



# Course Catalog

**REGISTRATION NO. 2269**

1172 W. Galbraith Rd. Suite 103

Cincinnati, OH 45231

[www.quickdrawsllc.com](http://www.quickdrawsllc.com)

**513-206-5986**

---

Volume 3 08/2024

---

*Table of Contents*

---

1. Introduction
2. Program / Course Cost
3. 2024 / 2025 Class Dates
3. Entrance Requirements
4. Entrance Requirements cont.
5. Conduct Policy
6. Conduct Policy cont.
6. Dismissal Procedures
7. Student Grievance Procedures
8. Refund Policy
9. Program
10. Topics / Units
10. Textbook and Other Learning Resources

---

## Introduction

---

This course is your first step towards becoming a certified phlebotomy technician. Whether you are an aspiring student or already a licensed phlebotomy technician, you can get the steps for how to provide a successful venipuncture attempt from start to finish.

Taught by licensed Phlebotomist Keshana Rayford, you'll learn the importance of your phlebotomy technique, how to greet patients, how to perfect your tourniquet, and step-by-step the process of drawing blood from vein.

Start helping others with this Phlebotomy Course.

In this course, you will learn:

- How to safely perform a venipuncture
- How to perfect your technique to avoid blunders and accidents
- How to greet clients and keep them comfortable
- Different techniques for applying your tourniquet
- How to anchor the vein and prepare the needle

### Requirements

QuickSticks courses are designed for anyone with an interest in learning. No formal qualifications are required to study with us. Our courses are suitable if you want to learn new skills, start a new career, or if you're already working in a particular industry and wish to upgrade your talents and enhance your resume.

Administration Members

Keshauna Rayford – CEO/Instructor

Programs/Courses Offered

1 Certificate Program:

48 Hour National Phlebotomy Training & Certification

This Institution is not accredited.

---

Program/Course Cost

---

<u>Registration</u>	<u>Tuition/Lab fee/Supplies</u>	<u>National Exam</u>
\$100	\$700	\$200

**Total for the QuickSticks Phlebotomy Training Program: \$1,000.00**

Payment Policy

Tuition and fees for classes can be paid by contacting the office at 513-206-5986. Payments excepted by cash, check, or money order. \$100 minimum is required at the time of registration. After the initial registration fee of \$100 has been paid, students can make payments in any increment until full payment is received.

Full tuition and fees are due by the halfway point of class (Thursday evening of week 4).

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and is unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to [info@quickdrawslc.com](mailto:info@quickdrawslc.com). The Director/Instructor will review all payment extensions. If an extension is approved, the student will remain on their scheduled course but will be required to pay in full before challenging the practical or national exam.

2. If a student does not contact the Director/Instructor, the student will be required to reenroll in a new class date where they will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call the office to reschedule. Rescheduling will be based on class availability.

No student, regardless of circumstances, will be permitted to be certified without full payment.

---

### 2024/2025 Class Dates

---

#### Class Schedule

Evening – 6PM to 9PM – Tuesdays & Thursday

<i>Start Date</i>	<i>9/10/2024</i>	<i>11/5/2024</i>	<i>2/11/2025</i>
<i>End Date</i>	<i>10/31/2024</i>	<i>1/10/2025</i>	<i>4/4/2025</i>

#### Class Closures

When an unexpected closure occurs due to extraordinary conditions, including inclement weather, students will be notified as soon as possible by phone call and text message. Classes are not held on the following holidays:

- New Year's Eve
- New Year's Day
- Labor Day
- Thanksgiving Day & the Friday following
- Memorial Day
- Christmas Eve/Day
- Independence Day

---

### Entrance Requirements

---

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

We do require students who enroll in the program to possess proof of a High School or GED completion. Some employers may require proof prior to employment, and it will be the

student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance; over 18 years of age.

### Enrollment

Prospective students may enroll anytime. Any enrollment made 10 days prior to the start of class will be placed in the next class period.

### Postponement of Start Date

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date, determined in accordance with the school's refund policy and all applicable laws and regulations rules.

### Placement Assistance

Phlebotomy Training Specialist **does not** provide any formal placement into employment opportunities.

### Continual Training

All students that have attended and paid tuition in full are allowed to return to the class free of charge forever to keep their skills sharp and to prepare for interviews.

### Attendance Requirements

Students are expected to arrive on time for class with proper materials. An attendance rate of at least 85% is required. Instructors may request your withdrawal from a course program if absences or tardiness exceed 50%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they can return to class. Proper documentation will be required to substantiate a student's withdrawal.

### Rescheduling/Readmittance

If a student is dropped from the course due to non-payment of tuition and fees by the halfway mark of their scheduled cohort, they will need to contact the office 513-206-5986 to pay in FULL, reschedule missed classes, or make payment arrangements. Rescheduling will be based on class availability.

### Progress Policy

Throughout the training, your instructor will let you know exactly where you stand based on interim progress reports.

Students must maintain an 80% grade point average. The student may be terminated if they are unable to raise their grade average to passing or higher. A student is responsible for communicating with the instructor if they are having trouble understanding the material.

Students will complete a final practical evaluation during the last hands-on day of the program. The test will include knowledge of tubes, additives, order of the draw, and the ability to complete each step-in order and without correction.

---

## Conduct Policy

---

Students are expected to maintain professional conduct within the classroom. QuickSticks reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors and actions that are deemed unacceptable and prohibited in the classroom setting. The examples of impermissible items described below are not intended to be an all-inclusive list. QuickSticks management team has full discretion and any violation of the policies or conduct considered inappropriate and/or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

### Conduct Prohibited:

1. Language / Interpersonal Conduct
  - a. Fighting (verbal, physical, electronic) with or assaulting another individual
  - b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
  - c. Engaging in any form of harassment (sexual, emotional, etc.)
  - d. Using vulgar language, explicit terms, or profanities
  - e. Discussing sensitive topics such as religion, sexual orientation, gender, racial issues, political affiliation, etc.
2. Disruptive Conduct
  - a. Use of cell phone for non-emergencies while in class and/or lab
  - b. Continually speaking out of turn or disrupting the flow of class with off-topic discussions
  - c. Arriving late to class or leaving early more than twice without prior notification
3. Safety Disregard
  - a. Failing to abide by safety rules and policies

- b. Refusing to follow instructor's directions or being insubordinate
  - c. Failure to adhere to corrections or guidance given by instructor
  - d. Continued disregard for cleanliness and sanitation protocols
4. Mental / Physical State
- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
  - b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body altering substance
5. Automatic Dismissal
- a. Possessing firearms or any other weapon in the classroom
  - b. Illegal activity of any kind
  - c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises
  - d. Partaking in recreational drugs on school premises
  - e. Theft
  - f. Being absent for the first 8 hours of the program

---

### Dismissal Procedures

---

Upon infraction of one of the above prohibitions, a QuickSticks staff member will issue a verbal AND written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and/or behavior continues, QuickSticks staff members will dismiss the infracting student (s) from the program. Any student who has violated the prohibitions outlined in section 5, the "Automatic Dismissal" section, will be subject to automatic dismissal with no exception (s).

ALL dismissal procedures will be determined by at least three (3) QuickSticks staff or board members, including consultation with the issuing staff member. Any student who wishes to appeal QuickSticks' final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting PTS' founder Keshana Rayford, and discussing with him on an individual basis, our expected classroom etiquette.

### Educational Services

QuickSticks only offers one course, "National Phlebotomy Certification and Training. The objective of this class is to prepare students to collect blood samples by venipuncture.



The class is 48 hours in length, evenings only. There is no distance education for this class. All the instruction is classroom instruction.

The curriculum could change to meet industry standards and safety/equipment updates.

### Previous Credits

We do not grant credit to students for other courses taken in the field of Phlebotomy, Nursing Assistant Training, or any other field. This course is a stand-alone course, and no reduced tuition, nor will reduced hours of participation be given.

---

## Student Grievance Procedures

---

Should a student have a complaint with QuickSticks then the following steps should be taken by him/her.

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance.
2. Students may state the grievance in writing to the Administrator or designee. Please submit the written request within 30 days of the occurrence to [info@quickdrawsllc.com](mailto:info@quickdrawsllc.com) or call 513-206-5986 with assistance in resolving your complaint. The grievance will be investigated within (5) days of receiving the complaint, once the complaint is reviewed, you will receive notification to set up a meeting. In the meeting, the student will be allowed to be heard, and discuss amicable resolution to the complaint. They will consult with the President and written notification via email of the resolution will be sent to the student within (10) days after the meeting.
3. If the complaint cannot be resolved after exhausting the institutions grievance procedure, the student may file a complaint with the Board of Higher Education in writing at 30 East Broad Street, Suite 2481, Columbus, OH 43215 or by phone at 877-275-4219

---

## Refund Policy

---

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code 3332-1-10.1. There is one (1) academic term for this program that is 48 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing, provided the school is notified of the cancellation in writing. If a student withdraws from a class after the five-day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed within 30 days after the cancellation. This provision shall not apply where a student has already started classes.

Student's Right to Cancel Void After: \_\_\_\_\_

In the case that a student quits attending class OR requests a refund after the five calendar days period, we will refund based on the student's last date of attendance. (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full, the amount to be refunded will be based on the total paid over percentage of the amount to be refunded).

The calculations above are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$200 National Exam Fee is not included in these calculations, as the exam fee is fully refundable, as long as; the National Exam is not attempted.

**Exam Fee:** NPS exam of \$200 refundable if not taken.

**Books and Supplies:** \$125 refundable if not used. If used, no refund.

<b>Attend 1st Week</b>	<b>75% full tuition amount less registration fee</b>
<b>Attend 2nd Week</b>	<b>50% full tuition amount less registration fee</b>
<b>Attend 3rd Week</b>	<b>25% full tuition amount less registration fee</b>
<b>Attend 4th Week</b>	<b>NO Refund</b>

---

## Program

---

### Programs/Courses Offered

#### 1 Certificate Program: 48 Hour National Phlebotomy Training

##### A. COURSE DESCRIPTION

The Phlebotomy course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the public.

The presentation includes equipment and additives, techniques for safe and effective venipuncture. Emphasis will be placed on collection techniques and specimen processing. This course will prepare individuals to take the Phlebotomist Certification examination.

##### B. METHOD OF INSTRUCTION

The student is trained through modules during the class, obtaining that knowledge through books and PowerPoint presentation.

The knowledge obtained is then applied to the hands-on training portion of the class.

##### C. COURSE EXPECTATIONS / COMPETENCIES/ OBJECTIVES

Upon completion of the Phlebotomy course, students will have an opportunity to learn how to:

1. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
2. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
3. Apply knowledge to basic and special laboratory procedures.
4. Demonstrate proper infection control techniques used in specimen collection.
5. Select appropriate equipment, methods, and reagents for collection of laboratory specimens.
6. Prepare patient(s) and equipment for collection of laboratory specimens.
7. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
8. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
9. Work cooperatively with staff members, patients, and community resources people.
10. Apply knowledge to create and maintain a safe working environment.
11. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

---

TOPICS / UNITS

---

<b>Certified Phlebotomy Technician Program Modules</b>	<b>Total Hours</b>
Legalities & Conduct	3
OSHA & Safety Procedures	3
Contagions & Infection Control	6
Venipuncture Basics & Supplies	6
Performing a Venipuncture	6
Order of Draw	3
Common Challenges	2
Quality Specimen Techniques	3
Basic & Advanced Stick Techniques	3
Welcom to the Lab	13
<b>Total</b>	<b>48</b>

---

Textbook and Other Learning Resources

---

QuickSticks Training Manual National Performance Specialist Study Guide  
Phlebotomy, 5<sup>th</sup> Edition  
ISBN: 9780323642668

**Holder in Due Course Statement**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.

(FTC Rule effective 5/14/76).