



Approved by the
Better Business Bureau

Wagner Training Institute, Inc.

1740 Plum Lane, Suite B, Redlands, CA 92374

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Phlebotomy CPT1 - Training Program Catalog 2016

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 15 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 Fifth 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 various topics including Arterial Blood Gases. Our qualified staff will 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 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

2016

Step #1 Basic Didactic 20 hours

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

Class Location:

Main Office

1740 Plum Lane
Suite B
Redlands, CA 92374

Class Dates: January 10, 11, 25 / February 7, 8, 22 / March 7, 8, 22 / April 11, 12, 26 / May 2, 3, 17 / June 6, 7, 21 / July 11, 12, 26 / August 8, 9, 23
September 19, 20, October 4 / October 10, 11, 25 / November 7, 8, 22 / December 5, 6, 20

Step # 2 Advanced Didactic 20 hours

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

Class Location:

Main Office

1740 Plum Lane
Suite B
Redlands, CA 92374

Class Dates: January 17, 18, 25 / February 14, 15, 22 / March 14, 15, 22 / April 18, 19, 26 / May 9, 10, 17 / June 13, 14, 21 / July 18, 19, 26
August 15, 16, 23 / September 26, 27, October 4 / October 17, 18, 25 / November 14, 15, 22 / December 12, 13, 20

Step # 3 Clinical Externship 40 hours

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.

All students are required to attend a clinical practice session, prior to attending 40 hour externship

Clinical hours-provided by WTI will need to be completed during the week normal business hours Monday-Friday

Step # 4 National Test

1. Create an account online with NHA: nhanow.com apply for test and debit \$105.
2. Present a valid Driver’s License or Government photo ID / sitting fee \$25.
3. National Test date and time of test - call WTI 800 845-8353

Step # 5 Submit an online application to the State

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

Students will need to bring the following documents:

Please do not bring children☺

1. California statement of practical training (doc sheet) completed by the clinical site
2. OFFICIALLY SEALED high school, college transcripts or GED from an accredited school
3. All foreign degrees must be evaluated by AACRAO - www.aacrao.org (mailed direct to student)
4. National Test -WTI will assist in the scheduling of the test, you will debit \$105 direct to NHA.
5. State Application-WTI will assist you with the online account and you will debit \$100 direct to the State.

Students must be a minimum of 18 years old and possess a high school diploma or GED to attend the phlebotomy class.

1. **Tuition:**

• <u>Basic Didactic</u>	
• <u>Tuition</u>	\$200
• <u>Registration (non-refundable) and Student Tuition Recovery Fund (non-refundable)</u>	\$150
• <u>Equipment Fee</u>	\$150
• <u>Advance Didactic</u>	\$500
• <u>Clinical Externship</u>	\$600
• <u>Test Fee</u>	\$130
• <u>State Fee</u>	\$100
Grand Total	\$1830

2. **Class hours:** Basic hours 8-5. On the 2nd Saturday the Basic hours 8am- 12pm Advanced hours 1 pm -5 pm.
 3. In the event any hours are missed, students will be able to make-up hours will be provided with prior notification.
 4. Classes are instructed by licensed medical professionals, with teaching experience in phlebotomy for over 15 years, are CPT1 licensed and approved by the State of California Laboratory Field Services with the Department of Public Health.
 5. Continuing Education Units will be included for Board Registered Nurses, and Certified Medical Assistants.
 6. There is a \$25 service charge for all returned checks and \$25 replacement fee for copies of certificates.
 7. **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 \$150 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. In the event that 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. 1740 Plum Lane, Suite "B" Redlands CA92374. This institution does not guarantee job placement.
 8. 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.
 9. 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.
 10. **NONREFUNDABLE CHARGES:** Registration fee of \$150, which will include a **nonrefundable charge for the STUDENT TUITION RECOVERY FUND.**
 11. **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.
 12. 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 on the basis of 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."
 13. 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.
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14. **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 enroll in the Practical Training arm 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 1040 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.
 15. **Grading Policy/Standard for student achievement:** Grading of student performance is on a Pass/Fail basis. Quizzes and exams are graded on a 70% passing standard, consistent with the National Certifying exam. Students who do not answer test questions at 70% or greater accuracy are required to repeat the course segment until they are able to do so.
 16. **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 the Laboratory Field Services to be certified as a CPT1.
 17. 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.
 18. 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.
 19. We provide a CPR program American Heart Association / BLS Healthcare providers. Students will receive their card upon completion. Day and evening classes are available. Our sessions are 3 ½ hours for a low fee of \$45.
 20. Wagner Training Institute, Inc. does not have a library on site but the students have access to AK Smiley Public library in the city of Redlands.
 21. **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.**
 22. **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.**
 23. **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, review etc.**
 24. 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.
 25. 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.
 26. **Student Rights and grievance Policy:** Students may address all their grievances to Judy Wagner, the President of Wagner Training Institute, Inc.
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27. **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.
 28. **Retention of student records:** All student records are stored in the corporate office located at 1740 Plum Lane, Suite B, 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.
 29. The registration form is legally binding when signed by students and accepted by Wagner Training Institute, Inc.
 30. Wagner Training Institute, Inc. does not offer distance education program.
 31. Wagner Training Institute, Inc. does not provide housing for our students.
 32. Wagner Training Institute, Inc. does not provide any placement services.
 33. Wagner Training Institute, Inc. does not provide any visa services for foreign students.
 34. Wagner Training Institute, Inc. does not offer the award of credit for prior experimental learning.
 35. Wagner Training Institute, Inc.'s manner of language for instructional purpose is English and does not offer any other languages for instruction.
 36. Wagner Training Institute, Inc. requires a student to be proficient in English at a high school level
 37. As a student you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
 - You are a student in a 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.
- 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, or
 - 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.
38. 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.,).
 39. **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.

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. Kimberly Russell, Certified Phlebotomy Technician (CPT1)

Kimberly Russell completed the phlebotomy program in 1997, receiving her CPT1 license from the State of California. She has work experience with local Laboratories and Urgent Care facilities in San Diego and Riverside Counties. She has assisted in training students with Wager Training Institute, Inc. since 2008.



4. 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 hours - Basic Phlebotomy course. \$500 (weekend classes)**
- 2. Complete a 20 hours - Advance Didactic Phlebotomy course. \$500 (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 \$600 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 \$105 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 \$25

- 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

2016

Wagner Training Institute, Inc. is an approved Phlebotomy Program by the State of California, DHS- Laboratory Field Services: <https://secure.cps.ca.gov/cltreg/>
We are approved by the Bureau for Private Postsecondary Education (BPPE) #3603331. Wagner Training Institute, Inc. provides a complete comprehensive 80 hour course of instruction. Our qualified staff includes the following: Board Certified Doctor of Osteopath (DO), Physician's Assistant (PA), Registered Nurses 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 5th 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.*
 - *California Board of Registered Nurses Provider #CEP 11135*
 - *CPR certification-American Heart Association-BLS 3.5 hours for a total fee \$45*
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