



## **School Catalog**

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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 is located in the Elite Physical Therapy & Fitness Center building

875 Main St, Wintersville, OH 43953

Classes will be held on the second floor (Suite 2)

**License and Registration**

OPTC is registered with the State of Ohio Board of Career Colleges and Schools.

Registration #2154

**School Calendar**

Classes are held during the entire year. Classes may be canceled if class size requirements are not met. If class is canceled due to unforeseen weather or any other reason, classes will be made up at the end of the program. Students will be notified via text message and/or email of class cancellations.

**Hours of Operation:**

Program inquires and registration: All prospective students can call the school between the hours of 9-5 p.m., Monday-Friday.

\*Online registration is also available

Classroom hours varies depending on the program

**Enrollment Dates**

With new classes beginning throughout the entire year, we are always accepting new students. Please register via our website([www.optcschool.com](http://www.optcschool.com))

## **Holidays**

No School on the following days:

New Year's Eve (December 31st)

New Year's Day (January 1st)

Memorial Day (last Monday in May)

Independence Day (July 4th)

Labor Day (1st Monday of September)

Thanksgiving Eve Day (4th Wednesday in November)

Thanksgiving Day (4th Thursday of November)

December 23 + Christmas Eve Day (December 24<sup>th</sup>)

Christmas Day (December 25)

## **Entrance Requirements**

- 18 years old or older
- High school/college diploma or G.E.D
- Driver license/ State ID
- Must be able to pass background check
- Provide recent pay stubs for 30 Days of employment
- Flu - shot (only during flu season)

## **Student Leave Policy**

Since all of our programs are short – term, we can't allow more than 2 days of absence for the Phlebotomy Program & EKG Program. We can't allow more than 4 days of absence for the MA program. The schedule allots for 2 days/4 days for student leave of absences due to medical reasons, family issues, personal reasons, funerals etc. If the student needs more time off, we encourage him/her to withdraw from the program and re-enter when he/she is ready. A refund will be issued to the student according to the refund policy.

**Attendance Policy**

OPTC has a strict attendance policy. This is to make sure students complete all the course hours. If more days are missed than the allowed amount, students will be dropped from the class. All classes must be made up. Make-up days are allotted in the schedule. Attendance will be taken during every class.

**Tardiness Policy**

Tardiness of one hour or more will result in an absence.

**Make-up Policy**

All classwork must be made up. Make-up days are allotted in the schedule. A max of 2 make-up days is allowed for the Phlebotomy Program & EKG Program and a max of 4 make-up days for the Medical Assistant Program. Students must make up any missed hours during office time at the training center. It is the responsibility of the student to call the training center to arrange a time to make up any missed hours before the class end date. A student who exceeds the max absences will not be allowed to make up days and will be dismissed from the course.

**Cheating and Misconduct**

Any student caught cheating or displaying disruptive behavior will be immediately dismissed from the course.

**Re- Entrance**

Any student who has been withdrawn from the program, may be readmitted at the discretion the school director. The student must pay all owed tuition and fees.

## **Programs:**

### **Phlebotomy Technician Program**

Clock hours: 42.00

7 weeks course/2 days a week/3 hours per class

Classroom time: varies

Location: On-site

A Phlebotomy Technician is trained to collect and draw blood specimens and other specimens from patients for laboratory analysis.

### **Phlebotomy Course Description**

All our phlebotomy training classes are comprehensive and emphasizes a “hands-on” method. Each student will draw blood at least once in every class. These draws will be supervised by the instructor and performed on other class members. Our instructors will guide you as you learn a variety of phlebotomy techniques. The course includes 7-weeks of lecture, discussion, and practical instruction in the lab. Each student must successfully pass the final skill and written exam with a grade of “B” or better and satisfy all financial obligations to OPTC before sitting for the national exam. Those who successfully complete this program will then be scheduled to sit for the National Phlebotomy Certification Exam. The Exam fee is included in the tuition cost. Once completed, individuals will then be qualified to work as an entry-level phlebotomist in a health care setting.

### **Phlebotomy program content includes:**

- HIPAA and Patient's Rights
- Universal Precautions and Safety
- Venipuncture with Vacutainers
- Butterfly Needles and Syringes
- Finger and Heel Sticks
- Blood and Blood Components
- Medical Laboratory Terminology
- Test Tubes – Uses, Additives and Order of Draw
- Professionalism
- Special Procedures - Bleeding Times
- Blood Cultures
- Glucose Tolerance Testing and Difficult Draws.

**Phlebotomy Course structure:**

**Lectures-** Classes are structured so that students attend 2 classes per week (each classroom session lasts 3 hours) for 7 weeks. Lecture consist of a PowerPoint presentation and discussions.

**Skill Lab-** hands-on skills and venipunctures every class.

**Assessment-** (1) practice exam over previous chapter every class. (2) Final exams will cover the entire course. Must pass both finals with a grade of "B" or better to pass the program. Students are allowed two chances to pass. Finals will be taken the last week of classes at the end of the 7 weeks.

Upon successful completion of this course, students will receive a Phlebotomy Certificate. Students can then sit for (1) National Certification Exam within 3 months of graduating, to become certified. If students fail the first attempt, he or she must pay for any additional attempts. If students have not scheduled to take the national exam within 3 months of graduating, the student must pay the exam fee (\$117) to the NHA.

**Tuition & Fees**

The Phlebotomy Technician Program's total tuition cost is \$1,211. A \$100 registration fee is due at the time of enrollment. The registration fee is not deducted from the \$1,211 tuition cost. The \$100 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 fees, textbook rental fee and (1) exam fee. You do NOT need to pay for the entire class tuition and fees upfront only the \$100 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 credit cards, cash or checks for your convenience and ease of payment. If you would like to pay by check/cash payments, please come in during the office hours 9 a.m. -5 p.m., Monday – Friday. You can also call the training center to process credit card payments over the phone. No payments will be accepted during class. 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.



## **EKG/ECG Technician Program (CET)**

Electrocardiogram Technician: On-site Course (online homework assignments may be assigned)

Clock hours: 25 clock hours

Course length: 5 weeks/2 days a week/2.5 hours per class

Days/Time: VARIES

Electrocardiograph (**EKG**) technicians, also known as cardio graphic or electrocardiogram technicians, perform diagnostic tests to aid doctors in identifying and treating cardiovascular problems in patients. These tests help detect irregularities that may result in a heart attack or heart disease.

### **EKG Course Description:**

The EKG program is comprehensive and emphasizes a “hands-on” method. Each student will perform at least 10 EKGs on live individuals. These EKGs will be supervised by the instructor and performed on other class members. Our instructors will guide you as you learn how to administer and interpret EKGs. The course includes 5-weeks of lecture, discussion, and practical instruction in the lab. Each student must successfully pass the coursework portion of the class with a final grade of “B” or better and satisfy all financial obligations to OPTC before sitting for the national exam. Those who successfully complete this program will then be scheduled to sit for the National EKG Certification Exam. The Exam fee is included in the tuition cost. Once completed individuals will then be qualified to work as an entry-level EKG Technician in a health care setting.

### **EKG Program Content Includes:**

- Cardiac Anatomy
- Cardiac Physiology
- Electrical Conduction in the Heart
- 12-Lead EKG Administration
- Identification and Interpretation of EKG Tracings
- Holter and Telemetry Monitoring
- Patient Care and Advising

### **EKG Course structure:**

Lectures- Classes are structured so that students attend 2 classes per week (each classroom session lasts 2.5 hours) for 5 weeks. Lectures consist of a PowerPoint presentation and discussions.

**Skill Lab** – hands-on skills and EKGs in every class.

**Assessment** – (2) Final exams will cover the entire course. Must pass both finals with a grade of "B" or better to pass the program. Students are allowed two chances to pass. Finals will be taken the last week of classes at the end of the 5 weeks.

Upon successful completion of this course, students will receive an EKG Certificate. Students can then sit for (1) National EKG Certification Exam within 3 months of graduating, to become certified. If students fail the first attempt, he or she must pay for any additional attempts. If students have not scheduled to take the national exam within 3 months of graduating, the student must pay the exam fee (\$117) to the NHA. The exam fee is nonrefundable.

### **Tuition & Fees**

The EKG program's total tuition cost is \$800. A \$100 registration fee is due at the time of enrollment. The registration fee is deducted from the \$800 total tuition cost. The \$100 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 fees, textbook fee and (1) national exam fee. You do NOT need to pay for the entire class tuition and fees upfront only the \$100 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 credit cards, cash or checks for your convenience and ease of payment. If you would like to pay by check/cash payments, please come in during office hours 9 a.m. - 5 p.m., Monday – Friday. You can also call the training center to process credit card payments over the phone. No payments will be accepted during class. 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.

### Medical Assistant Program

Clock hours:162

Classroom time: varies

Location: On-site

A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices.

### MA Program Content Includes:

- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Assisting providers with exams and procedures
- Administering injections or medications
- Working in the electronic health record (EHR)
- Performing EKG, phlebotomy, and laboratory procedures
- Taking patient vital signs

### Course Description:

The MA program is comprehensive and emphasizes a “hands-on” method. Each student will perform many skills in class such as venipuncture, EKGs, injections, vital signs etc. These skills may be performed on other class members. Our instructors will guide you as you learn a variety of techniques and skills. The course includes 18-weeks of lecture, discussion, and practical instruction in the lab. Each student must successfully pass the coursework portion of the class with a final weighted grade of “80% or higher or better” and satisfy all financial obligations to OPTC before being scheduled for 16 hours of clinical externship and sitting for the CCMA certification exam. One exam fee is included in the tuition cost and any addition attempts will cost the student \$119 paid to the certification agency. Students are allowed (3) attempted to sit for the certification exam. Once completed, individuals will then be qualified to work as an entry-level CCMA in a health care setting.

### MA Course structure:

**Lectures-** Classes are structured so that students attend 3 classes per week (each classroom session lasts 3 hours) for 18 weeks. Lectures consist of a PowerPoint presentation and discussions.

**Skill Lab-** hands-on skills in every class.

**Assessment-** (11) quizzes and (1) Final exam will cover the entire course. Students are allowed (2) attempts to pass the final exam. Any additional attempts will cost \$100. The final exam will be taken the last week of classes at the end of the 18 weeks.

## **Externship**

OPTC will assign each student an externship site. Each student must complete a 16-hour externship during the schedule days and time assigned. A skill check-off sheet will be given to each student and it must be signed by the MA trainer. The skill check-off sheet is to then be returned to OPTC by the student. If a student fails to meet the immunization, screening, background check or any other mandatory requirements that the externship site has in place, he/she will be responsible for securing their own externship site. If the student no-shows to the site he/she will be responsible for securing another site. If the student report-off, it is up to the externship site to reschedule the student. If the site doesn't wish to reschedule the student due to dependability or any other reason, the student must secure their own site. If the student is dismissed for the externship site by the externship supervisor, it's the student responsibility to secure another site.

## **Graduation Requirements**

Students are required to complete 16 hours of a clinical externship and pass the program with a weighted grade of 80% or higher to pass the Clinical Medical Assistant Program. Students will receive a certificate of completion after successfully completing the program.

## **Sitting for the Certification Test**

After completing the Medical Assisting Program, each student will have to sit for the Medca certification test. All students must take the exam within 6 months of graduating, to become certified. If students fail the first attempt, he or she must pay for any additional attempts up to (3) attempts. If students have not scheduled to take the certification exam within 6 months of graduating, the student must pay the certification exam fee (\$139) to Medca. The exam fee is nonrefundable if you decide not to take it. After passing the exam the certification will be mailed to the student from the certification agency. Certification expires every two years.

## **Tuition & Fees**

MA program's total tuition cost is \$4,500. A \$100 registration fee is due at the time of enrollment. The registration fee is deducted from the \$4,500 tuition cost. The \$100 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 fees, immunization/screening fees, textbook fee and (1) exam fee. You do NOT need to pay for the entire class tuition and fees upfront only the \$100 registration fee is due at the time of enrolling to secure your seat in class.

Customize payment plans are available for students upon request. We do not accept federal financial aid. We accept credit cards, cash or checks for your convenience and ease of payment. If you would like to pay by check/cash payments, please come in during the office hours 9a.m - 5p.m, Monday – Friday. You can also call the training center to process credit card payments over the phone. No payments will be accepted during class. 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.

### **Uniform**

Students are required to wear red scrubs and closed-toe shoes to every class. Uniforms are not provided in the tuition cost.

### **Flu-Shot**

During the flu season (October - February) all students must provide proof that they've received the flu vaccination. The student is responsible to cover any fees that may occur.

## **Weighted Grade**

	Percent
Quizzes (11).....	5%
Performance Evaluations (26).....	40%
Class Project.....	5%
Final Written Exam.....	50%
Total.....	100%

## Grading Scale

A.....	90% and above
B.....	80% - 89%
C.....	70% - 79%
D.....	60% - 69%
F.....	59% or less
W.....	Withdrawn

## Graduation Requirements

Students must obtain a minimum letter grade of “B” as their final letter grade.

## Tuition Refund Policy

Refunds shall be made for each academic term in accordance with the following procedures:

- (i) A student who starts class and withdraws before the academic term is fifteen percent complete will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.
- (ii) A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent complete will be obligated for fifty percent of the tuition and refundable fees plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent complete will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.
- (iv) A student who starts class and officially withdraws after the academic term is forty percent complete will not be entitled to a refund of the tuition and fees.

Refunds are issued within 30 days of eligibility.

## Credits

OPTC does not accept transfer of credit nor allow credit for prior experience. It is the responsibility of the student to ensure that the receiving school will accept credit for courses from OPTC.

## 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](mailto:cbills@optcschool.com).

Whether or not the problem or complaint has been resolved to the student's satisfaction, by the school, the student may direct any problem or complaint to: Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. Or call the phone number (614) 466-2752 or toll-free (877) 275-4219 to file a complaint. A copy of the grievance form may be obtained from the Director.

**Scholarship**

Annual Perrier Coleman Scholarship- (1) full tuition scholarship will be awarded annually to one recipient who meets all the requirements.

**Non-Discrimination Policy**

Ohio Phlebotomy Training Center is committed to building and maintaining a community to reflect human diversity and to improve 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. OPTC 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.

Chari Bills - Director/ Phlebotomy Program Instructor  
Jennifer Alford - Administrator Assistant/ Office Manager  
Rebecca Weaver - Medical Assistant Instructor  
Estelle Tasz - Medical Assistant Instructor