



1Stick
PHLEBOTOMY SCHOOL
2025 ACADEMIC SCHOOL YEAR

2300 Montana Ave Ste. 500

Cincinnati, OH 45211

www.1stickphlebotomy.org

NACook@1Stickphlebotomy.org

513-592-7200



Location of classroom and training instruction:

2300 Montana Ave, Ste. 500

Cincinnati, OH, 45211

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513-592-7200

MISSION STATEMENT

1 Stick Phlebotomy School's mission is to provide hands on training to those interested in entering the Phlebotomy Industry through proper education, focused training, and individualized attention to the needs of the students. Also, to guide students to achieve a certificate to gain a professional career in the phlebotomy field. The purpose or objective of the 1 Stick Phlebotomy School is to train highly skilled, well qualified phlebotomy technicians who can use their acquired skills to provide a high-level of service with the patients they work with in the healthcare industry.

Professional Phlebotomy 101 Course Description

The Professional Phlebotomy 101 course is designed to train students to perform duties which include blood draw, venipuncture, and basic blood processing procedures. Students will learn the circulatory system, and its functions, HIPAA, law and ethics, critical policies and procedures including universal precautions, infection control and how it applies to phlebotomy technicians' duties and responsibilities, test tubes- uses, additives and order of draw, finger and

heel sticks, and professionalism. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

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Instructor Information:

Nina Cook- Founder/Owner/ Phlebotomy School Instructor/ Certified Senior Phlebotomist for over 30 years.

Office hours: 30 minutes before class or by appointment
phone: (513) 592-7200

Admission/ Program Completion Requirements:

To qualify for the Phlebotomy certificate students must complete the following with 1 Stick Phlebotomy School:

1. Student must be 18 years or older
2. State issued picture identification and social security card.
3. Provide a High School Diploma or a GED
4. Pass Exam with an 80% or higher.
5. Complete and Sign enrollment Agreement
6. Complete 72 hours of class time
7. Complete the online Ohio Student Disclosure Course

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

Course Cost:

Registration Fee \$50.00

Tuition \$1000.00

Lab Supplies and Textbook \$100.00 (included in tuition)

Payment Plans: Students have the option to pay in full or select a payment plan. Payment plans must be paid during the scheduled week. If payment is not submitted than student must speak with director of school for arrangements, may not be guaranteed and/or student may not return until payment is submitted.

Payment Plan Option 1

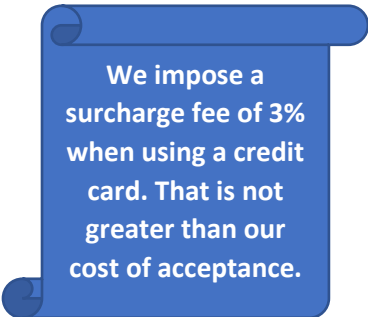
Full Course Tuition Due Now: \$1000
\$50 Registration Fee
= \$1050

Payment Plan Option 2:

Registration Fee \$50
Due Week 1: \$450
Due Week 3: \$550= \$1050

Payment Plan Option 3:

\$50 Registration Fee
Due Week 1: \$300
Due Week 3: \$350
Due Week 5: \$350 = \$1050



We impose a surcharge fee of 3% when using a credit card. That is not greater than our cost of acceptance.

Student Financial Responsibility:

Students are responsible for any financial obligations incurred while attending the school. No Certificate will be issued to any student with outstanding obligations including tuition or any other fees to the school. Attendance Policy Absence at more than 4 days of the regularly scheduled course sessions will result in the student receiving an incomplete in that course, until such time as the material missing has been satisfactorily completed. We will work with students to accommodate schedule problems, including providing make-up options. Tardiness is also documented. Excessive tardiness or absences are cause for dismissal from school. Leave of absence not granted.

Granting of Credit:

1 Stick Phlebotomy School has not entered into any articulation or transfer agreements with other educational institutions in which they accept credits earned at other educational institutions, neither granted credit for prior experiential learning. Credits earned at other institutions through challenge examinations and achievement tests are not recognized for this phlebotomy program.

Placement Awareness/Assistance Employment:

Is not guaranteed to a student. However, the School does provide its graduates with employment awareness. Assistance will normally encompass the following: Interview preparation, Job search and assistance in resume preparation.

Cancellation and Settlement policy:

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

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 section 3332-1-10.1. There is one (1) academic term for this program that is 75 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:

****All requests to withdraw must be submitted in writing at NaCook@1stickphlebotomy.org. We will issue ALL warranted refunds within 30 days of the written request.**

Retention of Student Records:

1 Stick Phlebotomy School will keep the following records on file:

1. Attendance records
2. Enrollment Agreement
3. High School/GED transcript
4. Program and course enrollments
5. Conduct reports
6. Student Progress Report and Academic Transcripts
7. Record of Tuition and Fees Paid

Student records will be kept at the school facility. Hard copies of student documents will be kept for 5 years in a locked filing cabinet. All student documents and transcripts will also be scanned and saved permanently.

Grading Scale

The standard for a student achievement is based on the standard letter grading system A-D, where a "C" grade is the minimum for passing (see below)

A 90-100%

B 80-89%

C 70-79%

D 60-69%

Satisfactory Progress

Instructors use various methods of evaluation regarding student progress. These include observation, interview, and testing. Students will receive a number (100% or less) grades on the course test and assignments. The grading criteria includes exams, quizzes, hands -on skills, simulations, practical assistance, class participation and attendance. A minimum grade of 80% is required to successfully complete the course.

*Students are required to have a grade of C or above to sit for the final exam. Any student who needs help is responsible for setting up time to receive that assistance.

*Students who are performing at 60% or lower will be placed on academic probation for 2 weeks and will need to bring their grade to at least a C to continue in the program. Students who do not have a grade of C and above will be dismissed from the program. Students who wish to re-enroll in the program will be required to start the entire enrollment process over as a new student.

Attendance Policy:

Absence at more than 4 days of the regularly scheduled course sessions will result in the student receiving an incomplete in that course. Tardiness is also documented. Excessive tardiness or absences are cause for dismissal from school. Leave of absence not granted.

STUDENTS ARE REQUIRED TO NOTIFY INSTRUCTOR AT THE SCHOOL

(513-592-7200)

Non-Attendance

Any student who misses three (3) consecutive class sessions is considered to have officially withdrawn from the school.

Probation and Dismissal Policy:

1 Stick Phlebotomy School reserves the right to place a student on probation or dismiss a student for behavior not conducive to a learning environment including but not limited to foul language, inappropriate content viewed in class on in electronic or text format, sexual harassment etc. A student will be given one warning prior to dismissal from the class. A student who has been dismissed or placed on probation can request in writing or email to be re-admitted to class. Attendance Students must attend ALL 72 hours. There is no grace period for attendance or arrival at the educational facility. Leave of Absence 1 Stick Phlebotomy School does not have a leave of absence; if the students who have extenuating circumstances and require absence will be allowed to make up that time either the next month when the class covers the content they missed.

Conduct Policy

Students are expected to maintain professional conduct within the classroom. 1 Stick Phlebotomy School 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. These examples of impermissible items described below are not intended to be an all-inclusive list. 1 Stick Phlebotomy School management 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 and gender, racial issues, political affiliation, etc.

2. Disruptive Conduct

- a. Use of cellphone 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

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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 the 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 weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises
- d. Partaking of recreational drugs on school premises
- e. Theft
- f. Being absent for the first 8 hours of the program

COVID-19 Precautions

All students, staff and visitors have a part to play in keeping 1 Stick Phlebotomy School safe. Stay home if you are sick! Students with questions and concerns should email

NaCook@1stickphlebotomy.org

Emergency Notifications:

The school uses an emergency alert system to provide information on urgent situations such as power outages, weather emergencies, and other incidents related to safety and security of those at 1 Stick Phlebotomy School.

1 Stick Phlebotomy School

2025 CLASS SCHEDULE

Session	Start Date	End Date
PH1	7 January	14 February
PH2	25-Feb	4- April
PH3	8- April	15- May
PH4	27- May	3- July

Morning Session: 9AM-1 PM

Evening Session: 5:00PM-9:00PM

Holiday School Closing:

President's Day	Memorial Day	Juneteenth
Independence Day	Labor Day	Election Day
Thanksgiving	Christmas Eve	Christmas Day

Enrollment Dates:

Approximately 1 week before class starts.

Course	Enrollment Date
PH1	Dec 31 – Jan 6
PH2	Feb 17 – Feb 21
PH3	March 30 -April 7
PH4	May 18- May 26

Grievance Policy

Every effort is made to maintain open communications between all people associated with the school. The school provides an informal complaint procedure. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any concern or problems cannot be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.

Formal Academic and Professional Grievance Guideline:

1. Student submits a written complaint with the school Director.
2. Director provides written acknowledgement of the complaint to the student.
3. Director investigates and gives the student written response, upon completion of investigation.
4. Students may appeal this decision in writing to the School to the Director of the State Board of Career College and Schools

School Director
1 Stick Phlebotomy School
2300 Montana Ave, Ste. 500
Cincinnati, Ohio 45211
NaCook@1stickphlebotomy.org
(513) 592-7200

Executive Director
State Board of Career College and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 45215
(877) 275-4219 / (614) 446-2752

ACKNOWLEDGMENTS

Approved and regulated by the State of Ohio Board of Career Colleges and Schools.

I have received a copy of this enrollment agreement and current school catalog. I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

Student Initials ()

_____ Signature of Student	_____ Date	_____ Printed Name of Student
_____ Signature of Authorized School Official	_____ Date	_____ Printed Name of Authorized School Official