

Wagner Training Institute, Inc.

2017

1040 Nevada Street
Suite 306
Redlands, CA 92374

Phone: 800 845-8353 / 909 792-3000

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www.wti-edu.net

jwagner@wti-edu.net

Office Hours 9am-5pm (Monday – Thursday)

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 and encouraged by our patient, friendly and caring staff. All our staff are licensed and experienced Certified Phlebotomy Technicians (CPT1) with many years of experience in hospitals, laboratories, and clinics. Our Program Director is an experienced Physician Assistant / CPT1.

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 include state of the art audio visual presentations of various topics including Arterial Blood Gases. Our qualified staff will build 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 review and 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 by the Bureau for Private Postsecondary Education #3603331 also the Department of Health-Laboratory Field Services to provide the 80-hour course of phlebotomy study to obtain your state license. We are approved to provide continuing education units for Registered Nursing #11135.

Judith Wagner
President

Wagner Training Institute, Inc.

ENROLLMENT AGREEMENT

2017

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 7,8,22 / February 4,5,19 / March 4,5,19 / April 1,2,15 / May 6,7,21 / June 3,4,18 / July 8,9,23 / August 5,6,20
September 9,10,24 / October 7,8,22 / November 4,5,19 / December 2,3,17

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 14,15,22 / February 11,12,19 / March 11,12,19 / April 8,9,15 / May 13,14,21 / June 10,11,18 / July 15,16,23
August 12,13,20 / September 16,17,24 / October 14,15,22 / November 11,12,19 / December 9,10,17

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.

ENROLLMENT AGREEMENT

Registration Form / School Policy

1. Minimum of 18 years of age and have completed high school, college or GED to attend the school.
2. **Tuition** includes: Book, power point handouts, scrubs, name badge, extra time for practice and review.

• <u>Basic Didactic</u>	
• Tuition	\$225
• Registration - non-refundable	\$175
• <u>Equipment Fee</u>	\$150
• <u>Student Tuition Recovery Fund STRF (non-refundable)</u>	\$0
• <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
Grand Total	\$1,995

3. **Class hours** Basic 20 Saturday & Sunday 8am-5pm. Completing 4 hours on 3rd day after the adv. 8am-12pm.
4. **Class hours** Advanced- 20 Saturday & Sunday 8am-5pm. On the 3rd day the hours are 1pm -5pm.
5. In the event the student is unable to attend one day; make-up hours will be provided with prior notification.
6. Classes are instructed by licensed medical professionals, with experience in laboratories & phlebotomy.
7. Continuing Education Units will be included for Board Certified Nurses, and Certified Medical Assistants.
8. There is a \$25 service charge for all returned checks.
9. **Withdrawal Policy/Refund Policy/STUDENTS RIGHT TO CANCEL:** Registered students may cancel and obtain a refund of charges paid through the attendance at the first-class session, or the seventh day after enrollment, whichever is later. A full refund, less the registration fee (\$175) will be refunded if the student cancels this agreement in writing at least 24 hours prior to the start of class. Students who withdraw after starting class are eligible for a 50% refund if they cancel and withdraw before the conclusion of the first day. No refund will be given if a student has completed the first day of class. If Wagner Training Institute, Inc. cancels the class for any reason, the student is entitled to a full refund of all charges. All refunds are payable within 90 days. All notices of cancellations or withdrawal must be presented in writing direct to: Wagner Training Institute, Inc. 1040 Nevada Street 306, Redlands, CA 92374. 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.
10. 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 assistant at another institution until the loan is repaid.
11. **NONREFUNDABLE CHARGE:** Registration fee of \$175.
12. **Registration form is legally binding once signed by students & accepted by Wagner Training Institute, Inc. Students may take up to 12 months to complete, only if active with review and practice sessions.**
13. Disclosure: "We are approved and registered with the State of California. Registration/approved means we have met certain minimum standards imposed by the state for registered schools based on our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form."
14. Children, non-students and pets are not allowed to attend any sessions including signing up for the National Test, completing the State application process or review mock testing. Students are required to be attentive and participate. Cell phones and electronic devices are to be turned off and recording devices are not allowed. If a

- student is unable to attend any specific days or hours of the course, they will need to make up the exact hours missed the following month.
15. Students may be expelled from the program without refund for the following reasons, which include but not limited to objective symptoms of drug or alcohol use, profanity, inappropriate/unprofessional threatening or aggressive behavior, cheating, stealing, fighting, of or any other just cause.
 16. 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.
 17. The health care profession operates under a strict drug-free policy. 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 or any objective symptoms of drug or alcohol use, is grounds for dismissal from the program without refund. By signing this form and enrolling in the course, you agree to the policies and procedures. Prior to signing the registration form, any student requesting clinical externship hours with employer, will only be permitted with "work experience".
 18. California Department of Public Health Laboratory Field Services may require a criminal background including felonies or misdemeanors. Failure to disclose pertinent information prior to registration will result in no refund.
 19. Due to liability insurance coverage, once the student has submitted the State application process, pending his or her CPT 1 license, students will not be permitted to return to the class for stick practice or class review.
 20. 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.
 21. 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 number (888) 370-7589 or by fax (916) 263-1897.
 22. Wagner Training Institute, Inc. does not offer distance education program.
 23. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
 24. 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 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.
 25. As a student, you must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:
 - 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.
 - 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.
 26. 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:
 - You are not a California resident, or are not enrolled in a residency program.
 - 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.
 27. Wagner Training Institute, Inc. does not offer distance education program.
 28. **We provide CPR training (American Heart) 3½ hour course for only \$50**

2017 Registration Form

a. TOTAL AMOUNT FOR ENTIRE PROGRAM \$1,780 + \$115 NATIONAL TEST + \$100 STATE = \$1,995

b. STUDENT MAY PAY ONE STEP AT A TIME – \$550 BASIC DIDACTIC 20 HOURS, \$550 ADVANCED DIDACTIC 20 HOURS, \$650 CLINICAL EXTERNSHIP, \$115 NATIONAL TEST, \$30 SITTING FEE, \$100 STATE APPLICATION PROCESS.

NAME _____ / _____ / _____
Last First M / F

ADDRESS _____

CITY _____ ZIP CODE _____

TELEPHONE (_____) _____ DOB _____ / _____ / _____

BASIC DIDACTIC– 20 Hours	ADVANCED DIDACTIC– 20 Hours
Class Location Main Office 1040 Nevada Street Suite 306 Redlands, CA 92374	Class Location Main Office 1040 Nevada Street Suite 306 Redlands, CA 92374
Class Dates	Class Dates

Amount submitted

\$ _____ Cash/ Debit/Check # _____

\$ _____ Balance Due

Gave book, handouts, scrubs

_____ / _____ / _____

Scrub Size

_____ / _____

Amount submitted

\$ _____ Cash/ Debit/Check # _____

\$ _____ Balance Due

Tuition may be paid with any Major Credit Card

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to the completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement. This institution does not guarantee job placement.

I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding Completion Rates, Placement Rates, License Examination Pass Rates, and Salary or Wage Information, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. **X _____ Student Initials**

I understand this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities. I have read and understand the institution's cancellation and refund policies and they have been clearly explained to me, prior to signing below.

SIGNATURE _____ **DATE** _____
 Student

SIGNATURE _____ DATE _____
 Wagner Training Institute, Inc. Representative

2017 Schedule

BASIC

1st day Saturday - 8am- 5pm
2nd day Sunday - 8am- 5pm

5 FULL DAYS SAT/SUN-8AM-5PM

3rd day Sunday- 8am -5pm

ADVANCED

1st day Saturday -8am- 5pm
2nd day Sunday - 8am- 5pm

January	Basic – 7, 8, 22	Advanced – 14, 15, 22
February	Basic – 4, 5, 19	Advanced – 11, 12, 19
March	Basic – 4, 5, 19	Advanced – 11, 12, 19
April	Basic – 1, 2, 15	Advanced – 8, 9, 15
May	Basic – 6, 7, 21	Advanced – 13, 14, 21
June	Basic – 3, 4, 18	Advanced 10, 11, 18
July	Basic – 8, 9, 23	Advanced – 15, 16, 23
August	Basic – 5, 6, 20	Advanced – 12, 13, 20
September	Basic- 9, 10, 24	Advanced – 16, 17, 24
October	Basic – 7, 8, 22	Advanced – 14, 15, 22
November	Basic – 4, 5, 19	Advanced – 11, 12, 19
December	Basic – 2, 3, 17	Advanced – 9, 10, 17

Easy payment plan available - pay each step prior to attending

Fee's for entire program \$1,780 + \$115+ \$100= \$1,995

* Students may pay one step at a time * \$550 Basic, \$550 Advanced, \$650 Externship, \$115 Test, \$30 sitting fee, \$100 State

1. Basic Phlebotomy 20 hours (weekend classes- Saturday's & Sunday's 8am-5pm) **\$550**
2. Advance Didactic 20 hours (weekend classes- Saturday's & Sunday's 8am-5pm) **\$550**
3. Clinical Externship 40 hours (week days-Monday-Friday) practice sessions available prior to clinical placement **\$650**
4. a. National Test- Apply on line: www.nhanow.com submit payment **\$115 debit direct to the Testing Company**
b. Contact Wagner Training Institute, Inc. for a testing time 800 845-8353 **sitting fee \$30 for National Test**
5. Students need to call Wagner Training Institute, Inc. 800 845-8353 to complete State Application **\$100 debit direct to the State**