
Registration/Enrollment Agreement
Program Title: Phlebotomy Training
Program Length: 40 hours

First Name _____ Last Name _____

Address _____ City _____

State _____ Zip _____ Last 4 SSN _____ DOB (MM/DD/YYYY) _____

Cell Phone Number _____ Today's Date _____

E-mail _____

Class Start Date: _____

Course Location: SLC _____ Clearfield _____ Orem _____ St. George _____ Logan _____

Registered Course/Time: National PM _____ National AM _____ National Weekend _____

Class Information

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

All instructor bios can be found on our website at www.phlebotomyusa.com

The facility is classroom style with draw stations, lab processing area, and sanitizing stations. All students will be required to use and show proficiency in the utilization of the equipment in which the course trains them to use.

The Phlebotomy Training Specialists program will prepare students for a job in the medical field of phlebotomy, the art of drawing blood. However, this course can also be used as an introductory course into all medical fields including, but not limited too, medical assisting, pre-nursing, registered nursing, nurse practitioner, lab technician, hematology, and pre-med etc.

National Phlebotomy Training - This course requires 40 clock hours of attendance, testing, and practical training. Course cost is \$510.00. This course starts near the first of every month and runs four weeks in length.

The cost of training is \$510.00. This will cover the following; application and registration fees, tuition, supplies, equipment, hands on training and techniques, special tutoring, videos if needed, and the course material. The National Exam is an additional and separate fee of \$115 (see below).

In order to successfully complete this course, each student will be required to satisfactorily perform the tasks correlated to the function in which they are training. Written testing is also required. One watch and critique test will be given. If the entire course is completed satisfactorily, a certificate of training will be awarded to the student at the completion of class.

Students in the class will practice blood draws on one another, closely supervised by instructors. Students should expect to have their blood drawn during the course. Students with medical restrictions may contact Student Services to seek accommodations.

Students that complete the 40-hour National certification course are eligible for employment within the state of Utah. Those attending the National Certification course will be eligible for employment in all states* assuming they pass the national exam. *States such as California, Louisiana, Nevada, and Washington have additional licensing requirements.

THE NATIONAL EXAM IS A SEPARATE FEE OF \$115 DOLLARS – OFFERED TO NATIONAL STUDENTS ONLY

The National exam will be given at our facility on the last day of class. If you choose NOT to challenge the National exam you will still receive a certificate of training from our school, a post secondary proprietary school registered with the division of consumer protection which will enable you to perform blood draws anywhere in the state of Utah.

For individuals attending the Phlebotomy Training Specialists course, the graduation rates and employment rates are as follows.

Year	Graduation Rate National Class	National Exam Pass Rate
2016	93%	81.02%
2017	93%	84.40%
2018	92%	81.57%
2019	93%	83.39%
2020	94%	84.25%
2021	94%	86.25%
2022	93%	85.75%

Payment Policy

Tuition for class should be paid by logging onto your student account at students.phlebotomyusa.com. \$150 minimum should be paid at the time of registration. After the initial registration fee of \$150 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 info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. 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.

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

Students may apply for financing with Monterey Financial 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 18%. Should students withdraw from the course, the published refund policy would apply.

Exam Information

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

Certificate of Training Information

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

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

- Passing Scores in Didactic Coursework
- Passing Scores in Lab Coursework
- Passing Scores in Venipuncture Hands-on skills
- Completed Student File / Paperwork

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

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

Refund Policy – Our refund policy is applicable to both withdrawn and dismissed students. The following is our refund policy, which complies with the rules set forth by the state of Utah.

A three-business-day cooling-off period, during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period may not end prior to midnight of the third business day after the latest of the following days:

- (i) The day the student signs an enrollment agreement
- (ii) The day the student pays the institution an initial deposit or first payment toward tuition and fees

Student’s Right to Cancel Void After: _____

In the case that a student quits attending class OR requests a refund after the “three-business-day-cooling-off-period”, minus the \$150 registration fee (non-refundable after three-business-day cooling-off period). Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full the amount to be refunded will be based on total paid over percentage of amount to be refunded. After the class has commenced, tuition and fees will be refunded based on the chart below.

**All requests to withdraw must be submitted in writing to payments@phlebotomyusa.com.

Attended up to 4 hours (1 AM/PM Class or ½ Weekend Class)	75% full tuition/fees amount less registration fee
Attended up to 8 hours (2 AM/PM Classes or 1 Weekend Class)	60% full tuition/fees amount less registration fee
Attended up to 12 hours (3 AM/PM Classes or 1½ Weekend Classes)	45% full tuition/fees amount less registration fee
Attended up to 16 hours (4 AM/PM Classes or 2 Weekend Classes)	30% full tuition/fees amount less registration fee
Attended 20 hours or more	No refund

The calculations above are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$115 National Exam Fee is not included in these calculations, as the exam fee is fully refundable as long as the National Exam is not attempted.

Supplies and Equipment: \$80 - Refundable on a pro rata basis in accordance with tuition.

Textbook: \$35 - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

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.

Attendance Policy

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course. Because of this, lack of attendance can affect your ability to pass. This course is comprised of 10 four-hour modules. In order to complete the class and receive a certificate of completion, students must attend at least 9 out of 10 modules. If students miss more than 1 module throughout the class, they will be required to make up the modules they missed in an alternate schedule. If students miss three *consecutive* modules, they will be deemed too far behind the class, and will be automatically removed from the class and required to enroll for another schedule.

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

General Information

Phlebotomy Training Specialists is conducting training sessions as a post-secondary education facility. Therefore, we do not require that students who enroll in the program possess a minimum of a high school diploma, General Education Development (GED) Certificate. Students must be beyond the age of compulsory high school attendance; over 18 years old.

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

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 of the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule. Make up time is available by contacting Student Services at 701-404-9434 or by email at info@phlebotomyusa.com. It is the student's responsibility to schedule and attend any make up time.

We do not offer formal job placement assistance but will consult with you on potential employers in your geographical areas. We do not guarantee wage or salary levels for this type of training.

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

Conduct and Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. 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 and 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 instructor's directions or being insubordinate
 - c. Failure to adhere to corrections or guidance given by the instructor
 - d. Continued disregard for cleanliness and sanitation protocols

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

5. Automatic Dismissal
 - a. Possessing firearms or any other weapons in the classroom
 - b. Illegal Activity of any kind
 - c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises. Recreational drugs are also not permitted on premises.
 - d. Theft

Disciplinary Procedures

Upon infraction of one of the above expectations, a Phlebotomy Training Specialists staff member will issue a verbal and/or written warning to the student. This is to be considered a corrective plan of action. 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.

ALL dismissal procedures will be handled by at least three Phlebotomy Training Specialists Staff Members after consulting the instructor. Students who wish to appeal Phlebotomy Training Specialists' final decision can do so in writing.

STUDENT ACKNOWLEDGMENTS

Student Initial _____ I understand that I must show up to class lucid, and mentally and physically rested and prepared. I understand that if the instructor feels I am not prepared I can be questioned, and if necessary, dismissed from that session with the instruction to be prepared for the next session. Students, who are under the influence of alcohol, illicit drugs, prescription drugs or any other mind or body-altering substances cannot participate in class.

Student Initial _____ I understand the Conduct and Dismissal Policy as it is outlined in this agreement. I acknowledge that I will be subject to the disciplinary procedures if I am in violation of these policies.

Student Initial _____ I acknowledge that I am responsible for the cost of the full tuition and fees associated with the program. I understand that failure to make consistent payments to the school will result in my account being sent to collections. I also understand that if I withdraw from the program prior to completion, I am financially responsible for the prorated tuition and fees for the classes which I did attend.

Student Initial _____ I understand that full tuition and fees are due by the halfway point of class. I acknowledge that if my full tuition and fees are not paid by this time, I will need to follow the Payment Policy found in this agreement.

Student Initial _____ I understand that if I fail to complete my initial registered course, reassignment into a new class will not be allowed until my entire Tuition balance is paid in full. Students must call Student Services to re-enroll in a new class. Please note that rescheduling will be based on availability.

Student Initial _____ I understand that Phlebotomy Training Specialists does not offer job placement. However, resume assistance is available as well as an in-class discussion on how to obtain and where to look for employment.

Student Initial _____ I understand that while PTS will make every effort to hold classes as scheduled, there may be a disruption in projected scheduling due to unforeseen circumstances. I acknowledge that PTS will not make any financial compensations for rescheduling, however, they will also not charge any additional fees for rescheduling. PTS will offer multiple options to complete my course in a timely manner. Should I choose to withdraw from training, the published refund policy will apply.

Student Initial _____ I understand the risks associated with drawing blood, contracting diseases and am aware that phlebotomy procedures in class will be performed on fellow students, volunteers and staff at Phlebotomy Training Specialists. I also understand that any injury sustained to me or the person I am performing phlebotomy on is solely my responsibility and will hold Phlebotomy Training Specialists harmless.

Student Initial _____ I understand that attendance is mandatory to successfully pass this course. Make up class time will be available by contacting Student Services only.

Student Initial _____ I acknowledge that I will be expected to draw blood on my fellow students, and also that I will have my blood drawn by others. I understand that I may contact Student Services to request a medical accommodation.

Student Initial _____ I understand that I must log into my student account at students.phlebotomyusa.com and check the spelling/format of my name and that how my name appears here is EXACTLY how it will appear on my certificate. I also understand that there is a \$20 Fee for Certificate Prints as explained under State Certification Information of this Registration/Enrollment Agreement.

Student Initial _____ I understand that I cannot miss the first eight hours of class. I understand that if I miss any of the first eight hours of class I will be removed from the class and I will be required to select another available class schedule.

Student Initial _____ I understand the PTS Refund Policy and am aware that all requests to withdraw from the program must be done in writing as explained in this Registration/Enrollment Agreement.

I have read and understand this Registration/Enrollment Agreement and agree with the terms set forth therein. I will receive a fully executed copy of this agreement for my records via email, which contains all terms, conditions and information I have agreed and signed to. When signed by both parties, this document becomes a legally binding instrument.

Student Signature

Date

Authorized Representative

Date

REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOLS ACT (Title 13, Chapter 34, Utah Code)

Registration under the Utah Postsecondary Proprietary Schools Act does not mean that the state of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer. The institution is not accredited by a regional or national accrediting agency recognized by the United States Dept of Education.