



School Catalog

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and

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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

1) OPTC is located in Wingate by Wyndham St. Clairsville / Wheeling building

51130 National Rd E, St Clairsville, OH 43950

Classes will be held in the meeting room

2) Wintersville location: Elite Physical Therapy & Fitness Center Building 875 Main St,
Ste 2, Wintersville, OH 43953

All retest and remediation will be at the Wintersville, Ohio office location.

License and Registration

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

Registration # 2277 , #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)

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 24th)

Christmas Day (December 25)

Entrance Requirements

- 18 years old or older
- High school/college diploma or G.E.D
- Driver license/ State ID
- Provide recent pay stubs for 30 Days of employment

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. The schedule allots for 2 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. 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 NOT 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. There will be an additional charge of \$100 per exam for every attempt to retest after the second attempt. Finals will be taken the last week of classes at the end of the 7 weeks. Retest and remediation will all be at our Wintersville, Ohio office location

Upon successful completion of this course, students will receive a Phlebotomy Certificate. Students can then sit for (1) National Certification Exam to become certified. The student must pay the exam fee (\$135) 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 and textbook rental 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 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, please come in during the Wintersville 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, 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 orientation or class to avoid paying the additional fee.

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.

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.

