



**Connect Care Medical Training Institute 706-850-7085**

[www.connectcaremedicaltraining.com](http://www.connectcaremedicaltraining.com)  
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**Catalog Volume I**

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## **A Message From Our Founder:**

Zakiah El-Haqq is the founder of Connect Care Medical Training Institute, which includes a Georgia state-approved Certified Nurse Aide, Certified Phlebotomy Technician, and CPR/First Aid Training Program.

Our owner is enthusiastic about educating the future of healthcare in professional standards, critical thinking, and most importantly mastering the skill set of the chosen field. As a Masters Prepared Adult-Gerontology Acute Care Nurse Practitioner with over 10 years of experience in the healthcare field she is excited to share her knowledge and experience with you! Our instructors are ready to prepare you to get started on the right path and be your mentor in the process!

## **About The College:**

**Our Mission:** Connect Care Medical Training Institute is devoted to empowering all students with informative instruction and skills to enter a career in the healthcare industry. CCMT fosters and embodies professionalism, a comfortable environment, evidence-based training tools with up-to-date equipment. CCMT also offers highly qualified competent instructors who embrace cultural inclusion to better serve the community.

## **ADMINISTRATION**

Ms. El-Haqq      Owner/ Administrator

## **FACULTY AND STAFF**

Instructor: Zakiah El-Haqq

Position: Instructor

Email: [admin@connectcaremedicaltraining.com](mailto:admin@connectcaremedicaltraining.com)

Number: 443-527-5903 Office Hours:

8:00am-9:00am M-F

6:00pm-7:00pm M-F 9:00am-

10:00am Sat

Instructor: Ashley Gavin

Position: Instructor

Email: [instructor@connectcaremedicaltraining.com](mailto:instructor@connectcaremedicaltraining.com)

Number: Office Hours:

8:00am-9:00am M-F

6:00pm-7:00pm M-F 9:00am-

10:00am Sat

Instructor: Ebony Cappard

Position: Instructor

Email: instructor@connectcaremedicaltraining.com

Number: 856-308-2427 Office Hours:

8:00am-9:00am M-F

6:00pm-7:00pm M-F

9:00am-10:00am Sat

### **Office Hours**

8:00am-9:00am M-F

6:00pm-7:00pm M-F 9:00am-10:00am

Sat

## **PROGRAM OF STUDY & DESCRIPTION**

**Title of Course:** Phlebotomy Technician

### **Program Description:**

The Phlebotomy Technician program is a comprehensive course designed to teach students the skills needed to perform safe venipuncture. This is a 120-hour program with 40 hours of lab practicum. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Through lecture, lab and internship experiences, students will receive training in infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning. Students must complete at least 30 venipunctures and 10 capillary sticks on live individuals in order to qualify for graduation from the program. After the successful completion of this course, students may sit for the National Healthcareer Association exam to become nationally certified phlebotomy technicians (CPT). Students have 5 years from the date of training to sit for the exam. To obtain a job in this career field, students do not have to be certified to work. It is up to the employer to require certification or if they will accept hands-on experience.

A certificate of completion is provided at the end of the course. Upon successful completion of the Phlebotomy Technician program, students will be able to obtain jobs as a Phlebotomy Technician. Should students choose to become certified, they may seek national certification. However, this may not be required to obtain a job as certification is determined by the employer, nor is the NHA certification required for student graduation. Students should be able to find jobs in the following areas:

- Hospitals
- Private practices and clinics
- American Red Cross

- Nursing homes
- VA clinics/hospitals
- Urgent care or emergency clinics
- Mobile phlebotomy
- Paramedical examiners
- Health fairs

Program Includes the following Subject Titles:

P100: Introduction to Phlebotomy:

Contact Hours: 16

This subject includes an introduction to the field of phlebotomy, the history and the profession. Understanding the healthcare structure and how phlebotomy fits into the structure. Understanding safety concerns surrounding the phlebotomy profession. Understanding how to maintain infection control as a phlebotomist.

P101: Phlebotomy Basics:

Contact Hours: 16

This subject explains medical terminologies phlebotomists should be familiar with while working in the healthcare setting. Understanding human anatomy and physiology in order to engage in duties. Understanding the circulatory system, lymphatic system, and immune system as it relates to the world of phlebotomy.

P102: Specimen Collection:

Contact Hours: 24

This subject introduces students to venipuncture equipment and how to complete routine venipunctures. Also understanding how to conduct capillary collections. Understanding pre analytic variables to conduct blood draws and venipuncture complications that can occur in the workplace. Understanding blood collections in special populations and considerations to consider. Understanding arterial blood collections and why they are needed. Engaging in special collections and procedures/techniques for certain tests. Understanding special non-blood collection procedures such as specimen collections of sputum, stool, and urine.

P103: Specimen Handling:

Contact Hours: 16

This subject introduces students to how to handle specimens during transport processing and any other special considerations related to specimens. Understanding point of care testing, when testing should occur, the importance of POC testing and consideration when conducting POC tests.

P104: Professional Issues:

Contact Hours: 8

This subject discusses quality matters surrounding phlebotomy such as procedure manual quality controls delta checks preanalytical variables and etc. Understanding legal issues surrounding phlebotomy such as loss scope of practice liability malpractice and confidentiality.

P105: lab

Contact Hours: 40

In this course, students will practice hands on what they have learned in the course. Learning will occur in lab onsite where students get to practice venipunctures and capillary sticks to satisfy requirements needed for certification, should the student choose to sit for the national qualifying exam. Students will practice on each other as well as volunteers.

## Course Hours:

120 Clock hours with 40 hours in lab and 80 hours of classroom lecture. This course does not include clinical training at a remote location as all hands on training will occur in lab on campus.

**Performance Objectives-** After successful completion of this course student will be able competently engage in the following:

- Phlebotomy: Understanding Past and Present and the Healthcare Settings
- Quality Assurance and Legal Issues in Healthcare
- Infection Control, Safety, First Aid, and Personal Wellness
- Medical Terminology
- Human Anatomy and Physiology
- The Circulatory System
- Obtaining Vital Signs
- Blood Collection Equipment, Additives, and Order of Draw
- Venipuncture Procedures
- Pre-examination/ Pre-analytical Considerations
- Capillary Puncture Equipment, Principles and Procedures
- Special Collections and Point-of-Care Testing
- Computers and Specimen Handling and Processing
- Urine and Other Non-blood Specimens and Tests
- Documentation

## Required Textbooks:

Textbook- Hartman's Complete Guide for the Phlebotomy Technician 1<sup>st</sup> Ed 2020 (Hartman Publishing, Inc). ISBN-13: 978-1604251296.

## Instructional Methods:

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, lab skills, instructor demonstration, return demonstration, interactive games, and role play

## Course Hours

Class/Lab:

Monday - Thursday 9:00am-6:00pm

lab : 9:00am - 6:00pm

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15 day program

## **BEGINNING AND ENDING DATES OF TERMS**

**Phlebotomy Technician: Day Classes Monday-Thursday 9:00am-6:00pm**  
**Day Class (15 days, 2 make ups)**

First Day of Class	Mid Term (day8)	Last day of Class	Classroom Make-up Day	Lab Make-up Day
August 15, 2022	August 25, 2022	September 8, 2022	September 12, 2022	September 13, 2022
September 19, 2022	September 29, 2022	October 12, 2022	October 13, 2022	October 14, 2022
October 24, 2022	November 3, 2022	November 16, 2022	November 17, 2022	November 18, 2022
November 28, 2022	December 8, 2022	December 21, 2022	January 3, 2023	January 4, 2023
January 9, 2023	January 19, 2023	February 1, 2023	February 2, 2023	February 3, 2023
February 13, 2023	February 23, 2023	March 8, 2023	March 9, 2023	March 10, 2023
March 20, 2023	March 30, 2023	April 12, 2023	April 13, 2023	April 14, 2023
April 24, 2023	May 4, 2023	May 17, 2022	May 18, 2023	May 19, 2023
May 29, 2023	June 8, 2023	June 21, 2023	June 22, 2023	June 23, 2023
July 5, 2023	July 18, 2023	July 31, 2023	August 1, 2023	August 2, 2023

### **Holidays to be observed**

New Year's Eve  
New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Black Friday  
Christmas week including weekends

## **Description of Facilities**

Our facility is a 3000sqft healthcare training school located at 110 Athens West Parkway, Suite B, Athens, GA 30606. Our facility has a total of 10 rooms, 2 being instructor offices, one being storage, and the other 7 for student use. The main room also known as the reception area has a capacity for 6 students to fill out paperwork while the receptionist has their own sitting area. There are 3 classrooms with a projector and television for visual learning in each, as well as a whiteboard. The phlebotomy classroom has seating for 11 students and has an instructor's seating area in the front of the class. The other two classrooms are for future program use. The phlebotomy learning lab has two phlebotomy chair seating arrangements for students to practice live sticks on real people. There are also two stations for phlebotomy practice on artificial arms. The phlebotomy room can hold 10-12 students at once. The other lab room is for students' future use. There is a break room for student use, the break room has seating for 6 along with a sink and refrigerator for student use.



## **Enrollment periods**

Enrollment periods are 5 calendar days prior to the first day of classes for each program.

## **Learning resources management**

Connect Care Medical Training Institute does provide a resource library in the classroom with reference books to help enhance student learning as it relates to the curriculum. Reference materials are allowed for use on premises only and may be allowed to check books out for use after hours. All books that have been checked out must be returned in 24 hours so that other students may use the reference materials as well. The courses offered by Connect Care Medical Training Institute do not require the use of advanced learning resource systems such as Nexis Lexis and other online reference libraries. Each program's program director is responsible for the management of the student library and will replace and update books as needed. Connect Care Medical Training Institute's staff is also trained and qualified to assist students in utilizing the library resources and will provide oversight in student use of these resources.

## **APPROVALS**

Connect Care Medical Training Institute's is authorized by the Georgia Nonpublic Postsecondary Education Commission.

Connect Care Medical Training Institute's Phlebotomy Program follows the guidelines established by the National HealthCareer Association to ensure students meet criteria to sit for their national certification exams.

## **PROGRAM ENTRANCE REQUIREMENTS**

The Phlebotomy Program both required the following for enrollment:

- Must be at least 18 years or older
- School Administered Entrance exam
- High school diploma or GED

- Provide Government Issued ID
- Full payment of tuition or arrangements to pay tuition
- Signed admissions application and enrollment agreement
- Proof of Hep B vaccine

## **PROGRAM GRADUATION REQUIREMENTS**

**Phlebotomy Technician Program:** Students must complete all 120-hours of instruction with at least a 70% in classroom/ lecture and a pass in lab/ lab with 30 successful venipunctures/ 10 capillary sticks for successful completion of this course. Candidates who complete this course with success will be eligible to sit for the NHA national qualifying exam for certified phlebotomy technician.

## **ACADEMIC INFORMATION**

### **Grading:**

Grade evaluation will be separate for classroom, lab and lab s. The class grade will be the average of all tests and the final exam. Lab practice and lab will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall course grade of 70% in order to pass the course and receive a certificate of completion to take the national certifying exam.

Numerical Grade	Letter Grade	Grade Point
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-60	D	1.0
Below 60	F	0.0
Incomplete	I	0.0

Withdraw	W	0.0
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A student who is not making satisfactory progress as defined above at the time of student evaluations will be placed on academic probation until the next evaluation. If a student on academic probation achieves satisfactory progress for the next evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be terminated from the program. Students terminated for unsatisfactory progress cannot be readmitted until the next course offering.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

### **Transcripts**

Upon graduation from the program, students will receive a copy of their transcript free of charge. Student who would like an additional transcript must submit a written request to the Program Director along with a fee of \$7 to receive an official copy of their program transcript

### **ORIENTATION:**

Course orientation will occur the week before class starts and is TBD by instructor. Orientation must be onsite and requires review of school policies and procedures as well as facilities and equipment review. Students will be advised of orientation date and time at the time of enrollment. Orientation is mandatory and must be attended by students prior to the first day of class.

### **ATTENDANCE POLICY**

Students are expected to attend all lectures, and labs as each course have a required number of hours that must be achieved. Instructors will maintain a daily record of attendance for each class offering at the beginning of class and after each break. A **tardy** is defined as arriving in the classroom 10 minutes after the start of class. Students are considered late from breaks when returning more than 5 minutes late from the start of class. Any student that has been marked

tardy 3 times must attend the make-up session designated at the beginning of the course. Students may only attend the pre-designated make-up day as seen in the above course schedule and no additional make-up day will be arranged. Students who did not attend the pre-designated make-up day will be terminated from the course. **Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.**

If a student misses a day of class (**absence**), the student must attend the pre-designated make-up date as seen in the course schedule above. If the student has subsequent days missed or exceeds three tardy occurrences, the student will be required to attend a make-up day and will be placed on academic probation. If the student does not attend the make-up session or continues to be tardy after the make-up session, they will be placed on academic probation or possibly terminated from the program.

**Leave of absence** will not be granted to students. Students must withdraw and re-enroll in the program when ready to attend the course.

## **MAKE-UP WORK**

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed lab hours must be arranged with the Program Director. Make-up time for absences during the lab is limited to 8 hours. This time may be further limited due to supervised make-up work earlier in the term.

## **INCOMPLETES:**

An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

## **WITHDRAWAL:**

Any student who wishes to withdraw must submit a formal withdrawal request to the program director. A withdrawal form can be found at the front desk and may be submitted in person or via email. A full refund will be made to any student who cancels the enrollment contract (withdraws) within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Any student who withdraws after day three, a refund will be provided based on the refund table noted under the refunds section.

A student's file will reflect a "W" for Withdrawal which indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study, and will be issued a refund in accordance with the refund policy below.

## **REMEDIAL WORK AND REPEAT COURSES**

Connect Care Medical Training Institute does not offer remedial work. Students who miss class must attend a make-up session and must complete the work they missed from the missed class. Students who must repeat the course due to termination or withdraw must repeat the course in its entirety. Students who fail the nurse aide training program only have two attempts to re-take the course. After the second attempt and if the student fails, they are unable to re-enter the course again.

## **TRANSFER CREDITS**

Connect Care Medical Training Institute does not accept transfer credits or hours from other programs or institutions. Connect Care Medical Training Institute does not offer transfer credits to other institutions or programs.

## **FINANCIAL INFORMATION**

**Tuition and Fees: Enrollment fee-\$150**

### **Phlebotomy Technician Program**

Items Included	Fees
Enrollment fee	\$150
Book	\$100
Uniform	\$30
Lab Fees	\$50
CPR	\$70
Background	\$50
Tuition	\$1,457
Total	\$1,907

**Tuition and fees, if applicable, must be refunded at a prorated amount, based on a percentage of the paid segment (i.e., module, semester, or total program) completed, should the student withdraw before 50% completion of the course/program.**

**Connect Care Medical Training Institute does not offer scholarships or financial aid assistance.**

**Forms of payment to include: Mastercard, cash, credit/debit card, cashiers check, and money order addressed to: Connect Care Medical Training Institute.**

## **GRIEVANCES/ COMPLAINTS**

Student complaints are defined as any student concern regarding the school programs, services or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the administrator for resolution as soon as possible. The administrator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator with final finding to be delivered to the student within 5 business days of the student initial complaint filing.

The Commission requires that *students utilize and complete their institution's grievance procedure* in an attempt to resolve any complaint or concern before submitting a complaint to the Commission. **If the institution's resolution is not satisfactory, a student may then appeal to the Commission, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.**

You may contact Georgia NPEC at online at <https://gnpec.georgia.gov/studentresources/student-complaints> or contact them at

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place Suite: 220  
Tucker, GA 30084 770-414-  
3300

## **READMISSION POLICY**

Readmissions to Connect Care Medical Training Institute are only granted to students who formally withdraw and have an incomplete on their transcript. Students may reapply to the program during the next class offering. If a student is not successful in completion of a course offered by Connect Care Medical Training Institute after the second attempt, the student is not eligible for another re-admittance to that program or any other program offered by Connect Care Medical Training Institute. Students must formally enroll during readmittance and are required to pay for all student tuition despite any fees paid during the last course enrollment. Students who do NOT formally withdraw or have been terminated from the program are not eligible to readmittance.

## **STUDENT CONDUCT POLICY**

Students may be terminated from the program if they violate any policies or conduct rules. Students who are terminated for violation of these policies will not be eligible for re-enrollment. Some reasons for termination include but are not limited to:

- Theft of supplies from the school, or lab site whether it be from the school, a resident or another student. Theft of any kind will NOT be tolerated. or possessions from lab sites, patients/residents, the school, other students or employees of the school or lab agencies.

- Destruction of school property, lab property, resident property or another student's property.
- Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class, campus or lab sites.
- Falsifying any documents related to enrollment, educational documents or resident records.
- Non-adherence to school uniform requirements while in class or lab . This includes proper scrub colors, uniform free of wrinkles, free of offensive odors, artificial nails, etc.
- Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
- Posting inappropriate content, graphics and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.
- Engaging in patient abuse or neglect.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at lab .
- Student refusal or failure to follow direct instructions from course instructors, lab instructors or nurses at the lab will not be tolerated.
- Possession of weapons such as of guns, knives, explosives or other weapons on campus or at lab site.
- Students are not allowed to use electronic devices while on the lab floor, lab or in the classroom.
- Plagiarism or academic dishonesty.
- Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.



- Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus or at lab .

### **Sexual Harassment Defined**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Re-Enrollment after dismissal/ termination for any violation of student conduct is not allowed.

Dress Code:

Students must wear school-issued scrubs to lab, and classroom settings. A school-issued ID badge must be worn daily.

## **CANCELLATION AND REFUND POLICIES**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Connect Care Medical Training Institute will refund any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for items that were special ordered for a particular student and cannot be used or sold to another student and items that were returned in a condition that prevents them from being used by or sold to new students. The school also will not refund fees for goods and/or services provided by third party vendors. Refunds will be calculated based on the date in which the student has begun the formal withdrawal process. Refunds will be issued to the student in full via US mail in the form of a check within 45 days of the date of withdrawal.

## **REFUND POLICY**

A full refund of all tuition and fees is due and refundable in each of the following cases:

- a) an enrollee is not accepted by the school;
- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Withdraw must be requested via the withdraw form and submitted to the school or via email to [admin@connectcaremedicaltraining.com](mailto:admin@connectcaremedicaltraining.com)

Tuition and fees, if applicable, must be refunded at a prorated amount, based on a percentage of the paid segment (i.e., module, semester, or total program) completed, should the student withdraw before 50% completion of the course/program.

### **Emergencies and Inclement Weather**

In the event of an emergency, the school will notify students of any class delay or cancellation via the remind app. In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, students will receive a message from the remind app if school

is closed or delayed. When class/lab is delayed, the time must be made up prior to the completion of course per federal regulations. Course make-up dates are predesignated on the course calendar. Please see the course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.

## **EMPLOYMENT ASSISTANCE POLICY**

Connect Care Medical Training Institute does not provide job placement assistance and does not promise students job placement after graduation. Students should know their lab rotations provide a platform for possible job opportunities; thus, students should exhibit optimal performance for the opportunity to be offer a position. Connect Care Medical Training Institute does however provide students with the tools and resources needed to acquire a position in the workforce.

Prior to the completion of the program of study, students will be provided with:

- Instruction on resume preparation ● How to conduct job searches
- Understanding interviewing skills
- Understanding how to accept and negotiate job offers
- Access to employer contact list

### **Student Disclosure Form Connect Care Medical Training Institute**

**Address of School: 110 Athens West Parkway Athens, GA 30606**

1. Enrollment Agreement & Catalog I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

\_\_\_\_\_ Student's Initials

2. School Outcomes I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering. \_\_\_\_\_ Student's

Initials

3. Employment I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

\_\_\_\_\_ Student's Initials

4. Refund Policy I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission. \_\_\_\_\_ Student's Initials

5. Complaint Procedure I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

6. Authorization and Accreditation Status I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution. \_\_\_\_\_ Student's Initials

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Student must receive a copy of this form, and a copy must be kept in the student's file.

## **Student Forms**

### Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro-collection procedures to be performed on me as part of the Phlebotomy Technician or Certified Nursing Assistant Program. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other diseases such as anemia, cancer, TB, etc. I understand that I may only perform venipunctures and micro-collections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s). I do not hold Connect Care Medical Training Institute, faculty, or classmates responsible for any untoward effect from these procedures. If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or micro-collection procedures to be performed on me before the beginning of the phlebotomy program. The physician will need to specify which technique(s) I will be exempted from. My grade will not be jeopardized by an exemption from these procedures. I agree to follow all lab rules and procedures as explained in this catalog and the additional rules and procedures listed below for my protection and the safety of others.

1. Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
2. Disinfect the work area before and after procedures, immediately if there is a spill
3. Discard all contaminated materials into an appropriately labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
4. Wear safety goggles when working with chemicals or when splashes are likely to occur
5. Avoid testing, smelling, or breathing chemicals
6. Follow the manufacturer's instructions for operating equipment
7. Handle equipment with care and store chemicals properly
8. Report any broken or frayed electrical cord to your instructor
9. Discard any broken glassware into a "Sharps" container
10. Use appropriate chemical spill kits to clean up spills
11. Report any accident to your instructor

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_