



Approved by the
Better Business Bureau

Wagner Training Institute, Inc.

1040 Nevada Street, Suite 306, Redlands CA 92374. Phone: (800) 845-8353 • Fax: (909) 792-3044
Website: www.wti-edu.net • Email: jwagner@wti-edu.net

Phlebotomy CPT1 - Training Program **Catalog** **January 1, 2018 to December 31, 2018**

Wagner Training Institute, Inc.

Welcome to Wagner Training Institute, Inc. for your Phlebotomy Training Program. We have successfully provided professional training to the medical community for over 20 years. Our mission is to provide you with *“the best possible phlebotomy education with the least financial burden and to expose the students to an exciting career in laboratory services”*

You will be instructed by our patient, friendly and caring staff. Our Program Director is a Physician Assistant / CPT-1. He has many years of experience in the medical field, and an outstanding instructor. All of our staff are licensed and experienced Certified Phlebotomy Technicians (CPT-1) with years of experience in hospitals, laboratories, and clinics.

Wagner Training Institute, Inc. provides students with a complete 80-hour course of instruction in the field of phlebotomy: 20 hours of basic didactic education, 20 hours of advanced didactic education, and 40 hours of clinical externship, in accordance with California State requirements. We proctor the National Test, required for both National Certification and State Licensure.

The course will include the following: Phlebotomy Essentials Sixth Edition handbook, handouts, scrubs, and a personal name badge. Students will be expected to perform live punctures on each other in a controlled setting. Live lectures including state of the art audio visual presentations of assorted topics including Arterial Blood Gases. Our qualified staff will be building self-confidence, teach professionalism, and encourage students at his/her own pace.

Wagner Training Institute, Inc. will provide a convenient 40-hour clinical externship. Students will be placed in area hospitals, clinical laboratories or clinics to complete the requirements. Demonstration of competency is required prior to extern placement. In addition, scheduled time for lab sessions will be available in the office during the week, by appointment only.

Wagner Training Institute, Inc. is a private institution which has been approved to operate by the California Bureau for Private Postsecondary Education and Department of Health-Laboratory Field Services. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Judith Wagner
President

Wagner Training Institute, Inc.

ENROLLMENT AGREEMENT

2018

Step #1 Basic Didactic 20 hours

Saturday & Sunday- 8am -5pm / on the 3rd day hours will be 8am -12pm

Class Location:

Main Office

1040 Nevada Street
Suite 306
Redlands, CA 92374

Class Dates: January 6, 7, 21 / February 3, 4, 18 / March 3, 4, 18 / April 7, 8, 22 / May 5, 6, 20 / June 2, 3, 17 / July 7, 8, 22 / August 11, 12, 26
September 8, 9, 23 / October 6, 7, 21 / November 3, 4, 18 / December 1, 2, 16

Step # 2 Advanced Didactic 20 hours

Saturday & Sunday 8am -5pm / on the 2nd Sunday hours will be 1pm-5pm

Class Location:

Main Office

1040 Nevada Street
Suite 306
Redlands, CA 92374

Class Dates: January 13, 14, 21 / February 10, 11, 18 / March 10, 11, 18 / April 14, 15, 22 / May 12, 13, 20 / June 9, 10, 17 / July 14, 15, 22
August 18, 19, 26 / September 15, 16, 23 / October 13, 14, 21 / November 10, 11, 18 / December 8, 9, 16

Step # 3 Clinical Externship 40 hours

Clinical Externship 40 hours (Monday-Friday) practice sessions available prior to clinical placement

Step # 4 National Test

1. Contact WTI 800 845-8353 for dates/times for the National Test-we proctor test on site
2. Create an account online with NHA: nhanow.com apply for test and debit \$115
3. Day of the test -present a valid Driver's License or Government photo ID / pay sitting fee \$30

Step # 5 Submit an online application to the State

Call for an Appointment to complete this process 800 845-8353

Students will need to bring the following documents:

Please do not bring children☺

1. California statement of phlebotomy practical training (doc sheet) completed by the clinical site
2. Transcripts- Officially sealed and unofficial copy of HS or GED completed from an accredited school.
3. All foreign degrees must be evaluated by one of the following:
<http://www.naces.org/members.html> (or) <http://aice-eval.org/members/>
4. National Test -WTI will assist in the scheduling of the test, you will debit \$115 direct to NHA.
5. State Application-WTI will assist you with the online account and you will debit \$100 direct to the State.

1. The minimum requirement to attend the Phlebotomy program in Wagner Training Institute, Inc., is to be at-least 18 years of age and have completed high school, college or GED from an accredited institution.

2. **Tuition:**

• <u>Basic Didactic</u>	
• <u>Tuition</u>	\$225
• <u>Registration (non-refundable)</u>	\$175
• <u>Equipment Fee</u>	\$150
• <u>Advance Didactic</u>	\$550
• <u>Clinical Externship</u>	\$650
• <u>Test Fee</u>	\$115
• <u>Sitting Fee</u>	\$30
• <u>State Fee</u>	\$100
<u>Grand Total</u>	<u>\$1,995</u>

3. The total charges for the period of attendance and the entire program are the same.

4. **Class hours:** Basic 20 Saturday & Sunday 8am-5pm. Completing 4 hours on 3rd day (8am-12pm).

5. **Class hours:** Advanced-20 Saturday & Sunday 8am-5pm. Completing 4 hours on the 3rd day (1pm-5pm).

6. In the event any hours are missed, students will be responsible for make-up hours.

7. Classes are instructed by licensed medical professionals, with teaching experience in phlebotomy for over 20 years, are CPT1 licensed and approved by the State of California Laboratory Field Services with the Department of Public Health.

8. There is a \$25 service charge for all returned checks.

9. **Withdrawal Policy/Refund Policy/STUDENTS RIGHT TO CANCEL:** This Institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

10. All notices of cancellations or withdrawal must be presented in writing direct to: Wagner Training Institute, Inc., 1040 Nevada Street, Suite 306, Redlands CA 92374. ***This institute does not guarantee job placement.***

11. The Standard Occupational Classification code for this institute is 31-9097.

12. The building approximately 3800 sq. ft.; we have a large class room; 4 main offices; one break room. The supplies include but not limited to syringes, tourniquets, needles, containers, office supplies, gloves.

13. **Leave of absence Policies:** Students must complete the required number of hours within 12 months of registration to be eligible to graduate and subsequently apply to Laboratory Field Services to be certified as a CPT1. There may come a time when you will need to take a leave of absence, return from a leave of absence, or withdraw from Wagner Training Institute, Inc. Leave of absence request must be in writing. If you take a leave of absence from your training, and it exceeds 12 months, you will be required to re-enroll and be subjected to the current fees.

14. This institution or any of its programs are not accredited by an accrediting agency recognized by the United States Department of Education.

15. Wagner Training Institute, Inc. does not participate in Federal and State financial aid programs. If the student has received Federal student financial aid funds, the student is entitled to a refund of moneys not paid from Federal student financial aid program funds.

16. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Further, if the student defaults on a Federal or State loan, both the following may occur:

- The Federal or State government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

17. **NONREFUNDABLE CHARGES:** Registration fee of \$175

18. **Probation and dismissal Policies:** Students who miss full or partial days are required to make up the missed hours during a subsequent month prior to advancing to the next segment of the program. If a student does not make up the missed hours during the subsequent month, the student will be on probation and will have 12 months to complete missed hours at no charge. After 12 months, the student will be dismissed for the current program. If the student wishes to complete the program after 12 months, then he/she must re-enroll into a new program and will be subject to additional fees.
19. Disclosure: Wagner Training Institute, Inc. is a private institution which has been approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
20. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
21. Prior to enrollment, this institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: the name, address, telephone number, and, if applicable, internet web site address of the institution.
22. This institute has additional offsite locations: 1) 350 Terracina Blvd, Redlands, CA 92374; 2) 26520 Cactus Ave, Moreno Valley, CA 92555; 3) 1910 E. Central Ave., San Bernardino, CA 92408. (Currently not in use).
23. **Retention of student records:** All student records are stored in the corporate office located at 1040 Nevada Street, Suite 306, Redlands CA 92374. In accordance with State regulations, Wagner Training Institute, Inc., will retain student records for a period of 5 years and student transcripts are retained permanently. Academic and Financial records are maintained in separate files.
24. Children and pets are not allowed to attend the classes. Students are required to be attentive and participate. Cell phones and electronic devices are to be turned off and recording devices are not allowed.
25. **Attendance Policies:** Students shall be required to attend the full duration of the course in accordance with California state laws and regulations. This consists of a full 20 hours of Basic Didactic instruction, 20 hours of Advanced Didactic instruction, and 40 hours of Practical Training in a clinical setting. Upon completing both the Basic and Advanced Didactic training, students are eligible to continue with the clinical externship portion of the program. Upon completion of all three segments of the program, students are given a certificate of completion and are eligible to sit for the National Certifying Examination and apply for State Licensure. Students, who have greater than 40 hours of previous on-the-job experience in phlebotomy, as described by State guidelines, are required to attend on the Advanced Didactic portion of the program, provided they can produce accurate documentation of said experience. Students are required to document attendance at each class by signing in on an attendance tracking sheet each day of class. Students shall sign in on the same line in each of three columns representing the three days in each didactic segment. Attendance is monitored throughout the duration of the class and sign-in sheets are kept on file at the School's main office in Redlands, CA. Students who miss full or partial days are required to make up the missed hours during a subsequent month prior to advancing to the next segment of the program. If a student does not make up the missed hours during the subsequent month, the student will have 12 months to complete missed hours at no charge.
26. **Grading Policy/Standard for student achievement:** Grading of student performance is on a Pass/Fail basis. The passing score for the examination NHA Certified Phlebotomy Technician (CPT) is 390 and scores range from 200 to 500. The scaled score is a conversion of a candidate's raw score on a test that allows for comparison between different forms of the same examination. The use of a scaled score provides consistency in reporting passing standards by accounting for the difficulty level of the examination form. The same level of performance is required to meet the scaled passing score of **390** regardless of which form of this assessment a candidate takes.
27. Students can be expelled from the program without refund for the following reasons: Any student using profanity, inappropriate/unprofessional behavior, or any student dismissed from the phlebotomy program for just cause.
28. Wagner Training Institute, Inc. reserves the right to modify program dates and locations for each course (basic and advance) without notice to meet operational needs. Fees are subject to change without notice.
29. Wagner Training Institute, Inc. has a learning resource center on site. Open Monday-Thursday 9am-5pm.

30. **California Department of Public Health Laboratory Field Services may require a criminal background check. Failure to disclose pertinent information prior to registration, including felonies or misdemeanors will result in no refund.**
31. **The health care profession operates under a strict drug-free policy. In order to safely and effectively perform their duties, health care workers must be focused and unimpaired. It is our policy, therefore, that all students are subject to random drug testing. Any presence of illegal drugs or narcotics in a student's system is grounds for dismissal from the program without refund. By signing this form and enrolling in the course, you agree to this policy.**
32. **After completing the application to the State for the CPT1 license, students will no longer be covered under the school liability insurance and will not be able to return for extra stick practice, etc.**
33. 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.
34. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.
35. **Student Rights and grievance Policy:** Students may try address all their grievances with the faculty or staff in question; if the student is not satisfied with the response, the student can appeal their grievance in writing to Judy Wagner, the President of Wagner Training Institute, Inc.
36. **Student Services:** Wagner Training Institute, Inc. does not have a student services department, but our front office staff will be pleased to assist the students with any questions or concerns.
37. The registration form is legally binding when signed by students and accepted by Wagner Training Institute, Inc.
38. Wagner Training Institute, Inc. does not offer distance education program.
39. Wagner Training Institute, Inc. does not provide housing for our students. Housing is available within few miles of Wagner Training Institute, Inc.; the approximate cost of housing located near the school is around \$800 to \$1200 for a one bed room apartment.
40. Wagner Training Institute, Inc. does not provide any placement services.
41. Wagner Training Institute, Inc. does not provide any visa services for foreign students.
42. Wagner Training Institute, Inc. does not offer the award of credit for prior experimental learning.
43. Wagner Training Institute, Inc.'s manner of language for instructional purpose is English and does not offer any other languages for instruction.
44. Wager Training Institute, Inc. requires a student to be proficient in English at a high school level
45. Wagner Training Institute, Inc. has no pending petition in bankruptcy, is 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 State Bankruptcy Code (11 U.S.C Sec. 1101 et seq.,).
46. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Wagner Training Institute, Inc., 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 are 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 Wagner Training Institute, Inc., to determine if your certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other colleges or university.
47. **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.**
48. As a student, you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

- a. 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, guaranteed student loans, or personal loans.
- b. 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:

- a. You are not a California resident, or are not enrolled in a residency program.
- b. 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.

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 and Vocational 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 because of any of the following:

- a. The school closed before the course of instruction was completed.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

Wagner Training Institute, Inc.

Faculty and their qualifications

1. *David Doriguzzi, Physician's Assistant (PA)*

David Doriguzzi, PA-C is a board-certified Physician Assistant with 10 years' experience in internal medicine and endocrinology. He completed his bachelor's degree in biology at California State University San Bernardino in 2000 and completed his Master's degree in physician assistant studies at Loma Linda University in 2002. He began his medical career as a phlebotomist and has served in a variety of hospital, clinic, and rehabilitation center settings in the Inland Empire. He is our Program Director and has been an instructor with Wagner Training Institute, Inc. since 1998.



2. *Justyn Reyes, Certified Phlebotomy Technician (CPT1)*

Justyn Reyes completed the phlebotomy program in 2004, receiving his CPT1 license from the State of California. He graduated from Riverside Community College firefighter 1 academy in 2007. And he continued on in 2009 completing medic school and 2 associate's degrees, one in emergency medicine and the other in fire technology. As a CPT1 he has worked for various hospitals and laboratories in the Inland Empire. He has been an instructor with Wagner Training Institute, Inc. since 2004.



3. *Lisa Barnes, Certified Phlebotomy Technician (CPT1)*

Lisa Barnes attended Chaffey College in 1986 and received a phlebotomy certificate. She has experience working with various hospitals and laboratories in the Inland Empire. She updated her certificate in 2003, receiving her CPT1 license from the State of California. She currently is an instructor with Wagner Training Institute, Inc.



Steps to obtain your Phlebotomy License (CPT1)

Students will meet the State requirements of 80 hours through our state approved program

STUDENTS WILL NEED TO COMPLETE ALL STEPS IN ORDER TO RECEIVE THEIR CPT 1 LICENSE

- 1. Complete a 20- hour - Basic Phlebotomy course. \$550 (weekend classes)**
- 2. Complete a 20- hour - Advance Didactic Phlebotomy course. \$550 (weekend classes)**
- 3. Complete a 40-hour Clinical Externship. Students will document 50 successful venipunctures and 10 successful skin punctures during the 40 hours. The fee is \$650 Clinical hours will need to be completed Monday - Friday 8am-5pm consecutively, unless prior arrangements are made. We will provide hours for all students to attend a check off session, prior to being placed in a clinical site in addition extra practice hours in the office. *Please note: Due to insurance liability all students will need to complete the 40 hr. clinical through WTI, unless prior notification is provided “in writing” at the time of enrollment.**
- 4. National Test Company- (NHA) www.nhanow.com requires all students to register at least 2 weeks prior to any test date, you may debit the testing fee in the amount of \$115 then contact us for sitting time.**

Wagner Training Institute, Inc. requires all students to call ahead for test time (800) 845-8353. Test day each student must present a valid government ID and the sitting fee of \$30

- 5. Laboratory Field Services, Department of Public Health Services, <https://secure.cps.ca.gov/cltreg/> requires all students to submit an application. Please call and make an appointment (800) 845-8353 we will assist each student.**

License renewal is required every 2 years

The State will notify you. Students are required to complete the 6 CE units. Any questions you may contact- Wagner Training Institute, Inc. (800) 845-8353

Phlebotomy Course of Instruction

2018

Wagner Training Institute, Inc. is a private institution which has been approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Wagner Training Institute, Inc. provides a complete comprehensive 80-hour course of instruction. Our qualified staff includes the following: Physician's Assistant (PA) and Licensed Phlebotomists (CPT 1) with years of instructing and hands on experience in the field of phlebotomy. Students will learn at their own pace, step by step instruction.

The Basic and Advance course will include the following:

- *Basic venous anatomy, anatomy and physiology, the circulatory system, and video observation of arterial punctures.*
- *Introduction and demonstration of the following: evacuated collection system, syringe, butterfly, and capillary punctures.*
- *Introduction to the Safety Needle Act mandated by OSHA*
- *Contemporary sterilization procedures and protocol.*
- *Instruction in blood borne pathogen control.*
- *Instruction includes Phlebotomy Essentials sixth edition, as well as handout materials, lecture, and state of the art audio visual aids.*
- *Health care settings, Medical Law and Ethics, Preanalytical Errors, Medical Terminology, Specimen handling and processing.*
- *The Phlebotomy course will cover the basic and didactic advance materials needed to prepare students for the National Phlebotomy Exam.*