

Wagner Training Institute, Inc.

2023

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 8am-5pm (Monday – Friday)

Classes will be held at 1040 Nevada Street, Suite 306 Redlands, CA 92374

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.

The course will include the following: Syllabus, power point handouts, scrubs, personal name badge and additional practice sessions. 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 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 and the Department of Health-Laboratory Field Services to provide the 80-hour course of phlebotomy study to obtain your state license.

Judith Wagner
President

ENROLLMENT AGREEMENT
Registration Form / School Policy

1. Prior to enrollment students need to be a minimum of 18 years and show proof of education. HS/GED or a completed college degree from a traditional college.

All foreign degrees must be **EVALUATED and TRANSLATED** by one of the following:
<http://www.naces.org/members.html> (or) <http://aice-eval.org/members/>

2. Included in the program: Syllabus, Power Point Handouts, Scrubs, Name Badge, and extra practice hours.

• <u>Basic Didactic</u>	
• Tuition	\$225
• Registration - non-refundable	\$175
• Equipment Fee	\$150
• Student Tuition Recovery Fund STRF (non-refundable)	\$5.00
• Advance Didactic	\$550
• Clinical Externship	\$650
• Test Fee	\$125
• Sitting Fee	\$50
• State Fee	\$100
Grand Total	\$2,030.00

3. **Class hours Basic 20 hours** Monday & Tuesday 8am-5pm. Completing 4 hours on Friday 8am-12pm.
4. **Class hours Advanced 20 hours** Wednesday & Thursday 8am-5pm. Completing 4 hours on Friday 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. There is a \$25 service charge for all returned checks.
8. **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. **The 45 days shall begin from the date when the enrollment agreement is signed.** 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 money 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 assistant at another institution until the loan is repaid.
10. **NONREFUNDABLE CHARGE:** Registration fee of \$175.
11. **The registration form is legally binding once signed by students & accepted by Wagner Training Institute, Inc. Students will need to re-enroll if they do not complete the 80 hours in 12 months.**
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 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."

13. Children, non-students, and pets are not allowed to attend any sessions including completing the State application. 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.
14. Wagner Training Institute, Inc. reserves the right to modify program dates and locations for each course (basic and advanced) without notice to meet operational needs. Fees are subject to change without notice.
15. The health care profession operates under a strict drug-free policy. To perform their duties, health care workers must be focused and unimpaired safely and effectively. 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 their employer will only be permitted only if the student is a Medical Assistant with a "Letter of Experience".
16. 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.
17. Due to liability insurance coverage, once the student has completed the 40-hour clinical externship, students will not be permitted to return to the class for stick practice or refresher course.
18. 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.
19. 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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll free number (888) 370-7589 or by fax (916) 263-1897.
20. Wagner Training Institute, Inc. does not offer distance education program.
21. 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 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.

22. Student Recovery Tuition Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE-----\$2,030.00
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM-----\$2,030.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT-----\$555.00

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, and the most recent three-year cohort default rate, 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 the most recent three-year cohort default rate, if applicable, 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, and that 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

2023 Registration Form

- a. TOTAL FOR THE 80 HOUR PROGRAM \$1,805.00 INCLUDES ALL MATERIALS: SCRUBS, SYLLABUS, POWER POINT HANDOUTS ETC.**
- b. NATIONAL TEST \$125 SITTING FEE \$50 / STATE APPLICATION FEE \$100**
- c. STUDENT MAY PAY ONE STEP AT A TIME – \$555 BASIC 20 HOURS, \$550 ADVANCED 20 HOURS, \$650 CLINICAL EXTERNSHIP 40 HOURS, \$125 NATIONAL TEST, \$50 SITTING FEE, \$100 STATE APPLICATION FEE.**

NAME _____ / _____ / _____
Last First M / F

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (____) _____ DOB ____ / ____ / ____

LAST 4 OF SOCIAL: _____ EMAIL ADDRESS: _____

Program Start date: _____ **Program end date:** _____

Period Covered by the enrollment agreement: Start date: _____ **End date:** _____

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 \$ _____ Credit Card / Cash \$ _____ Balance Due	Pending _____ Gave syllabus, handouts, scrubs _____ / ____ / ____ Scrub Size _____ / ____	Amount submitted \$ _____ Credit Card / Cash \$ _____ Balance Due
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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

2023 Schedule

BASIC

1st day Monday 8am- 5pm
 2nd day Tuesday 8am- 5pm
 5th day Friday 8am-12pm

5 FULL DAYS MONDAY-FRIDAY 8AM-5PM

ADVANCED

3rd day Wednesday 8am- 5pm
 4th day Thursday 8am- 5pm
 5th day Friday 1pm-5pm

January	Basic – 7, 8	Advanced – 14, 15, 22 (8-5)
February	Basic –6, 7	Advanced – 8, 9, 10
March	Basic – 6, 7	Advanced – 8, 9, 10
April	Basic – 3, 4	Advanced – 5, 6, 7
May	Basic –8, 9	Advanced – 10, 11, 12
June	Basic – 5, 6	Advanced- 7, 8, 9
July	Basic – 10, 11	Advanced – 12, 13, 14
August	Basic – 7, 8	Advanced – 9, 10, 11
September	Basic– 11, 12	Advanced – 13, 14, 15
October	Basic – 9, 10	Advanced – 11, 12, 13
November	Basic – 6, 7	Advanced – 8, 9, 10
December	Basic – 4, 5	Advanced – 6, 7, 8

Easy payment plans available - pay each step prior to attending

Fees for 80-hour program \$1,805.00 + \$125+ \$100= \$2,030.00

*** Students may pay one step at a time * \$555 Basic, \$550 Advanced, \$650 Externship, \$5 STRF, \$125 Test, \$50 Sitting Fee, \$100 State**

1. Basic Phlebotomy 20 hours (weekday classes Monday & Tuesday 8am-5pm & Friday 8am-12pm **\$555**)
2. Advance Didactic 20 hours (weekday classes Wednesday & Thursday 8am-5pm & Friday 1pm-5pm **\$550**)
3. Clinical Externship 40 hours (Monday-Friday) practice sessions available prior to clinical placement **\$650**
 Students may be subjected to additional fees for immunizations etc. depending on the clinical site requirements.

4. a. National Test- online: www.nhanow.com select our school under “organization” pay NHA direct **\$125**
 b. Contact Wagner Training Institute for testing time. Test sitting fee **\$50** may be paid the day of the test
5. State Application- complete this step by **appointment only** contact WTI 800 845-8353 **\$100 pay direct to the State**