

# Phlebotomy Training Center of Ohio

Approved by the Board of Career Colleges and Schools

LICENSE # 2191

## Phlebotomy Training Course

### Catalog

2021 Edition

November 2021

Euclid, Ohio 44123

(216) 832-6764

## Phlebotomy Training Center of Ohio

This catalog provides basic information about classes offered by phlebotomy Training Center of Ohio, including student requirements and financial policies.

### Educational Services

Overall Program Objectives:

Phlebotomy Training Center programs are adult education courses in allied health. The objective of the program is a two-fold course: provide high quality skills for occupational development and confidence for personal growth,

### Type of Instruction

Phlebotomy Training Center of Ohio programs are conducted in the classroom with one instructor present and self-study material online.

### Mission Statement

The Phlebotomy Training Center of Ohio's mission is to enhance students' careers, meet the needs of healthcare providers and improve patient care by providing high quality, cost effective phlebotomy education through high-skilled leading curriculum, current technology, extensive hands on experience, skills and knowledge.

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# Phlebotomy Training Center of Ohio

## Program for Certification in Phlebotomy

Phlebotomy is an Allied healthcare field that specializes in bloodletting, for transfusions, apheresis, diagnostic testing, or experimental procedures. Phlebotomist believes that professionalism, good communication and compassion are key essential factors that allays fear from a patient. Phlebotomist are a vital part of medicine.

This program instructs individuals in the concepts, practice and techniques to draw blood from a vein or capillary. Phlebotomy Certification prepares individuals for an independent career or to work in various holistic healthcare settings

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Program	Description	Hours
	Phlebotomy	40
	Phlebotomy Lab Techniques	40
	Classroom hours total	80

### Phlebotomy

1. Phlebotomy Fundamentals, ethics, legal issues, terminology and vocabulary
2. Compliance and Safety with PPE, bio container and sharps
3. Basic Anatomy and Physiology how it relates to the human body
4. Infection as it relates to droplets, contact and airborne
5. Consent as it relates to implied, informed and expressed
6. OSHA how it relates to procedures and techniques

### Phlebotomy Lab Techniques

1. How to tie a tourniquet with the proper timing
2. Centrifuging lab specimens according to standards
3. Labeling specimen properly for patient identification
4. Communication as it relates to patients and other healthcare workers
5. Simulation sessions and Professional behavior skills
6. Venipuncture and Capillary demonstrations

### Graduation Requirements

1. Complete and pass all practical and written exams
2. Comply with all Polices and regulations and passing with 70% or Higher
3. Payment in full of tuition initial \_\_\_ Date \_\_\_\_\_

# POLICIES AND REGULATIONS FOR STUDENTS

## Admission

### Philosophy

To find and enroll students that demonstrate a serious desire to learn and apply modalities in the Allied health field.

### Entrance Requirements

1. Minimum age for admission is 18. Applicants should have a high school diploma or a GED.
2. All applicants must complete the enrollment application and submit it to the Phlebotomy Training Center of Ohio Institute, 291 East 222<sup>nd</sup> Street, Euclid, Ohio
3. Admission into the Phlebotomy Training Center of Ohio Institute will be considered after evaluation of the entrance application.
4. Phlebotomy Training Center of Ohio Institute does not discriminate based on gender, sex, religion sexual preference, age, handicap or national origin.
5. Enrollments are accepted any time prior to the start of a new class.

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### Student Academic Responsibilities

The duration of each institute program is based upon the student taking, passing and completing the program at the time offered. Failure of the program course, withdrawal from the course, and/or leave of absence will lengthen the time to complete a program and therefore increase the cost of attendance.

### Standard of Academic Progress

Each student will have a file kept with a record of grades and any other important information as permanent record. Students are required to meet minimum standards as outlined in the school's satisfactory statement. Any student who fall below the minimum standard will be reviewed by the Director and assistance will be provided if determined. Students who continue below the minimum standard one of the following will occur:

1. Provide academic assistance
2. Modify the student's program
3. Academic dismissal

## Grading

The record of the student's work is entered and reported accordingly to the following grades:

Grade	Score
A	<b>90-100</b>
B	<b>80-89</b>
C	<b>70-79</b>
D	60-69
INC	Incomplete
WD	Withdrawal

## Satisfactory Progress Policy

Instructors use a variety of methods, including observation, interviewing, and testing to determine a student's progress. Grading criteria include exams, quizzes, hands on skills, simulations, practical assistance, class participation and attendance. Exams or assignments missed or failed must be made up within 14 days. Students making unsatisfactory progress are given options to improve skills. The options include additional classes, tutorials and practice with supervision. A minimum grade of 70% is required to successfully complete the course or higher. This is a Pass or fail course.

## Course Repetitions

A student must repeat a course in which he/she fails to meet the requirements of that course or program. Repeated courses that are satisfactorily completed may have that grade as replaced the previous failed grade and hours counted as earned. A full tuition will be due for each failed course.

## Course Incompletes

Any courses or program not complete will be given to a student as incomplete that does not fulfill all requirements. A student by the third day fails to come to class will have to make up all assignments and hours to meet the standard requirements. Failure to complete all unfinished work will result in a failing grade.

## Graduation Requirements

1. Complete and pass all practical and written exams (10 fingerstick/ 30 venipunctures)
  2. Payment in full of tuition and other fees incurred.
  3. Students attendance should follow policies and guidelines
  4. Students should attend all classes (80 hours).
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## Fees

### Registration Fee

The registration fee for the program is \$100.00

### Tuition Fee

For students enrolling in 2021:

Tuition fee for Phlebotomy Certification is \$759.00

Books for classroom are online is \$ 40.00

Other supplies PPE, Uniforms, 6 free practice quiz etc. are included

Tuition is charged for repeated course

**To receive the Phlebotomy certificate the student must successfully complete the program.**

The cost of the Phlebotomy class is \$899.00 including registration fee. Students that are enrolled for November 1,2021.

### **Additional Fees or Expenses**

There are no additional fees.

### Purchase of bookstore items

Students that are paid in full, are given a portal to receive all academic material, books, scenarios, flashcards, repeated quizzes, phlebotomy games etc.

### Tuition and Fee Changes

Phlebotomy Training Center of Ohio Institute reserves the right to change the tuition and fee charges listed in this catalog, a student will not be subject to any increase announced after the date of that student's enrollment. Current prices are available from the institute upon request.

## Refund Policy (Ohio Administrative Rule 3332-1-10)

The refund policy outlined in below will be adhered by the Institute.

1. If the enrollment application is not approved, all payments to the school will be refunded.
2. Applicants who cancel their enrollment within 5 days of signing this agreement will have all fees refunded. Students who cancel after 5 days but prior to attendance will be refunded. Once the student has started school, the registration is not refundable.
3. If a student withdraws the date of the withdrawal shall be the last date of the recorded attendance.
4. The registration fee and the cost of any book's supplies, uniforms purchased are not refundable once the student begins school.
5. Refunds shall be made within 30 days of the official withdraw days of the date of the determination of withdrawal if the student does not officially withdraw.
6. Tuition refund is based upon the payment of the full amount of the tuition fee.
7. If a student withdraws during a term, partial refunds of tuition will be made on a declining basis, depending on the length of time a student has remained enrolled. The following schedule of refunds applies to tuition charges only.

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### Tuition Refund Schedule

Ohio Administrative Rule 3332-1-10-6B

- A. A student who starts class and withdraws before the academic term is fifteen per cent **completed will be obligated for twenty-five percent of the tuition plus the registration fee.**
- B. A student who starts class and withdraws after the academic term is fifteen per-cent **completed but before the academic term twenty-five per cent completed will be obligated for fifty per cent of the tuition plus fee.**
- C. A student who starts **class and withdraws** after **the academic** term is twenty-five per **cent completed but before the academic term is** forty per cent completed will be obligated for seventy-five per cent of the tuition plus registration fee.
- D. A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees.

## Student Financial Responsibility

The students are responsible for any financial obligations incurred while attending the institute. No Certificate will be issued to any student with outstanding obligations including tuition or any other fees to the institution.

## Attendance Policy

Student that are absent more than 5% of the regularly scheduled course sessions will result in the student receiving an incomplete in that course, until such time as the material missing has been satisfactorily completed. Tardiness is documented, excessive tardiness or absences are cause for dismissal from the institute of absence is granted. We will work with students to accommodate scheduled problems.

## Non-attendance

Any student who misses four (4) consecutive classes sessions is considered to have officially withdrawn from the school.

## Withdrawal

Any applicant or student wishing to permanently terminate enrollment must submit a written or oral statement of intent to a school official if withdrawing up to three days prior to the beginning of class a full refund is issued, less any non-refundable enrollment fees after that date see the refund schedule to determine the amount of tuition refunded.

## Student Conduct

Positive ethical behavior is expected of all students while enrolled in any program, Students must follow all school policies which includes:

1. Students are prohibited from using possessing exchanging selling and or distributing controlled substance illegal drugs or the unlawful use of alcohol while on school premises or engaged in any school activity.
2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.
3. No firearms knives or weapons are permitted on Institute property.
4. Be on time for class
- s. Respect personal property
6. Proper behavior and courtesy are always expected of students.
7. Follow the attendance policy.
8. Academic honesty.



## Dismissal Policy

A student dismissal is viewed as a last recourse. A student may be dismissed for but the following reasons:

1. Violation of the school rules and policies
2. Reoccurring attendance or tardiness problems
3. Poor academic progress
4. Failure to make any scheduled tuition payment
5. Violation of the student conduct policy

A student violating the schools published policies will be expelled when authorized by the school director. In the event of dismissal, any refund will be made according to our refund policy.

## Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedure must be followed as if the student is a new applicant. Full tuition at current rates must be paid.

## Grievance policy

Every effort is made to maintain open communications between all people associated with the school. The Institute provides an informal complaint procedure. Students are encouraged to contact the instructor to confidently discuss any student problem or concern. If any concern or problem cannot be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.

### Formal Academic and Professional Grievance Guidelines

1. Student submits written complaint with the Institute director.
2. Director provides written acknowledgement of complaint to student
3. Director investigates and give student written response, upon completion of investigation
4. Student may appeal this decision by the Institute to the director of the state board.

School Director  
Phlebotomy Training Center of Ohio  
291 East 222<sup>nd</sup> ST. Suite 203  
Euclid, Ohio 44123  
(216) 832-6764

Executive Director  
State Board of College and Schools  
30 East Broad St. Suite 2481  
Columbus, Ohio 43215  
(614) 275-4219

## General Information

### Program or Faculty Change

The Institute reserves the right to (1) change classes, cancel classes of insufficient size and or at classes (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to graduate.

### Placement Assistance

Employment is not guaranteed to a student. However, the Institute does provide its **graduates assistant in seeking** employment. **Assistance** will normally encompass the following: Interview preparation, Job search, assistant in resume preparation.

### Location

The Phlebotomy Training Center of Ohio Institute is located near the intersection of Babbitt Rd and is easily accessible from anywhere in Euclid OH or the surrounding area.

### State and Federal Tuition Assistant

The phlebotomy training center of Ohio Institute currently does not accept state or federal aid.

### Smoking

Phlebotomy Training Center of Ohio Institute is a non-smoking facility.

### Certification

Meet the standards of the State of Ohio Board of Career Colleges and Schools

### Continuing Education Credits

Meet the standards of the State of Ohio Board of Career Colleges and Schools

### Transfer Credits

The Institute does not accept transfer credits, nor grant credits for previous experience.

### Scholarships

At present the Institute does not award scholarships.

Initial\_\_\_\_\_Date\_\_\_\_\_

## Faculty List

### instructor's /Qualifications

Renee Blackmon is the founder and owner of phlebotomy Training Center of Ohio. Renee has 28 years as a Phlebotomist and as a Phlebotomy Instructor. She has much experience in many facets, from geriatrics, Pediatrics, state prisons Wellness, clinical trials, nutrient balance, paternity testing, forensics and DNA testing.

**Her unwavering specialties in hard to find veins has made her a well sought out phlebotomist in many companies. Renee has a degree in Applied Science. Renee also is a CPR instructor and Phlebotomy instructor. Also, she has partnerships in many lab facilities. Renee has obtained in her years of phlebotomy well over 20,000 blood draws.**

Her passion as a phlebotomist and phlebotomy instructor is to see many people such as herself take phlebotomy to higher levels in the industry of medicine. Phlebotomy is on the rise. Many are taking phlebotomy to levels of dentistry, for a PRP approach of regenerating tissue to promote healing in procedures for oral surgery. And hair salons are using plasma for hair growth. There are many facets to use this career in, and my passion is to teach my students how phlebotomy has evolved and how they can enjoy the wonderful world of phlebotomy. There are so many discoveries in this field and I'm going to give my students all I got to a new start of an everlasting career.

# 2021-2022 ACADEMIC CALENDAR

## PHLEBOTOMY for CERTIFICATION

### Summer/Fall/Winter/Spring

Classes will meet from 8 AM to 1PM and 2 PM 7PM on the following dates.

August	DAY/EVENING	2,3,4,5,9,10,11,12,16,17,18,19,23,24,25,26
September	DAY/EVENING	1,7,8,9,13,14,15,16,20,21,22,23,27,28,29,30
October	DAY/EVENING	4,5,6,7,11,12,13,14,18,19,20,21,25,26,27,28
November	DAY/EVENING	1,2,3,4,8,9,10,11,15,16,17,18,22,23,24,29
December	DAY/EVENING	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22
January	DAY/EVENING	3,4,5,6,10,11,12,13,17,18,19,20,24,25,26,27
February	DAY/EVENING	1,2,3,7,8,9,10,14,15,16,17,21,22,24,28,1
March	DAY/EVENING	7,8,9,10,14,15,16,17,21,22,23,24,28,29,30,31
April	DAY/EVENING	4,5,6,7,11,12,13,14,18,19,20,21,25,26,27,28,
May	DAY/EVENING	2,3,4,5,9,10,11,12,16,17,18,19,23,24,25,26
June	DAY/EVENING	6,7,8,9,13,14,15,16,20,21,22,23,27,28,29,30
July	DAY/EVENING	4,5,6,7,11,12,13,14,18,19,20,21,25,26,27,28
August	DAY/EVENING	1,2,3,4,8,9,10,11,15,16,17,18,22,23,24,25

Classes will meet from 8am to 6:30 pm on the following Weekend dates.

October	Weekend	8,9,15,15,22,23,29,30
January	Weekend	7,8,14,15,21,22,28,29
February	Weekend	4,5,11,12,18,19,25,26
March	Weekend	4,5,11,12,18,19,25,26
April	Weekend	1,2,8,9,15,16,22,23
May	Weekend	6,7,13,14,20,21,27,28
June	Weekend	3,4,10,11,17,18,24,25
July	Weekend	1,2,8,9,15,16,22,23
August	Weekend	5,6,12,13,19,20,26,27

Phlebotomy Training Center of Ohio will not observe the following holidays:

- Christmas Day/ Christmas Eve
- New Year/ New Year's Eve
- Thanksgiving Day
- Memorial Day
- Independence Day
- Labor Day