

R.E.S. Phlebotomy Institute

Quality Education in Phlebotomy and Laboratory Processes

Catalog

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Approved by the Ohio Board of Career Colleges and Schools

Lic # 2285

5333 Northfield Rd. Suite 105 Bedford Hts., Ohio 44146

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R.E.S. Phlebotomy Institute

This catalog provides basic information about classes offered by R.E.S. Phlebotomy Institute including student requirements and financial policies.

Educational Services:

RESPI programs are adult education courses in the field of phlebotomy. The objective of the program is to develop skills in blood drawing and laboratory processing and become an active member of the healthcare field.

Type of Instruction:

Our program is conducted in class with at least one instructor present. We do not offer correspondence classes.

Mission Statement:

The mission of RESPI is to teach, validate and encourage excellence in the field of Phlebotomy and Specimen Processing

Curriculum

Program: Phlebotomy Technician is a total of 40 hours

Description: Phlebotomy lecture = 20 hours of lecture

Phlebotomy Hands on Laboratory skills and techniques = 20 hours of lab

Phlebotomy Lecture

1. Theory, intention and philosophy of Phlebotomy
2. Cultural and historic information and research in the field
3. Basic anatomy and physiology of the human body and how it relates to phlebotomy
4. Phlebotomy protocols and phlebotomy techniques
5. Phlebotomy terminology and vocabulary
6. Professional behavior, ethic and patient communication
7. Laws and Business practices

Phlebotomy Lab Techniques

1. Equipment introduction and use of all lab supplies
2. Development and refinement of venipuncture skills needed to perform and apply phlebotomy.
3. Documentation of procedure/process
4. Proper sterilization/disinfecting and disposal processes

Graduation Requirements

1. Complete and pass practical and written final exam.
2. Complete all course work in given time frame.
3. A grade of "C" or total points of 700 or higher with 1000 being a perfect score, is needed to pass course. Points are made up of midterm exam, practice sticks, practical exam and final exam.
4. Comply with Student Policies and Regulations
5. Tuition and all other fees paid in full.

Policies and Regulations for Students

Admission:

Philosophy

To enroll students who demonstrate a serious desire to learn the skill of phlebotomy and want to become active member in the healthcare field.

Entrance requirement

1. The minimum age for admission to this program is 18.
2. Applicants should have a high school diploma, GED or high school transcripts
3. All applicants must complete the student enrollment form and submit it via our website at enrollment@resphlebotomyinstitute.com
If you do not have computer access please give us a call at 1-800-880-7330
4. RESPI does not discriminate on basis of gender, race, age, religion, sexual preference, handicap or national origin
5. Enrollments are accepted any time prior to the start of a class.

Student Academic Responsibilities

The duration of the phlebotomy program is based upon the student taking, completing and passing course at the time the course is offered. Failure of completing the course, withdrawal from course, and/or leave of absence will increase the length of time necessary to complete the program and fee can apply.

Standards of Academic Progress

A record of progress and other appropriate information is kept in each student's permanent record. Students are expected to meet the minimum standards as outlined in the school's satisfactory progress statement. Students who fall below the minimum standards will be reviewed by the Director and assistance will be provided if a need is determined.

For students who continue below the minimum standard, one of the following actions will take place:

1. Modify the student schedule
2. Provide Academic assistance by means of extra lab hours
3. Academic dismissal

Grading:

The record of a student's work is entered and reported according to the following grades

Total score of 1000 points comprised of midterm exam, total sticks, practical exam and final exam.

1000 - 900 = A

899 - 800 = B

799 – 700 = C

699 and below = F

INC - Incomplete

WD - Withdrawal

A grading period is defined as (1) term. (1) term = 4 weeks/40 hours

Satisfactory Progress Policy

Evaluating sessions are part of each program schedule. Instructor uses a variety of methods including observation, interview and testing to determine student progress. Students receive number (100 or less) grades on the course test and assignments. Grading criteria include 1 final exam and 1 practical exam class participation and attendance. A minimum 199 points and a grade of “B” is required to successfully complete the course.

Course Repetitions

A student must repeat the course in which the student fails to meet the minimal requirements of the course. Repeated course/testing that are satisfactorily complete may replace the previous failed grade and the hours count as earned. A Repeat Course fee of \$100 and Re-Testing Fee of \$25.00 will apply and must be paid in full before scheduling re-entry or re-testing.

Course Incomplete

Incomplete will be given to any student who does not fulfill the requirements of a course by the end of the term in which they are enrolled. A grade will be substituted for the incomplete if the student successfully completes the unfinished work no later than the end of the 4th week of the following term. Failure to complete the work in the period stipulated will result in a failing grade.

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Graduation Requirements

1. Complete and pass practical and written exams.
2. Have a final score of 700 or higher
3. Complete all course work within school guidelines when given.
4. Comply with Student Policies and Regulations.
5. Tuition and all other fees paid in full.

Fees

Registration Fees:

The registration fee for the program is \$100.

If you pay more than the registration fee at time of enrollment and decide not to attend or request a refund, all monies due at that time will be refunded, less the registration fee.

Tuition Fee

Phlebotomy Technician Certification =\$950.00 (includes book, materials, venipuncture lab supplies) + registration fee for a total of \$950.00

Possible Additional Fees and Expenses

Final Exam Retesting \$30.00

Practical exam Retesting \$30.00

(If you need to retest, you must pay the retest fee for each test, ex; if you fail the practical you must pay \$30.00 to retake the practical. If you fail the practical and the final exam, you must pay \$60.00 to retake both tests. Payments must be made before testing)

Re-Entry fee: \$150

Book Replacement:

\$50.00

Tuition and Fee Changes

RESPI reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of that student's enrollment. Current prices are available from the school upon request.

Billing and Payments

Tuition is due by the first day of class. We will accept one of our 3 payment plans available.

Payment plans:

1. Pay the full tuition of \$9500.00
2. Pay \$450.00 to start and pay the remaining balance by Monday of week 3
3. Pay \$350.00 to start and pay the remaining balance by Monday of week 3

Please note: if you have not paid the remaining balance in full by week 3, you will not be able to come to class until payment is made. If you do not pay the remaining balance before your course ends, you will need to restart the course in a new session the following month.

Refund Policy

The refund policy below will be adhered to by the RESPI

1. If the enrollment application is not approved all payments to the school will be refunded.
2. Applicants who cancel their enrollment within 5 days of signing this agreement will have all fees refunded. Students who cancel after 5 days but prior to attendance will be refunded all of the registration fee.
3. If a student withdraws, the date of withdrawal shall be the last date of recorded attendance.
4. Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if the student does not officially withdraw.
5. Tuition refund is based upon the payment of the full amount of the tuition fee.
6. If a student withdraws during a course, partial refund of tuition will be made on a declining basis, depending on the length of time a student has remained enrolled. The following schedule of refunds applies to tuition charges only.

Tuition Refund Schedule (Ohio administrative Rule 3332-1-10-6B)

- A. A student who starts class and withdraws before the course is 15% complete, will be obligated for 25% of the tuition plus the registration fee.
- B. A student who starts class and withdraws before the course is 15% completed but before the course is 25% complete will be obligated for 40% of the tuition plus the registration fee.
- C. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition plus the registration fee.
- D. A student who starts class and withdraws after the academic term is 40% complete will not be entitled to a refund of the tuition and fees.

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Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending the school. No certificate will be issued to any student who owes tuition or any other fees to the school.

Attendance Policy

Absence at more than 5% (2 days) of the regular scheduled class sessions will result in the student receiving an incomplete in that class. An Incomplete will be given until such time the material missing has been satisfactorily completed.eg; If a student completed up to practical and final exam, student would need to retake each test if missed testing date. Once retakes are complete, student will receive a grade for completing the course. We will work with students to accommodate scheduling problems, including makeup and lab practice options. Tardiness is also documented. Excessive tardiness or absence are causes for dismissal from the school. Leave of absence is not granted.

Non-Attendance

Any student who misses 1 day during the 1st week will have to restart the program the following month. Any student who misses 4 or more class sessions is considered to have officially withdrawn from course, forfeiting all monies paid at that time.

Withdrawal

Any applicant or student wishing to permanently terminate enrollment must submit a written statement to a school official. If withdrawing up to 3 days prior to the beginning of class a full refund is issued, less registration fee. After that date, see the refund schedule to determine the amount of tuition refunded.

Student Conduct

Positive ethical behavior is expected of all students while enrolled at any program at RESPI. Students must follow all school policies which include:

1. Students are prohibited from using, possessing, exchanging, selling and or distributing controlled substances (illegal drugs) or alcohol while on school premises or engaged in any school activity.
2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.
3. No firearms, knives or weapons are permitted on school property.
4. Academic honesty
5. Respect school property and others property
6. Attend all classes and be prompt.

Dismissal Policy

Student dismissal is viewed as a last recourse. A student may be dismissed for but not limited to, the following reasons:

1. Violation of school rules and all policies
2. Recurring attendance or tardiness
3. Poor academic progress
4. Failure to make on time scheduled tuition payment.

A student violating school policies will be expelled when authorized by the school director. In the event of dismissal, any refund will be made according to our refund policy.

Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter and all fees will be nonrefundable. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, and 90 days have past, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

Grievance Policy

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

Formal Academic and Professional Grievances Guidelines

1. Students submit written complaints to the school Director.
2. Director provides written acknowledgement of complaint to student
3. The Director investigates and gives the student a written response, upon completion of the investigation.
4. Students may appeal this decision by the institute to the Director of The State Board of Career Colleges and Schools

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Rochelle E. St. Clair MA, RPT, AHI, Founder, CEO & Director, Instructor

R.E.S. Phlebotomy Institute

5333 Northfield Rd. Suite 105

Bedford, Ohio 44146 1-800-880-

7330

Executive Director

State Board of Career Colleges and

Schools 30 East Broad Street.

Columbus, Oh 43215

1-877-275-4219

General Information

Program or faculty Changes

The Institute reserves the right to:

1. Change classes, add classes and/or cancel classes of insufficient size
2. Change, add, or delete courses from the program.
3. Change faculty as long as the changes do not alter the overall objectives of the program or increase the requirements needed to graduate.

Placement Assistance

Employment is not guaranteed to a student. However, the Institute does provide its graduates with assistance in seeking employment. Assistance will normally encompass the following:

1. Job search/postings
2. Interview preparation
3. Resume Assistance

Location:

The R.E.S. Phlebotomy Institute is located at 5333 Northfield Rd Suite 105 Bedford Hts, Ohio 4414. We are south of the intersection of Rockside Rd. and Northfield Roads. We are located across from the Southgate Shopping Center. It is easily accessible from Interstate 480 and Interstate 271. Parking and entrance are in rear of the building. Upon entrance from the front we are on the left. From back entrance we are located on the left, down the small walkway where the mirror divider is located. We encourage students to use the back entrance for class.

State and federal Tuition Assistance

Currently RESPI does not accept federal financial aid. We do however accept payment from 3rd party payers willing to pay for private education.

Smoking

RESPI is a non-smoking facility

Certification

Meets all the requirements and standards set by RESPI. Program meets the standards set by The Ohio State Board of Career Colleges and Schools

Transfer Credits

The institute does not accept transfer credits, nor grant credits for previous experience.

Scholarships

The Institute currently does not award scholarships

Faculty List

Rochelle E. St. Clair	Founder & Chief Executive Officer, Director & Instructor
Lanee Williams	Director of Enrollment
Doneisha St.Clair	Director of Website & Social Media
Marie Mojita	PRN Phlebotomy Instructor
Carisa Dobbins	Director of Student Information
Dorien Strong	Director of Inventory & Supplies

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2025 Academic Calendar

Phlebotomy Classes day

Weekday Mornings Monday & Wednesday (days may vary due to holidays)

8am – 12pm

Weekday Evenings Monday & Wednesday (days may vary due to holidays)

6pm – 10pm

Saturday Weekends

9am -2pm

Phlebotomy Program (Weekday Morning) Start and End Dates

Classes will meet from 8AM to 12PM 2 – 3 weekdays. Most Monday's and Wednesdays although days may vary due to holidays. See class calendar for specific days

Class One

1/6/25 – 1/23/25

Class Two

2/3/25 – 2/20/25

Class Three

3/3/25 – 3/20/25

Class Four

4/1/25 – 4/23/25

Class Five

5/5/25 – 5/29/25

Class Six

6/2/25 – 6/25/25

Class Seven

7/1/25 – 7/23/25

Class Eight

8/4/25 – 8/28/25

Class Nine

9/2/25 – 9/24/25

Class Ten

10/6/25 – 10/22/25

Class Eleven

11/3/25 – 11/20/25

Class Twelve

12/1/25 – 12/18/25

Phlebotomy Program (Weekday Evening) Start and End Dates

Class will meet from 6PM to 10PM 2 – 4 weekdays. Most Monday's and Wednesdays although days may vary due to holidays. See class calendar for specific day

Class One

1/6/25 – 1/23/25

Class Two

2/3/25 – 2/20/25

Class Three

3/3/25 – 3/20/25

Class Four

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4/1/25 – 4/23/25

Class Five

5/5/25 – 5/29/25

Class Six

6/2/25 – 6/25/25

Class Seven

7/1/25 – 7/23/25

Class Eight

8/4/25 – 8/28/25

Class Nine

9/2/25 – 9/24/25

Class Ten

10/6/25 – 10/22/25

Class Eleven

11/3/25 – 11/20/25

Class Twelve

12/1/25 – 12/18/25

Phlebotomy Program (Weekends) Start & EndDates

Classes will meet from 9AM to 2AM on Saturday and Sunday

Class One

1/4/25 & 1/5/25

1/11/25 & 1/12/25

1/18/25 & 1/19/25

1/25/25 & 1/26/25

Class Two

2/1/25 & 2/2/25

2/8/25 & 2/9/25

2/15/25 & 2/16/25

2/22/25 & 2/23/25

Class Three

3/1/25 & 3/2/25

3/8/25 & 3/9/25

3/15/25 & 3/16/25

3/22/25 & 3/23/25

Class Four

4/5/25 & 4/6/25

4/12/25 & 4/13/25

4/19/25 & 4/20/25

4/26/25 & 4/27/25

Class Five

5/3/25 & 5/4/25

5/10/25 & 5/11/25

5/17/25 & 5/18/25

5/24/25 & 5/25/25

Class Six

6/7/25 & 6/8/25

6/14/25 & 6/15/25

6/21/25 & 6/22/25

6/28/25 & 6/29/25

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Class Seven **Please note time change due to Independence Holiday**

Classes will meet from 9am -4pm

7/12/25 & 7/13/25

7/19/25 & 7/20/25

7/26/25 & 7/27/25

Class Eight

8/2/25 & 8/3/25

8/9/25 & 8/10/25

8/16/25 & 8/17/25

8/23/25 & 8/24/25

Class Nine

9/6/25 & 9/7/25

9/13/25 & 9/14/25

9/20/25 & 9/21/25

9/27/25 & 9/28/25

Class Ten

10/4/25 & 10/5/25

10/11/25 & 10/12/25

10/18/25 & 10/19/25

10/25/25 & 10/26/25

Class Eleven

11/1/25 & 11/2/25

11/8/25 & 11/9/25

11/15/25 & 11/16/25

11/22/25 & 11/23/25

Class Twelve

11/29/25 & 11/30/25

12/6/25 & 12/7/25

12/13/25 & 12/14/25

12/20/25 & 12/21/25

Revised: 1/2025