

DNA Phlebotomy School

2023 Course Catalog

COURSE CATALOG

DNA PHLEBOTOMY SCHOOL, LLC.

8374 Topanga Canyon Blvd., Suite 102, Canoga Park, CA, 91304

818-746-8005 www.dnaphlebotomy.com

Course Catalog is Current for the Periods from February 25th 2023 Through March 3rd, 2024

This catalog is current as of time of publication. Rules governing student conduct, admissions policies, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Please check with the School Director or Program Director if you have questions regarding the content of this catalog. We reserve the right to adopt, amend, or repeal rules and policies that apply to students and School operations. DNA Phlebotomy School, LLC. will update this catalog annually. This catalog is available electronically at www.dnaphlebotomy.com, or in person at our office. Changes in the content of this catalog will be posted on bulletin boards, emailed, or mailed to the students and shown as a supplement or insert to accompany this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and school policies. Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog will be initially added by means of an addendum and will appear at the end of the catalog.

Mission Statement:

To provide high quality education to future health care professionals with an emphasis on caring, compassion, and empathy.

Objective:

To provide students with a hands-on training experience focused on the most up-to-date skills and techniques. We emphasize professionalism and inspire students to be leaders on the job and in their communities.

DNA Phlebotomy School, LLC. is a private institution and is approved to operate by the Bureau for Private Post-Secondary Education. "Approval to operate" means that an institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959 or toll free at (888) 370 7589, or visit our website at www.bppe.ca.gov.

Certifications or degrees conferred by DNA Phlebotomy School, LLC. are not accredited by the United States Department of Education. DNA Phlebotomy School, LLC. is not accredited by an accrediting agency recognized by the U.S. Dept. of Education

Courses Offered

□ CERTIFIED PHLEBOTOMY TECHNICIAN (CPT1) provides education for motivated individuals desiring a new career in the field of laboratory sciences as a phlebotomist. This course is designed to contain all of the requirements for eligibility of certification and will prepare the individual for a career in the field of laboratory sciences (*Detailed Occupational Classification Code 29-000 Healthcare Practitioners and Technical Occupations*). The 80+ hour Phlebotomy Technician Course provides a minimum of 40 hours of lecture, which includes the use of the Phlebotomy textbook: Phlebotomy Essentials 6th edition, McCall and Tankersley. The student will become familiar with laboratory equipment including but not limited to simulation modules, gloves - latex and non-latex, needles - butterfly needles with safety lock adapters, lancets, gauze sponges, holder/adaptor – vacutainers used with the needle set for withdraw of blood under negative pressure, tourniquets, alcohol wipes, syringes, chloraprep swabs – for use during instruction of collecting blood cultures, evacuated collection tubes, adhesive bandages/dressing tape, blood drawing trays, biohazard needle disposal unit, study guide, text book, videos, diagrams, and posters. Reference materials as well as hand-out guidelines for anatomy, blood borne pathogens and infection control are included in the student’s didactic folders. Final examinations are given at the end of the Basic Phlebotomy and Advanced Phlebotomy sections to ensure that each student has acquired sufficient information and knowledge necessary to take the state exam. Onsite clinical training of no less than 15 hours allows the students to be trained in the proper use of vacutainers, winged infusion sets, tubes (additives, tests and order of draw), correct blood culture procedures, and all pre-analytical equipment. Clinical externship shall include no less than 40 hours at affiliated sites. Student externships take place at participating affiliates. Ed. Code§94909 (a)(5). (*Detailed Occupational Classification Code 29-000 Healthcare Practitioners and Technical Occupations*).

Equipment

The classroom is equipped with a computer, overhead projector and projector screen, whiteboard, and sound system. The classroom is also equipped with 6 tables, 12 chairs, and 1 examination table with equipment necessary for the clinical/practical portion of the program. Equipment used for learning the technical skills of phlebotomy while in the classroom includes: simulation modules, gloves - latex and non-latex, needles - butterfly needles with safety lock adapters, lancets, gauze sponges, holder/adaptor – vacutainers used with the needle set for withdraw of blood under negative pressure, tourniquets, alcohol wipes, syringes, chloraprep swabs – for use during instruction of collecting blood cultures, evacuated collection tubes, adhesive bandages/dressing tape, blood drawing trays, biohazard needle disposal unit, study guides, text books, videos, diagrams, and posters.

Facility

The didactic classroom portion of the course will be held at 8374 Topanga Canyon Blvd., Suite 102, Canoga Park, CA, 91304. Classes are held in a large, 850 sq. ft. classroom that is both spacious enough for comfort and the right size for an individualized and customized student-centric learning environment. A separate office is located within the classroom that is approximately 150 sq. ft. and is serves as a stock supply room for equipment used for hands-on skills application. Intranet access is also

available for students, free of charge, in which projected power point and other teaching references used during instruction can be printed from the office, also free of charge. The classroom is well-lit, including two, large windows which face the front of the building and provides ample seating for 20 students to attend lecture. The walls are adorned with framed anatomical and educational pictures, including the anatomy of the body's vascular structure, order of draw, and the proper PPE and equipment to be used during certain circumstances to name just a few. Students, both male and female, have access to a large, multi-stall restroom, in which entry is only granted to the tenants of the building by way of key. The restroom key will remain available to students during all hours of instruction. Within the office that is located in the classroom, students have access to store their perishables if they so choose to bring their meals to class. Drinking water is also available to the students within the classroom. We are located in a large plaza in a well-known part of the city and there are a multitude of businesses surrounding the building including restaurants, liquor stores, and even a message parlor to relieve some stress. Because the classroom is on the second floor, it is both quiet and welcoming. The office is open Monday through Thursday during the following hours:

Monday: 8:30am – 1:00pm

Tuesday: 8:30am – 1:00pm and 6:00pm – 10:00pm

Wednesday: 8:30am – 1:00pm and 6:00pm – 10:00pm

Thursday: 8:30am – 1:00pm

Affiliated Institutions (Clinical Sites) and Locations:

Mission Community Hospital

14850 Roscoe Blvd.

Panorama City, CA 91402

Requirements for Eligibility for Licensure In California

Phlebotomy Technician (Cpt1)

- a) 20 hours Basic Phlebotomy Theory (minimum)
 - b) 20 hours Advanced Phlebotomy Theory (minimum)
 - c) 40 hours Clinical Externship (minimum)
 - d) 50 successful venipunctures on actual patients
 - e) 10 capillary punctures on actual patients
 - f) Visualize 2 Arterial Blood Gases on actual patients
 - g) Pass an approved national exam
- Ed. Code§94909(a) (6)

Condition and Number of Patients - Clinical (Off campus lab)

During the externship, patients to be drawn may include newborns through geriatrics. All patients for venipuncture and blood draws will be at the discretion of the facility. All students will be observed by an on-site supervisor or designated superior. At the conclusion of the course, students will have recorded a minimum of 40 clinical hours and 50 blood draws, 10 capillary punctures, and the observation of 2 ABG's.

Phlebotomy Technician Exam

Every student is required to pass a California approved National Phlebotomy examination.

California Department of Public Health (CDPH)

The California Department of Public Health requires:

- a) Completion of an approved Phlebotomy training school
 - b) Proof of graduation from High school via transcripts or
 - c) General Education Diploma (GED) transcripts
 - d) Proof of a passing score on a National Phlebotomy examination
 - e) Proof of successful completion of externship to include 40 hours, 50 venipunctures and 10 capillary punctures, as well as visualizing 2 ABG's
- Ed. Code§94909 (a) (6).

After completing all of the above, the student shall then go online to CDPH-LFS at https://secure.cps.ca.gov/cltreg/pt_certinfo.asp and fill out the online application. Upon completion of the application the applicant shall print and sign the Attestation sheet.

Each applicant must then send the following to CDPH-LFS

- a) 1 set of official high school or college transcripts or GED
- b) 1 copy of certificate of completion from a Certified Phlebotomy Training School
- c) 1 copy of certificate from National exam testing group as proof of passing Exam
- d) 1 Signed sealed envelope containing the Performance Puncture sheet (attesting to completion of clinical requirements)
- e) Attestation sheet signed by student

Admission Requirements for the Phlebotomy Program (Cpt1):

Applicants must be 18 years of age.

Applicants must have one of the following: a) Official (sealed) High School transcripts or
b) GED

This institution will admit students from other countries, but does not accept any responsibility for visa, student status, or any associated charges.

This institution has not entered into an articulation or transfer agreement with any other college or university.

Ability to benefit students do not qualify for admission under the guidelines required by California Department of Public Health (CDPH).

Foreign Transcript/ Diploma Evaluations:

All foreign transcripts and degrees must be evaluated and translated into English by AACRAO.

You may submit an official translation of the foreign transcript performed by a translation service approved for legal documents. DNA Phlebotomy School, LLC. does not review or endorse any providers of foreign education transcription.

AACRAO: <http://www.aacrao.org>

Students must be able to demonstrate basic proficiency in reading and writing in English.

English Language Assessments

Students who advise DNA Phlebotomy School, LLC. that English is not their primary language, are required to undergo English-language reading and comprehension assessment testing, in advance of the first class session. The Test of English as a Foreign Language (TOEFL) will be accepted, in which a score no lower than 100 (25 in each section) will be accepted. Students may access the website to prepare and register to take the TOEFL exam at ets.org. This costs associated with this assessment are the student's responsibility. The test is designed specifically for students for whom English is a foreign language and it measures listening, comprehension, language form and meaning, and reading comprehension.

In order to succeed in the program each student must have at least an 8th grade basic mastery of the English language.

English as Second Language (ESL) DNA Phlebotomy School, LLC. does not offer English as a second language instruction. Instruction will not be provided in any language other than English.

Students must acquire all immunizations as described in the health form given at time of enrollment. The student must meet or exceed all educational prerequisites, pass a nationwide criminal background check, and have the ability to pass a drug-screening test. Before starting the clinical component, each student must provide an attestation from his or her family physician certifying the absence of mental and/or contagious disorders which could inhibit their position as a student at DNA Phlebotomy School, LLC. Additionally, DNA Phlebotomy School, LLC. has a clinical education component that must be completed to meet the graduation requirements.

Some clinical education sites require students to submit to both a criminal background check and drug screening. Students are responsible for all fees associated to drug screening. Students may be required to travel several hours to clinical sites. In addition, the clinical education site may also require a valid CPR Card from the American Heart Association, Healthcare Provider, or Basic Life Support course which are two (2) year certifications. All documentation must remain valid throughout the duration of the completion date of the program.

All applicants must show proof of the following documentation before they begin the clinical portion of our program:

- Immunization/Titer Requirements to include Varicella, Rubella, Rubeola as well as a current negative TB or Chest x-ray
- Valid CPR Card from the American Heart Association, Healthcare Provider, Basic Life Support course, two (2) year certification. All documentation must remain valid throughout the duration of the completion date of the program. Documentation of vaccinations/titers must be provided before the start of the clinical portion of the program. Drug-Screening test may be required before the start of externships. Positive results on drug testing could affect the student's ability to attend the clinical portion of the program, to complete the program's graduation requirements, or to obtain certification after completion of the program.

The student will pay the cost of examinations, screenings, and drug tests. Students must comply with the minimum health requirements from each individual clinical education center where performing externships.

All students will agree to a background check performed by DNA Phlebotomy School, LLC. Background check results may affect the student's ability to attend the clinical portion of the program, to complete the program's graduation requirements, or to obtain certification after completion of the program.

Clinical Site Travel

Students may be required to travel several hours to clinical sites. All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. The students' respective Clinical Coordinator and/or Program Director will present rotation requirements to the student. Students may be required to rotate between clinical sites during their clinical education to ensure all students receive equitable high quality clinical education during their training.

Physical Requirements

- a. Stand and/or walk up to 4 hours throughout a 5-hour shift.
- b. Lift and move a minimum of 25 pounds
- c. Reach forward 18 inches, bend, crouch, or stoop up to 20 times per hour

Graduation Requirements:

To be eligible for graduation from the phlebotomy program, the student must meet all the following criteria: • All financial obligations must be met. • The student must complete and pass Basic Phlebotomy, Advanced Phlebotomy, Clinical Phlebotomy as well as the required externship. Each student must pass the final exam given for each class with no less than an 80% as well as successfully meeting competency evaluations performed in clinical phlebotomy.

Financial Aid and Loans

DNA Phlebotomy School, LLC. is not accredited by an accrediting agency recognized by the U. S. Dept. of Education. We are not eligible for financial aid.

DNA Phlebotomy School, LLC. accepts MYCAA students. MYCAA requires the eligible military spouse to apply online directly for MYCAA financial assistance. This assistance pays each section of the tuition directly to the school. MYCAA pays only for the tuition, and national test. For more information visit the MYCAA website at <https://aiportal.acc.af.mil/mycaa>.

MYCAA is the only federal or state assistance that is accepted at this time.

- A. Student accepts that it is his/her responsibility to apply online with MYCAA after the first session of each section which allows DNA Phlebotomy School, LLC. to invoice MYCAA for payment for attendance in class.
- B. Registration will be due at time of enrollment.
- C. Payment in full for the entire course must be received by DNA Phlebotomy School, LLC. before a Certification of Completion will be issued.

If tuition is not paid student may be dropped from the roster and will not receive a Certification of Completion.

MYCAA Policy:

1. Program description

MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

2. Eligibility

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.

3. What MyCAA funds will cover.

TUITION

Basic, Advanced, Clinical, National Exam for Certification, State Certification Application Fee.

4. What MyCAA funds will not cover.

Student's Responsibility

Registration Fee, Uniform, National Exam Related Fee, CPR, Malpractice Insurance, Immunizations and TB test.

5. How to establish an account:

- Student logs into MYCAA through <https://aiportal.acc.af.mil/mycaa>
- Student User must complete initial registration in the AI Portal, choose a User name during registration, and request a temporary password.
- NOTE: UACs need to look for new User registrations in the AI Portal that require action. They can do that by hovering over "School Admin" and selecting "Manage Users".
- Click on the "New User Request" tab.
- Temporary passwords must be changed on initial login.
- NOTE: The UAC must set the "User Site Admin Role" to "User" or the new User will not be able to login. As soon as the UAC clicks "Add User," an email is automatically sent to the new User with the temporary password.

6. Instructions regarding application process and time frames for the course-by-course payments.

- After completing the registration process the applicant must wait for approval by MYCAA.
- The school invoices MYCAA for each class, after class has begun. Student must apply online for each section in advance of class start date. Student guidelines for installments After student attends first Basic class session he/she applies online for Basic section:
 - a. DNA Phlebotomy School, LLC. then invoices MYCAA for payment of Basic section.
 - b. After student attends first day of Advanced class session he/she applies online for Advanced section.

- c. DNA Phlebotomy School, LLC. then invoices MYCAA for payment of Advanced section
- d. After student attends first day of Clinical class session he/she applies online for Clinical section.
- e. DNA Phlebotomy School, LLC. then invoices MYCAA for payment of Clinical section
- f. After student sits for National Exam he/she applies online for Exam Fees
- g. DNA Phlebotomy School, LLC. then invoices MYCAA for payment of Exam
- h. Student applies online for State Certification and then applies online to MYCAA for fees.
- i. DNA Phlebotomy School, LLC. then invoices MYCAA for State certification fees.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Participation in any other Federal or state financial aid programs would require a statement in which all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs would occur. (Ed. Code §94909 (a) (10))

Student's Right to Cancel:

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, i.e. Last date of cancellation of this agreement would be the first day of class session. If class session begins January 1, 2018, then last date of cancellation would be, January 8th, 2018.

Cancellation may occur and may be documented in any manner. If the student provides a written notice of cancellation it can be provided to the following address: 9025 Oak Park Ave., Sherwood Forest, CA, 91325. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, by the applicant, or the applicant does not show or start attending the program, or is not accepted the school the school will refund the student any money he/she paid, less the Registration Fee not to exceed \$100.00 and less any deduction for uniform, supplies and textbooks provided not returned in new condition within 14 days after the notice of cancellation is received.

If the Enrollment Agreement is cancelled by the school due to the program start date being cancelled the student will receive a refund of all monies he/she paid.

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

Refund Policy

1. Divide the total tuition charge by the number of hours in the program; the quotient is the hourly charge for the program.
2. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [1], and
3. The refund will be any amount in excess of the figure derived from [2] that was paid by the student to the institution.

Refunds will be addressed within 30 days.

Should the school commence such participation, and a student receives federal financial aid, in the case of a refund, the student is entitled to a refund of moneys not paid from federal student financial aid funds.

Should the school begin to participate in federal financial aid programs and a student receives a loan and subsequently defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) The student may not be eligible for any other government financial assistance at DNA Phlebotomy School, LLC. or another institution or until the loan is repaid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. Ed Code §94909 (a)(11)

Cancellation of A Program By The School:

DNA Phlebotomy School, LLC. reserves the right to postpone or reschedule any class due to insufficient enrollment or instructor unavailability.

Cancellation notice will be given in writing, phone call, or other appropriate method as necessary, stating the reasons for the action.

There may or may not be the adequate opportunity to notify students in advance. We will make every reasonable effort to prevent this from happening.

Student Records:

In addition to storing paper copies of student files, on site, in a locked file cabinet, back-up copies will be stored electronically, on an external hard drive, at another site. These same electronic copies will also be stored on an external cloud drive in the case where the external drive becomes disabled. Each student's file will be scanned and uploaded to an external drive and will be kept at the residential address below: 9025 Oak Park Ave., Sherwood Forest, CA 91325

Ryan Kaplan and Dayly Kaplan will both have access to every method in which files are kept on record, including the external cloud drive which is encrypted for students' safety.

Academic and financial records will be stored separately in each method of storage. In the file cabinet, file folders for every student will contain separate records of academic and financial information. In the external and cloud drives each student will have a file designated for themselves, which will contain sub-files titled "Academic" and "Financial."

- 1) The documents contained in student files will include: original enrollment agreement, copy of student transcripts including proof of high school diploma or GED.
- 2) Copies of exams
- 3) Copies of students' progress including record of 10 skin punctures and 50 venipunctures and the observation of arterial punctures. The name and initials of the qualified instructor who had supervised the procedure at the time will also be included.

The safety and security of each and every one of our students is our highest priority. The academic and financial records of our students is guaranteed to be kept safe by utilizing these three methods above. Records may also be easily obtained at the student's request.

Student Services

Students are encouraged to speak to their instructor if they are concerned about their academic success. Your Instructor is the best resource to advise you in preparing for success in the classroom.

- **Student Tutoring**

Clinical instructors are available for tutoring. You must coordinate an available time with your instructor.

- **Library/Student Resources**

A formal library is not needed to meet the instructional needs of the students. However, learning resources are available to students. Students may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

A course textbook will be provided to each student and will complement the course curriculum. Every textbook contains a link to student resources in which instructions are provided regarding how a student may access additional, online resources for the class. Students are advised to utilize these resources that are made available to them. Also, during didactic instruction, we will be utilizing a Power Point application in which the projected material will complement the students' course textbook. All materials used for instruction, including copies of the power point material, will be provided to the student upon request for free. All materials support the learning objectives of the program being offered.

Certification Testing

We provide on-site testing for the national exam.

Distance Educational Programs

At this time, DNA Phlebotomy School, LLC. does not offer distance educational programs.

Notice Concerning Transferability Of Credits- And Credentials Earned At Our Institution

The transferability of credits you earn at DNA Phlebotomy School, LLC. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at DNA Phlebotomy School, LLC. is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DNA Phlebotomy School, LLC. to determine if your certificate will transfer. (Ed. Code§94909 (a)(8)(A), and (5CCR§71770 (b)

DNA Phlebotomy School, LLC.

Prior Experiential Learning

DNA Phlebotomy School, LLC. does not award credit for Prior experiential learning CCR§ 71770(c) DNA Phlebotomy School, LLC. is approved by the California Department of Public Health, Laboratory Field Services to offer Phlebotomy Training.

(A) A graduate of the program will be eligible to sit for the applicable national exam in California and other states.

B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

C) A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

D) A program-specific student brochure shall be provided in person or available on-line to the prospective student prior to enrollment.

(E) The school catalog and fact sheet shall be provided as well as student brochures to any person upon request.

Nondiscrimination Policy:

This institution is committed to providing equal opportunities to all applicants to the program and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Placement Services:

At this time, DNA Phlebotomy School, LLC. does not offer job placement services.

Sexual Harassment:

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this facility. Staff and students are responsible for conducting themselves in a professional and respectful manner.

Disciplinary Probation:

Student disciplinary action is designed to enforce the policies and guidelines of DNA Phlebotomy School, LLC. and its programs. Acceptable conduct and behavior must always be adhered to. Disciplinary action is enforced as a consequence when a student disregards the boundaries of acceptable behavior as outlined in the Course Catalog and/or Program Application Package. Students who violate any of the various program policies and guidelines will be placed on probation. A written disciplinary probation is an official notice for a specified time during which a student must demonstrate conduct that conforms to DNA Phlebotomy School, LLC.'s standards of conduct. Assigned discipline may include a combination

of sanctions for a particular incident. When a student is found in violation of DNA Phlebotomy School, LLC.'s policies or program regulations and guidelines, any of the following types of student disciplinary action may be imposed: (Ed Code §94909 (a)(8)(C))

Dismissal:

Dismissal is the termination of student status for an indefinite period. Readmission to the Institute shall require the specific approval of the Program Director and/or School Director of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (Ed Code §94909 (a)(8)(C))

Student Conduct:

Students shall always conduct themselves in a professional and ethical manner while on school grounds, in class or at externship site. In addition to being expected to following the rules and Regulations established by DNA Phlebotomy School, LLC. All students are expected to follow a Standard of Ethics and act in accordance with the American Hospital Association Patients' Bill of Rights. For future details of student conduct, complete rules and guidelines will be addressed the first day of class. (Ed Code §94909 (a)(8)(C))

Dress Code:

Professional appearance must be maintained at all times. DNA Phlebotomy School, LLC. students are expected to keep themselves clean, neat, and well groomed. Tattoos shall be covered and facial piercings removed while in class or at externship. Failure to comply with this or any of the following policies may be grounds for dismissal.

Attendance:

A strict attendance policy is enforced for classroom and clinical site work. Participants must be able to commit to being present and on time for all classroom and clinical site work. Students are expected to attend and participate fully in all scheduled program classes, activities, and experiences. Any absences within the state required hours must be made up hour for hour (minimum hours are also mandated by state regulation). Students will not receive a certificate of completion from DNA Phlebotomy School, LLC. if there are three or more unexcused late arrivals of 10 minutes or more, unexcused absences, or any early departures of one minute or more. There are no make-up assignments by home or book study. Students can only make up missing class days in another session on the same topic. If a clinical class or lab is missed, in whole or in part, the student must make up missing days. (Ed Code §94909 (a) (8) (D))

Tardiness & Punctuality:

Tardiness to class, lab, or clinical lab is unacceptable. DNA Phlebotomy School, LLC.'S courses are designed to prepare students for professional employment where punctuality is valued by employers and employees. DNA Phlebotomy School, LLC. reserves the right to dismiss any tardy student and treat the incident as an absence. This action may prevent the student from progressing in the program. (Ed Code §94909 (a)(8)(D))

Participation:

DNA Phlebotomy School, LLC. believes that students learn a great deal from one another and from didactic/clinical staff. Passive behavior by a student is discouraged. The instructor reserves the right to adjust grades for any course component on the basis of the student's degree of participation. This action may prevent the student from progressing in the program.

Leave Of Absence / Withdraw / Incomplete:

If personal circumstances create a need for a leave of absence, the student must submit a request for a leave of absence to the School Director or designated official. At the School Director's discretion, a leave may be granted, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the School Director or designated official, at his/her sole discretion, may dismiss a student from the program. (Ed Code §94909 (a)(8)(E))

There will be a \$50.00 charge incurred due to a leave of absence for re-entry into the program. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.

I – Incomplete. If the course has not been completed, the instructor may grant an "I". To receive an incomplete (I), the student must petition, no later than the last week of the term, for an extension to complete the required coursework. The student must satisfactorily pass the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an "F". W – Withdraw. The student may withdraw from any course before the end of the term. At the end of the term, the instructor will issue a "W". A student who withdraws or is administratively withdrawn must re-take the full course and is responsible for a new tuition payment for that course of study. (Ed Code §94909 (a)(8)(E))

Standards For Student Achievement Of Grading:

Class (Didactic):

- Students must pass each course with a grade of not less than 80%.
- Any student falling below 80% (cumulative grade) during the course will be counseled and offered remediation.
- Students must maintain an 80% cumulative grade to take the final exam or continue.
- Students must obtain an 80% grade on the class final exam to progress to the clinical portion of the program.
- Students must also obtain an 80% grade on the course comprehensive final to qualify for the certification exam.
- One opportunity to retake a course comprehensive final will be offered for students scoring less than 80%.
- There is a Didactic and a Practical Component to this examination. Students must pass both parts with at least 80% to qualify for the Certificate Exam(s).

Lab (On Campus):

- Students must have completed all performance check offs by the conclusion of the course.
- Current skills must be checked off before performance in the clinical setting. Any student failing a check off will be counseled and offered remediation.

- One opportunity to re-take a lab comprehensive final will be offered for students performing at an unsatisfactory level.
- Part of the course Competency Assessment includes a Practical examination. Students must pass this assessment before being permitted to perform the related skills with actual patients in the clinical setting (externship).

Clinical (Externship):

- Students must have completed all clinical assignments and scheduled hours by the conclusion of the course.
- Any student failing a clinical day will be counseled and offered remediation. Failing more than two clinical days will result in termination of the student from the program. This student will be given the opportunity to enroll in a subsequent course and repeat the entire process.
 - The externship grading policy involves:
 - P (Pass) - "P" Grade is defined as a pass for obtaining credit for the course
 - F (Fail) – "F" Grade is defined as a fail

Failing grades during externship training may be caused by poor attendance, unprofessional conduct, or unethical behavior that contradicts school or affiliated facility policies.

At the conclusion of each course the student will be issued one of these grades:

A = Outstanding performance 90 - 100%

B = Above average performance 80 - 89%

F = Unsatisfactory Below 80%

W = Withdrawal Request filed before the end of program. (See Withdraw Policy)

Certification And Licensing:

Examinations and their content are controlled by outside agencies and DNA Phlebotomy School, LLC. cannot guarantee that graduates will be able to pass the examinations. Applications for taking the examination will be coordinated by DNA Phlebotomy School, LLC. Examinations are not controlled by the school but by outside agencies and are subject to change by the agency without notice to the school. Therefore, the school cannot guarantee that graduates will be eligible to take certification exams at any specific time, regardless of their eligibility status upon enrollment.

Completion of this course does not automatically enable a graduate to work as a Phlebotomist in the state of California. Successful completion of this course will enable students to sit for the national exam and after passing it they may apply for their Certified Phlebotomist Technician (CPT1) certification. To work as a Phlebotomist in California, you must complete a State approved phlebotomy-training program, pass a State approved phlebotomy certification exam, apply for certification, and pay a processing fee to the State. Fee for testing and licensure is the students' responsibility.

School Director - Ryan T. Kaplan, MSN/MHA, RN

Ryan has worked for over 18 years in the nursing profession as a licensed registered nurse. He began his nursing career in emergency medicine and has worked in various emergency rooms throughout the county of Los Angeles. Ryan also has prehospital experience as an EMT which he gained before entering nursing school. Ryan is currently a full-time nursing supervisor in the emergency department at Kaiser Panorama City. He is also an adjunct nursing instructor at West Coast University. He has been involved in

educating medical professionals throughout this career which includes certifying staff in Non-Violent Crisis Intervention Training as a Certified CPI Instructor, training numerous hospital staff and physicians at Kaiser during the Ebola outbreak, on the proper use of PPE, including donning and doffing equipment and proper isolation procedures, and teaching nurses the pathophysiology of sepsis during the Annual Emergency Department Skills Fair.

Faculty Instructor – Dayly V. Kaplan, CPT1

Dayly has been working as a CPT1 (Certified Phlebotomy Technician) for over 20 years in various medical settings including hospitals and clinics. Due to her vast knowledge in phlebotomy and extensive clinical expertise, she was assigned the role as lead phlebotomist at several of the organizations she has worked. Dayly also has experience as an assistant instructor for CPR and basic first aid. She is actively involved in the community as a PTA parent, in which she volunteers at many elementary school functions. She is actively involved with volunteer opportunities through the local church in which she has assisted children in need through collection of donated clothing and food, facilitated donations for the homeless, and assisted women in need who reside in battered women shelters.

Class Schedule (Classes begin February 25th, 2023 and end March 3rd, 2024)

SESSION 1 – Regular Program (8 Weeks)

BASIC – 20 Hours

Tuesdays & Wednesdays

February 25th, 26th

March 3rd, 4th, 10th

Hours: 6:00pm - 10:00 pm

ADVANCED – 20 Hours

Tuesdays & Wednesdays

March 11th, 17th, 8th, 24th, 25th

Hours: 6:00pm - 10:00 pm

CLINICAL – 40 Hours

Tuesdays & Wednesdays

March 31st

April 1st, 7th, 8th, 14th, 15th, 21st, 22nd, 28th

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review April 29th / Exam May 5th

SESSION 2 – Accelerated Program (4 Weeks)

BASIC – 20 Hours

Monday through Thursday

May 11th, 12th, 13th, 14th

Hours: 8:30am – 1:30pm

DNA Phlebotomy School, LLC.

ADVANCED – 20 Hours

Monday through Thursday

May 18th, 19th, 20th, 21st

Hours: 8:30am – 1:30pm

CLINICAL – 40 Hours

Monday through Thursday

May 25th, 26th, 27th, 28th

June 1st, 2nd, 3rd, 4th

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review June 8th / Exam June 9th

SESSION 3 – Regular Program (8 Weeks)

BASIC – 20 Hours

Tuesdays & Wednesdays

June 16th, 17th, 23rd, 24th, 30th

Hours: 6:00pm - 10:00 pm

ADVANCED – 20 Hours

Tuesdays & Wednesdays

July 1st, 7th, 8th, 14th, 15th

Hours: 6:00pm - 10:00 pm

CLINICAL – 40 Hours

Tuesdays & Wednesdays

July 21st, 22nd, 28th, 29th

August 4th, 5th, 11th, 12th,

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review August 18th / Exam August 19th

SESSION 4 – Accelerated Program (4 Weeks)

BASIC – 20 Hours

Monday through Thursday

August 24th, 25th, 26th, 27th

Hours: 8:30am – 1:30pm

ADVANCED – 20 Hours

Monday through Thursday

August 31st

September 1st, 2nd, 3rd

Hours: 8:30am – 1:30pm

CLINICAL – 40 Hours

Monday through Thursday

September 7th, 8th, 9th, 10th, 14th, 15th, 16th, 17th

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review September 21st / Exam September 22nd

SESSION 5 – Regular Program (8 Weeks)

BASIC – 20 Hours

Tuesdays & Wednesdays

September 29th, 30th

October 6th, 7th, 13th

Hours: 6:00pm - 10:00 pm

ADVANCED – 20 Hours

Tuesdays & Wednesdays

October 20th, 21st, 28th

November 3rd, 4th

Hours: 6:00pm - 10:00 pm

CLINICAL – 40 Hours

Tuesdays & Wednesdays

November 10th, 11th, 17th, 18th, 24th

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review December 1st / Exam December 2nd

SESSION 6 – Accelerated Program (4 Weeks)

BASIC – 20 Hours

Monday through Thursday

December 7th, 8th, 9th, 10th

Hours: 8:30am – 1:30pm

ADVANCED – 20 Hours

Monday through Thursday

December 14th, 15th, 16th, 17th

Hours: 8:30am – 1:30pm

CLINICAL – 40 Hours

Monday through Thursday

December 21st, 22nd, 23rd, 24th

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review December 28th / Exam December 29th

SESSION 7 – Regular Program (8 Weeks)

BASIC – 20 Hours

Tuesdays & Wednesdays

January 5th, 6th, 12th, 13th, 19th

Hours: 6:00pm - 10:00 pm

ADVANCED – 20 Hours

Tuesdays & Wednesdays

January 20th, 26th, 27th

February 2nd, 3rd

Hours: 6:00pm - 10:00 pm

CLINICAL – 40 Hours

Tuesdays & Wednesdays

February 9th, 10th, 16th, 17th, 23rd

Hours: 8:30am – 1:30pm

NATIONAL EXAM

Review March 2nd / Exam March 3rd

All Classes to Be Held At:

8374 Topanga Canyon Blvd., Suite 201, Canoga Park, CA 91304

Phlebotomy Technician Individuals who successfully complete the program will receive a certificate of completion from DNA Phlebotomy School, LLC. allowing students to sit for the phlebotomy National certification examination. Upon passing the phlebotomy examination, graduates are eligible to apply to the state of California for their CPT 1 certification. State application and testing fees will apply.

Phlebotomist Duties

Depending on the level of training, phlebotomists draw blood through venipuncture and skin puncture. Duties may also include fixing blood specimens on slides as well as using computers to input data.

DNA Phlebotomy School, LLC.

Tuition Fees for Phlebotomy Program

Schedule Of Total Charges

Registration \$250.00 (Included in the cost of tuition).

STRF: \$0 non-refundable

Basic: \$475.00

Advanced: \$530.00

Clinical: \$500.00

Students must pay the registration fee totaling \$250 to ensure a seat in this program. The remainder of the balance can be paid in full up front, or paid in payments per class.

Students may not continue on into the next course until the balance from the previous class is paid in full.

Tuition Cost: \$ 1755 (Basic, Advanced, and Clinical Coursework) CCR§71800 (a)(1)

Non-Refundable Registration Fee: \$ 250.00 (Registration fee is included in the cost of tuition).

Total registration and tuition cost \$1755.00

- Non-refundable Student Tuition Recovery Fund: \$0
- Textbooks and Workbooks: \$130.00
- Liability Insurance: \$25.00

Additional fees required that are payable to a third party for a Certified Phlebotomy Technician License. A license is required prior to obtaining entry-level employment: **\$100 fee to register and take the State exam** (5 CCR §71800 (f) CCR§ 71800 (a-e), (1-12)

Health requirements: Cost dependent upon individual's health Provider

Estimated cost for Entire Program \$1755.00

Total due upon enrollment \$250.00

Housing Information

DNA Phlebotomy School, LLC. does not offer dormitory facilities and does not take responsibility for finding, or assisting the student to find housing.

DNA Phlebotomy School, LLC. will advise the students, that our location is convenient, and there are many locations to stay in nearby motels and hotels for the overnight stay if necessary when traveling to our facility from a distance. Overnight rates in nearby motels and hotels vary from \$100.00 to \$300.00 per night.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

DNA Phlebotomy School, LLC.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Problems Or Grievances

Students at DNA Phlebotomy School, LLC. have the right to attend this program, and understand the policies against harassment, privacy, and discrimination will be enforced. If a student encounters problems or has grievances with the school, please call the director at the following phone number:

DNA Phlebotomy School, LLC.

(818) 746-8005. The student will be scheduled for an appointment to come into the office and discuss the grievance and will be encouraged to document their concern(s). Each grievance will be reviewed by the Director. You will be contacted by the manager of the department to which the grievance pertains. If you do not feel that your concern was addressed completely then another appointment will be arranged for you to discuss your concern with the Director. If you call after hours, please leave a message and one of the staff will promptly return your call the next business day. Anyone who has a problem or complaint is encouraged to first contact the person or persons involved. 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. (Ed. Code §94909 (a) (3) (A))

Unanswered 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, 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. (Ed. Code §94909 (a) (3) (A))

Complaints:

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

Bankruptcy statement

DNA Phlebotomy School, LLC. has never filed for bankruptcy petition, is not operating as a debtor in possession and has not filed a petition within the preceding five years and has not had a petition of bankruptcy 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.) (Ed Code§94909 (a)(12))

Prior to Signing:

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. The Catalog, Enrollment agreement, school performance fact sheet and brochures will be available on the school website at www.dnaphlebo.com.
For More Information: Phone: 818-746-8005 Online: www.dnaphlebotomy.com