

**July 1, 2017 – June 30, 2018**  
**Training Program Catalog**  
**Revised#12**



[www.clinicaltraininginst.com](http://www.clinicaltraininginst.com)

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Oxnard, Suite 213 Administration  
Visalia Campus, 732 W. Oak Avenue  
Santa Maria Campus, 521 E. Chapel Ste B  
Lancaster Campus, 43801 15th Street, West  
Woodland Hills Campus, 21018 Victory Blvd  
Bakersfield Campus, 1731 Hasti Acres Dr. Ste. B-4

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As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

## **OUR SCHOOL**

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### **Mission Statement and Objective**

**The mission of Clinical Training Institute, Inc. (CTI) is to offer educational training in specific industries experiencing high growth and demand as identified by several occupational and employment forecasts for Tulare, Kern, Los Angeles, Santa Barbara and Ventura Counties.**

**CTI's objective is to provide quality training that can lead to viable employment for the unemployed as well as substantial skills enhancement for working adults who are looking for advancement in their professional careers.**

## HISTORY

Academy Education Services was founded in May 1996 in Santa Barbara, Ca. with a branch location in Oxnard, Ca. The school's objective was to offer training to individuals interested in skills in progressive industries. The organization was sold to its present ownership in January 1998 and the Oxnard branch was assigned as the main campus.

Initially, AES offered the following courses: Automotive Systems, Computerized Office Skills and Electronic Assembly. In April 1998, the Medical Assisting program was added to the curriculum. In 2004 the Phlebotomy Technician 1 program was added and recognized by the (then called), Bureau of Private Post Secondary and Vocational Education as a registered program. In 2005, Clinical Training Institute (CTI) was formed as an independent subsidiary of AES, to offer the Phlebotomy Technician 1 program.

From 2006 to 2011, due to considerable growth, the Phlebotomy Technician 1 program is now offered at five CTI locations: Oxnard—Main Campus and Corporate Office, with four branches--Bakersfield, Lancaster, Santa Maria and Woodland Hills.

In May, 2011, as a result of new regulations from the Bureau for Private Postsecondary Education (BPPE), CTI rejoined its parent company, AES, to offer the Phlebotomy Technician 1 program.

In August, May, 2013, CTI was granted approval to offer Distance Education and the Pharmacy Technician online program was added to the curriculum.

In December, 2014 as a result of continued new regulations from the BPPE, Academy Education Services (AES) name was changed to Clinical Training Institute (CTI) and was granted approval to operate its sixth location located in Visalia, Ca

## APPROVAL DISCLOSURE STATEMENT

CTI has been granted institutional approval by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be renewed every five years, and is subject to continuing review.

CTI has no pending petition in bankruptcy; we are not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101 et seq.). CEC 94909

## PROGRAM CALENDAR

Classes are in continuous session throughout the year. School hours

- ◆ Morning Classes—Monday - Friday
  - ◆ 6 AM to 11 AM (*Lancaster*)
  - ◆ 9 AM to 2 PM (*Oxnard*)
- ◆ Morning Classes—Monday – Thursday
  - ◆ 8AM to 12PM (*Santa Maria / Woodland Hills*)
- ◆ Noon Classes— Monday – Thursday
  - ◆ 9AM to 2PM (*Woodland Hills*)
  - ◆ 12 PM to 5 PM (*Lancaster*)
  - ◆ 1PM to 5Pm (*Woodland Hills*)
- ◆ Noon Classes— Monday – Friday
  - ◆ 1 PM to 5 PM (*Bakersfield / Visalia*)
- ◆ Evening Classes— Monday - Thursday
  - ◆ 6 PM to10 PM. (*All Campuses*)
- ◆ Weekend Classes—Eight Consecutive Saturdays
  - ◆ 8 AM to 5 PM (*All Campuses*)

## CAMPUS FACILITIES

The main campus and Corporate Office is located at 2775 N. Ventura Rd, Suite 213, Oxnard, CA 93036.

Each campus has ample parking, the capacity of 15 students per class, and restrooms.

**Oxnard Campus,**     *2775 N. Ventura Rd. Ste 213*

*School Code: 5601891     Phone: 805.850.1530*

- Suite 213 Administration
- Suite 211 classroom, lab
- Two exits

**Santa Maria Campus\*,**     *521 E. Chapel Ste B*

*School Code: 73078807     Phone: 805.720.9094*

- Administration Office
- Classroom and lab
- Two exits

**Lancaster Campus**     *43801 15th Street, West*

*School Code: 24217515     Phone: 661.889.7171*

- Administrative Office
- Classroom and lab
- Break area

**Woodland Hills Campus**     *21018 Victory Blvd*

*School Code: 66695738     Phone: 818.395.5079*

- Administrative Office
- Classroom and lab
- Break area

**Bakersfield Campus**     *1731 Hasti Acres Dr. Ste. B-4*

*School Code: 8808393     Phone: 661.644.2300*

- Administrative Office
- Classroom and lab
- Break area

**Visalia Campus,**     *1732 W. Oak Avenue*

*School Code: 56467950     Phone: 559.474.9500*

- Administrative Office
- Classroom and lab
- Break area

## PROGRAM CALENDAR

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  - ◆ 6 AM to 11 AM (*Lancaster*)
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  - ◆ 6 PM to 10 PM. (*All Campuses*)
- ◆ Weekend Classes—Eight Consecutive Saturdays
  - ◆ 8 AM to 5 PM (*All Campuses*)

## HOLIDAYS

CTI observes the following as school holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (& day after)
- Christmas Eve
- Christmas Day
- New Year's Eve

When a national holiday falls on a Sunday, the following Monday will be observed by CTI as a holiday. When a national holiday falls on a Saturday, the Friday prior to that Saturday will be observed by CTI as a holiday. Specific dates are posted in advance

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## START DATES

The Phlebotomy Technician 1 program (3-week) Day and (4-week) Evening program is a structured start and begins approximately every five weeks. (8-consecutive Saturdays) The Saturday class is a structured start and begins approximately every ten weeks

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## ADMISSIONS POLICIES

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### ENROLLMENT PROCEDURES

Knowledgeable Admissions Representatives will assist the student through all stages of the enrollment process, from filling out the enrollment application to touring the school campus. It is advisable to call the campus to arrange a date and time for a personal interview. This first meeting affords the Admissions Representative an opportunity to evaluate the prospective student's qualifications and potential. We encourage prospective students to attend this first meeting accompanied by their spouse or parents, as this affords the family an opportunity to tour the facility together and meet the CTI faculty.

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### ADMISSIONS SCHEDULE

The Admissions Office is open Monday through Friday, 9:00 a.m. to 4:00 p.m. The office is closed on designated school holidays.

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### ADMISSIONS REQUIREMENTS

Phlebotomy Technician 1 Minimum Requirements *are in accordance with Laboratory Field Services licensure requirements.* Students **MUST** meet 40 hours of didactic and 40 hours of clinical lab externship in order to receive certificate completion of the program.

- High-school Diploma /GED equivalency or Higher Education (AA, Bachelor)
- Eighteen-years-of age
- Negative PPD

HOUSING: CTI does not have dormitory facilities under its control nor is housing assistance provided. There are a number of hotels located within a 5 mile radius. Students will need to inquire for their housing arrangements.

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## TRANSFER OF CREDITS

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### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Academy Education Service is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the **PHLEBOTOMY PROGRAM** is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy Education Service to determine if your certificate will transfer.

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### CREDIT FOR PRIOR TRAINING

CTI has not entered into an articulation or transfer agreement with any other vocational school, college or university.

CTI will credit students for prior education or training. Official transcripts will be evaluated and credit will be given *if appropriate*.

Students will be required to submit an official transcript for the institution. The transcripts **must** indicate hours of training, subjects and final grade. Students will be notified of such credit if applicable

## **SCHOOL POLICIES**

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### **ATTENDANCE POLICY**

#### **TARDINESS**

CTI strongly encourages students to be punctual for all activities, appointments and classes. Students MUST meet state's LFS minimum of 40 hours of didactic training and 40 hours of clinical lab externship hours in order to receive certificate completion of the program.

Students are not allowed a leave-of-absence due to the short-term nature of the training term, there are no make-up opportunities.

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### **STUDENT COMPLAINT PROCEDURE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Any student with a concern may address their program instructor. The instructor will take a written statement describing the complaint. The student may also use a 'Student Concerns' form available in all classrooms as well as the administrative offices of CTI. The program instructor and the campus director will review the statement, and will attempt every effort to reconcile the problem expeditiously.

If a situation remains unresolved, a meeting will be established with the student, the program instructor and the campus director and an appropriate plan of action will be implemented. A written statement explaining the action to be taken will be provided to the student.

In the event a problem should exceed the jurisdiction of Clinical Training Institute Inc. administrators, students may contact The Bureau for Private Postsecondary Education Sacramento, CA 95833, (916) 431-6959.

A copy of the Bureau's Complaint Form is available at the school and may be obtained by contacting any staff member.

To file a complaint against a private postsecondary institution subject to the laws of the Postsecondary Education Act, please fill out and submit this form to the Bureau for Private Postsecondary Education at:

#### Please Direct All Inquiries To

Bureau for Private Postsecondary Education  
P.O. Box 980818

West Sacramento, CA 95798-0818

Phone (916) 431-6959 Fax (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

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### **CONDUCT POLICY**

#### **DISMISSAL**

**ALL** CTI students must adhere to the following guidelines, or be dismissed from the program:

- 1) Any student may be terminated from any program for an incident of intoxication, possession of drugs, alcohol or weapons on CTI premises. CTI students will not cheat.
- 2) Students on school premises shall at all times conduct themselves in a considerate and professional manner.
- 3) Students will not disturb others by talking excessively or too loudly in the classrooms or in the hallways.
- 4) Students are forbidden to eat or drink in the classroom (food and beverages are allowed in the designated area only).
- 5) Smoking is forbidden in the campus facility.
- 6) Disrespectful behavior and language toward staff and other students will not be tolerated.
- 7) While attending classes or other programs associated with CTI, students will not wear shorts, tank tops, halter tops, thongs, sandals, hats, caps or exercise cloths. Students are required to dress in a business-like manner while attending classes.

**Adherence to the rules and guidelines will be enforced**



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## PLACEMENT POLICY

All Phlebotomist must be licensed through the Department of Public Health, Laboratory Field Services in order to maintain employment as a CPT1 in the state of California.

CTI does not represent that any of its programs lead to employment. Programs are designed to prepare students for Licensure including any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field as a CPT1

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## RECORDS STORAGE

All student/school records are stored for a period of five years. (Records not stored at the school are held in a fire-proof storage area)

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## STUDENT SERVICES

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### STUDENT SERVICES / ADVISING

CTI faculty is available to advise students regarding specific problems pertaining to some basic needs affecting their ability to attend and successfully CTI complete their program as well as their ability to develop their careers. These services include but are not limited to:

- ◆ Academic Performance and Satisfactory progress Policy
- ◆ Conduct Policy
- ◆ Certification Opportunities

When appropriate, referrals to outside agencies may be made to address additional student concerns.

Student Services program include:

- Student Advising
- Academic Assistance
- Externship requirements to sites
- Online Application Submission to LFS
- Livescan Submission to Dept of Justice
- Application Submission to Certification Exam

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## DRUG AND ALCOHOL COUNSELING

Drug awareness programs, counseling treatment, rehabilitation and other related services are available to students and employees of this institution through a number of hot lines as well as agencies within Ventura County. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact one of these organizations. For additional information regarding referrals, please see the campus director.

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and code 34 Part 85, Subpart F of Federal Regulations, CTI is committed to maintaining a drug-free school and workplace. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and/or employees are required, as a condition of enrollment or employment to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violation of these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol Rehabilitation or similar program.

This institution, as required by Federal Regulation (34CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the US Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that



conviction. In addition, students receiving Pell Grants who are convicted of criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services**  
 United States Department of Education  
 400 Maryland Avenue SW  
 Room 3124, GSA Regional Office Bldg. #3  
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, fines, imprisonment and the seizure of drug related assets.

also pass a “Final Clinical Evaluation” which consists of the students performing all of the venipuncture methods and a capillary puncture while being observed by the Instructor.

Any student that scores lower than a 70% on any one “Unit Exam” must retake it prior to taking the next scheduled “Unit Exam”. Any student that fails the “Final Clinical Evaluation” must complete the recommendations of the instructor which can include the purchasing of more clinical lab hours. Any student that fails the “Final Exam” only has one opportunity to retake the exam at an additional cost

Professional Medical Coding and Billing with Applied PCS program: A student enrolling in the program is required to complete a minimum of 503 hours and 70% or better on “Unit Tests” and “Module Exams” and “Final Exam”

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## SATISFACTORY PROGRESS POLICY

### ACADEMIC PROGRESS POLICY

Any student receiving an “F” is required to repeat the module and must obtain a grade of “C” or better to remain in the program. After the student has successfully repeated the module, as required by this policy, the previously assigned grade is not factored into the student’s grade point average. Grade point averages are computed by dividing the total number of credits earned by the total number of modules satisfactorily completed.

### GRADING SYSTEM

Percentage	Point	Grade
90% to 100%	4.0	A
80% to 89%	3.0	B
70% to 79%	2.0	C
61% to 69%	1.0	D
Below 60%	0.0	F

Phlebotomy Technician 1 Program: A student enrolling in the program must complete their program with a 70% or better on their four “Unit Exams” and one “Final Exam” along with 15 successful venipunctures and 10 capillary punctures. They must

Students who score lower than a 70% can retake the “Unit Test” and “Module Exams” as many times as they would like. Students who fail the “Final Exam” have up to two additional times for a total of three times at no additional cost. Retakes may be taken after a required two-week preparation period following notification of prior exam results.

### COURSE INCOMPLETE:

Phlebotomy Technician 1 program: If a student is unable to complete the program for any reason other than being terminated or bad conduct that student may reschedule once within that year, at no additional cost. in the event the student does not attend upon being rescheduled, each reschedule thereafter, will incur an additional \$25 admin fee.

Professional Medical Coding and Billing with Applied PCS program: If the student has been dismissed from the course for any reason or has allowed their enrollment and/or extensions to lapse for a period longer than six (6) months, they can apply for reenrollment in the course. The cost of reenrollment is approximately 60% of the cost of the program. This will offer another four (4) month enrollment period.

Reenrolling students will receive all new materials. Upgrades or extra options are chargeable at 100%.

### GRADUATION REQUIREMENTS:

Phlebotomy Technician 1 program: A student MUST pass didactic with final written exam and hands-on evaluation. (Each student MUST complete a minimum of 20 hours of Basic Phlebotomy Training, 20 hours of Advanced Phlebotomy Training, and pass the final examination with a score of 70% or better.

Each student MUST be able to successfully and correctly perform the required draws during the hands-on portion of the final exam, under the supervision of the instructor.)

Professional Medical Coding and Billing with Applied PCS program: A student Must complete the entire course, including all workbooks, unit tests, module exams, specialty books, and practicum reports within the six-month enrollment period or within the period for which extensions have been paid.

Students must pass the one-part, online final exam, consisting of an objective portion, with a score of no less than 70% on the objective portion. The objective portion tests competency in medical terminology, anatomy, abbreviations, medical coding, etc.

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## TUITION AND FEES

Phlebotomy Technician 1: 64 classroom hours and 40 Clinical Externship hours

Professional Medical Coding and Billing with Applied PCS: 640 online hours there is an additional \$69.95 course materials shipping charge for students enrolled in the Professional Medical Coding and Billing with Applied PC which is not included in the tuition.

Textbooks and supplies are included in the tuition and once issued to the student, remain the property of that student. The school reserves the right to

change tuition and fees, make curriculum changes when necessary, and make substitutions in textbooks and supplies as required without prior notice. Any changes in tuition and fees will not affect students enrolled at the time of the change

You are responsible for the tuition, if you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you have received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. *Note: CTI does not participate in federal and state financial aid programs.*

Phlebotomy Technician 1	Reg Fee	*STRF	Tuition	Total Cost
Lancaster	\$75	\$0	\$1524	\$1599
Oxnard, Visalia, Bakersfield Woodland Hills, Santa Maria	\$75	\$0	\$2065	\$2140
Professional Medical Coding and Billing with Applied PCS	Reg Fee	*STRF	Tuition	Total Cost
Online	\$75	\$0	\$3850	\$3925

*\*Student Tuition Recovery Fund: \$.00/each rounded to the nearest \$1000*

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## PAYMENT POLICY

Individuals who wish to take advantage of CTI training courses will be responsible for all program fees. However, for individuals attending training courses and are sponsored through a third party (i.e., WIA, Voucher Program, TRA, or other agency); all fees are the responsibility of the sponsoring agency. All other clients may seek their own funding through educational assistance programs or a financing firm. Installment payments may be arranged at the discretion of CTI.

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## REFUND POLICY

CTI, Inc has been granted approval from the Bureau for Private Postsecondary Education for an alternative refund calculation under CEC title 3 Division 10 Part 59 Chapter 8 section 9492, because of the unique way in which the program is structured.

**Cancellation:** If cancellation occurs prior of the start of the first class/program in which the student has enrolled, the institution will provide a 100 percent refund of all institutional charges paid by the student to the institution, Less any materials fees, if applicable, not to exceed \$65.

**Late Cancellation:** If cancellation occurs prior to the start of the second day of the class/program in which the student has enrolled, the institution will provide a full refund of all institutional charges paid by the student to the institution, less a \$75 administrative fee and materials fees, if applicable, material fees not to exceed \$75. The institution will credit the \$75 administrative fee if the student re-schedules the program within one year. In the event the student does not attend upon being re-scheduled, each re-schedule thereafter, will incur an additional \$25 admin fee.

**Withdraw and Credit:** If a student cancels an enrollment agreement or withdraws from class during the period of attendance, the institution shall allow the student to reschedule the program within one year at no additional cost to the student. In the event the student does not attend upon being re-scheduled, each re-schedule thereafter, will incur an additional \$25 admin fee

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## STUDENT TUITION RECOVERY FUND

### **STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash or, of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third- party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."
- (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.” However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **PROGRAM INFORMATION**

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### **COURSES OFFERED**

CTI courses are structured in a learning-effective 70/30% (theory/hands-on) method. Current course list: Phlebotomy Technician 1

California statute requires that students successfully completing a course of study be awarded the appropriate diploma or certificate. Graduates of CTI courses are awarded a certificate of completion upon successful completion of the program.

Access to *CTI's Training Program Catalog* and or information brochure is available online at: [www.clinicaltraininginst.com](http://www.clinicaltraininginst.com). Hard copies and or digital files are available by request. Contact the Corporate Office @ 805.850.1530.

CTI'S information brochure and Training Program Catalog are updated every fiscal year and available to the public and prospective students no later than July 1<sup>st</sup> of each new fiscal year. In the event of

changes in contact information, campus locations, educational programs, educational services, procedures, policies, or policies required to be included in the catalog by statute or regulation, are implemented before the annual issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Those changes will also be available on the CTI website in conjunction with the catalog within 24 hours of those changes

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## **PROGRESS REPORTS**

Progress Reports are prepared at the end of each week, and reviewed and signed by the student. Copies of the signed progress reports will be placed in each student's academic file. For those individuals enrolled through Worker's Compensation benefits or other similar programs, a copy of the progress reports will be sent to the counselor and the counseling firm at the beginning of each week. Students will be graded according to the Satisfactory Progress Policy adopted by CTI. Tutoring will be provided for those who are in need of extra assistance, at no extra cost to the student. An advising form with a recommendation for tutoring will be attached to the progress report.

The instructor, the Director of Education Training, or the Executive Director of CTI may assess recommendations for program modification or program transfers.

## **QUESTIONS??**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

## PHLEBOTOMY TECHNICIAN 1

**PROGRAM OBJECTIVE:** The Phlebotomy Technician 1 program is structured in a learning-effective 70% theory / 30% hands-on method and designed to prepare and provide students the proper training to obtain a license and to perform various tasks in phlebotomy necessary for an entry-level position as a Certified Phlebotomy Technician 1 for a laboratory or hospital setting.

Upon successful completion of CTI's Phlebotomy Technician 1 Program, students will:

- ◆ Be familiar with commonly used medical terminology related to phlebotomy
- ◆ Understand the anatomy and physiology of the circulatory system
- ◆ Be aware of the legal issues related to blood collection procedures and patient care.
- ◆ Be familiar with blood collection equipment and procedures
- ◆ Successfully obtain blood through various blood collection procedures
- ◆ Understand the procedure for arterial blood collection
- ◆ Be familiar with complications and procedural errors
- ◆ Know about infection control, safety and first aid

<b>NATIONAL CERTIFICATION REQUIREMENTS:</b>	<b>STATE LICENSE REQUIREMENTS:</b>
<ol style="list-style-type: none"> <li>1. Attend a phlebotomy training program that has been approved by the State's Laboratory Field Services Department.</li> <li>2. Complete a minimum of 40 hours of clinical externship training that has been approved by the State's Laboratory Field Services Department.</li> <li>3. Apply with American Medical Technologist <u><a href="#">Registered Phlebotomy Technician (RPT)</a></u> <u><a href="#">Application Fee \$120</a></u>                      ≈ Submit copies of your didactic certificate and proof of externship with the RPT application.</li> <li>4. Pass a written certification exam from a nationally accredited organization approved by the State's Laboratory Field Services Department.</li> </ol> <p>Once you passed your national certification and received your certificate by mail you may apply for your state certification (online only).</p>	<p><i>Effective April 9, 2003 all Phlebotomists must be STATE LICENSED through the <u>Department of Public Health Laboratory Field Services Division</u> in order to maintain employment as a Phlebotomist.</i></p> <p><i>You must create an account at <a href="https://accountportal.cdph.ca.gov/Default.aspx">https://accountportal.cdph.ca.gov/Default.aspx</a> once your account has been created log in at <a href="https://healthappportal.cdph.ca.gov/osphld/perl">https://healthappportal.cdph.ca.gov/osphld/perl</a> to apply for Phlebotomy certification(license)</i></p> <p>You will be required to upload the following forms during the application process.</p> <ol style="list-style-type: none"> <li>1. CTI Certificate.</li> <li>2. AMT Certificate (National Certification).</li> <li>3. California Statement of Phlebotomy Practical Training (Externship Form).</li> <li>4. Signed Attestation page (only printable once the online application fee is paid).</li> </ol> <p>You will be required to MAIL your Sealed High School or College Transcript to California Department of Public Health Laboratory Field Services <u>Attn: Phlebotomy Program</u></p>

[https://secure.cps.ca.gov/cltreg/Phlebotomy\\_Requirements.pdf](https://secure.cps.ca.gov/cltreg/Phlebotomy_Requirements.pdf) Title 17, Section 1031.4(c)(2) For a person with no on-the-job experience in phlebotomy to be eligible for licensure as a Certified Phlebotomy Technician 1 I, he or she shall:(A) Be a high school graduate, or have achieved a passing score on the general educational development (GED) test or documentation of equivalent education pursuant to Section 1031.4(c)(6)(B)



## PHLEBOTOMY TECHNICIAN 1

<b>Infection Control and Waste Disposal and Biohazards</b>	Students will learn to identify the components of the chain of infection and give examples of each describe infection control procedures used to break the chain, and identify four functions of infection control programs. State safety rules to follow when working in the laboratory and in patient area. Know standard and transmission based precautions and identify the organizations that developed them.	5
<b>Basic Anatomy and Medical terminology</b>	Students will learn to identify and describe body positions, planes, cavities and directional terms. Know homeostasis and the primary process of metabolism. Know the function and identify the components or major structures of each body system and know the disorders and diagnostic tests commonly associated with each body system. Students will learn to identify basic word elements individually and within medical terms. Know the meanings of common word roots, prefixes and suffixes, and identify unique plural endings.	2
<b>Recognition of Problems with Requisitions Specimen Processing and Transport</b>	Students will learn how to recognize the various problems that may arise from a requisition form, specimen processing for example hemolysis, lipemia, or icteric samples. Students will also learn the proper procedures to transport specimens and avoid transporting problems.	4
<b>Proper Vein Selection and Skin Puncture</b>	Students will learn the test request process, identify the types of requisitions used, and list the required requisition information. Know each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list the acceptable reasons for inability to collect a specimen. Students will learn to list and describe the various types equipment needed for capillary specimens. Know the composition of capillary specimens, identify which tests have different reference values when collected by capillary puncture methods, and name tests that cannot be performed on capillary specimens. Know the proper procedure for selecting the puncture site and collecting capillary specimens from adults, infants, and children.	4
<b>Corrective Actions / Requisitions, Specimen Processing and Transport</b>	Students will learn corrective actions when encountering a problem requisition, and improper specimen processing and specimen transport.	2
<b>Post Puncture Care</b>	Students will learn how to provide post puncture care for both pediatric and geriatric patients by knowing how to apply pressure and the time required achieving hemostasis. Also by being aware of proper adhesive allergies and skin changes.	3
<b>Advanced Disease Control</b>	Students will learn advanced disease control by learning proper hand washing techniques, knowledge of different blood borne pathogens, isolation techniques, and the different transmission modes (per mucosal, percutaneous, etc.)	4
<b>Anticoagulation Theory</b>	Students will learn the Anticoagulation theory. They will learn the hemostatic process which includes initiation, amplification, and propagation of the hemostatic process.	3
<b>Patient Identification and Risk Factors &amp; Appropriate Responses</b>	Students will learn the test request process identify the types of requisitions used and list the required requisition information. Know each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list acceptable reasons for inability to collect a specimen. Know collection procedures when using a butterfly or syringe and the proper way to safely dispense blood into tubes following syringe collection.	5
<b>Collection Equipment</b>	Students will learn the purpose of the equipment and supplies needed to collect blood by venipuncture; compare and contrast antiseptics and disinfectants and give examples of each; know and describe evacuated tube system, and syringe system components learn to determine which system and components to use; identify the general categories of additives used in blood ; color coding used to identify the presence or absence of additives in blood collection tubes and name the additive, laboratory departments, and individual tests associated with the various color coded tubes.	4
<b>Comm. Skills &amp; Interpersonal Relationships Stress Mgmt., Ethics &amp; legal Issues</b>	Students will learn the communication loop for effective communication, interpersonal relationships, stress management, and ethic and legal issues in the medical field. They will learn the different divisions of law, and the organization that may bring legal ramifications.	2
<b>Quality Assurance &amp; Legal Issues Related to Phlebotomy</b>	Students will learn to identify national organizations, agencies and regulations that support quality assurance in healthcare. They will learn the different tort actions associated with phlebotomy and how if not adhered to standards and procedures they may bring legal ramifications.	4
<b>Classroom Lab Time</b>	This is the time students will draw blood to learn skills and techniques to be successful in a real world scenario.	18

**Total number of clock hours**

**64**

## Professional Medical Coding and Billing with Applied PCS

**PROGRAM OBJECTIVE:** The Professional Medical Coding and Billing with Applied PCS online program is designed to prepare and provide students the proper training to pass national entry-level certification exams. Graduates are prepared to meet and exceed requirements for AHIMA and AAPC certification exams for both CCA (Certified Coding Associate) and CPC-A (Certified Professional Coder Apprentice) certification and to train individuals for employment in the outpatient setting as medical coders and billers.

Upon successful completion of CTI's Professional Medical Coding and Billing with Applied PCS, students will:

- ◆ Be familiar with common medical billing practices in the health insurance industry
- ◆ Be aware of the legal and regulatory issues
- ◆ Understand the differences in reimbursement methodologies.
- ◆ Learn the principles of medical billing
- ◆ Learn the proper claim form preparation, submission, and payment processing
- ◆ Successfully follow up on the claim processing

### **AHIMA Certified Coding Associate (CCA)**

The CCA exhibits coding competency in any setting, including both hospitals and physician practices. The CCA, the CCS and the CCS-P are the only coding credentials worldwide currently accredited by the National Commission for Certifying Agencies (NCCA)

#### **Eligibility Requirements**

1. Pay the examination fee at the time of application submission.
2. High School Diploma or equivalent

#### **Recommended**

1. 6 months coding experience directly applying codes; OR
2. Completion of an AHIMA approved coding program (PCAP Program); OR
3. Completion of other coding training program to include anatomy & physiology, medical terminology, Basic ICD diagnostic/procedural and Basic CPT coding.

#### **Note:**

Each domain of the exam is weighted differently, as shown on the content outline available on the Certification exams website and therefore cannot be average for a score. Additionally, although it would appear that the passing score of 300/400 equates to 75%, the passing score is actually 300/400 based on our confidential scoring scale.

### **AAPC Medical Coding Certification Requirements (CPC-A)**

CPC Apprentice Proof of education or experience isn't necessary to sit for these exams. However, due to the level of expertise required of medical coders, AAPC expects certified coders to be able to perform not only in an exam setting but also in the real world. Those who pass the CPC®, COC™ exams but have not yet met this requirement will be designated as an Apprentice (CPC-A®, COC-A™) on their certificate.

1. Pay examination fee at the time of application submission.
2. Maintain current membership with the AAPC.
3. New members must submit membership payment with examination application.
4. If you have not submitted proof of 2 years on the job experience, a CPC-A designation will be awarded. [https://www.aapc.com/certification/apprentice\\_status.aspx](https://www.aapc.com/certification/apprentice_status.aspx)

#### **Note:**

An overall score of 70% or higher is required to pass an exam. For examinees who do not pass, only the areas of study/categories with a score of 65% or less are provided for examinees' preparation.

The areas of study reported reflect scores based on the number of questions in each category/section of the exam; each of the category/section may vary in the number of questions asked.



## Professional Medical Coding and Billing with Applied PCS

<b>Program Orientation</b>	This module provides an overview of training components, instruction on how to navigate the program, and tips and resources for getting the most out of the training program. A syllabus is included, outlining the learning objectives for each module in the program.	1
<b>Computer Fundamentals</b>	In this module, the student becomes familiar with basic computer skills, including using hardware, software, and the Internet.	27
<b>Health Information Management</b>	In this module, the student will identify data sources by describing types of medical records and the information found in each record as well as describe the role medical records take in coding and billing. The learner will understand the structure and use of health information and record data collection tools, healthcare data sets, and appropriate health record documentation content, quality, and integrity. The student will know health information systems, including specialty coding, archival, data retrieval, and imaging systems. The evolution of the electronic health record (EHR) and personal health record (PHR) is presented.	14
<b>Healthcare Delivery Systems</b>	The learner will be able to explain the main structure and organization of healthcare services in the United States. Students will differentiate between the various healthcare settings and providers, identify the structure of hospitals in the United States, and explain the purpose of healthcare licensure, certification, and accreditation in healthcare facilities. Healthcare registries and current trends in healthcare delivery are discussed.	4
<b>Legal and Compliance</b>	The student will be able to explain the legislative and regulatory processes in the United States and describe the laws and regulations pertaining to health information. In addition, the student will define the Health Insurance Portability and Accountability Act (HIPAA), learn to adhere to privacy and security policies, and identify the components of the Code of Ethics and Standards of Ethical Coding.	3
<b>Reimbursement Methodologies</b>	In this module, the student will learn to define commercial, managed care, and federal insurance plans, identify various compliance strategies and reporting, as well as understand and list payment methodologies and systems (such as claims, EOB, ABN, electronic data interchange). The learner will be able to explain chargemaster maintenance, describe regulatory guidelines, and discuss reimbursement monitoring and reporting	21
<b>Medical Terminology</b>	This module focuses on word building, root forms of words, prefixes and suffixes, and the plural forms of medical words. Students are exposed to meanings, spellings, abbreviations, and other aspects related to medical language.	50
<b>Pathophysiology</b>	In this module, students will identify common disease processes by human body system, discuss common disease causes, define common disease diagnoses, symptoms, and treatments, and identify common symptoms of disease processes important for coders	50
<b>Anatomy and Physiology</b>	In this module, students will identify and describe the basic structure, organization, and functions of human body systems, and identify anatomical structures of the body using anatomical orientation tools such as labels and assessment.	45
<b>Pharmacology</b>	In this module, student will learn to define drug actions (absorption, distribution, metabolism, and excretion) and identify various drug classifications. In addition, we will discuss the most commonly prescribed drugs, review drug formulary, and match drugs to common conditions and laboratory findings.	30
<b>Introduction to Coding</b>	In this module the student will learn the use of official coding guidelines and understand the difference between inpatient and outpatient coding guidelines. The learner will understand coding compliance strategies including the physician query process. In addition, students will identify auditing methods and identify the principles and application of coding systems (International Classification of Diseases ICD-9-CM and ICD-10-CM). The student will know and discuss automated coding software systems (CAC, encoders), describe natural language processing; compare classifications, nomenclatures, terminologies, and clinical vocabularies (SNOMED-CT, ICD-O, CPT, DSM-IV); describe the relationship between the Systematized Nomenclature of Medicine (SNOMED) and the electronic health record (EHR); apply ethical coding to practice cases; discuss severity of illness systems, including MS-DRGs and describe coding quality monitors.	16

## Professional Medical Coding and Billing with Applied PCS

<b>Diagnostic Coding with ICD-9-CM – Block 1</b>	The student is introduced to <i>the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)</i> codebook. This module gives the student a thorough understanding of this critical reference book and introduces and explores important information regarding the general guidelines and several chapter-specific guidelines for coding and reporting inpatient and outpatient services.	65
<b>Diagnostic Coding with ICD-9-CM – Block 2</b>	This module continues the detailed instruction of the concepts presented in the ICD-9-CM codebook and explores the remaining chapter-specific guidelines and procedure codes for coding and reporting inpatient and outpatient services.	40
<b>CPT/HCPCS Coding Block 1</b>	In this module, students are introduced to the Current Procedural Terminology (CPT) codebook. This module provides a thorough understanding of the structure of the codebook and introduces some of the critical coding guidelines presented in the text	40
<b>CPT/HCPCS Coding Block 2</b>	This module continues the detailed instruction of the procedural codes presented in the <i>Current Procedural Terminology (CPT®)</i> codebook. This module also provides a thorough understanding of the structure and application of the <i>HCPCS Level II</i> codebook.	16
<b>Coding Practicum</b>	In this module, the student will apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy. The student will demonstrate hands-on encoder use, assign diagnostic groupings, practice using official coding guidelines and reporting requirements, and apply codes to many types of records including inpatient, outpatient, physician, emergency room, long-term care, and home health.	120
<b>Final Exam Preparation</b>	The Final Exam Overview and Preparation module contains information about the structure of the final exam, tips for passing it, and how to schedule a time to take it.	1
<b>Applied PCS Program Orientation</b>	Identify the elements, expectations, and requirements of the program. Navigate the program using the pages, menus, and buttons provided. Use the program tools, including the study planner, grade book, and completion report using communication tools, including phone, email, forums, chat rooms, and social media. Identify program-specific resources and understand the yearly coding update schedule.	1
<b>Advanced Pathophysiology</b>	Describe alterations in normal cellular and tissue function resulting, from disease processes. Discuss the etiology of common diseases, including: chemical, genetic, and infectious. Identify common disorders and diseases that affect each of the human body systems in both children and adults. Describe systemic dysfunction as well as common signs and symptoms caused by disease processes. Identify elements of ICD-10 code sets that relate to common conditions and symptoms. Recognize instructional coding guidelines for common diseases.	35
<b>Advanced Anatomy and Physiology</b>	Describe basic directional terms, general regions of the body, and levels of structural organization of the human body as needed to assign correct and complete diagnosis and procedure codes. Identify anatomic structures associated with body systems, including new terms for ICD-10-CM and ICD-10-PCS. Contrast and compare human body systems and their designated body system values for ICD-10-PCS.	35
<b>Applied ICD-10-PCS Coding</b>	Identify and define the 31 root operations in ICD-10-PCS. Identify and define the seven approach values in ICD-10-PCS. Identify and describe the other characters in ICD-10-PCS codes. Discuss and apply the use of ICD-10-PCS official coding guidelines. Assign ICD-10-PCS procedure codes to a variety of advanced coding scenarios including all root operations in the Medical and Surgical section. Assign ICD-10-PCS procedure codes to multiple body systems in the Medical and Surgical section. Assign ICD-10-PCS procedure codes to a variety of advanced coding scenarios in other ICD-10-PCS sections.	28
<b>ICD-10-PCS Coding Practicum</b>	Apply the meaning of root operations in the nine subgroup in the Medical and Surgical, Medical and Surgical-Related and Ancillary sections. Build ICD-10-PCS codes for many given case studies. Apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy. Practice the use of official coding guidelines and reporting requirements for ICD-10-PCS. Apply codes to many types of surgical reports in all root operations and many body systems.	17
<b>Final Exam Preparation 1</b>	Identify the steps they need to take to be eligible for and effectively prepare for and access their final exam. Identify the format, restriction, and policies of final exams, including scoring, retakes, allowed resources, and time limits.	1

**Total number of clock hours**

640

## FACULTY

<p><b>Jon Davis</b> Executive Director ( corporate office):</p>	<ul style="list-style-type: none"> <li>o 30 years of experience in the field of education.</li> <li>o 20 years experience as a School director</li> <li>o BA in communications from the University of Fresno State;</li> <li>o Administrative functions – budgeting, marketing, staffing and accounting management,</li> <li>o student advising, staff and faculty development; job placement; community linkages</li> </ul>
<p><b>Paduvilan Chandroth Narayanan</b> Phlebotomy Medical Director:</p>	<ul style="list-style-type: none"> <li>o 30 years experience as medical doctor,</li> <li>o Board certified surgeon</li> <li>o State of California License A35200</li> </ul>
<p><b>Patricia Espinoza:</b> Compliance officer/ Externship director: (corporate office)</p>	<ul style="list-style-type: none"> <li>o 5 years Campus Director</li> <li>o 25 years experience in the field of education.</li> <li>o 18 years experience financial assistance,</li> <li>o 5 years experience finical aid</li> </ul>
<p><b>Lorenzo Aguirre -</b> Director of Training Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 5 years supervisory experience,</li> <li>o CPTI Certified; AMT certified</li> <li>o CPT26461.</li> </ul>
<p><b>Renee Hillhouse Davis</b> Director of marketing and advertising</p>	<ul style="list-style-type: none"> <li>o BA in communication &amp; Public Relations emphasis</li> <li>o 10 Years experience in marketing and public relations.</li> </ul>
<p><b>Terri Garcia:</b> Administration &amp; admissions</p>	<ul style="list-style-type: none"> <li>o 11 years management experience; Administrative</li> <li>o 15 Customer Service</li> </ul>
<p><b>Alana Nuusolia</b> Assistant Externship Coordinator</p>	<ul style="list-style-type: none"> <li>o 10 years management experience;</li> <li>o Customer service, document control, data research and administrative</li> </ul>
<p><b>Coletta Herbold</b> — Woodland Hills Campus Director</p>	<ul style="list-style-type: none"> <li>o 10 years management experience;</li> <li>o Customer service, document control, data research and administrative</li> </ul>
<p><b>Cheryl A. Williams</b> — Santa Maria Campus Director / Classroom instructor</p>	<ul style="list-style-type: none"> <li>o CPT44840</li> <li>o 7 years experience in the medical field;</li> <li>o CMA certified</li> <li>o AMT National Registered Phlebotomy Technician certification</li> </ul>
<p><b>Primavera Fuller</b> — Lancaster Campus Director</p>	<ul style="list-style-type: none"> <li>o 11 years supervisory experience;</li> <li>o CPTI certified;</li> <li>o CMA certified</li> </ul>
<p><b>Michael Evans</b> — Visalia Campus Director</p>	<ul style="list-style-type: none"> <li>o 29 Years Electro-Mechanical Engineering Field</li> <li>o 18 Years Semiconductor Industry</li> <li>o 5 Years Quality Engineer Samsung Semiconductor</li> <li>o BS Computer Networking Technology</li> </ul>
<p><b>Valerie Villa</b> — Bakersfield Campus Director</p>	<ul style="list-style-type: none"> <li>o 14 years experience in the medical field</li> <li>o CPA 3187</li> </ul>

**FACULTY (CONT')**

<p><b>Rosalie Bacio:</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o CPT1286</li> <li>o 30 years medical field experience</li> <li>o 3 years teaching experience</li> <li>o CPTI certified; NCCT certified</li> </ul>
<p><b>Catalina E. Brunson</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 10 years medical field experience</li> <li>o CPTI certified</li> <li>o CPT20498</li> <li>o BS Electronic Engineering</li> </ul>
<p><b>Agnes Garabas</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 9 years medical field experience</li> <li>o CPTI certified</li> <li>o CPT56713</li> </ul>
<p><b>Monica DeLestre</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 40 years medical field experience</li> <li>o CPT1 certified</li> <li>o CPT854</li> <li>o EMT</li> <li>o Licensed Phlebotomy Instructor</li> <li>o Certified Medical Assistant</li> </ul>
<p><b>Jennie Pena:</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 10 years medical field experience</li> <li>o CPT56713</li> </ul>
<p><b>Sandra Irias</b> Classroom instructor</p>	<ul style="list-style-type: none"> <li>o 5 years medical field experience</li> <li>o CPTI certified</li> <li>o Limited X-Ray RHP 73987</li> <li>o Certified Medical Assistant</li> </ul>