



## **PHLEBOTOMY - 2024 Catalog**

### **TN Professional Training Institute**

1630 S. Church St., Suite 302 Murfreesboro, TN 37130

[www.TNPTI.com](http://www.TNPTI.com) 615.631.8440

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The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation by minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

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# TN Professional Training Institute

## About the Faculty

### **Nancy Schott - Owner and Director**

Email: [Nancy@tnpti.com](mailto:Nancy@tnpti.com)

Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She spent nearly 30 years around the dental industry as well as many non-profit organizations and now thoroughly enjoys helping students begin their new careers at TNPTI. Nancy likes to travel and spend time with her family which includes her husband and four children who keep her on her toes.

### **Stephanie Miller - Admissions/Educator**

Email: [Stephanie@tnpti.com](mailto:Stephanie@tnpti.com)

Stephanie graduated from Daymar College in Murfreesboro, Tennessee with her Bachelor of Science Degree in Healthcare Administration. She has worked in higher Education since 2015. Stephanie loves spending time with her two daughters and working with non-profit organizations. She loves working with her students, watching them excel in their programs and starting their new careers.

### **CJ Dunn - Admissions/Educator**

Email: [cj@tnpti.com](mailto:cj@tnpti.com)

CJ is a multi-skilled Phlebotomist who is certified in Therapeutic Phlebotomies, Hemodialysis, Whole Blood donations, and platelet donations. He is a certified medical assistant and Xray technician who has worked in a laboratory setting since 2010. He also is a certified through the American Heart Association as a BLS, CPR, Heart-Saver Instructor. His passion is helping others and teaching students to become the best they can be in any medical setting.

All TN Professional Training Institute instructors hold a minimum of a high school diploma, and three years of practical experience within the last 7 years of the field being taught. Instructors will also hold a valid license in their field where required.

## 2024 Phlebotomy Course Calendar

|  |                                |
|--|--------------------------------|
| <p><b>5-Day Class M-F 8:00 a.m. - 5:00 p.m.</b><br/> <i>(12-1pm lunch break)</i><br/> <i>(Exam and graduation on the last day of class)</i><br/> <i>PLUS 40 hours with one of our externship/clinical partners</i></p> |                                |
| January 2-6  | July 1,2,3,5,6 *No class July4 |
| January 15-19  | July 15-19                     |
| January 29-February 2  | July 29-August 2               |
| February 12-16   | August 12-16                   |
| February 26-March 1  | August 26-30                   |
| March 11-15  | September 9-13                 |
| March 25-29  | September 23-27                |
| April 8-12   | October 7-11                   |
| April 22-26  | October 21-25                  |
| May 6-10   | November 4-9                   |
| May 20-24  | November 18-22                 |
| June 3-7   | December 9-13                  |
| June 17-21   |                                |

**3-Week Evening Class T/W/Th 5:30 p.m. - 9:30 p.m.**

*(Exam and graduation the following Monday evening)*

*PLUS 40 hours with one our externship/clinical partners*

|  |   |
|--|---|
| January 2-January 18 (+ Monday, January 23)    | July 9-July 25 (+ Monday, July 29)              |
| January 30-February 15 (+ Monday, February 19) | August 6-August 20 (+ Monday, August 26)        |
| February 20-March 7 (+ Monday, March 11)       | August 27-September 12 (+ Monday, September 16) |
| March 12-March 28 (+Monday, April 1)           | September 17-October 3 (+ Monday, October 7)    |
| April 2-April 18 (+Monday, April 22)           | October 8-October 24 (+ Monday, October 28)     |
| April 30-May 16 (+Monday, May 20)              | November 5-November 21 (+ Friday, November 22)  |
| May 21-June 6 (+ Monday, June 10)              | December 2-December 19 (+ Friday, December 20)  |
| June 11-June 27 (+ Friday, June 28)            |   |

**5-Week Saturday Class 8:00 a.m.-5:00 p.m.**

*(12-1pm lunch break)*

*(Exam and graduation on the last day of class)*

*PLUS 40 hours with one our externship/clinical partners*

|                      |                              |
|----------------------|------------------------------|
| January 6-February 3 | July 13-August 10            |
| February 10-March 9  | August 17-September 21       |
| March 16-April 13    | September 28-October 26      |
| April 20-May 18      | November 2-December 7        |
| June 1-June 29       | December 14-January 11, 2025 |

\*Students must complete 40 externship hours within 3 weeks of their classroom days.

The placements will be determined by the administration and the student.

\*\*TNPTI has rolling admissions meaning students may apply and enroll at any time.

## **Phlebotomy Purpose and Objectives**

The goal of this course is to teach students what basic requirements are needed, in conjunction with the state laws of Tennessee, to become a knowledgeable phlebotomist who can be employed in the state of Tennessee.

Students will receive a Certificate of Completion upon successful completion of both the classroom hours and exams and the 40 externship hours. The cost of tuition is \$1300 + \$300 supplies fee but excludes black scrubs and textbook.

Over the course of this 80 hour program, students will learn:

- Selection of the correct tubes for the requested tests
- Utilization of the correct procedure for obtaining blood
- Preparation and use of equipment including tubes, holders, needles, syringes, tourniquets, etc.
- Selection of the appropriate vein
- Venipuncture and collection of the required sample
- Mixing and labeling of tubes
- Performing blood cultures
- Distribution of blood to the correct area of the lab
- Patient respect and care
- Maintaining, cleaning, and sanitizing the medical office, classroom, laboratory, public spaces, surfaces, and equipment

# Phlebotomy Facilities and Equipment

TN Professional Training Institute's 80 hour Phlebotomy Program is an intensive, hands-on learning experience. You will spend one week in our facility in the classroom and 40 hours in an externship at a predetermined clinical location.

## General Facility

- 2 Blood Draw Patient Chairs
- 2 Reclining patient chairs
- Tables and chairs for seating up to 10 students
- Blood Draw practice arm
- Vein Finder
- Centrifuge Machine
- Phlebotomy kits
- Phlebotomy teaching supplies
- PPE equipment for students
- 2 Whiteboards for illustrations and exercises with dry erase markers

# Phlebotomy Admissions

Students wishing to enroll in the TN Professional Training Institute's 80 hour phlebotomy program must be:

- 18 years of age or older
- Clear criminal record
- Willing and able to work with patients while giving the best patient care possible
- Be a high school or GED graduate. Official transcripts/GED test scores are required.

If this sounds like you, visit [www.TNPTI.com](http://www.TNPTI.com) or come by TNPTI to fill out an application today. Students can make any payments and/or full payments on our website at [www.TNPTI.com](http://www.TNPTI.com) under the "Tuition and Financing" tab OR confirmation of approval from one of our financial assistance partners is required at least 1 day prior to the first day of class. (Additional information regarding payment options and tuition assistance can be found on page 12. We are happy to help!) Due to the advanced, hands-on nature of this course, late enrollment will not be allowed.

## Phlebotomy Course Requirements

1. Students must be at least 18 years of age.
2. Students must be a high school or GED graduate. Official transcripts indicating the date of graduation from high school or GED pass date and scores must be sent to TNPTI.
3. Students are required to maintain an 80% average in order to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
4. Students are required to purchase black scrubs prior to starting the course and are required to wear them for each session over the course of the program.
5. Students are encouraged to purchase the textbook *Phlebotomy: A Competency Based Approach 5th Edition* by Kathryn Booth and Lillian Mundt
6. Students *must have a clear criminal record. Please see the director if you have any questions regarding this status.*
7. Students must complete 40 hours of classroom instruction as well as 40 externship hours approved and set up by TNPTI.

\*Student files will be kept securely at TNPTI's corporate office



## **TNPTI Dress Code**

- All students must wear black scrubs during classroom hours.
- All Students must wear closed toe and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in French tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- PPEs should be worn at all times during clinical hours.
- To maintain a professional clinical environment, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is restricted to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.

## **Phlebotomy Code of Conduct**

The TN Professional Training Institute is a peaceful, productive place where students come to study about phlebotomy. Our goal is to provide a pleasant environment for our students, and we ask that you do the same.

- Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.
- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating, and drinking during this time.
- Students are required to adhere to TNPTI dress code during all classroom and clinical hours.

## TNPTI Code of Honor

**Code Defined:** It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty and staff member to preserve, nurture and strengthen this spirit of honor. TNPTI students shall at all times refrain from and discourage all attempts at falsifying information (lying); making untrue statements and disparaging remarks; cheating, stealing; plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

### **Violations Defined:**

**"Lying"** is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes, but is not limited to, financial aid information, excuses for absences and statements to instructors and TNPRI Administration in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

**"Cheating"** is defined as the employment of or rendering of any illicit aid in any assigned work.

**"Stealing"** is defined as the appropriation of money or property belonging to another person, organization or the school. This also includes the borrowing of property without the knowledge of the owner.

**"Plagiarism"** is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who assigned the task.

**"Vandalism"** is defined as intentional, malicious damage to university property or property belonging to others.

**Penalties:** For any violation of the TNPTI Code of Honor, the director may impose immediate consequences, up to and including dismissal of the student for the remainder of the program. Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

## Phlebotomy Attendance Requirements

The TN Professional Training Institute's phlebotomy training program is an intensive, accelerated, 80 hour program. Students who miss class or their externship can be dismissed and may be moved to the next session at the discretion of the instructor. Arriving late or leaving early may result in an absence.

TNPTI offers its students the opportunity to make up class hours in the next scheduled term when discussed and arranged in advance with the administration.

## Phlebotomy Progress (Grades)

The instructor will keep a daily log of students' grades and will communicate with students their updated grades on a daily basis.

### Grading System

|               |           |
|---------------|-----------|
| <b>101+</b>   | <b>A+</b> |
| <b>90-100</b> | <b>A</b>  |
| <b>80-89</b>  | <b>B</b>  |
| <b>70-79</b>  | <b>C</b>  |
| <b>60-69</b>  | <b>D</b>  |
| <b>0-59</b>   | <b>F</b>  |

**W = Withdraw**, A student may withdraw at any point during the program and will receive a "W" withdrawal grade on their report card.

**I = Incomplete**, A student may receive an "I" incomplete grade on their report card if they have not completed the course requirements by the end of their course term.

Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI's phlebotomy program to earn their certification.

## **Phlebotomy Student Services**

TN Professional Training Institute's objective is to teach students the skills needed to become a Phlebotomist. Our team will assist students in resume writing, professional etiquette, and interview preparation skills and knowledge.

Our goal is to prepare every student to enter the workforce upon successful completion of their course. Though we do not guarantee our students placement in a job, we make every effort to equip students with the tools needed to obtain employment. In addition, we provide students with many up-to-date available job openings through our private Facebook group, which is only accessible to TNPTI graduates.

## Phlebotomy Program Cost & Payment Policy

Effective March 30, 2022 - TNPTI tuition (\$4,999.00) payment options are as follows:

**Tuition: \$1300 + \$300 (supply cost) = \$1600.00 Total Tuition**

\*Additional processing fees may apply \*\*Tuition assistance may also be available

*TNPTI has several tuition options from which to choose. Please make an appointment with our team to review your options and apply. Financing and assistance can be tricky to navigate. We are here to help!*

**Option 1:** Pay in Full \$1,600.00 (cash, credit/debit card, check)

**Option 2:** PayPal or PayPal Credit (see [www.TNPTI.com](http://www.TNPTI.com))

**Option 3:** American Job Center - Financial Assistance

If you are interested in financial assistance, please create a profile at [www.jobs4tn.gov](http://www.jobs4tn.gov) and then you may apply in person at the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

**Option 4:** SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

# **TN Professional Training Institute - Refund & Cancellation Policy**

## **For the Phlebotomy Program**

Any student enrolling in a course at TN Professional Training Institute **is eligible for a full refund** if the student withdraws from TN Professional Training Institute on or before the first day of classes or fails to begin class on the start date as written in the enrollment agreement. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00). If the student has institutional loans, this will include forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in any TN Professional Training Institute course withdraws, drops out, is expelled, or otherwise fails to attend classes after the first day and until 20% of the course is in session, the refund shall be a pro rata portion of amounts paid, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the enrollment period of enrollment, for which the student was charged, TN Professional Training Institute is only entitled to retain ten percent (10%) of the amount paid as well as an administrative fee of one hundred dollars (\$100.00). However, in no instance will TN Professional Training Institute be responsible for any refund in excess of the amount paid by or on behalf of the student.

If, after classes have commenced, a student who has enrolled in any course at TN Professional Training Institute withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

A student who at any time withdraws, is withdrawn by the institution, or otherwise fails to attend class is entitled to a full refund of any fee for tangible goods or services not delivered to or fully provided to the student.

**The refund request must be made in writing via email to [info@tnpti.com](mailto:info@tnpti.com) within 10 days of the first day of missed class.**

## **Phlebotomy Program Grievance Policy**

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise. Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructor, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130 and can be reached by phone at 615-631-8440. The director may ask students to submit their grievance in writing or it may be accepted verbally depending on the nature of the grievance. The Institutional Director will act on the grievance and inform all involved parties of their discussion verbally or in writing within 7 business days of receiving the complaint. All grievances must be submitted no later than seven (7) days from the final day of the course completion.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization after exhausting the grievance process at the institution.

If a student feels that the issue has not been addressed satisfactorily, after having communicated with the Institutional Director at TNPTI then they are asked to write a letter to the Tennessee Higher Education Commission at the following address for issue resolution:

Postsecondary School Authorization Staff  
The Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, Tennessee 37243

The telephone number of this department is 615-741-5293.

## **TN Professional Training Institute Program Credit Transferability**

Contact hours earned at TN Professional Training Institute may not transfer to another educational institution. Contact hours earned at another educational institution may not be accepted by TN Professional Training Institute.

You should obtain confirmation that TN Professional Training Institute will accept any contact hours you have earned at another educational institution before you execute an enrollment contract or agreement.

You should also contact any educational institutions that you may want to transfer contact hours earned at TN Professional Training Institute to determine if such institutions will accept contact hours earned at TN Professional Training Institute prior to executing an enrollment contract or agreement. The ability to transfer contact hours from TN Professional Training Institute to another educational institution may be very limited. Your contact hours may not transfer, and you may have to repeat courses previously taken at TN Professional Training Institute if you enroll in another educational institution. You should never assume that contact hours will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of TN Professional Training Institute and of any other educational institution you may in the future want to transfer the contact hours earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

*\*Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training, or prior experience.*

*\*\*TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study.*