours of on-the-job Phlebotomy experience within the past five years
Training Program	Enroll and complete a CDPH accredited Phlebotomy Training Program.	Enroll and complete a CDPH accredited Phlebotomy Training Program.	Enroll and complete a CDPH accredited Phlebotomy Training Program.
Program Requirements	<ul style="list-style-type: none"> •Complete 40 hours of Basic and Advanced Didactic (classroom) phlebotomy training from a CDPH accredited phlebotomy program. •Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a CDPH approved phlebotomy training program. 	<ul style="list-style-type: none"> •Complete 20 hours of Advanced Didactic (classroom) phlebotomy training •Document completion of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. 	<ul style="list-style-type: none"> •Complete 40 hours of Basic and Advanced Didactic (classroom) phlebotomy training •Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures.
Exam Requirements	Must pass a National Certification Examination from a certifying organization approved by the CDPH.	Must pass a National Certification Examination from a certifying organization approved by the CDPH.	Must pass a National Certification Examination from a certifying organization approved by the CDPH.
Required Documentation	<ul style="list-style-type: none"> •Certificate of Completion from CDPH accredited Phlebotomy Training Program •Completed California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS or CPT. •National Certificate from a certifying agency approved by the CDPH 	<ul style="list-style-type: none"> •Certificate of Completion from CDPH accredited Phlebotomy Training Program •Completed Letter of Phlebotomy Experience for California Certification signed by an MD, DO or CLB. •National Certificate from a certifying agency approved by the CDPH 	<ul style="list-style-type: none"> •Certificate of Completion from CDPH accredited Phlebotomy Training Program •Completed Letter of Phlebotomy Experience for California Certification signed by an MD, DO or CLB. •National Certificate from a certifying agency approved by the CDPH

PHLEBOTMY FULL COURSE (CPT I)

This course is designed for individuals who possess a minimum high school education and have no experience in phlebotomy. This course includes all requirements to be eligible to apply for a Certified Phlebotomy Technician I (CPT I) license in the state of California (SOC: 31-9097). A CPT I is authorized to do skin puncture and venipuncture blood collection.

Prerequisites:

1. Proof of completion of at least a U.S. high school education or equivalent.
To be eligible to enroll in the course, students must submit an official or unofficial high school, accredited college or GED transcript.

Post-Secondary or Vocational Schools are not acceptable. If your education is from outside the U.S., please see page 19 for more information about evaluated transcripts.

Note: to apply for your California CPT I license, you will need to acquire an officially sealed copy of your transcript

Externship Prerequisites:

In order to be eligible to go on a clinical externship, students must submit the prerequisites listed below to the Administration. Externships are given on a first come, first serve basis to students who submit all the requirements listed.

Students will be required to submit all prerequisites by the designated date otherwise they will not be allowed to continue with the Phlebotomy Full Course until all prerequisites have been received.

If a student is able to submit the externship prerequisites within 60 days after the designated date, the student will be enrolled in the next available Practical class (pending there is room available). No additional fees will apply.

If a student is **unable** to submit the externship prerequisites within 60 days after the designated date, the Administration will consider the student to have abandoned the course and will issue the student an Incomplete. Should the student wish to complete the Phlebotomy Full Course, they will have to re-enroll and start the course from the beginning. Additional fees will apply.

1. Cleared Background Check & Drug Screen

Included as part of the \$250 non-refundable registration fee. Instructions will be given upon receipt of completed online Registration Form and Registration fee.

2. Proof of Immunizations

- **MMR (Measles, Mumps, Rubella)**
Must submit one of the following:
 - 2 doses of the MMR vaccine
 - Positive titers for MMR
 - Positive titers for Measles and Mumps and 1 dose of the MMR vaccine.
- **Varicella**
Must submit one of the following:
 - 2 doses of the Varicella vaccine
 - Positive Varicella Titer
- **Hepatitis B**
Must submit one of the following:
 - Positive Hepatitis B Titer
 - Hepatitis B 3 Shot vaccine series and a Positive Hepatitis B titer
- **TDAP**
Must submit one of the following:
 - Proof of your Tdap after 2005
 - No other vaccinations such as TD or dTap will be accepted

3. TB results Must submit one of the following:

- *Negative Annual PPD TB Skin Test*
- *Negative Annual QuantiFERON Gold or T-spot TB Blood Test*
- *If you have a known history of having a positive PPD TB Skin Test or QuantiFERON Gold or T-Spot TB Blood Test, you must submit proof of a Chest X-Ray and TB Symptom Screening Questionnaire, in addition to the positive test.*

4. Seasonal Flu Vaccine

- *Proof of your Seasonal Flu Shot*
- *This is only required if you are completing your externship during flu season (November – March)*

5. Current BLS Certificate

- Basic Life Support (BLS) CPR Certification for Healthcare providers.
- Must be obtained from an AHA certified organization.
- We recommend using iMaster CPR who gives our students \$15 off the course using the discount code: FHS

6. Current Resume

- Resume does not have to be finalized but must have an overview of your education, work/volunteer experience, etc.
- The Administration can work with you to polish your resume if needed

COST OF TRAINING

Phlebotomy Course Itemized List of Charges:

- | | | |
|--|---|---------|
| 1. Tuition ----- | <i>(includes clinical externship)</i> ----- | \$2,560 |
| 2. Registration Fee ----- | <i>(non-refundable)</i> ----- | \$150 |
| 3. Background Check ----- | <i>(American Databank)</i> ----- | \$100 |
| 4. National Examination ----- | <i>(NCCT)</i> ----- | \$90 |
| 5. Student Tuition Recovery Fund ----- | <i>(non-refundable)</i> ----- | \$-0- |
| Total charges for period of attendance ----- | | \$2,900 |

Additional Expenses Not Covered by Tuition or Registration Fee

- BLS Certification for Healthcare Providers ----- \$45
- Scrubs ----- \$15
- Health Requirements (depending on individual’s health providers) ----- \$100
- California State Phlebotomy License Application Fee ----- \$100

Estimated schedule of total charges for the entire phlebotomy program ----- \$3,160

There are no charges paid to any entity that is not specifically required for participation in any of the courses offered by PhlebotomyU.

PHLEBOTMY FULL COURSE (CPT I)

The class will include the following course(s):

1. **Phlebotomy 101**
Consists of a total of 20 hours of didactic instruction in Basic Phlebotomy
2. **Phlebotomy 102**
Consists of a total of 20 hours of didactic instruction in Advanced Phlebotomy
3. **Phlebotomy Laboratory Practical**
Consists of 40-60 classroom hours of applied phlebotomy where students are introduced to various blood-withdrawal devices and begin to develop skills and techniques in the art of phlebotomy
4. **Clinical Externship**
Consists of 40-120 hours spent in the clinical environment, at an affiliated medical facility, interacting with patients and other members of the healthcare team. During this segment, the student is expected to demonstrate proficiency in the use of various phlebotomy devices while obtaining blood samples from different categories of patients.

Failure to Begin Externship

The clinical externship opportunity is offered to eligible students within 30 days of classroom instruction. Unless otherwise discussed with an administrator, students who fail to begin the externship after 30 days of classroom instructions may be required to repeat the classroom practical sessions of the course to be re-evaluated by an instructor. Additional fees may apply.

Students who begin and fail to complete their originally scheduled externship or students who have not been scheduled an externship after 90 days (3 months) of classroom instruction due to missing requirements, student unavailability and/or lack of communication will forfeit the externship included in their tuition. Should the student wish to continue with the course, they will be required to repeat the classroom practical sessions of the course and re-apply for a clinical externship. Additional fees will apply.

Final examinations are given at the end of the Basic Didactic, Advanced Didactic and Laboratory Practical to ensure that each student has acquired sufficient information and knowledge to successfully pass the National Exam and complete their externship. Each test must be passed with a score of 70% or better.

Completion of classroom, laboratory practical and clinical internship constitutes the **FULL** CPT I program. Afterwards each graduate is awarded a state approved Certificate of Completion.

The minimum total number of clock hours required to complete this course is 120 hours.

Weekday Classes (5 Weeks): Monday – Friday, 8 AM to 12 PM

January

Start Date: January 7th, 2019
End Date: February 8, 2019
Last Day of Enrollment: January 2nd, 2019

July

Start Date: July 1st, 2019
End Date: August 2nd, 2019
Last Day of Enrollment: June 21st, 2019
**Closed: 7/4/2019 – July 4th*

February

Start Date: February 11th, 2019
End Date: March 15th, 2019
Last Day of Enrollment: February 1st, 2019
**Closed: 2/18/2019 – President’s Day*

August

Start Date: August 5th, 2019
End Date: September 6th, 2019
Last Day of Enrollment: July 26th, 2019
**Closed: 9/2/2019 – Labor Day*

March

Start Date: March 18th, 2019
End Date: April 19th, 2019
Last Day of Enrollment: March 8th, 2019

September

Start Date: September 9th, 2019
End Date: October 11th, 2019
Last Day of Enrollment: August 30th, 2019

April

Start Date: April 22nd, 2019
End Date: May 24th, 2019
Last Day of Enrollment: April 12th, 2019

October

Start Date: October 14th, 2019
End Date: November 15th, 2019
Last Day of Enrollment: October 4th, 2019

May

Start Date: May 28th, 2019
End Date: June 28th, 2019
Last Day of Enrollment: May 17th, 2019
**Closed: 5/27/2019 – Memorial Day*

November

Start Date: November 18th, 2019
End Date: December 20th, 2019
Last Day of Enrollment: November 8th, 2019
**Closed: 11/28/2019 and 11/29/2019 Thanksgiving*

Weekend Classes (9 Weeks): Saturday – Sunday, 8 AM to 1 PM

April/May

Start Date: April 6th, 2019
End Date: June 2nd, 2019
Last Day of Enrollment: March 29th, 2019

July/August

Start Date: July 6th, 2019
End Date: Sept 1st, 2019
Last Day of Enrollment: June 28th, 2019

October/November

Start Date: Sept 28th, 2019
End Date: Nov 24th, 2019
Last Day of Enrollment: Sept 20th, 2019

Evening Classes (5 Weeks): Monday – Friday, 6 PM – 10 PM

March

Start Date: March 4th, 2019
End Date: April 5th, 2019
Last Day of Enrollment: February 22nd, 2019

June

Start Date: June 3rd, 2019
End Date: July 5th, 2019
Last Day of Enrollment: May 27th, 2019
**Closed: 7/4/2019 – July 4th*

September

Start Date: Sept 3rd, 2019
End Date: October 4th, 2019
Last Day of Enrollment: Aug 23rd, 2019

After you complete the class you will be scheduled for a 1-3 week externship. The externship typically consists of 8-hour shifts, Monday - Friday, during normal business hours like 8 AM to 5 PM.



PHLEBOTOMY ADVANCED COURSE (CPT I)

This course is designed for individuals who possess a minimum high school education and have at least 1040 hours of on-the-job phlebotomy experience. This course includes most requirements to be eligible to apply for a Certified Phlebotomy Technician I (CPT I) license in the state of California (SOC: 31-9097). A CPT I is authorized to do skin puncture and venipuncture blood collection.

Prerequisites:

1. Proof of completion of at least a U.S. high school education or equivalent.
This includes an official or unofficial high school, accredited college or GED transcript.

Post-Secondary or Vocational Schools are not acceptable. If your education is from outside the U.S., please see page 19 for more information about evaluated transcripts.

Note: to apply for your California CPT I license, you will need to acquire an officially sealed copy of your transcript

2. Signed Letter of Experience documenting a minimum of 1040 hours of on-the-job applicable Phlebotomy experience.

Note, the school is not responsible to verify whether a student's on-the-job Phlebotomy experience will be acceptable to the California Department of Public Health.

The class will include the following course(s):

Phlebotomy 102

Consists of a total of 20 hours of didactic instruction in Advanced Phlebotomy

Final examinations are given at the end of the Advanced Didactic to ensure that each student has acquired sufficient information and knowledge to successfully pass the National Exam. The classroom test must be passed with a score of 70% or better. **Note the National Exam fee is not included in the tuition of this course.**

Completion of the classroom portion constitutes the full Phlebotomy Advanced Course. Afterwards the graduate is awarded a state approved Certificate of Completion. The minimum total number of clock hours required to complete this course is 20 hours.

COST OF TRAINING

Phlebotomy Course Itemized List of Charges:

- | | |
|---|-------|
| 1. Tuition ----- | \$450 |
| 2. Registration Fee ----- (non-refundable) ----- | \$250 |
| Total charges for period of attendance ----- | \$700 |

Additional Expenses Not Covered by Tuition or Registration Fee

- Scrubs ----- \$15
- National Examination ----- (**NCCT**) ----- \$90
- California State Phlebotomy License Application Fee ----- \$100

Estimated schedule of total charges for the entire phlebotomy program ----- \$905

There are no charges paid to any entity that is not specifically required for participation in any of the courses offered by PhlebotomyU.

PHLEBOTOMY DIDACTIC ONLY COURSE

This course is designed for individuals who possess a minimum high school education and have at least 40 - 1040 hours of on-the-job phlebotomy experience. This course includes most requirements to be eligible to apply for a Certified Phlebotomy Technician I (CPT I) license in the state of California (SOC: 31-9097). A CPT I is authorized to do skin puncture and venipuncture blood collection.

Prerequisites:

1. Proof of completion of at least a U.S. high school education or equivalent.
This includes an official or unofficial high school, accredited college or GED transcript.

Post-Secondary or Vocational Schools are not acceptable. If your education is from outside the U.S., please see page 19 for more information about evaluated transcripts.

Note: to apply for your California CPT I license, you will need to acquire an officially sealed copy of your transcript

2. Signed Letter of Experience documenting a minimum of 40- 1040 hours of on-the-job applicable Phlebotomy experience.

Note, the school is not responsible to verify whether a student's on-the-job Phlebotomy experience will be acceptable to the California Department of Public Health.

The class will include the following course(s):

1. **Phlebotomy 101**
Consists of a total of 20 hours of didactic instruction in Basic Phlebotomy
2. **Phlebotomy 102**
Consists of a total of 20 hours of didactic instruction in Advanced Phlebotomy

Final examinations are given at the end of the Basic & Advanced Didactic to ensure that each student has acquired sufficient information and knowledge to successfully pass the National Exam. The classroom tests must be passed with a score of 70% or better. **Note the National Exam fee is not included in the tuition of this course.**

Completion of the classroom portion constitutes the full Phlebotomy Didactic Only Course. Afterwards the graduate is awarded a state approved Certificate of Completion. The minimum total number of clock hours required to complete this course is 20 hours.

COST OF TRAINING

Phlebotomy Course Itemized List of Charges:

- | | |
|---|---------|
| 1. Tuition ----- | \$1,000 |
| 2. Registration Fee ----- (non-refundable) ----- | \$250 |
| Total charges for period of attendance ----- | \$1,250 |

Additional Expenses Not Covered by Tuition or Registration Fee

- Scrubs ----- \$15
- National Examination ----- (**NCCT**) ----- \$90
- California State Phlebotomy License Application Fee ----- \$100

Estimated schedule of total charges for the entire phlebotomy program ----- \$1,455

There are no charges paid to any entity that is not specifically required for participation in any of the courses offered by PhlebotomyU.

CALIFORNIA STATE PHLEBOTOMY LICENSE APPLICATION PROCESS

To apply for a California state license, students will need to submit an online application and the required documentation to Laboratory Field Services/California Department of Public Health (LFS/CDPH). An officially sealed transcript will also need to be sent directly to LFS once the application has been submitted.

Please note that all non-U.S. transcripts must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). This allows LFS to determine if the education is equivalent to a U.S. college or university education. The evaluation service will send an evaluation of the educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

- National Association of Credential Evaluation Services (NACES)
<http://www.naces.org/members.html>
- Association of International Credential Evaluators, Inc. (AICE)
<http://aice-eval.org/members/>

If the student is an applicant whose education, training, or experience is from a non-U.S. school, college, university, or clinical laboratory, please make sure that the student's name is printed in English on all transcripts and supporting documents and that it matches the name on the application.

RENEWAL OF CLINICAL LABORATORY PERSONNEL LICENSES AND CERTIFICATES

California law requires license and certificate holders to renew California licenses and certificates every two years. The renewal process can be done online. Renewal of national certification is optional and can only be done by contacting the national certifying organization directly.

Certified Phlebotomy Technicians (CPT I and CPT II) must complete a total of 6 contact hours of continuing education provided by a Department-approved accrediting agency or an accredited academic institution.

Please visit the website below for a list of Department-approved accrediting agencies.

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/CDPH%20Document%20Library/P-Approved-CE-AA.pdf>

SAFE VENIPUNCTURE COURSE

This course is designed for individuals who possess a current Radiologic Technologist license (SOC: 29-2034).

California Health and Safety Code (HSC) permits radiologic technologists to perform venipuncture to administer contrast materials manually or by artificial injection only if the technologist has received training in skills, techniques, and safety of performing venipuncture. The specific training required is outlined in the California Health and Safety Code 106985(b)(d) and the California Department of Health Services Radiologic Health Branch is responsible for enforcement.

PhlebotomyU has developed a 10-hour certification course in safe venipuncture that is in compliance with HSC code mentioned above. The class will include 10 hours of instruction in the following areas:

Anatomy and physiology of venipunctures sites

1. Venipuncture instrument intravenous solutions and related equipment
2. Venipuncture techniques
3. Techniques of intravenous line establishment
4. Hazards and complications of venipuncture
5. Post puncture care
6. Composition and purpose of the anti-anaphylaxis tray
7. First aid and CPR
8. Practical demonstrations

The course is offered in two (2) segments.

- Step I: Involves a 6-8 hour home study segment that includes a course exam and satisfies the theoretical requirement. The test must be passed with a score of 70% or better.
- Step II: Involves a 2-4 hour practical session that includes demonstrations from a licensed instructor on proper and safe venipuncture technique. Students will be introduced to the various devices currently in use for venipuncture and are required to demonstrate proficiency and safe usage. Participants are required to perform a minimum of ten (10) venipunctures on artificial limbs before a certificate can be issued.

Completion of the home study and practical session constitutes the full Safe Venipuncture Course. Afterwards the graduate is awarded a state approved Certificate of Completion.

COST OF TRAINING

Safe Venipuncture Course Itemized List of Charges:

- | | | |
|--|-------------------------------|-------|
| 1. Tuition & Registration Fee ----- | (non-refundable) ----- | \$275 |
| Total charges for period of attendance ----- | | \$275 |

Additional Expenses Not Covered by Tuition or Registration Fee

- Course Book Rental -----**(Amazon)**----- \$14

Estimated schedule of total charges for the entire phlebotomy program ----- \$289

BLOOD WITHDRAWAL COURSE

This course is designed for individuals who are currently employed as a Research Assistant in a non-diagnostic setting (19-4061). This course is **not** designed to prepare individuals for a career in phlebotomy. It serves as continuing education for individuals currently employed in medical research where obtaining human blood samples may be included among other job duties. Individuals interested in becoming a licensed or certified phlebotomist are referred to the other phlebotomy programs offered at our facility.

The class will include 4 hours of instruction in the following areas:

- Theoretical review of human anatomy and physiology with emphasis on the blood and the circulatory systems. Special emphasis is placed on possible complications arising from human error when withdrawing blood and the proper responses to potential complications. This session ends with a detailed discussion of universal precautions. The emphasis here is placed on OSHA's bloodborne pathogens standard that safeguards against the transmission of bloodborne diseases.
- Introductions to state-of-the-art blood collecting devices and demonstrations of safe handling and proper techniques. Students are expected to participate in all laboratory demonstrations. Student participation affords the opportunity for licensed instructors to assess knowledge gained from the course.

Completion of the 4 hour constitutes the full Blood Withdrawal Course. Afterwards the graduate is awarded a Certificate of Participation. This course is a pass, no-pass course. No final letter grade will be given upon completion of the course.

COST OF TRAINING

Blood Withdrawal Course Itemized List of Charges:

- | | | |
|--|-------------------------------|-------|
| 1. Tuition & Registration Fee ----- | <i>(non-refundable)</i> ----- | \$300 |
| Total charges for period of attendance ----- | | \$300 |

Estimated schedule of total charges for the entire phlebotomy program ----- \$300

STUDENT SERVICES

PhlebotomyU has a great administrative staff that guides students through the academic planning, policies and administrative procedures to obtain the student's educational goals. The staff also promotes a supportive environment to foster student success.

The staff assists students in a variety of academic-related matters including:

- Orientation and recommending resources to new students
- Proactive communication to keep students on track
- Referring students in need to additional support
- Assistance in state license application and renewal process
- Assistance in career planning (i.e., career counseling, resume and cover letter review, job opportunities, etc)

Please note that we do not provide job placement services.

Student Records

PhlebotomyU maintains a master record for each student enrolled in all courses we offer. Student records will be kept electronically, via hard copy or a combination of both. In all cases records are stored in a secure location and will be maintained onsite for a minimum of 5 years.

Student records will contain official enrollment documents, required health records, course exam scores and evaluations, financial statements, completed program certificates and transcripts and other required documentation. Students are encouraged to make and archive copies of all important documentation throughout their training. If a student takes a leave of absence or withdraws before completing the course, a summary statement of the student's progress will be kept in their student record

All student records are confidential and information from them will only be given to authorized persons. Information such as grades, registry and state certification examination scores, health records and performance evaluations will not be revealed without the student's consent. Only authorized personnel will have access to in-progress student evaluations and files.

Student Break Room

There is a student break room available for students to utilize on their break. This facility includes a fridge, microwave and coffee machine. A beverage dispensing machine is also available in the building.

Student Housing

PhlebotomyU has no dormitories or other housing facilities under its control and has no responsibility to find or assist a student in housing. There is no provision for student housing of any kind.

There are housing accommodations available within a radius of one mile. Hotel pricing can range from \$30 to \$200 per day. And monthly rentals that can range from \$1,200 to \$2,100 per month.

Transportation & Parking

PhlebotomyU does not provide transportation, but public transportation is available with stops located near our campus location. PhlebotomyU also does not provide parking, but free street parking is available around the facility. Metered parking and parking garages are also available but will incur an additional cost.

National Exam Certification Testing

PhlebotomyU offers on-site testing for the National Phlebotomy Exam. Please contact the office for specific dates and times or instructions on how to sign up.

Library Resources

PhlebotomyU currently has no library facilities on site, but we will ensure that each student admitted to the programs has access to information resources including current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.

On the first day of class each student is provided with the educational material required for their course. The following publications are also recommended for supplemental material.

1. McCall and Tankersley Phlebotomy Essentials 6th ed (Pub. LWW; Sixth edition (May 20, 2015))
2. McCall and Tankersley Student Workbook for Phlebotomy Essentials 6th ed (Pub. LWW; Sixth edition (May 20, 2015))

These materials are available online to rent and/or buy and is also available in retail book stores.

Statement of Financial Conditions (Past and Present)

PhlebotomyU has no pending petition of bankruptcy and since its establishment in 1986, this institution has never operated as a debtor in possession, has never filed a bankruptcy petition nor had a bankruptcy petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Questions

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

Complaints

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

Catalog Addendum No.1

The following information was changed during the Catalog 2019 year.

Faculty Updates

Cheryl Dullano is no longer a Phlebotomy Didactic Instructor at PhlebotomyU.

Updated: February 22nd, 2019

Phlebotomy Full Course Updates

Updated Externship Prerequisite policy:

In order to be eligible to go on a clinical externship, students must submit the prerequisites listed below to the Administration. Externships are given on a first come, first serve basis to students who submit all the requirements listed.

Students will be required to submit all prerequisites by the designated date otherwise they will not be allowed to continue with the Phlebotomy Full Course until all prerequisites have been received.

If a student is unable to submit the externship prerequisites 60 days after the designated date, the Administration will consider the student to have abandoned the course and will issue the student an Incomplete. Should the student wish to complete the Phlebotomy Full Course, they will have to re-enroll and start the course from the beginning. Additional fees will apply.

Updated: February 22nd, 2019
