

SCHOOL CATALOG

Published and Printed November 11, 2024

OHIO SCHOOL OF PHLEBOTOMY AFFILIATED SCHOOLS

Ohio School of Phlebotomy

17 Aldrich Rd. | Columbus, OH 43214 | 614-262-6691 | ohiophlebotomy.com | OSBCCS Registration: 09-05-1896T

Indiana School of Phlebotomy

6919 E. 10th St., Suite D-6 | Indianapolis, IN 46219 | 317-759-3729 | indianaphlebotomy.com

St. Louis School of Phlebotomy

6717 Vernon Ave. | St. Louis, MO 63130 | 314-881-8346 | stlphleb.com

Kansas City School of Phlebotomy

2838 Warwick Trfy. | Kansas City, MO 64108 | 816-974-8823 | kcphleb.com

Kentucky School of Phlebotomy

1425 Bluegrass Ave. | Louisville, KY 40215 | 502-791-5977 | kyphleb.com

Chicago School of Phlebotomy

932 N. Wright St., Suite 168 | Naperville, IL 60563 | 847-886-9873 | chicagophleb.com

Carolina School of Phlebotomy

322 Lamar Ave., Suite 301 | Charlotte, NC 28204 | 704-879-1541 | carolinaphleb.com

Georgia School of Phlebotomy

6667 Vernon Woods Ave., Suite A-40 | Atlanta, GA 30328 | 470-210-8838 | georgiaphleb.com

South Carolina School of Phlebotomy

119 Stone Village Dr. | Fort Mill, SC 29708 | 803-720-5588 | scphleb.com

Policies and procedures in this publication are in effect as of the printing date on the front of this publication. However, the school reserves the right to make changes in its policy and procedures through appropriate school processes. Students have the responsibility to be aware of and understand school policies in this and other school-published documents and agreements.

Table of Contents

GENERAL INFORMATION	3
SCHOOL HISTORY	3
MISSION	3
SCHOOL CALENDAR	3
HOLIDAYS	3
GENERAL REGISTRATION & ENROLLMENT DATES	3
TUITION AND FEES	3
PHLEBOTOMY CERTIFICATE PROGRAM	4
ACCELERATED PHLEBOTOMY CERTIFICATE PROGRAM	5
EKG TECHNICIAN CERTIFICATE PROGRAM	7
CLINICAL MEDICAL ASSISTING CERTIFICATE PROGRAM	8
CONTINUING EDUCATION EXTERNSHIP	9
CLINICAL MEDICAL ASSISTING EXTERNSHIP	9
CLINICAL LABORATORY ASSISTING CERTIFICATE PROGRAM	10
CONTINUING EDUCATION WORKSHOPS	11
ADVANCED PHLEBOTOMY TECHNIQUES	11
ADVANCED WOUND CARE & SUTURE	11
PARAMEDICAL EXAMINER AND BIOMETRIC SCREENER	11
INTRAVENOUS PLACEMENT AND INFUSION	11
CONDUCT AND ACADEMIC STANDARDS	12
DISRUPTIVE AND ACADEMIC MISCONDUCT	12
CLINICAL LABORATORY STANDARDS	12
DRUG, ALCOHOL, AND WEAPON ABUSE POLICY	12
DRESS CODE	12
GRADING	13
DEFINITIONS OF MEASURES OF PROGRESS	13
TRANSCRIPT POLICY	13
TRANSFER OF CREDIT TO OR FROM OTHER SCHOOLS	13
WITHDRAWAL	13
ACADEMIC PROBATION	13
RE-ENTRANCE AND RETAKING CLASSES	13
ATTENDANCE AND MAKEUP POLICY	13
TARDINESS AND PARTIAL ATTENDANCE POLICY	14
EMAIL POLICY	14
STUDENT SERVICES	14
TUTORING	14
CAREER SERVICES	14
COUNSELING AND ADVISING	14
ACCOMMODATION OF LEARNING NEEDS	14
GRIEVANCE PROCEDURE	14
CAMPUS INFORMATION	15
FACILITY	15
REGULATION AND APPROVAL	15
FILING A COMPLAINT	15
REFUND POLICY	15
LIST OF FACULTY AND ADMINISTRATORS	16

General Information

School History

Ohio School of Phlebotomy was established in Jun 2009 with the goal of providing healthcare career training that his both high-quality and low-cost. Our primary goal is to share our experiences in the field to produce students whose skills are exceptional and whose understanding of safety and patient care is superior.

Since 2009, we have had the privilege of expanding the number of students we serve by opening additional campuses. Indiana School of Phlebotomy was our first expansion and opened in Jun of 2013, followed by St. Louis School of Phlebotomy in Aug of the same year. In Mar of 2015, Kansas City School of Phlebotomy joined our network. 2017 brought the opening of Kentucky School of Phlebotomy in Feb and Chicago School of Phlebotomy in Aug. With Carolina School of Phlebotomy and Georgia School of Phlebotomy opening in Jul of 2019 and Feb of 2021, the most recent addition to our network of campuses is South Carolina School of Phlebotomy, which opened in the summer of 2022.

Mission

The mission of our schools is to raise the standard of care in our community by providing well-trained and highly skilled medical professionals. We are dedicated to empowering individuals with the skills, knowledge, practical training, and experience needed for a successful career in the growing and rewarding fields of allied healthcare. We believe that quality education does not need to be high in cost, just high in quality. Therefore, we provide short term, low cost, quality programs.

School Calendar

Our school offers classes year-round with new classes starting almost every week. Classes may be cancelled if class size requirements are not met. Students will be refunded in full if classes are cancelled for this reason. Single sessions may be cancelled due to inclement weather or emergency and will be made up prior to the end of the program. Students will not be notified individually of weather/emergency cancellations and should check for session cancellations on the school's Facebook page.

Holidays

The following holidays are observed by our school. Offices will be closed, and no classes are held:

- New Year's Day (Jan 1st)
- Martin Luther King Day (3rd Monday of Jan)
- Memorial Day (last Monday of May)
- Juneteenth (Jun 19th)
- Independence Day (Jul 4th)
- Labor Day (1st Monday of Sep)
- Thanksgiving Day (4th Thursday of Nov)
- Christmas Day (Dec 25th)

General Registration & Enrollment Dates

A student may register at any time prior to the start of a new class, provided a seat is available. Students must submit a registration form and pay the application fee to hold a seat on the class roster. Receipt of the application fee will only be accepted if seats are still available, even if the registration form had already been submitted at an earlier date. Classes are typically 5-20 students. Registration can be completed in-person or on the school website. Due to the length of the course, students may not register after the first day of class.

Tuition and Fees

Our school will accept and process payment from a variety of sources. All tuition and fees are payable for one class term only. Application fee is due prior to the start of the class. We do not process any Federally administered funding sources, including Pell Grant, State Instructional Grants, or other student loans. However, payment plans are available, and students may be eligible for state, local, or private funding assistance. Students should arrange and confirm third-party funding assistance prior to registering for a class.

The cost of the required book(s) is already included in the fees. Fees listed do not include any additional clinical externship costs or personal expenses outside of the control of the school and payable to a third party, such as transportation and costs to meet clinical externship facility requires, such as lab coats, background checks, drug screenings, health assessments, immunizations, etc. These costs are the responsibility of the student and are estimated to be less than \$100 per enrollment.

Phlebotomy Certificate Program

We offer two phlebotomy program pathways, both of which result in a certificate in phlebotomy. Our program is designed to provide an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies to empower individuals with the skills, knowledge, and practical training needed for a successful career in the growing and rewarding field of phlebotomy. Our curriculum is crafted to produce skilled, integral members of clinical teams.

The program consists of a 6-week (48-hour) classroom and laboratory course that provides the student with the skills and training to succeed as a phlebotomist, plus a required capstone experience as outlined below. The program is suitable for any experience level, including those new to the field, and contains 24 hours of hands-on lab with the instructor and 24 hours of lecture.

Prospective students are encouraged to weigh the two capstone options prior to enrollment and contact the admissions office if they would like to discuss the offerings based on their individual situation. Prior to enrollment, students decide which of the following two capstone experience best suits their needs, given prior work history and career goals:

CLINICAL EXTERNSHIP CAPSTONE (PLB)

Complete a one-week, 40-hour unpaid clinical externship at a local laboratory or hospital. This experience is arranged by the school according to facility availability.

The clinical externship option offers students patient-care field experience and assists in building a field-ready resume prior to gaining paid work experience and is a suitable choice for students who are seeking to develop their resumes prior to graduation and have the availability to complete the required 40-hour commitment over the length of one work week. Externship placements also require additional requirements to be completed prior to clinical placement, such as immunizations, background checks, and/or drug screens.

-OR-

NATIONAL CERTIFICATION CAPSTONE (CPT)

Complete an additional week (8-hours) of class to sit for and successfully pass the Certified Phlebotomy Technician exam (CPT) through the National Healthcareer Association (NHA).

The CPT exam option will assist students by offering them more career mobility across state lines (some states require certification for phlebotomists) and potentially offering the graduate a higher rate of pay at employing facilities that reward national certification credentials. For students who already have field experience, the CPT exam option may offer a more unique and beneficial pathway, although students who are new to the field are eligible to enroll and may find the CPT exam capstone better suits their career goals or availability.

Students who choose the externship option and successfully graduate from the program are also eligible to sit for the CPT exam but must do so on their own timeline and out-of-pocket expense. Because neither certification nor an externship placement is required to work as a phlebotomist in the states and neighboring states where our campuses are located, students are eligible to begin working immediately upon graduation from either program.

Admissions Requirements

At least 18 years of age
High school diploma or equivalency

Program Cost

Non-refundable Application Fee	\$50.00
Instructional Tuition	\$500.00
Capstone Experience Fee	\$100.00
Books & Supplies	\$100.00
Laboratory Fee	\$150.00
Total Cost	\$900.00

Program Objectives

Upon completion of the Phlebotomy program, students will demonstrate knowledge of and/or proficiency in:

- Infection control and clinical safety
- Anatomy for vein selection criteria
- Venipuncture technique
- The importance of specimen collection and specimen integrity in the delivery of patient care
- Collection equipment and types of additives used
- Specimen transport and specimen processing
- Quality assurance and quality control in phlebotomy
- Communicating effectively and observing HIPAA

Phlebotomy Certificate Program (Continued)

Program Format and Content

Phlebotomy (48-Hour Course)	
Week 1	Performing Routine Venipuncture, Safety <ul style="list-style-type: none"> Blood collection sets/systems Tourniquet tying and venipuncture techniques Universal precautions, standards, regulations Anatomy of the arm; vein selection criteria Laboratory safety and OSHA
Week 2	Blood and Blood Components <ul style="list-style-type: none"> Chemistry profile and tests Order of draw and drawing multiple tubes Blood and blood components Capillary collection technique
Week 3	Body Systems and Associated Tubes/Tests <ul style="list-style-type: none"> Human body systems, functions, and disorders Associated tests and tube type Evacuated tubes: colors, additives, gels, uses Proper labeling and inversions of tubes Re-palpating and re-directing
Week 4	Compliance, Special Collections, Professionalism/Communication <ul style="list-style-type: none"> Special collection procedures; blood cultures Factors effecting collections Compliance and integrity of specimen Professionalism/Communication with patients Chain of custody and legal implications Quality assurance (Competency, CAP, CLIA)
Week 5	Atypical Venipunctures <ul style="list-style-type: none"> Atypical venipunctures (pediatrics, geriatrics) Butterfly and syringe collection technique Blood transfer, transport and processing Integrity of specimens (i.e., causes of hemolysis)

Week 6	Exam Review and Final Assessments <ul style="list-style-type: none"> Tricks of the trade Final exam review and preparation Final exam and final venipuncture evaluation
---------------	---

Capstone Experience (8- or 40-Hour Component)	
Week 7	(PLB) Externship Capstone: Attend 40 hours of clinical placement as assigned by the school (+40 hours of clinical placement) -OR- (CPT) Certification Capstone: Attain a passing score on the NHA Certified Phlebotomy Technician exam (+8 hours of classroom/laboratory)

Graduation Requirements and Grading

The student is expected to complete all program hours with satisfactory grades and meeting minimum proficiencies. No extra credit is available. Retakes of individual assessments are not allowed.

To graduate, a student must:

- Obtain an overall minimum of a grade of "C" or better
- Satisfactorily complete all classroom, laboratory, and capstone experience hours and components
- Demonstrate proficiency in all program objectives
- Settle all financial obligations to the school

Method of Instruction	Method of Grading	Method of Evaluation
Classroom	A-F grading	Quizzes and final exam
Laboratory	Pass/Fail	Skills evaluation
Capstone Experience	Pass/Fail	PLB: Externship booklet CPT: NHA CPT exam score

Program starting and ending dates (with NATIONAL CERTIFICATION CAPSTONE - CPT):

Mon/Wed Evenings (6pm-10pm)	
Start	End
Dec 9, 2024	Feb 3, 2025
Feb 17, 2025	Apr 2, 2025
Apr 14, 2025	Jun 2, 2025
Jun 16, 2025	Jul 30, 2025
Aug 11, 2025	Sep 29, 2025
Oct 13, 2025	Nov 26, 2025
Dec 8, 2025	Feb 2, 2026

Wed/Fri Mornings (9am-1pm)	
Start	End
Dec 4, 2024	Jan 24, 2025
Feb 5, 2025	Mar 21, 2025
Apr 2, 2025	May 16, 2025
May 28, 2025	Jul 16, 2025
Jul 30, 2025	Sep 12, 2025
Sep 24, 2025	Nov 7, 2025

Tues/Thur Days (1:30pm-5:30pm)	
Start	End
Mar 18, 2025	May 1, 2025
Jul 15, 2025	Aug 28, 2025
Nov 4, 2025	Dec 23, 2025

Sat/Sun Days (1:30pm-5:30pm)	
Start	End
Jan 11, 2025	Feb 23, 2025
Mar 8, 2025	Apr 26, 2025
May 10, 2025	Jun 22, 2025
Jul 12, 2025	Aug 24, 2025
Sep 6, 2025	Oct 19, 2025
Nov 1, 2025	Dec 14, 2025

Program starting and ending dates (with CLINICAL EXTERNSHIP CAPSTONE - PLB):

None scheduled at this time

Accelerated Phlebotomy Certificate Program

The program consists of a 4-week (24-hour) classroom and laboratory course that provides the student with the skills and training to succeed as a phlebotomist. The program is suitable for those with existing experience, as outlined below, and contains 12 hours of hands-on lab with the instructor and 12 hours of lecture.

Admissions Requirements

At least 18 years of age
High school diploma or equivalency
Prior medical work experience, education, or training

Any of the following are sufficient for admission:

- At least 6 months of verifiable clinical or laboratory work experience
- Verifiable certification or registration in a clinical field
- College credit in human anatomy or physiology
- At least two semesters of enrollment in a degree-granting biology, healthcare, or pre-health program with an overall GPA of 3.0 or higher
- Prior completion of a related program at the school

Program Format and Content

Accelerated Phlebotomy (24-Hour Course)	
Week 1	Venipuncture, Safety, Blood Components <ul style="list-style-type: none"> • Blood collection sets/systems • Tourniquet tying and venipuncture techniques • Anatomy of the arm; vein selection criteria • Order of draw, drawing multiple tubes; inversions • Blood and blood components • Evacuated tubes: colors, additives/gels, labelling
Week 2	Body Systems and Associated Tubes/Tests <ul style="list-style-type: none"> • Human body systems, functions, and disorders • Associated tests and tube type; chemistries • Capillary collection technique
Week 3	Special Collections and Professionalism <ul style="list-style-type: none"> • Special collection procedure; blood cultures • Factors effecting collections and quality • Compliance and integrity of specimen • Professionalism/Communication with patients • Chain of custody and legal implications • Re-palpating and re-directing
Week 4	Atypical Venipunctures, Final Assessments <ul style="list-style-type: none"> • Atypical venipunctures, winged and syringe draws • Blood transfer, transport, and processing • Integrity of specimens (i.e., causes of hemolysis) • Final exam and final venipuncture evaluation

Program Cost

Non-refundable Application Fee	\$50.00
Instructional Tuition	\$500.00
Books & Supplies	\$100.00
Laboratory Fee	\$100.00
Total Cost	\$750.00

Program Objectives

Upon completion of the Accelerated Phlebotomy program, students will demonstrate knowledge of and/or proficiency in:

- Infection control and clinical safety
- Anatomy for vein selection criteria
- Venipuncture technique
- The importance of specimen collection and specimen integrity in the delivery of patient care
- Collection equipment and types of additives used
- Specimen transport and specimen processing
- Quality assurance and quality control in phlebotomy
- Communicating effectively and observing HIPAA
- Integrating previous knowledge into phlebotomy

Graduation Requirements and Grading

The student is expected to complete all program hours with satisfactory grades and meeting minimum proficiencies. No extra credit is available. Retakes of individual assessments are not allowed.

To graduate, a student must:

- Obtain an overall minimum of a grade of "C" or better
- Satisfactorily complete all classroom and laboratory hours and components
- Demonstrate proficiency in all program objectives
- Settle all financial obligations to the school

Method of Instruction	Method of Grading	Method of Evaluation
Classroom	A-F grading	Midterm and final exam
Laboratory	Pass/Fail	Skills evaluation

Program starting and ending dates:

Sat/Sun Mornings (9am-12pm)	
Start	End
Jan 4, 2025	Jan 26, 2025
Feb 22, 2025	Mar 16, 2025
Apr 12, 2025	May 10, 2025
June 7, 2025	Jun 29, 2025
Jul 26, 2025	Aug 17, 2025
Sep 13, 2025	Oct 5, 2025
Nov 1, 2025	Nov 23, 2025

Tues/Thurs Evenings (6pm-9pm)	
Start	End
Dec 10, 2024	Jan 9, 2025
May 13, 2025	Jun 5, 2025
Aug 19, 2025	Sep 11, 2025
Jun 25, 2025	Jul 23, 2025

EKG Technician Certificate Program

The program consists of a 6-week (48-hour) classroom and laboratory course that provides the student with the skills and training to succeed as an EKG Technician. The program is suitable for any experience level, including those new to the field, and contains 24 hours of hands-on lab with the instructor and 24 hours of lecture.

Admissions Requirements

At least 18 years of age
High school diploma or equivalency

Program Cost

Non-refundable Application Fee	\$50.00
Instructional Tuition	\$500.00
Books & Supplies	\$100.00
Laboratory Fee	\$150.00
Total Cost	\$800.00

Program Format and Content

EKG Technician (48-Hour Course)	
Week 1	EKG Terminology and Theory; Patient History <ul style="list-style-type: none"> • Important terms and theories in EKG practice • Einthoven's triangle • Introduction to EKG machines • Performing a 12-Lead EKG and lead placement • Types of EKGs and when they are performed • Collecting a patient history
Week 2	Cardiac Anatomy and Conduction Pathway <ul style="list-style-type: none"> • Cardiac anatomy and the circulatory system • Structures of and blood flow through the heart • Conduction pathway and electrophysiology • Understanding Normal Sinus Rhythm (NSR) • Producing clear NSR tracings
Week 3	Printing EKG Tracings; Complications <ul style="list-style-type: none"> • Important tracings to know • Printing EKG strips and identifying key features • Adjusting speed and amplitude • Identifying complications during an EKG
Week 4	Heart Rate, Artifacts, and Patient Care <ul style="list-style-type: none"> • Methods of calculating heart rate • Identifying and responding to EKG artifacts • Patient care and preparation for an EKG • Collecting and recording vital signs
Week 5	Special Testing and Monitoring <ul style="list-style-type: none"> • Performing a stress test • Considerations in stress testing and monitoring • Performing Holter and telemetry Monitoring • Lead placement and patient education for special testing and monitoring
Week 6	Exam Review and Final Exam/Assessment <ul style="list-style-type: none"> • Final exam review and preparation • Final exam • 12-Lead EKG Skills evaluation

Program Objectives

Upon completion of the EKG Technician program, students will demonstrate knowledge of and/or proficiency in:

- Infection control and clinical safety
- Cardiac anatomy and physiology
- EKG Techniques, including stress testing
- Holter and telemetry monitoring
- EKG integrity and proper analytical methods
- Cardiology monitoring equipment and its proper use
- Understanding and interpreting basic EKG printouts
- Quality assurance and result analysis in EKG collection to identify and resolve artifacts
- Communicating effectively and observing HIPAA
- Responding to signs and symptoms of cardiopulmonary compromise
- Measuring, monitoring, and recording vital signs

Graduation Requirements and Grading

The student is expected to complete all program hours with satisfactory grades and meeting minimum proficiencies. No extra credit is available. Retakes of individual assessments are not allowed.

To graduate, a student must:

- Obtain an overall minimum of a grade of "C" or better
- Satisfactorily complete all classroom and laboratory hours and components
- Demonstrate proficiency in all program objectives
- Settle all financial obligations to the school

Method of Instruction	Method of Grading	Method of Evaluation
Classroom	A-F grading	Quizzes and final exam
Laboratory	Pass/Fail	Skills evaluation

Program starting and ending dates:

Mon/Wed Evenings (6pm-10pm)

Start	End
Jan 6, 2025	Feb 17, 2025
Apr 14, 2025	May 21, 2025
Jun 2, 2025	Jul 9, 2025
Jul 21, 2025	Aug 27, 2025
Sep 8, 2025	Oct 15, 2025
Oct 27, 2025	Dec 3, 2025
Dec 15, 2025	Feb 2, 2026

Clinical Medical Assisting Certificate Program

The program consists of an 11-week (88-hour) classroom and laboratory course that provides the student with the skills and training to succeed as a Clinical Medical Assistant. The program is suitable for any experience level, including those new to the field, and contains 44 hours of hands-on lab with the instructor and 44 hours of lecture.

At the end of the program, students are required pass the Certified Clinical Medical Assistant (CCMA) exam through the National Healthcareer Association (NHA) and are eligible to work in the field immediately upon graduation. Although not required to work in the field, graduates have the option to enroll in the Clinical Medical Assisting Externship; more details can be found in the continuing education externships section of this catalog.

Admissions Requirements

At least 18 years of age
High school diploma or equivalency

Program Cost

Non-refundable Application Fee	\$100.00
Instructional Tuition	\$1,000.00
Capstone Experience Fee	\$150.00
Books & Supplies	\$250.00
Laboratory Fee	\$800.00
Total Cost	\$2,300.00

Program Objectives

Upon completion of the Clinical Medical Assisting program, students will demonstrate knowledge of and/or proficiency in:

- Infection control and clinical safety
- Relevant medical terminology
- Patient interview and medical history techniques
- Basic systems-based anatomy and physiology
- Cardiovascular concepts related to EKG interpretation
- Performing EKGs and cardiac testing/monitoring
- Effective collection and recording of vital signs
- Communicating effectively and observing HIPAA
- Venipuncture and capillary collection; common tubes
- Point of care testing and specimen collection/handling
- Medical ethics and appropriate professional behavior
- Front office-work in clinical environments
- Microbiology and infection relating to immunizations
- Pharmacology and safe medication administration
- Psychology and human development
- Wound care, including suture and staple removal
- Patient care skills and continuity of care
- Room, patient, and equipment procedural preparation

Program Format and Content

Clinical Medical Assisting (88-Hour Course)	
Week 1	Medical Terminology; Clinical Safety/Precautions <ul style="list-style-type: none"> • Medical terminology and patient history collection • Clinical Safety and precautions; relevant agencies • Gloving and use of personal protective equipment
Week 2	Vitals Collection and Continuity of Care <ul style="list-style-type: none"> • Collecting, monitoring, and documenting vital signs • Continuity of care
Week 3	Anatomy and Body Systems <ul style="list-style-type: none"> • Anatomical terms, planes, and landmarks • Body systems with basic anatomy and physiology • Blood and blood components
Week 4	Cardiac Anatomy, Conduction, and EKGs <ul style="list-style-type: none"> • Cardiac anatomy and conduction • Performing a 12-lead EKG and lead placement • Writing a history/progress note • Basic EKG interpretation and telemetry monitoring
Week 5	Disease States, Infection, and Microbiology <ul style="list-style-type: none"> • Disorders, diseases, and their treatments • Infection, immunization, and microbiology • Performing injections; using sterile technique
Week 6	Phlebotomy and Tubes and Tests <ul style="list-style-type: none"> • Performing venipuncture and intro to blood draws • Capillary collection procedures • Common tubes and associated tests
Week 7	Specimen Testing; Professionalism and Ethics <ul style="list-style-type: none"> • Reference testing and CLIA • Point of care and CLIA-waived testing • Performing common point of care tests • Professionalism and ethics in healthcare
Week 8	Front-office; Human Development & Psychology <ul style="list-style-type: none"> • Front office tasks and common practices • Psychology and human needs • Stages of human development
Week 9	Pharmacology, Wound Care, and Orthopedics <ul style="list-style-type: none"> • Pharmacology and common medications • Wound care and dressing, debridement • Skin suture and staple care and removal • Orthopedics and stabilization
Week 10	Procedural Setup and Assistance; Final Exam <ul style="list-style-type: none"> • Procedural tray setup and assistance • Common procedures for medical assistants • Final exam
Week 11	Exam Review and Certification Exam <ul style="list-style-type: none"> • Final exam review to reinforce knowledge • Completion of outstanding skills assessments • NHA CCMA Exam

Clinical Medical Assisting Certificate Program (Continued)

Graduation Requirements and Grading

The student is expected to complete all program hours with satisfactory grades and meeting minimum proficiencies. No extra credit is available. Retakes of individual assessments are not allowed.

To graduate, a student must:

- Obtain an overall minimum of a grade of "C" or better
- Satisfactorily complete all classroom, laboratory, and capstone experience hours and components
- Demonstrate proficiency in all program objectives
- Settle all financial obligations to the school

Method of Instruction	Method of Grading	Method of Evaluation
Classroom	A-F grading	Quizzes and final exam
	A-F grading	Participation and attendance
Laboratory	A-F Grading	Skills evaluation score
	Pass/Fail	Skills proficiency
Capstone Experience	Pass/Fail	NHA CCMA exam score

Program starting and ending dates:

Sat/Sun Mornings (9am-1pm)

Start	End
Feb 15, 2025	May 3, 2025
May 17, 2025	Jul 27, 2025
Aug 9, 2025	Oct 19, 2025
Nov 1, 2025	Jan 11, 2026

Mon/Wed Mornings (9am-1pm)

Start	End
Jan 13, 2025	Mar 31, 2025
Apr 7, 2025	Jun 23, 2025
Jun 30, 2025	Sep 15, 2025
Sep 22, 2025	Dec 3, 2025
Dec 8, 2025	Mar 2, 2026

Tues/Thurs Evenings (6pm-10pm)

Start	End
Dec 10, 2024	Feb 27, 2025
Mar 11, 2025	May 22, 2025
Jun 3, 2025	Aug 19, 2025
Sep 12, 2025	Nov 13, 2025
Dec 2, 2025	Feb 19, 2026

CONTINUING EDUCATION EXTERNSHIP

Clinical Medical Assisting Externship

Following successful completion of the Clinical Medical Assisting program, students with a minimum B final grade and Instructor recommendation may enroll in the clinical externship. The purpose of the clinical externship is to allow students to be exposed to an actual patient care environment and clinical setting where skills learned in class will be utilized. Students will have up to 90 days after completion of the CMA program to enroll in the CMA Externship. Our Externship Coordinator works to secure externship placement once application fee is received. If no placement can be made, application fee is refunded in full. If placement can be secured, placement site and date will be assigned to the student once externship fee is paid.

Admissions Requirements

Clinical Medical Assisting Externship

Completion of Clinical Medical Assisting program
Final grade of A or B in Clinical Medical Assisting program
CMA program Instructor recommendation
Documentation of national certification passing results
Completion of externship site requirements such as background check, drug screen, etc. at the time placement is determined

Externship Cost

Application fee	\$100.00
Externship Fee	\$200.00
Total Cost	\$300.00

Clinical Laboratory Assisting Certificate Program

The program consists of a 6-week (48-hour) classroom and laboratory course that provides the student with the skills and training to succeed as a Clinical Laboratory Assistant. The program is suitable for any experience level, including those new to the field, and contains 24 hours of hands-on lab with the instructor and 24 hours of lecture.

Admissions Requirements

At least 18 years of age
High school diploma or equivalency

Program Cost

Non-refundable Application Fee	\$50.00
Instructional Tuition	\$500.00
Books & Supplies	\$100.00
Laboratory Fee	\$150.00
Total Cost	\$800.00

Program Format and Content

Clinical Laboratory Assisting (48-Hour Course)	
Week 1	Clinical Safety and Phlebotomy; Tests & Tubes <ul style="list-style-type: none">• Overseeing agencies• Safety in the laboratory• Ethical and legal responsibilities• Anatomy of the arm and vein identification• Venipuncture and common blood tests• Introduction to pipetting and centrifugation
Week 2	Medical Terminology and Blood Components <ul style="list-style-type: none">• Laboratory medical terminology• Understanding laboratory computer systems• Electronic charting and specimen labeling• Capillary collections and blood smears• Blood and blood components; blood typing• Differential stain and microscopic analysis
Week 3	Body Systems and Testing <ul style="list-style-type: none">• The systems of the body and common tests• Anatomy of blood vessels and circulatory system• Aliquoting
Week 4	CLIA and Point of Care Testing <ul style="list-style-type: none">• Overview of CLIA• Point of care testing and rapid tests• Urine and fecal tests, bacterial plating
Week 5	Special Collections and Processing Factors <ul style="list-style-type: none">• Special collections protocols• Chain of custody and sit-in procedures• Gram staining and bacterial handling• Specimen setup, storage, handling• Specimen integrity and rejection
Week 6	Exam Review and Final Exam/Assessment <ul style="list-style-type: none">• Final exam review and preparation• Final exam• Laboratory skill evaluation

Program Objectives

Upon completion of the Clinical Laboratory Assisting program, students will demonstrate knowledge of and/or proficiency in:

- Infection control and clinical safety
- Utilizing a working knowledge laboratory equipment
- Laboratory processing techniques and concepts
- The importance of specimen processing and specimen integrity in the delivery of accurate results
- Processing equipment in various areas of the laboratory
- Specimen transport and specimen processing
- Quality assurance and quality control in a laboratory environment
- Communicating effectively and observing HIPAA

Graduation Requirements and Grading

The student is expected to complete all program hours with satisfactory grades and meeting minimum proficiencies. No extra credit is available. Retakes of individual assessments are not allowed.

To graduate, a student must:

- Obtain an overall minimum of a grade of "C" or better
- Satisfactorily complete all classroom and laboratory hours and components
- Demonstrate proficiency in all program objectives
- Settle all financial obligations to the school

Method of Instruction	Method of Grading	Method of Evaluation
Classroom	A-F grading	Quizzes and final exam
Laboratory	Pass/Fail	Skills evaluation

Program starting and ending dates:

There are no dates for this program scheduled at this time. Please check the school's website for updates.

Continuing Education Workshops

Professional Development Series

All Professional Development series classes and workshops are held on weekend afternoons beginning at 12:30pm unless otherwise noted. Dates and schedule of each workshop are added to the school's website as they are scheduled.

Workshops in the series are offered on a rotating basis throughout the year. Attendance of all schedule hours is required to earn a certificate; no assessments are performed. These workshops are intended to offer continuing education to graduates of program and are avocational in nature.

Admissions Requirements

At least 18 years of age

Completion of at least one of the certificate programs (or equivalent) as designated below

Advanced Phlebotomy Techniques (1 Session, 4 Hours)

Teaches extended skills required to perform more difficult draws or adapt to challenging veins in certain patient populations.

Qualifying Prerequisites

Phlebotomy/Accelerated Phleb.	✓
Clinical Medical Assisting	✓
Clinical Laboratory Assisting	✓
EKG Technician	

Workshop Cost

Application fee	\$20.00
Instructional Tuition	\$180.00
Total Cost	\$200.00

Advanced Wound Care & Suture (1 Session, 4 Hours)

Students will learn to place and remove sutures and staples, as well as additional advanced wound care techniques such as JP Drain management.

Qualifying Prerequisites

Phlebotomy/Accelerated Phleb.	
Clinical Medical Assisting	
Clinical Laboratory Assisting	✓
EKG Technician	

Workshop Cost

Application fee	\$20.00
Instructional Tuition	\$180.00
Total Cost	\$200.00

Paramedical Examiner and Biometric Screener (1 Session, 4 Hours)

Consists of medical terminology for taking a detailed medical history, taking accurate blood pressure and pulse, urine drug collection, mobile phlebotomy tips, performing a resting EKG, BMI, cholesterol and glucose testing using CLIA-waived analyzers and health coaching.

Qualifying Prerequisites

Phlebotomy/Accelerated Phleb.	✓
Clinical Medical Assisting	✓
Clinical Laboratory Assisting	
EKG Technician	

Workshop Cost

Application fee	\$20.00
Instructional Tuition	\$180.00
Total Cost	\$200.00

Intravenous Placement and Infusion (4 Sessions, 3 Hours Each)

This 12-hour workshop focuses on the correct placement of intravenous lines and infusion sets, and teaches basics of infusion into such lines.

Qualifying Prerequisites

Phlebotomy/Accelerated Phleb.	✓
Clinical Medical Assisting	✓
Clinical Laboratory Assisting	
EKG Technician	

Workshop Cost

Application fee	\$50.00
Instructional Tuition	\$250.00
Total Cost	\$300.00

Conduct and Academic Standards

Disruptive and Academic Misconduct

Disruptive misconduct will not be tolerated because it compromises the ability of other students to learn. Disruptive misconduct is defined as conduct that interferes with or obstructs the teaching or learning process in the educational setting. Disruptive misconduct includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to appropriate rules or instructions, or interferes with the normal operations of the school.

We do not tolerate **academic misconduct**, which includes any attempt to demonstrate knowledge or skill using a means other than your own proficiency or attempting to assist someone else in doing so.

Students engaged in misconduct may be directed to leave the session, which can count as an absence. Instances and patterns of misconduct will be reviewed by the school and can result in counsel, remediation, probation, dismissal from a program, or other consequences as deemed appropriate by the school with respect to the circumstances and severity of the offense. Students dismissed from the program may be eligible for readmission at the discretion of the school after counseling.

Clinical Laboratory Standards

Instruction will be provided in proper procedures, equipment handling, and safety practices in the laboratory (lab) and externship settings. This is for the protection of students, instructors and preceptors, and patients. Students should follow posted facility policies, safety and OSHA guidelines taught during the program, and common-sense care during labs. In many of our programs, students practice minimally invasive procedures such as venipunctures, capillary collections, and injections on each other and sometimes patients. No student shall perform any invasive procedure without an instructor or preceptor present to observe.

If, at the discretion of their instructor or preceptor, a student is not ready to perform a procedure they will not be permitted to put themselves at risk by doing so. Instructors will make every attempt to remediate skills that have not been mastered. Students who are unable to safely perform or master a skill may be offered the opportunity to transfer to another program which may better suit their abilities with full transfer of payment.

We take extensive measures to ensure that lab conditions and practices are safe because, although the school is not responsible for any loss or injury, we want to make sure each student is protected and focused on learning. Because our students agree to hold the school harmless from all claims, loss, or injury arising from any clinical practice during enrollment, we prescribe high standards to protect students from liability during labs and clinical placements.

For your safety and education, lab supplies and equipment are for instructor-observed use on school premises only. Some supplies utilized in lab are legally restricted due to their potential risk of misuse, and much equipment is shared among students and classes. For these reasons, do not remove, damage, or misuse supplies or equipment from the school. In cases of willful mishandling of lab supplies or equipment, the school will take appropriate action.

Because we offer skills-based programs, participation is required. If, for documented medical or religious reasons, a student is unable to participate as a simulated patient in lab, they must bring a willing and able surrogate to take their place in all lab sessions. Surrogates must sign a liability waiver and be at least 18 years of age. The student should still attend all hours to observe and fulfill program requirements..

Drug, Alcohol, and Weapon Abuse Policy

To be safe in the clinical environment, students must not pose a threat to others. Any student perceived to be under the influence of or in possession of drugs, alcohol, or weapons will be considered such a threat and will be asked to leave the premises. If such suspicion arises, it is the responsibility of the student to demonstrate compliance.

Dress Code

Appropriate and clean clothing which does not interfere with the safety of the student, instructor or patient should be worn. Long hair must be pulled back. Avoid clothing, accessories, and jewelry that may be unsafe, impede proper clinical practice, or could be considered unprofessional or inappropriate in the clinical setting. Closed-toed shoes and leg coverings that protect legs from falling sharps are required to enter the lab. Scrubs are encouraged but not required unless at externship.

Grading

The following grading system is used for final grades issued at the end of the program:

Grade	Explanation	Percent Equivalent	Incomplete Work (I) indicates that a portion of the requirements for completion have not been completed in the prescribed time due to unforeseen, but fully justified, reasons and that there is still a possibility of completing the program. This grade can be changed to a percent equivalent once required hours and components are met. Withdraw (W) indicates that a student has officially withdrawn from, or the school has officially dropped them from the program. This grade cannot be changed.
A	Superior Work	90.0% and above	
B	Above Average Work	80.0% - 89.9%	
C	Average Work	70.0% - 79.9%	
D	Below Average Work	60.0% - 69.9%	
F	Failing Work	Less than 60.0%	
I	Incomplete Work	Not Computed	
W	Withdraw	Not Computed	

Definitions of Measures of Progress

Student progress shall be assessed using standard academic and skills rubrics with assigned point values for each item. Student progress will be recorded in the following documents within the student's file:

Progress Reports: Updated weekly with information regarding the student's academic progress and relevant information to improvement or declination in skills and understanding.

Conduct Reports: Updated weekly or at the time of an incident with information regarding the student's classroom performance, misconduct, or general information regarding conduct.

Transcript: Itemized documentation of score and final grade earned in each program. At the end of the student's enrollment, a copy will be kept on file and will be available upon request

Transcript Policy

There is no charge for transcripts, but students must settle their financial obligations to the school prior to transcript release. Unofficial transcripts may be released directly to the student; official transcripts will be released only to third parties (employers, other schools, etc.) upon written student authorization. Electronic transcripts will be stored securely in our records database for at least 50 years from the last day of enrollment.

Transfer of Credit to or from Other Schools

We do not accept credit or clock hours from other schools. It is the student's responsibility to ensure that a receiving school will accept credit or clock hours completed at our school as we do not guarantee that credit will transfer to other institutions.

Withdrawal

Students wishing to withdraw from the program must provide the school with notification of their intent to withdraw. The school will provide documentation of the processed withdrawal via email. We encourage students to follow up with the school if they would like to request re-enrollment or Incomplete status prior to or following withdrawal notification.

Academic Probation

If a student falls below a passing grade of C (70%) midway through the program, they will be placed on academic probation and a notification will be sent via email. The student will be given additional support in pursuing a passing grade. Students must request tutoring if they feel it would be helpful, and the office can assist with this process.

Re-entrance and Retaking Classes

If a student has been dropped from the program, they may be readmitted at the discretion the school. Students who have failed a program may be eligible to retake the program at no additional cost other than repaying the laboratory fee and capstone fee associated with that program. We encourage students who have been issued a failing grade to reach out regarding retaking the program.

If a student is resuming, re-entering, or continuing in a program in a circumstance that requires a new externship assignment, they will be asked to pay the capstone (externship) fee for that program again. Students will also be asked to pay current NHA prices out of pocket for additional attempts at capstone certification exams.

Attendance and Makeup Policy

Attendance of all scheduled program hours is required. If a student needs to miss a session, the content must be made up to fulfill the program requirements. Students should not exceed one absence per program, but if they do require a second absence, they should reach out to the school about additional support for making up missed content,

except in Accelerated Phlebotomy where only one absence is allowed. A third absence (or second absence in Accelerated Phlebotomy) will result in the student being dropped from the program unless the school is able to make appropriate arrangements with the student, given the circumstances and progress through the program. Students dropped for absences may be eligible for Incomplete status or to resume the program in a later class date and should reach out for assistance. All hours and days of externship must be attended as scheduled unless an absence for emergency is approved by the Externship Coordinator.

All hours and components of the program are required, so students must make up missed class sessions, material, assessments, and skills. This may put the student behind on their expected completion date, but the school will work with them to schedule make-up work as quickly as possible. It is at the discretion of the instructor when a student will be asked to make up components such as assessments and skills.

Student Services

Tutoring

Tutoring is available to students at no additional cost. Tutoring may be scheduled using either a paper or electronic Tutor Request Form. Requests for tutoring must be approved by the school based on student need and progress in the program. Once a tutoring request is approved, the school will schedule the tutoring appointment with the student's instructor or another qualified faculty member.

Career Services

Enrolling at our school and completing a program doesn't guarantee employment, but we will do everything we can to support you in your job search and career. We are dedicated to helping students find jobs and assist in your job search effort. We offer career services such as professional resume review and editing, interview skills assistance, job opening leads, and general career advice. Information about these services is provided at the time of graduation and your Campus Coordinator can provide more information.

Counseling and Advising

We will make every effort to assist students who are experiencing educational, financial, or personal difficulties. Students who need additional

Students should communicate with their instructor if they feel they need time to study for missed assessments but must respect the timeline set by the instructor after student preferences and needs have been considered.

Tardiness and Partial Attendance Policy

Arriving to sessions late, stepping in and out of the classroom excessively, or leaving early disrupts the teaching and learning of others in the classroom. Missing portions of scheduled class hours greater than 15 minutes at the beginning, end, or in the middle of the session may result in a tardy penalty being added to the student's attendance record. Each tardy penalty reduces the student's final grade by 5%. A pattern of missing scheduled class time may result in removal from the program.

Email Policy

The school primarily communicates with students via email. We encourage students to check their email regularly and respond promptly if they have a question or need additional information.

help or counseling will be assisted in finding outside professionals to assist.

Accommodation of Learning Needs

Students who require accommodation should discuss these needs with their Campus Coordinator.

Students with learning differences will be asked to provide documentation of the disability or difference. This documentation should include the diagnosis or description of the difference and recommended learning supports/accommodations. The document may be an IEP or assessment from an appropriate licensed professional. The documentation must be current within the last five years.

Grievance Procedure

Students should voice any concerns or complaints to the school staff involved if possible. If resolution using this method is not possible, the concern should be escalated to the appropriate administrator. Regardless of the response of the school, students may direct any problem or complaint to the offices of the appropriate regulatory board, whose information is available on the following page.

Campus Information

Facility

GSP is centrally located in Atlanta, GA with easy freeway access from all parts of town and within reasonable distance of public transit access. The school is located near other medical facilities and educational facilities for a cohesive, supportive environment. The facility has 2 classrooms, 4 skills labs and student study area with student computer and resources.

Regulation and Approval

Georgia School of Phlebotomy is authorized with the Georgia Nonpublic Postsecondary Education Commission.

Orientation

Georgia School of Phlebotomy does not require students to attend an orientation session on campus prior to enrollment but is happy to provide pre-enrollment counseling appointments or school tours upon request to any prospective or registered student. These appointments are offered during the business hours of the administrative offices, 10am to 5pm, Monday through Thursday and should be scheduled in advance. Orientation information, such as a copy of the school catalog, confirmation of class start date, and other important information, is available on the school website at any time, and will be emailed to the registered student one week before the start of their program.

Filing a Complaint with the Georgia Nonpublic Postsecondary Education Commission

All students' complaints should initially be directed to the school personnel involved. In the event that no resolution is forthcoming, a written complaint shall be submitted to the Director of the school.

Steps to express a grievance:

1. Attempt to resolve the issue with your instructor or the staff member directly involved with your concern
2. If unable to resolved directly, discuss the matter and possible solutions with the Campus Coordinator or another local administrator. If you are not satisfied with their solutions, they will be able to provide the email address to address your concern in writing to the appropriate higher level administrator for possible resolution or escalation to the school Director.
3. If the administrators and Directors are not able to resolve your grievance, they will let you know when no further avenues of direct resolution with the school are available and direct you to the Georgia Nonpublic Postsecondary Education Commission (GNPEC) for third party adjudication of the matter. You have a right to contact the GNPEC at any point regarding concerns or complaints, but your communications with GNPEC will be most effective if you've already fully exhausted options for resolution with the school.

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: Georgia Nonpublic Postsecondary Education Commission, at 770-414-3300 or 2082 East Exchange Place, Suite 220, Tucker, GA 30084 or <https://gnpec.georgia.gov/student-resources/student-complaints>.

Refund Policy

Enrollment Agreements may be cancelled within three business days after the date of signing, provided the school is notified of the cancellation in writing. If such cancellation is made, school will promptly refund in full, all tuition and refundable fees paid, subject to the refund policy stated below.

Refunds of tuition for each program shall be determined based on a proration of tuition and percentage of program completed at the point of withdrawal. Date of withdrawal will be determined by the date a student notifies the school of their intent to leave the program, or the date of dismissal for a policy violation. Refunds shall be issued within 30 days of withdrawal. After a student has completed at least 50% of the program, no refund is due. Program Application Fees are non-refundable. If a student is eligible for a tuition refund, the Books and Supplies Fee is fully refundable provided items are returned unopened and unused.

List of Faculty and Administrators

Administrators

Brontë Clifford, BA | Director

Bachelor of Arts, Mathematics, University of Washington, Seattle, WA

Craig Clifford, MD, MS | Chief Academic Officer

Masters of Science, Organic Chemistry, University of Illinois, Chicago, IL

Doctorate of Medicine, Rush University, Chicago, IL

Rebecca Thomas, CCMA, CPT | Chief Operations Officer

Certificate, EKG Technician, Ohio School of Phlebotomy, Columbus, OH

Certificate, Clinical Medical Assisting, Ohio School of Phlebotomy, Columbus, OH

Certificate, Phlebotomy, Ohio School of Phlebotomy, Columbus, OH

Melissa Archer, CMA | Associate Academic Officer

Diploma, Medical Assisting, Sanford-Brown College, North Kansas City, MO

Nathaniel Flannery | Community Development Administrator

Diploma, EMT-B, ResQ Training, Indianapolis, IN

Morgan Plambeck | Externship Coordinator

Certificate, Phlebotomy, Ohio School of Phlebotomy, Columbus, OH

Megan Kosiek, BS | HR Assistant

Bachelor of Science, Psychology, Illinois State University

Certification in Human Resources Management

Certification in Pharmacy Technician

Felicity Rennison, CCMA | Campus Administrator

Certificate, Medical Assisting, Fortis College, Westerville, OH

Certificate, Phlebotomy, Ohio School of Phlebotomy, Columbus, OH

Candi Brinson, CPT | Campus Coordinator

Certification, Phlebotomy, East Central Technical College

Faculty

Kaylee Carter, CMA | Phlebotomy, EKG Technician, Clinical Medical Assisting Instructor

Associate of Arts, General Studies, San Joaquin Delta College

Diploma in Medical Assistant, UEI College

Certificate, Clinical Medical Assisting, California Certifying Board for Medical Assistants

Laura Hollenbacher, MSHS, CHSOS, CMA | Phlebotomy, EKG Technician, Clinical Medical Assisting Instructor

Diploma, Medical Assisting, Medix College, Ontario, Canada

Bachelor of Liberal Arts, General Studies, Southern New Hampshire University, online

Master of Science, Healthcare Simulation, University of Alabama, Birmingham, AL

Chelsea Elders, RMA | Phlebotomy, EKG Technician, Clinical Medical Assisting Instructor

Certificate, Clinical Medical Assisting, National Healthcareer Association

Master of Science, General Studies, Mercer University, Atlanta, GA

Claudine Pike | Phlebotomy, EKG Technician, Clinical Medical Assisting Instructor

Associate of Science, Professional Nursing, Ideal Professional Institute, Miami Gardens, FL

Diploma in Medical Assistant, Concorde Career Institute, Lauderdale Lakes, FL

Brianna Obule | Phlebotomy instructor

Certificate, Phlebotomy, Phlebotomy training specialist, Chamblee, GA

Keyia Canty | Phlebotomy, EKG Technician, Clinical Medical Assisting Instructor