

School Catalog (Updated Hybrid Model)

Ohio Phlebotomy Training Center (OPTC)

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Ohio Board of Career Colleges and Schools Registration Nos. 2154 (Steubenville) & 2177 (St. Clairsville)

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Mission

At Ohio Phlebotomy Training Center our mission is to provide quality short-term educational programs to help people start a career.

Facility Location

OPTC operates at two convenient locations:

Training Locations

In-person laboratory sessions are conducted at approved training facilities in Steubenville, Ohio and St. Clairsville, Ohio. Specific classroom and lab locations may vary by cohort. Students are responsible for reviewing the official class schedule and location on the website.

Authorized Class Locations and Schedule Policy

All classes and laboratory sessions must be held only at OPTC-approved locations and according to the official published schedule. Any change in location or schedule will be communicated directly by OPTC administration. Instructors are not permitted to conduct classes at alternative locations, on unapproved dates, or outside the established program schedule.

License and Registration

OPTC is registered with the State of Ohio Board of Career Colleges and Schools. Registration #2154 & 2177.

School Calendar

Classes are held year-round. Classes may be canceled if class size requirements are not met. If class is canceled due to weather or other reasons, classes will be made up at the end of the program.

Hours of Operation

Program inquiries & registration: Mon-Fri, 9am-5pm.
Online registration available 24/7.

Enrollment Dates

New classes begin throughout the entire year. Students may register at www.optcschool.com.

Holidays

No classes on major holidays including:

- Martin Luther King Jr. Day New Year's Eve/Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Eve + Day), December 23-25.
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Entrance Requirements

- 18 years old or older
 - High school diploma/GED
 - Driver license/State ID
 - Students must purchase and wear **gray scrubs (any shade), closed-toe shoes with enclosed front and back**, and a **wrist watch** for all lab sessions.
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Student Leave Policy

Students may miss no more than **2 days** in the Phlebotomy Program.

Attendance Policy

Strict attendance is enforced. All absences must be made up. Attendance is taken in every class.

Class Cancellation and Communication Policy

If a class session must be cancelled due to weather, facility issues, or other unforeseen circumstances, OPTC will notify students through the following official communication methods:

- Email
- Text message
- OPTC's official Facebook Business Page

If a student does not receive communication through these channels, the class should be assumed to be held as scheduled. Individual instructors are not authorized to cancel classes.

Tardiness Policy

Tardiness of one hour or more = absence.

Make-up Policy

A maximum of **2 make-up days** are allowed for the Phlebotomy Program. Students must schedule make-up hours before the program end date (if available). We allow a standard 2-4 week extension for any student who may require additional time to complete the program.

Cheating & Misconduct

Academic dishonesty or disruptive behavior results in immediate dismissal.

Student Injury and Exposure Policy

Students participate in hands-on training that involves the use of needles and other medical equipment. Although safety procedures and proper techniques are thoroughly taught and enforced, OPTC is not responsible for accidental needle sticks or other injuries that may occur during training. In the event of an injury or exposure, the student must immediately stop the activity, notify the instructor, wash the affected area with soap and water (or flush eyes or mucous membranes with water), complete an incident report, and seek medical evaluation at their own expense. Students are responsible for following all recommended post-exposure medical guidance.

Re-Entrance

Withdrawn students may be reinstated at the director's discretion and must pay owed tuition/fees.

No Kids in Class Policy

To maintain a safe and distraction-free learning environment, **children are not permitted in the classroom, lab areas, or the school facility during class sessions**, including make-up sessions or testing days. Students must arrange childcare prior to attending class. OPTC is not responsible for supervising children at any time.

Code of Conduct & Professional Behavior Policy

All students are expected to maintain professionalism throughout the program. This includes:

- Respectful communication with peers, staff, and instructors
- No disruptive behavior during class or labs
- No cell phone use during labs or assessments (unless authorized)
- Following all directions from instructors during lab procedures
- Maintaining confidentiality of patient/student information

Violations may result in disciplinary action or dismissal.

Safety & Infection Control Policy

Students must follow all safety protocols at all times, including:

- Wearing required **PPE** (gloves, closed-toe shoes, lab-appropriate clothing)
- Using proper hand hygiene
- Following sharps disposal procedures
- Immediately reporting any safety concern, injury, or incident to the instructor

OPTC provides training in universal precautions and OSHA-aligned safety practices. Failure to follow safety guidelines may result in removal from lab activities or dismissal.

Technology Requirements for Hybrid Program

Because coursework is delivered partially online, all students must have:

- A reliable internet connection
- A computer, laptop, or tablet capable of accessing online modules
- Basic computer literacy (email, logging into accounts, navigating course pages)

Students are responsible for ensuring they have the necessary technology to complete required online coursework.

Academic Integrity Policy

Students are expected to maintain honesty in all academic work. This includes:

- Completing one's own assignments and exams
- Not sharing exam content with others
- Not using unauthorized materials during assessments

Any form of cheating or academic dishonesty will result in immediate dismissal from the program.

Student Support & Instructor Availability

OPTC provides multiple avenues of support to help students succeed in the Hybrid Phlebotomy Program:

- **Virtual Office Hours:** Held every **Wednesday** for students to ask questions, review material, and receive clarification.
- **Virtual Pop-Up Classes:** Periodic live virtual review sessions or skill refreshers offered throughout the program.
- **Instructor Email:** Students may contact instructors via email for questions regarding coursework, labs, or program expectations.

Specific times and links for office hours and virtual pop-up classes will be provided at the start of each cohort.

Catalog Revision Clause

OPTC reserves the right to revise programs, policies, tuition, schedules, or fees. Students will be notified in writing of any catalog changes.

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PROGRAMS

****Phlebotomy Technician Program – HYBRID MODEL (Updated) ****

Clock Hours: 42

Program Length: 10 weeks

Format: Hybrid (Online Coursework + In-Person Labs)

In-Person Labs Required: 10 hands-on labs (total of 30 in-person hours)

Online Coursework: 12 hours delivered through OPTC's e-learning platform

Location: In-person labs held on-site

Program Overview -10 weeks

The Hybrid Phlebotomy Technician Program allows students to complete the **coursework portion online**, providing flexibility, while preserving the high-quality, hands-on clinical training OPTC is known for. Students complete weekly online modules, quizzes, and interactive content before attending required live venipuncture lab sessions.

Upon successful completion, students may sit for the **National Phlebotomy Certification Exam**. Students are responsible for paying the exam fee to the NHA (\\$135)

Hybrid Course Description

This program combines online learning with in-person clinical lab instruction. Coursework includes lectures, demonstrations, videos, activities, and chapter assessments housed inside OPTC's online learning management system.

In-person labs focus on hands-on skill development including venipuncture, specimen collection, and advanced phlebotomy techniques. Students perform live blood draws in every lab.

Program Content

- HIPAA and Patient Rights
- Universal Precautions & Safety
- Venipuncture (Vacutainers, Butterfly, Syringes)

- Finger & Heel Sticks
- Test Tubes: Functions, Additives, Order of Draw
- Special Procedures (Blood Cultures, GTT, Difficult Draws)
- Medical Lab Terminology
- Professionalism & Patient Interaction

Course Structure

Online Coursework (12 clock hours)

- Weekly modules
- Video lectures
- Reading assignments
- Quizzes & activities

In-Person Lab (30 clock hours)

- 10 required venipuncture labs
- Hands-on practice every lab
- Supervised live draws on classmates/volunteers

Assessments

- Weekly online quizzes
- Practical skills check-offs during labs
- Final skills exam (in-person)
- Must earn a **B (80%) or higher** to pass program

Tuition & Fees (Updated)

Total Tuition: **\\$1,750**

Enrollment Fee: **\\$125** (non-refundable after 5 days)

Includes:

- Online learning access
- All lab supplies (value \\$250)
- e-Book

Note: Students are responsible for paying their own **NHA National Phlebotomy Certification Exam fee** at the time of scheduling.

Payment plans available. Tuition must be paid in full by final lab day.

Fiscal Year 2025 Annual Placement Results Program: Phlebotomy Technician Certificate Program Total Enrollment: 22 Students

Student Status Outcomes

Withdrawals: 9%

Completions: 77%

Still Enrolled: 14%

Employment Outcomes for Program Completers

Placed in Related Field: 47%

Placed in Unrelated Field: 18%

Not Placed: 18%

Not Available for Employment: 18%

Grading Scale

A: 90%+

B: 80-89%

C: 70-79%

D: 60-69%

F: 59% or less

W: Withdrawn

Graduation Requirements

Students must pass all exams, complete required hours, and meet financial obligations.

Tuition Refund Policy

Tuition & Fees:

The Phlebotomy Technician Program's total tuition cost is \\$1,625. A \\$125 registration fee is due at the time of enrollment. The registration fee is not deducted from the \\$1,625 tuition cost. The \\$125 registration fee is refundable up to 5 days after enrollment or the first day of class (whichever comes first). After the 5th day of enrollment or the first day of class, the registration fee is no longer refundable. These fees cover instructional tuition, laboratory supplies fees. You do NOT need to pay for the entire class tuition and fees upfront only the \\$125 registration fee is due at the time of enrolling to secure your seat in class. Payment plans are available for students upon request. We do not accept federal financial aid. We accept the WIOA grant. Credit cards, cash, checks and money orders for your convenience and ease of payment. If you would like to pay by check/cash payments, you can call the training center to process credit

card payments over the phone, pay before or after class or by invoice. Checks will not be accepted to cover final payment. All payments must be paid in full by the end of the class. It is the student's responsibility to cover any additional fee that may occur during the class period such as health assessment, scrubs etc. .

Please be advised, a 3.5% additional charge is paid to the credit merchant when using a debit/credit card.

We suggest that you pay with a check, money order, or cash during class to avoid paying the additional fee.

Late Payment Policy

Tuition payments must be made according to the student's agreed-upon payment schedule. A late fee of \\$15 per day will be assessed on overdue balances. Total accumulated late fees are capped at \\$90 per student account. Late fees are enforced to ensure fairness and to support continued program operations. Students who fall behind on payments may be suspended from class participation until their account is brought into good standing.

(Original content retained)

Credits

OPTC does not accept transfer credit.

Grievance Policy

All students' complaints should initially be directed to the school personnel involved. In the event that no resolution is forthcoming, a complaint shall be submitted to the director of the school via email at cbills@optcschool.com.

Scholarship

Annual Perrier Coleman Scholarship is provided to one qualifying student.

Non-Discrimination Policy

Ohio Phlebotomy Training Center is committed to building and maintaining a community to reflects human diversity and to improving opportunities for all. The training center is committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. OTPC does not discriminate on the basis of age, ancestry, color, disability, ethnicity,

gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its education program or activity, which includes employment.

Revised: Decemeber 2026