



Fast Track Career Center Student Catalog 2025/2026

Welcome to Fast Track Career Center

On behalf of our team here at Fast Track Career Center, I would like to welcome you to our school. Where we always say yes to success! You've taken the first step toward controlling your future and gaining career advancement. You should be proud of yourself; we certainly are.

FTCC goal is to help students receive job training and career enhancement to better themselves and their future. Here at FTCC we understand college is not for everyone! However, we do believe Continuing Education is The Key to Success!

At FTCC we pride ourselves on going the extra mile for each student so your success here at FTCC is imminent! You will have our undivided attention as you progress through your training and develop your skills as a healthcare provider. Each lesson in every course is fun, educational, and you are one step closer to your new career.

Our motto here at FTCC is "Unlocking Potential, Empowering Futures – One Student at a Time
"We believe in you and we are help change lives 1 career at a time!

We are standing by to answer any of your questions and to simply offer you encouragement along the way. You may reach us by sending an email to info@fasttrackcareercenter.org. We look forward to serving you while you are a student and sharing your success as you venture into your new career. Welcome to Fast Track Career Center!

Yours Truly,

Fast Track Career Center

Program Description

FTCC phlebotomy training classes are comprehensive and emphasize a “Hands-on” method each student will draw blood from each other at least once in every class. Our exceptional instructors will guide you as you learn a variety of blood drawing techniques. You will learn different “tricks of the trade” that will help you with difficult draws and with special needs patients.

Our phlebotomy program provides the student with skills and training to succeed as a phlebotomist. This course is a 2-6-week phlebotomy program, with day, evening, and weekend classes including 50 hours of lecture and 50 hours of lab with intensive hands-on training. Followed by the National Certified Phlebotomy Technician exam.

Our phlebotomy program is designed to equip you with both theoretical knowledge and practical skills necessary for immediate entry into the workforce.

Course Materials

Phlebotomy Essentials Textbook 8th Edition, Ruth E. McCall **ISBN-13:** 978-1284263480, **ISBN-10:** 1284263487.

Student Workbook for Phlebotomy Essentials 8th Edition, Ruth E. McCall **ISBN-13:** 978-1284263565, **ISBN-10:** 1284263568, pen/pencils, a binder or folder to keep handouts in Laptops or tablets are required. 1 Practice Kit with 1 set of order of supplies, a straight needle, a butterfly needle, alcohol pad and gauze (Additional Practice kits will be available for purchase).

Class Schedule:

Mon. – Thurs.

Day

9:00 a.m. – 1:00 p.m.

Evening

6:00 p.m. – 10:00 p.m.

Weekend - Saturday

8:00 a.m. - 4:30 p.m.

Purpose & Vision

Fast Track Career Center purpose is to offer individuals like you who may not have a year to complete their studies and would like a faster method of learning to achieve career goals and get on with your life. You have come to the right place; our school was designed with you in mind. Our vision is to be an innovative and inclusive career center, the community's first choice, and a national leader for student success

Mission Statement

Fast Track Career Center mission is to offer affordable, quality education to our students. FTCC administration, faculty, and staff are committed to offering career training of the highest quality and of the best value. Our mission is to empower individuals with the skills, knowledge, practical training and experience needed for a successful career in the growing and rewarding fields of allied healthcare. We believe that quality education does not need to be high in cost, just high in quality. Therefore, we will provide short-term, fast track, low-cost, and high-quality education! We focus on the needs of our students and our plan is to give you exceptional service from the instructors and staff

Philosophy Statement

Fast Track Career Center believes that our charge is to facilitate active learning and foster the knowledge and critical thinking and life/work skills required for-participation-in today's society. We work with our community partners to enrich the intellectual, cultural and economic fabric of our district. We believe that excellence in education must occur in an ethical climate of integrity and respect. We hold that the strength of our society is rooted in our diversity and that it is through synergy that we achieve excellence.

Fast Track Career Center Core Value

We value Respect, Integrity, Collaboration, Community, Responsibility and Excellence

Program Goals

- To provide the student with experiences in the classroom, laboratory, and in clinical areas that result in the development of basic competencies and skills required of a phlebotomy technician.
- To provide the student with competencies, training and skills required of a phlebotomy technician to obtain employment.
- Obtain and demonstrate non-blood and blood specimens competently.

Objectives

Fast Track Career Center education programs are designed based on these standards: FTCC was established to provide each student with an in -depth knowledge of their chosen career.

- Proof of students' mastery of skills must include application and performance directed at meeting professional standards.
- These standards are measured through certification testing. The school strives to build the self-esteem of every student, teach them poise, courtesy, and proper conduct in both the classroom and in the clinical setting.
- A primary focus of the educational program must always be to respond to individual needs and provide for the attainment of the educational goals of students.
- For the instructional program to be of maximum value, it must be directed toward teaching current, respected practices in the professions concerned. Up-to-date lessons and course materials are necessary components of such teaching/learning programs.
- The methods of instruction utilized must be those which have proven effective in helping students meet educational goals and perform at accepted standards for desired accomplishment.
- Quality educational programs require competent administrative leadership and qualified, experienced faculty in each of the instructional programs.
- Continuing review of the effectiveness of the educational programs and individual student progress must be carried out to determine how well the educational goals of the school and students are being realized.

Authority to Operate

FTCC is authorized and regulated by the Nonpublic Postsecondary Education Commission (2082 East Exchange Place Suite 220, Tucker, GA 30084) and the Georgia Medical Care Foundation (1455 Lincoln Pkwy E, Atlanta, GA 30346). The school conducts its educational activities as a privately owned and operated institution location of 78 Atlanta Suite 230 Marietta, GA 30060. The school is owned by Jamessia Kind and Kenya Daniels- Ledbetter. The school is run by Jamessia Kind and Kenya Daniels-Ledbetter. The school operates as a face-to-face in person classroom career center.

Facility Equipment

FTCC is located at 78 Atlanta St. Suite 230 Marietta, GA 30060. The classrooms are furnished with the necessary equipment for basic learning.

Fast Track Career Center facility is a classroom style room with tables, chairs, white boards and audiovisual equipment. The tables and chairs are used for lectures as well as for blood draw stations that are favorable to training in the art of venipuncture. Other items such as Mannequins, posters, and audiovisual equipment will be used in training. Equipment used by the students and instructors meets the required standards as set forth by all training approval agencies. To enhance the students' learning we are also equipped with phlebotomy chairs and centrifuges.

Library

We highly recommend students to go to the public library in the community as well as the nearest career center to them. The nearest library is Switzer Library located at 266 Roswell St. NE, Marietta, GA 30060. Both public libraries and career centers have computers and internet access for free with printing capabilities.

Admission Requirements

Fast Track Career Center is an equal opportunity institution and offers admission to anyone who meets the admission standards and can benefit from the training, without regard to race, religion, sex, age, color, national origin, physical disability, or place of residence. Students under the age of 18 cannot be admitted to the school.

*****The school accepts enrollment applications daily. Students will need a High School Diploma or GED to enroll in the program. *****

Method

The educational program and the instructional materials are specifically designed to ensure that every student has an opportunity to complete the training within the allotted time frame of instruction. This approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed. The school provides supplements such as video instruction, for the course. In these cases, physical textbooks and supplements are not included in the total price.

Demonstration of mastery of the instruction by the student is accomplished by hands-on demonstrations and various measurement activities which enable the student to evaluate progress. Evaluations of required quizzes are recorded by the school and form a part of the student's permanent record. Correction and-constructive criticism- of-submitted-quizzes by the instructor reflect-the measure of progress for each student and may point out areas needing special attention. Further assistance is provided to each student whenever necessary. Credit for course work is granted when a student has completed all required quizzes in each course, with a final grade average of 75% or higher.

Academic Progress

Students' progress is monitored by the instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

Email: Info@fasttrackcareercenter.org

Grading System

One letter grade is given for the course which reflects the student's overall performance in the course. Students must achieve a grade of "C" or better in the course in order to qualify for certification exams. There will be quizzes that will cover all the material. Homework assignments are used to enhance the students' understanding of didactic material. These assignments are usually taken from the Student Workbook, but other assignments may be given. Laboratory skills will be assessed via instructor observation and checklists.

Graded Course Activities Points Description

- 50 Chapter Test and Quiz
- 15 Class Activity, Homework, & Skills Participation
- 15 Attendance and Class Participation

All chapter quizzes, homework, and lab skills, abbreviation tests will be graded using the below grading criteria based on the percentage of total points earned and are assigned as follows:
Letter Grade Percentage

90-100 A Excellent

80-89 B Good

70-79 C Average

60-69 D Failing

I Incomplete

For students to graduate from the course, they must complete 100 clock hours of all academic requirements specific to their individual program of study, with a GPA of 75% or above. When students graduate, they will receive their Certificate of Completion.

Student Services

Graduate Support: As a leading institution specializing in preparing people for new careers, FTCC has a strong commitment to the success of our students. FTCC provides our students with continuing employment instructions and advice. This personal counseling includes training in job search techniques, résumé and cover letter assistance, and presentation skills with our Career Essential assistance. While there is career counseling available, it is understood that the school cannot promise or guarantee employment. Although,

FTCC is willing to help new graduates by providing a letter of recommendation and other assisting measures. FTCC cannot guarantee placement services to any student or graduate. In addition, prospective students, and graduates are expected to investigate certification or other professional requirements for their chosen profession.

Individual Instructor Assistance: Students may receive individual instructional assistance by emailing info@fasttrackcareercenter.org. Students who want instructional assistance should

email on Fridays between 9:00 a.m. 1:00 p.m. EST. Requests for assistance will be answered by the instructor or school staff member best qualified to provide the assistance requested.

Student Records: Permanent academic records which include transcripts are maintained for all school students. This will begin following the end of the last enrollment period, graduation, or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student or as required by state or regulatory agencies.

Transcripts: Transcripts are available upon request; each student will be able to request a transcript, 1 transcript will be provided to each student free of charge in a lifetime. Students can request by email info@fasttrackcareercenter.org.

NOTE: Transcript additional copies will be provided, 1 for \$25 2 for \$30. Every transcript will include the following:

- a. Fast Track Career Center and full physical address
- b. Full name of student
- c. Program enrolled
- d. Enrollment dates
- e. Student status
- f. Grades (by course and, if applicable, overall Grade Point Average)

Student Program & Instructor Evaluation

At the completion of every program of study, Fast Track Career Center will ask you to complete a Program & Instructor Evaluation. These evaluations contain the required information for reports, as well as helpful information that will allow FTCC to continually assess the effectiveness of our curricula, our service, and the academic achievement of our students.

Learning Resources: Phlebotomy Essentials Textbook 8th Edition, Ruth E. McCall **ISBN-13:** 978-1284263480, **ISBN-10:** 1284263487.

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This does not include business machines or specialized reference publications normally available at public libraries. Students are encouraged to use the public library and/ or the local career centers. For course-related problems, students should request help from school staff members in locating specific sources.

Code of Conduct:

Conduct in the classroom must follow accepted safety guidelines. No profanity or offensive language. No weapons or alcohol allowed on or within 200 feet of school property. No offensive revealing or socially inappropriate attire is allowed at any time. Closed toe shoes are required for Lab/Clinical. No heavy perfume/cologne especially during clinical rotation. Hair must be shoulder length or pulled back in a ponytail during labs/clinical. No gum chewing in the classroom, lab, or at clinical. No food or drinks in the classroom, lab, or clinical site hallways. Water is permitted in the classroom only. No children allowed. Students who do not wish for their photos to be taken or used by the school should note this in writing on the enrollment agreement form.

Cancellation, Refund, withdrawal And Termination Policy

All tuition and fees paid, excluding the non-refundable \$100 application fee will be fully refunded, if the cancellation request is made within 72 hours of signing the enrollment agreement. Applicants must cancel in writing within the 72-hour cancellation period and email to:

An applicant denied admission by FTCC is entitled to a 100% refund minus the \$100 application fee.

If for any reason FTCC cancels or changes our program of study, course, time, and or location is such a way that you are unable to continue once you have started the program or course:

- FTCC will plan in a timely manner, to accommodate the needs of you and every student enrolled in the program; or
- Refunds all money paid by students for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the student and institution are not possible.
- If tuition and fee are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made

Refund

A non-refundable application fee of \$100 is charged to all students who apply for admission to enroll. Payment of this fee is valid for a period of 60 days of initial application. Should a student fail to enroll within this period, re-enrollment and a \$100 application fee for admission is required. The application fee is assessed upon enrollment and is non-refundable.

Voluntary Withdrawal

A. Students choosing to withdraw from the phlebotomy program after the commencement of classes will need to complete a withdrawal form and provide reason(s) for withdrawing.

B. In case of an administrative withdrawal from the phlebotomy program students will be notified that he or she has been withdrawn from the program/course and issue any refund owed to the student based on the refund described below.

An administrative withdrawal may occur for several reasons:

- Being absent first day in this short term
- Not meeting program admission criteria
- Having more than one D or F in the program courses

All tuition and fees will be refunded at a prorated amount, based on the percentage of paid segment completed, should the student withdraw before 50% completion of the course/program. Students who withdraw after completing 50% of the program will not receive a refund. All refunds will be made within 45 days of withdrawal.

Students may request to withdraw from enrollment by requesting a withdrawal form. Upon withdrawal or termination, any refund due in accordance with the Student Protection Policy printed on the enrollment application will be made to the student.

- Fast Track Career Center reserves the right to terminate a student from any program for the Following reasons:
- Failure to demonstrate reasonable and successful progress in the course.
- Failure to maintain a tuition payment agreement
- Failure to conduct self with professionalism, courtesy, and respect for others in all my dealings with the institution staff, faculty, and other students

NOTE: Dismissal, or voluntary withdrawal from the phlebotomy program will not ensure placement in the next class. The student will have to re-enroll as a new student.

Attendance and Criteria for Dismissal

ATTENDANCE IS EXPECTED; Students are required to attend ALL 100 hours designated for class. There are no exceptions. Attendance is mandatory for the student's success at FTCC. Attendance and time will be documented DAILY at the training facility. All 100 clock hours of attendance are required to receive our FTCC Phlebotomy Certificate and to advance to the next requirement, the national examination. If a student misses time in any class, they must attend the same portion of class the next available session/class (based on availability) or work out with the instructor to train on the exact content and material during a makeup class.

Attendance requirements are upheld strictly as students are being trained to develop good work ethics in this field. Students are expected to attend every class and must complete the required hours to earn a certificate of completion. A charge of One Hundred Dollars (\$100.00) is required to make up any missed class. A student cannot miss more than one class in a training session. The student is responsible for all readings, activities, and classwork covered during the missed class period. When more than one class is missed, the student will be asked to repeat the course in the next scheduled session (based on availability) or be terminated from the program. The student will be allowed to re-apply for admittance later and pay for the class again. Students must be on time for every class period. Two (2) tardiness results in one (1) absent day and is subject to absenteeism policy.

Important Considerations

- A. The class will be taught by a licensed or certified health care professional
- B. A student who misses class or quiz must check with the instructor for class make-up or re-testing dates and times and/or for any special accommodations needs.

Criteria for Dismissal

A student may be dismissed from school for failure to maintain satisfactory progress, violation of the attendance requirements, failure to pay tuition, failure to comply with school rules and regulations, leaving the clinical or classroom without proper notification of the instructor.

Note: A student who commits any of the following acts may be subject to dismissal from the program according to the procedure for disciplinary dismissal:

Conduct & Dismissal

1. Failure to pay full tuition by the first day of class.
2. Failure to comply with school or program regulations.

3. Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or another device during classroom/lab instruction.
4. Falsification of information given on official school or state document.
5. Commitment of any act which would result in ineligibility for certification.
6. Failure to perform clinical duties and responsibilities as assigned by an instructor.
7. Failure to maintain satisfactory progress.
8. Violation of the attendance and/or tardiness policy.
9. Leaving the clinical or classroom without proper notification to the instructor.
10. Blatant disrespect or dishonesty to any instructional personnel.
11. Harassing or aggressive behavior or language towards other students or personnel.
12. Plagiarism and cheating

Transfer of Credit

Fast Track Career Center does not accept transfer credits. FTCC cannot guarantee that credits will transfer elsewhere

Warnings & Suspension

Students will be given written warnings when it comes to their conduct in class. If they are disruptive, harass, discriminate against another student or instructor, they will be written up by their instructor.

A Student(s) being written up one time will result in suspension from the class. If a student wishes to withdraw after their suspension from class, the student's tuition will be refunded based on the last day attended and will be based on the refund policy contained herein. When suspended from a class, a student may not re-enter the class in which they were enrolled, until the start of the next month.

Dismissal Procedures

Upon infraction of one of the above prohibitions, a Phlebotomy instructor and program director 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. The phlebotomy instructor will dismiss the infracting student(s) from the program.

“Automatic dismissal” will be subject to automatic dismissal with no exception(s)

All dismissal procedures will be determined by student services. Any student who wishes to appeal, shall do so in writing.

NOTE: Permanent Termination from the program revokes that student from reenrollment to the program forever.

Criteria for Appeal for Dismissal

If a student feels a rule, regulation, grade or disciplinary measure is unfair or prejudiced, he/she may make an appeal in written form and email it to student services info@fasttrackcareerceter.org

Student services will review the appeal. The appeals are reviewed, and solutions are reached. Written records of the appeals and solutions are kept on file.

If the appeal pertains to rules, regulations, or disciplinary measures, one of the following actions will be taken:

- The appeal will be disregarded and the student reprimanded.
- Omissions or revision of the disciplinary measure, rule, or regulation. If appropriate, restitution will be made toward the student.
- Dismissal of the student from the program.

If the appeal pertains to grades, one of the following actions will be taken:

- The student will be permitted re-examination.
- The student will be required to spend additional time in training and will repeat that section of the rotation.
 - The student may be dismissed from the program.

Reenrollment

1. Any dismissed student who wishes to re-enroll into the program must give reasonable assurance acceptable to the program director that original causes for dismissal will not recur.
2. Students who have voluntarily withdrawn or have been dropped from enrollment in accordance with the attendance policy should keep the school informed concerning their intentions to seek reentry.
3. Students who want to gain re-entry into the class after suspension will have to submit a request to FTCC. It will take 48 hours to determine eligibility. This will result in a call to the student to discuss the issue at hand.

NOTE: A student that is suspended may only gain re-entry into the class one time. If the unacceptable behavior continues, the Phlebotomy Instructor will dismiss students from the program.

Complaint/Grievance Policy

FTCC focuses on the needs and satisfaction of our students, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school staff to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the student services.

Grievance is any event, condition, rule or practice, which the student believes violates his or her civil rights, treats him/her unfairly, or causes him/her any degree of unpleasantness while in school.

The problem will be discussed with all concerned and a final decision will be rendered by the student services.

If at any time a student has a problem with an instructor or staff member, the student should request a meeting by sending an email to: info@fasttrackcareercenter.org The Student Services department will investigate your complaint. The Student Services Representative will respond with a follow-up email to your complaint within 3-5 days of its receipt.

Your complaint should include you're:

- Name,
- Current Address,

- Current Phone Number (If Available)
- Current Email Address (If Available)
- A description of the complaint including pertinent details (dates, who you spoke to, etc.) of any previous conversation with the school
- A copy of any documents necessary for a full understanding of the complaint
- An expectation for how the complaint should be resolved

If a resolution is not reached with the administrator, the student has the right to further appeal to GNPEC through its Complaints process.

Nonpublic Postsecondary Education Commission

2082-East Exchange Place Suite 220

Tucker, Georgia 30084 (770) 414-3300

<https://gnpec.georgia.gov/studentresources/complaints-against-institution>

Career Services

Fast Track Career Center does not guarantee jobs or employment upon completion of the program. FTCC does not provide job placement service for the students, however, we will cover the following in class.

1. How to prepare for the interview process, and where phlebotomists can work.
2. How to search for phlebotomy jobs.
3. Fast Track Career Center will review and provide suggestions and support for resumes.
4. Return policy – We allow students to come back to class for free 1 time to keep their phlebotomy knowledge and phlebotomy skills sharp.

Availability of Course Materials

Fast Track Career Center reserves the right to change and revise course materials as needed, FTCC also reserves the right to discontinue a course of study. All enrolled students will receive a course notebook with pertinent information needed meet course(s) objectives

Fees & Tuition

- Application fee \$100.00 (non-refundable)
- Tuition \$700.00
- Total Program Price \$800.00 (Does not include the following: NHA Certification fee, make up classes, uniform-scrubs, textbook/workbook, and additional practice kits).

Go to **fasttrackcareercenter.org** for ALL payment options and payment plans, we do not offer financial aid for student loans. Cash or Checks will not be accepted at any time. However, students will be provided with a statement of fees.

The Full balance must be paid before the 1st day of class NO EXCEPTIONS!

NOTE: The **NHA certification exam** can be scheduled to be completed at FTCC on the last day of class on receipt of certification of completion from Fast Track Career Center, testing fees and test scheduling/rescheduling are the student's responsibility.

Program Completion Benchmarks

In order to be considered eligible for completion; and to receive a certificate of completion, the student must meet the following criteria.

- Pass all chapter quizzes with a 75 percentile
- Complete all assigned work and training hours.
- Participate in class discussions and activities (see more on attendance policy)
- Attend all clinical rotations as scheduled (see more on attendance policy)
- Demonstrate 100% proficiency with skills demonstration

Questions or Concerns

Please email staff with concerns: info@fasttrackcareercenter.org

