



2021-2022 Catalog

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Table of Contents

Catalog Certification	4
About Im-Power L.L.C.	4
History	4
Vision	4
Mission Statement	4
Philosophy	4
Core Values	5
Im-Power Facility	5
Equipment	5
Programs Offered	5
Regulatory/Accrediting Agencies	6
Ownership	6
Administrative Personnel	6
Academic Personnel	6
General Admission Information	7
Phlebotomy Certificate Program Admission Criteria	7
Enrollment Procedures	7-8

Immunizations & CPR Certification	8
Matriculation Date	8
Dismissal from the Phlebotomy Program	8
Re-enrollment After Withdrawal	9
Policy of Nondiscrimination	9
Unlawful Harassment Policy	9
Accommodation Policy	9
Application Record Confidentiality	10
Retention of Student Records	10
Student Services & Information	10
Personal Advising	10
Academic Advising	10
Student Professional Responsibilities	10
Personal Appearance	10
Cell Phones Use Policy	10
Student Code of Conduct Policy	11
Academic Integrity & Misconduct	11
Non-Academic Integrity & Misconduct	11
Intellectual Property Protection and Ownership	11
Copyright Protection	12
General Student Complaint Procedure/Grievance Policy	12
Career Services	12-13
Student Health Services	13
Student Housing	13
Tutoring	13
Campus Security	13
Reporting Crimes and Emergencies & Timely Warning	13-14
Building Access & Security	14
Prohibited Weapons Policy	14
Loss, Stolen or Damage to Personal Property	14
Smoking Policy	14
Alcohol, Illicit Drugs, & Prescription Medication Abuse Policy	14-15
Im-Power L.L.C. Sanctions for Violation of Policy	15
Voluntary Treatment, Counseling, and/or Rehabilitation	15
Family Educational Rights and Privacy Act (FERPA)	15-16
Im-Power L.L.C. Directory of Information	16
Academic Information	17
Im-Power L.L.C. Hours of Operation	17
Academic Calendar	17
National Holiday Schedule	17
Definition of a Clock Hour	17
Attendance Policy	17-18
Out-of-Class Learning Commitment	18
Student Assessment	18
Grading Scale	18

Explanation of Rounding Grades	19
Procedure for Appealing an Assigned Grade	19
Confidentiality of Client Records (HIPAA)	19-20
Uniform Policy	20
Student Safety Protocol During Client Care	20
Course Completion Requirements	20
Certification Exam	20
Financial Information	21
Student Financial Obligation	21
Tuition and Fees	21
Enrollment Fee	21
Refund Policy	21
Cancelling Enrollment	21
Prorated Refund on Withdrawal	21
Scholarships & Financial Aid (Title IV)	22
Phlebotomy Program Catalog Acknowledgement Form	23

CATALOG CERTIFICATION

The provisions in this catalog are current and provide a guide to requirements for employees and students enrolled in Im-Power L.L.C. . It may be necessary, at any time, for Im-Power L.L.C. to make changes to this catalog to maintain compliance with requirements and standards of the State Regulatory Agency, U.S. Department of Education, or due to the needs of RP Global. Im-Power L.L.C. reserves the right to make changes to information, programs, and policies in this catalog, including, but not limited to, fees and tuition, academic courses and graduation requirements, faculty and administrative staff, academic calendar and other provisions as deemed necessary. The information covered in this catalog is effective November 1, 2017 and is subject to change at the discretion of Im-Power L.L.C. without notice or liability. Updates will be made available to all parties involved. Employees and students should be familiar with the material as written in this catalog, as well as any supplements.

Vision

The vision of Im-Power L.L.C. is to provide an innovative education and evidenced-based practice that both inspire and prepare prospective healthcare workers to deliver optimal and ethical care to a spiritually and culturally diverse population of individuals throughout the community.

Mission Statement

The mission of Im-Power L.L.C. is to provide quality educational experiences to assist in the development of individuals who will positively influence the health and well-being of the community when employed in the healthcare field.

Philosophy

Im-Power L.L.C. operates according to the belief that each person is unique, with the ability to think and to do. RP Global provides an atmosphere of mutual respect, student support, a learning environment, and a faculty and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and spiritually. While emphasizing academic achievement and professional competence, Im-Power L.L.C. prepares students to be committed to lifelong learning and selfless service.

Core Values

- **Caring:** A concern for the well-being of all individuals as evidenced by compassion, and service.
- **Respect:** The process of upholding the self-worth of every individual by promoting honest and sincere interpersonal communication and behavior toward others. Im-Power L.L.C. strives to:
 - attract a diverse student population.
 - provide professional and career training opportunities to minorities, international and adult students.
 - provide an environment of mutual respect for ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.
- **Integrity:** The conscious integration of ethical values, equality, and transparency of actions into all encounters, courses, and endeavors.
- **Safety:** Creation of an atmosphere where all members of the community feel safe physically, socially, philosophically, and psychologically.
- **Accountability:** The expectation that each individual is willing to accept responsibility by holding them to the highest standards of personal & professional performance. The implementation of detailed outcome-based measures assure that one meets the expectations of RP Global and the accrediting state, and federal agencies.
- **Holism:** The recognition of the interconnection of “parts” as essential aspects of the “whole”. In healthcare, this pertains to treating the whole person, considering the physical, mental, and social, among other factors of disease.
- **Health:** The advocacy of a clean and honorable body, mind, and spirit.
- **Academic Standards:** The process of striving for optimal standards in teaching and in the use of technologies by which knowledge, insight, and the understanding of the concepts of healthcare are emphasized for ourselves and the clients we serve.
- **Service:** The desire to promote service to the campus, as well as local and global communities.

IM-POWER Facility

The campus currently consists of a lecture room and a skills lab. Students also have access to a lounge with vending machines and coffee for study and relaxation. The classrooms are handicap-accessible and student parking is available for free in the lot in front of the campus.

Equipment

Im-Power L.L.C. has a fully equipped skills laboratory that includes simulation arms, mannequins, training equipment and supplies. These resources provide students with an opportunity to practice and refine their skills, as well as to establish competencies in client care.

Programs Offered

Im-Power L.L.C. offers the following certification courses:

- Phlebotomy
- CPR BLS
- Medical Assistant
- EKG Tech
- Medical Billing and Coding
- Under consideration Pharmacy Technician
- And more will be coming

Regulatory/Accrediting Agencies

Im-Power L.L.C. has authorization from the State Regulatory Agency:

Indiana Department of Workforce Development
Office for Career and Technical Schools (OCTS)
10 N Senate Avenue, Suite SE 308
Indianapolis, Indiana 46204
Phone: 317.464.4400

Im-Power L.L.C. is accredited.

Ownership

Im-Power L.L.C. is owned and operated by Im-Power L.L.C. , LLC, a corporation located in Fort Wayne, Indiana. Im-Power L.L.C. , LLC has principal offices located at Northeast Indiana Innovation Center, 3482 Stellhorn Road, Fort Wayne, IN 46815

Administrative Personnel

Vona Douglass, RMA
Phlebotomy Technician Program Coordinator/Instructor

GENERAL ADMISSION INFORMATION

The Im-Power L.L.C. admission process is designed to select students who exhibit the motivation and potential to achieve both academic and professional success in the healthcare field. All applicants must fulfill the “Admission Criteria” and complete the “Admission Requirements” as outlined in the following sections by the required deadline to be considered for admission into the program. Im-Power L.L.C. is not obligated to admit all applicants who meet the minimum admission criteria. Im-Power L.L.C. reserves the right to deny or rescind admission to a student if it is discovered that the applicant has provided inaccurate, or has intentionally omitted, pertinent information from the

application. Students who qualify for admission are admitted in compliance with federal and state non-discrimination laws, as outlined in Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The Director of Admissions is responsible for reviewing applications, transcripts and additional documents as required for admittance into the program. Students should direct inquiries and have transcripts mailed directly to the Director of Admissions:

Im-Power LLC
3482 Stellhorn Rd
Fort Wayne, IN 46815
C. 260-403-3196
www.Im-Power.com

Im-Power Programs

Admission Criteria

- Applicant must have earned a high school diploma or equivalent.
- Applicant must have a minimum cumulative 2.0 GPA with evidence of a passing grade in science and math courses.
- Applicant must demonstrate satisfactory verbal and written communication skills.
- Applicants must be physically able to perform the skills as outlined in the program curriculum.

Enrollment Procedure

Individuals applying to the Im-Power L.L.C. Phlebotomy Program must meet the admission criteria and complete the enrollment procedure as outlined below:

1. Applicants must be a high school graduate, possess an Indiana High School Equivalency diploma, a General Education Development (GED) certificate, or a certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state. Evidence of high school graduation or equivalent must be presented as part of the admission packet. Acceptable documentation includes the following:
 - a. official high school transcript, indicating the date of graduation
 - b. copy of a G.E.D. (General Equivalency Diploma)
 - c. copy of a High School Equivalency diploma
 - d. International Students: proof of education equivalent to a U.S. high school diploma.
 - e. Students who have attended college may submit an official transcript from each college attended.
2. Applicants must complete an Application for Admission.
3. Applicants must participate in an interview with the Director of Admissions to complete a commitment-based interview.
4. Applicants must complete an Enrollment Agreement and submit a \$50 (non-refundable) enrollment fee.
5. Tuition must be paid according to one of the two options listed under the "FINANCIAL INFORMATION" section of this catalog.
6. Required admissions documents must be completed **prior to** the course start date. These documents include, but are not limited to, the following:
 - Criminal background check
 - Urine drug screen (9-panel minimum)

Certification Eligibility

To be eligible to sit for an NHA or AMCA exam (other than the ExCPT Pharmacy Technician) and receive certification, each candidate must satisfy Steps 1-3 below:

Step 1: Possess a **high school diploma** or the equivalent, such as a **General Education Development (GED)** test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or governmental documents must be available upon request).

Step 2: Successfully complete one of the following pathways: **PATHWAY 1: TRAINING PROGRAM:** Within the past five (5) years*:

a. **Successfully complete**, a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or

b. **(Pre-Externship Route) if required**, Successfully complete the didactic (coursework) portion of the program as verified by the institution and before the completion of any required externship, provided:

- The institution has completed the agreement with NHA to allow students to take the exam after completion of the coursework and before completion of the institution's required externship.
- Candidates who take the exam before their externship will be informed whether he/she passed or failed the exam; however, for all passed exams, no certificate number will be assigned, and the certificate will not be available to the candidate, an employer, or any regulatory or state agency until the externship completion has been received by NHA.
- The **candidate will have ninety (90) days** from the **exam date to (i) complete the externship**, (ii) ensure that his/her institution has all of the necessary paperwork needed for completion of the institution's program, and (iii) have the institution notify NHA.
- Once the **candidate completes his/her externship, the institution will notify NHA** or AMCA that the candidate has completed the entire training program. Provided the candidate passed the exam, NHA will then assign a certificate number and the candidate will receive an official certificate and wallet card within approximately 7 to 10 business days from the date NHA or AMCA releases the certificate. The Effective Date of the Certificate will be the date NHA or AMCA assigns the certificate number. At that time, an employer or regulatory agency will be able to confirm that the candidate is certified with NHA.
- If the candidate does not timely complete his/her externship or the institution fails to notify NHA that the candidate has completed his/her externship within 90 days from the date he/she passed

the certification exam, NHA or AMCA will void the exam score and the candidate will be required to retake the exam to be certified.

e. Candidates whose date of completion from their training program is five years or more before the date of registration are ineligible to meet the requirements of Pathway 1. Accordingly, such candidates must instead have the relevant work experience described under Pathway 2 below.

PATHWAY 2: WORK EXPERIENCE – Have at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years.

Step 3: If certifying as a Phlebotomy Technician or an EKG Technician, such Candidates must also complete the Additional Program-specific Eligibility Requirements, described below, prior to sitting for the exam.

Additional Program-specific Eligibility Requirements

- **Phlebotomy Technician Certification (CPT):** Each candidate for the CPT certification must be able to provide evidence that he/she has successfully performed a minimum of thirty (30) venipunctures and ten (10) capillary **sticks on live individuals**.
- **EKG Technician Certification (CET):** Each candidate for the CET certification must be able to provide evidence that he/she has successfully performed a minimum of **ten (10) EKGs on live individuals**

ExCPT Pharmacy Technician Eligibility Requirements:

To be eligible to sit for an ExCPT pharmacy technician certification examination and receive CPhT certification, each candidate must satisfy Step 1-2 below:

Step 1: Possess, or be within no more than 60 days* of possessing, a high school diploma or the equivalent, such as a General Education Development (GED) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or governmental documents must be available upon request).

*Arizona residents must have completed their high school education before sitting for the ExCPT pharmacy technician certification exam. Arizona residents are required to provide evidence that they have completed their high school education at the PSI location to be admitted to the testing center and sit for the exam.

Step 2: Complete one of the following pathways.

PATHWAY 1: TRAINING PROGRAM: Within the past five (5) years*:

- a. Complete a pharmacy technician training program offered by an accredited or state approved institution or provider; or
- b. Successfully complete an apprenticeship program that is registered pursuant to the guidelines of the U.S. Department of Labor; or
- c. Successfully complete formal pharmacy technician training program offered by any branch of the U.S. Military Training; or
- d. Successfully complete an employer-based training program or a program offered by a national pharmacy association that:
 - Is recognized by the Board of Pharmacy of the state in which the candidate completes the training program; or
 - Has been verified by the candidate's employer to provide academic preparation including technical skills and knowledge, sufficient to prepare the candidate to adequately perform the duties of an entry-level pharmacy technician.

*Candidates whose date of graduation or completion from their training program is five years or more prior to the date of application, also must have relevant work experience as described below.

PATHWAY 2: WORK EXPERIENCE: Complete at least 1,200 hours of supervised pharmacy related work experience within any one (1) year in the last three (3) years.

NHA reserves the right to adopt additional practical requirements with respect to specific certification programs or all certification programs.

Background Check and Drug Screen

Im-Power L.L.C. requires applicants, at their own expense, to complete a drug screen (9-panel minimum UDS) and background check before the course start date. Information regarding the required documentation and due dates will be provided during the admissions process.

A student must submit a negative drug screen before acceptance into the Im-Power L.L.C. Phlebotomy Program. Applicants with a misdemeanor on their background check, or history of a medical/psychiatric problem are considered for admission on an individual basis. However, the applicant should note that certain issues could deem them ineligible for certification or employment. Im-Power L.L.C. reserves the right to deny admission or dismiss a student from RP Global if it is determined that that student would not meet the criteria to succeed in the healthcare profession due to a past or current history of legal or behavioral issues.

Immunizations & CPR Certification

Although not required for admission to the Im-Power L.L.C. Phlebotomy Program, students are encouraged to obtain a TB test, Hepatitis B vaccine series or titer, MMR and Varicella vaccines or titers, T-Dap vaccine, seasonal influenza vaccine, and CPR certification. Many employers require a current immunization record upon hire.

Matriculation Date

Students indicate the matriculation date on their application. Once the enrollment fee is paid, a student must submit a written request to the Executive Director if he/she needs to defer the intended

start date. The enrollment fee will not be refunded but may be applied to future admission date. Admission to a subsequent class will be dependent on enrollment numbers for that class.

Dismissal from the certification Program :

A student may be dismissed from the phlebotomy program for the following reasons including, but not limited to, the following:

1. Failure to earn a “C” or 70% in the course, and/or below a 75% on the Mock Certification Exam.
2. Unsatisfactory ability to perform technical skills in the laboratory component of the course.
3. Excessive absenteeism or tardiness (per attendance policy).
4. Failure to notify the instructor of absence (no call-no show).
5. Violation of the Im-Power L.L.C. Code of Conduct policy.
6. Cheating on oral, written, or practical examinations.
7. Failure to maintain strict confidentiality of any or all patient records (HIPPA violation).

Re-enrollment After Withdrawal

A student who withdraws from Im-Power L.L.C. must reapply and is subject to enrollment fees, tuition, curriculum, and policies that are in effect at the time of readmission. Students called to active duty in the United States Armed Forces may have their enrollment fees and an adjustment to tuition if they provide the Executive Director with the advance written notice of the call to duty, as well as verification of service upon completion.

Policy of Nondiscrimination

Im-Power L.L.C. is committed to the practice of equal opportunity in education and employment. RP Global does not discriminate based on race, color, age, gender, disability, veteran status, religion, national or ethnic origin, sexual orientation, gender identity or expression, and additional categories as protected by law, in the management of its admission, educational and campus policies, and programs.

For additional information related to civil rights under Title IX, students may contact the following:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Unlawful Harassment Policy

All students at Im-Power L.L.C. shall be provided an environment free of unlawful harassment, discrimination, and intimidation. Students are encouraged to report offending behaviors by notifying the Executive Director or their Program Coordinator. Reports will be confidential and handled in an expedited manner. A student who is found to be in violation of this policy will be subject to disciplinary action and potential dismissal from the course.

Im-Power will not tolerate retaliation of an individual for filing a good faith harassment and/or discrimination complaint or for providing information in an investigation. A student or associate who

retaliates against a complainant or witness in an investigation will be subject to immediate dismissal. A student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation, is guilty of misconduct and may be subject to disciplinary action, including dismissal.

Accommodation Policy

Im-Power L.L.C. is committed to providing reasonable accommodations to students with disabilities. To be considered for an accommodation, a student must provide written a written request for accommodation to the Executive Director. For the RP Global to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), students requesting accommodations must provide documentation of the disability from a medical professional, dated within the prior five years of the request. Requests for retroactive accommodations will not be granted. Information pertaining to an applicant’s disability is voluntary and confidential.

Application Record Confidentiality

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 regulations, an individual applying to Im-Power L.L.C. is not considered a “student” until they are admitted to a program and they attend their first class. Once an individual becomes a “student” at Im-Power L.L.C., their application documents will be treated as confidential per protocols as set forth by FERPA.

Retention of Student Records

In compliance with federal regulations, Im-Power L.L.C. will retain individual application records for one year upon receipt of application documents and three years for those who apply but do not matriculate.

STUDENT SERVICES & INFORMATION

Personal Advising

Im-Power L.L.C. does not directly employ certified or licensed counselors. Students are, however, encouraged to seek assistance from a faculty or staff member when a personal problem arises that could potentially pose a negative effect on the student’s educational goals. Staff or faculty may make referrals to appropriate outside agencies. All advisement meetings between students and faculty or staff are confidential and impartial.

Academic Advising

Im-Power L.L.C. encourages students to seek academic advising from the Executive Director, as well as their instructors. All academic advisement meetings between students and faculty or staff are confidential and impartial.

Student Professional Responsibilities

Students are expected to display appropriate professional conduct on campus and at externship sites, as well as in public. Inappropriate behavior and/or communication will not be tolerated and will result in dismissal from RP Global. Students are subject to federal and state law, as well as their respective county and city ordinances.

Personal Appearance

Im-Power L.L.C. students are expected to wear proper uniforms on campus and at their externship rotation unless otherwise indicated by their instructor or the Executive Director. The appropriate general appearance is essential to those entering the healthcare professional, including personal hygiene, well-kept hair and nails and clean and ironed clothing/uniforms.

Cell Phones Use Policy

Students are asked to turn off their cell phones and any other devices while in the classroom or laboratory. Personal phone calls should be made during designated breaks as determined by the instructor. It is unacceptable and unprofessional to leave a classroom or lab during a lecture or activity to answer or make a phone call. A student expecting phone calls of an emergent nature should discuss the issue with the instructor before the beginning of the class. Students in violation of this policy will be dismissed from the class, resulting in an absence for that day.

Student Code of Conduct Policy

Students at Im-Power L.L.C. are expected to abide by a campus-wide honor system, which is based on high standards of academic, personal, and ethical conduct. Students will be held accountable for any breach of this code of conduct which extends to language, behavior, and overall demeanor within the facility and at off-campus learning settings, both professional or academic.

Academic Integrity & Misconduct

Students are expected to demonstrate academic integrity throughout their education at Im-Power L.L.C. . Any deviation from this standard defines academic misconduct, which may result in dismissal from the program. Academic misconduct includes, but is not limited to, the following:

1. Knowingly assisting another student to engage in academic misconduct.
2. Unauthorized use of materials, including computer files, plagiarizing or submitting the work of for a grade as one's own.
3. Falsification of information in work submitted for evaluation and/or a grade.
5. Use of test banks, teacher editions of textbooks, or other instructional materials that are solely intended for Im-Power L.L.C. instructors.

Non-Academic Integrity & Misconduct

Students are expected to demonstrate professional behavior off-campus, as well as on school grounds, while enrolled as a student at Im-Power L.L.C. . Any deviation from this standard defines non-academic misconduct, which may result in dismissal from the program. Non-academic misconduct includes, but is not limited to, the following:

1. Disorderly or lewd conduct, including physical actions, offensive language (including profanity), or distribution of inappropriate or defamatory written or electronic material.
2. An act of mental, verbal, physical, or sexual abuse that threatens or endangers the safety of any person present at an associated Im-Power L.L.C. function.
3. A behavior or clothing, which is deemed sexually offensive, harassing, or intimidating to others.
4. Stalking of another individual creating an intimidating, or hostile environment that interferes with that individual's rights.
5. Intentional interruption of a Im-Power L.L.C. -sponsored activity
6. Theft or destruction of campus or Im-Power L.L.C. property, including structures and equipment, or any outside premises associated with a Im-Power L.L.C. function.

7. Tampering with fire alarms or safety equipment with the exception of a reasonable belief that there is an immediate need for an alarm or equipment.
8. Unauthorized use, possession, or distribution of alcoholic beverages, illegal or controlled substances.
9. Unauthorized use, possession, or storage of a weapon, dangerous chemical, or explosive.
10. Unless permitted by instructors, the use of electronic devices in classrooms, labs, and other instructional facilities is prohibited.
11. Children are not allowed to be in the classroom or unattended in the building while a student attends class.
12. Failure to comply with directions requested by Im-Power L.L.C. officials may result in dismissal.

Intellectual Property Protection and Ownership

Im-Power L.L.C. respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

RP Global respects intellectual property rights and ownership. The federal Copyright Act (17 U.S.C. § 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These charges include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

General Student Complaint Procedure/Grievance Policy

Im-Power L.L.C. encourages students to bring all grievances to the attention of the appropriate individual(s). A student may present a grievance through the following complaint and dispute resolution procedures:

1. Student should first bring the grievance to the attention of the appropriate instructor or staff member as many issues may be resolved through discussion between the concerned parties.
2. If the situation is not resolved, the student may then bring the grievance, in writing, to the attention of the Program Director or Coordinator, who will attempt to solve the issue.
3. The Executive Director will review all grievances promptly in their entirety. If necessary, the Executive Director may intervene and meet with the Program Director or Coordinator, the student and all parties involved in attempt to resolve the issue at hand.
4. If the student has gone through the proper steps as outlined above and the grievance cannot be resolved between Im-Power L.L.C. and the student directly, the student may contact:
Department of Workforce Development
Office for Career and Technical Schools
10 N. Senate Avenue, Suite SE 308
Indianapolis, IN 46204-2767

Career Services

Im-Power L.L.C. is dedicated to the success of its current and former students; therefore, it provides ongoing career assistance from an experienced and enthusiastic career services professional. Career Services is available to assist students throughout their schooling and continue to offer assistance beyond completion of their program of study. The goal of career services is to successfully assist all

students to obtain employment in their respective fields of study. It should be understood, however, that the career services offered are not a guarantee of employment.

Students are encouraged to schedule an appointment with the Director of Career Services as early as their first week of class. Career services assist with career portfolio building, resume writing, interview skill development/grooming, networking skills, and effective job search training. This is accomplished through one-on-one meetings, group sessions, and in-class workshops and presentations, and is facilitated using handouts, audio and/or visual teaching aids, and online tools.

Students seeking employment while enrolled in Im-Power L.L.C. are welcome to seek guidance from the career services expert. However, specialized employment assistance typically begins near the completion of a student's academic training when the student has obtained the knowledge, skills and/or certifications necessary for in-field job placement.

Career services provide all students with the same degree of dedicated assistance in job placement. A positive background check does not exclude a student from obtaining assistance from career services, and details regarding the nature of a criminal record need not be disclosed. However, most employers, especially in the healthcare field, conduct background checks, which may affect the ability of a graduate to gain employment at the desired facility. Students who have concerns about employment in their specific field of study should meet with the Director of Career Services early on in their academic careers.

The Director of Career Services and Im-Power L.L.C. has extensive knowledge of both local and regional community resources and employment opportunities. This is accomplished by maintaining active involvement in the community, hosting on-campus career fairs and guest lectures, scheduling on-campus graduate interviews and opportunities for students to interact with potential employers, as well as conducting routine visits to new and established employment partners. Students and graduates are encouraged to maintain ongoing communication with career services and participate in opportunities provided to network with potential employers.

Student Health Services

RP Global does not provide health services for students on campus. Upon enrollment, students must complete a medical emergency contact form. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring non-emergency medical care will be given information about medical services and agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

Im-Power does not provide housing facilities, but resources about apartments near campus will be provided upon request. It is the student's responsibility to find living accommodations.

Tutoring

Students may request tutoring from the instructor or the Program Director/Coordinator during times allotted. There is no additional charge for tutoring services.

Campus Security

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Im-Power L.L.C. will provide an annual disclosure of information related to area crime statistics and policies pertaining to campus security to all current students, employees, and applicants. All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy. Im-Power L.L.C. does not sponsor off-campus student activities or organizations and therefore does not monitor any student activity at off-campus locations. Information on personal safety and crime prevention will be made available to all students and new associates during their respective orientations.

Reporting Crimes and Emergencies & Timely Warning

Any individual who wishes to report a crime or other emergency should contact the Executive Director, Program Coordinator, or available administrator or instructor at the time of the incident. RP Global also encourages the prompt and accurate reporting of all crimes and other incidents to the proper authorities as warranted. Im-Power L.L.C. will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus employees and/or police and are considered a threat to students and associates using classroom announcements and postings on bulletin boards. The Executive Director will maintain a log of all reported crimes occurring on campus, which is available for review by upon request. Information from the log may be withheld if its release would jeopardize an ongoing criminal investigation or the safety of an individual, resulting in a suspect evading detection, or result in the destruction of evidence.

Building Access & Security

Im-Power L.L.C. is located in the Innovation Center which has an electronic door-lock system. Students are required to wear an ID badge to verify identification with the front desk employee upon entry during regular business hours. Entry into the Innovation Center before and after regular business hours will require the instructor to provide access. Persons in the Innovation Center before or after hours may not prop open doors or allow unauthorized persons into the facility. Use of ID badges or building access in a manner contrary to the safety and security, or the destruction of property will result in disciplinary action. Building hours may be modified based on unexpected closure, particularly with weather-related incidences.

Prohibited Weapons Policy

No student shall possess a firearm, ammunition or prohibited weapon of any kind while on property owned or leased by the Innovation Center or at any site contracted by Im-Power L.L.C., regardless of whether they are licensed to carry a concealed weapon. A prohibited weapon includes any form of firearm, knife, explosive, incendiary or other weapon restricted under local, state, or federal regulations. Property belonging to the Innovation Center includes all structures associated with the building and its perimeter, sidewalks, driveways, and parking lots. Only officers and security officials whose duties require them to carry a weapon are exempt from this policy. A student in violation of this policy will be terminated immediately from the program and reported to the appropriate law enforcement agency.

Loss, Stolen, or Damage to Personal Property

Im-Power L.L.C. and the Innovation Center do not assume responsibility for the loss, theft, or damage to student's course materials or personal belongings. Each student is responsible for items they have

brought to campus. To minimize the risk of damage or theft, students are not encouraged to bring a large amount of cash or personal property they deem valuable, to class or lab.

Smoking Policy

The Innovation Center building is a tobacco-free facility. Smoking inside the facility, including but not limited to offices, classrooms, bathrooms, and the student lounge is prohibited. Employees, students, and guests who wish to smoke are required to do so in designated areas and must discard cigarette butts in the appropriate receptacles provided in those areas. Any employee or student that is determined in violation of this policy risks termination of their employment/enrollment.

Alcohol, Illicit Drugs, and Prescription Medication Abuse Policy: Awareness and Prevention

Im-Power L.L.C. recognizes that abuse, unlawful possession, or distribution of alcohol, illicit drugs, and prescription medications pose major health problems to members of our society. They are a potential risk of safety to oneself and others, and adversely affect academic and clinical judgment and job performance. Im-Power L.L.C. is committed to providing an environment free of substance abuse. Educational programs, including guest speakers, are invited on campus to provide a seminar for students and employees. In compliance with the Federal Drug-Free Workplace Act of 1988, the Anti-Drug Abuse Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, RP Global has established the following policy toward promoting a drug-free learning environment:

1. Students are forbidden to engage in the unlawful manufacture, distribution, possession or use of alcohol, illicit drugs, and prescription medications on the premises of Im-Power L.L.C. or at any activity associated with Im-Power L.L.C. planned for or by students. These regulations assure that Im-Power L.L.C. is following all applicable federal, state, and local statutes, regulations, and ordinances.
2. Arriving to class under the influence of alcohol, illicit drug, or prescription medications is prohibited and warrants corrective action. If Im-Power L.L.C. has reasonable suspicion that a student is under the influence of alcohol, illegal drugs, or prescription medication, the student may be requested to submit to a blood or urine drug screen.

Sanctions for Violation of the Alcohol, Illicit Drugs, and Prescription Medication Abuse Policy

Sanctions will be imposed on a student in violation of the policy regarding alcohol, illicit drugs, and prescription medication as follows:

1. First infraction: it is to the discretion of the Executive Director to determine whether the severity of the infraction merits immediate dismissal from RP Global and if the matter necessitates contacting the appropriate authorities for prosecution (i.e. selling or trafficking a controlled substance). If determined that the infraction does not warrant discharge from the program, the Executive Director, or designee, will meet with the student for an advising session that will be documented and become a part of the student's permanent record. The student may be supplied with referrals and advised to seek professional counseling at his/her expense.
2. Second infraction: the student will be administratively withdrawn from Im-Power L.L.C. .
3. Im-Power L.L.C. encourages all students and employees to maintain civic and social responsibility when making decisions regarding the use of alcohol, illicit drugs, or prescription medications when not on the school premises. If a student or employee demonstrates unsafe and/or unprofessional behavior that violates professional standards or state practice acts of the academic program, corrective action will be necessary. Students and employees are expected to adhere to the standards of behavior required of healthcare professionals. Any deviation from

safe practice or any act that calls into question one's professional accountability may be sufficient to assess the behavior as unsafe, resulting in termination or dismissal from RP Global.

Voluntary Treatment, Counseling, and/or Rehabilitation

Im-Power L.L.C. encourages any student or employee who feels that he or she may have a problem with alcohol, illicit drugs, or prescription medications to seek treatment, counseling, or rehabilitation. The student is encouraged to meet with the Executive Director, in confidence and without sanctions, for referrals to appropriate sources of assistance, provided that the meeting is not a result of a violation of the policy. Im-Power L.L.C. will make every effort to work with any individual who voluntarily seeks treatment.

Family Educational Rights and Privacy Act (FERPA)

Im-Power L.L.C. maintains student records for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. The definition of an eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Im-Power L.L.C. receives a written, dated request for access. The request should identify the record(s) the student wishes to inspect. The Executive Director will arrange and notify the student of the time during normal school hours when the records may be inspected.
2. The right to request an amendment of student educational records that the student believes are inaccurate, misleading, or a violation of the student's privacy rights under FERPA. Students requesting an amendment of an education record should submit a written, dated request to the Executive Director, that identifies the portion of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If Im-Power L.L.C. decides not to amend the record upon the student's request, RP Global will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Im-Power L.L.C. may neither release nor disclose personally identifiable information contained in the student's education records to outside individuals, employers, or agencies without first securing a written release from the eligible student.

An exception to the FERPA student record release policy as stated above, permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Im-Power L.L.C. in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a person or company with whom the institute is affiliated or has contracted such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record to fulfill a professional responsibility to Im-Power L.L.C. . Upon request, the institute discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Im-Power L.L.C. to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605
Phone: 1-800-USA-LEARN (1-800-872-5327)

Im-Power L.L.C. Directory of Information

Im-Power L.L.C. Directory Information may be disclosed without the specific authorization of the eligible student. Directory Information is defined as student's name, address, telephone number, email, date and place of birth, photographs/videos taken at events, honors and awards, and dates of attendance. Students will be notified on admission about their FERPA rights and the definition of Directory Information.

ACADEMIC INFORMATION

Im-Power L.L.C. Hours of Operation

The hours of operation on campus are as follows:

<u>Administrative Office</u>		<u>Classes</u>	
Monday-Thursday	8:00 a.m. to 5:00 p.m.	Friday	8:00 a.m. to 4:00 p.m.
Friday	8:00 a.m. to 3:00 p.m.		

Academic Calendar

The Im-Power L.L.C. Phlebotomy Program is an 8-week program, consisting of a weekly lecture component, followed by a hands-on skills/laboratory session. There are several enrollment dates for classes throughout the calendar year.

National Holiday Schedule

Im-Power L.L.C. observes all nationally recognized holidays as listed below:

New Year's Day; Martin Luther King, Jr. Birthday; Washington's Birthday; Memorial Day;
Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas Day

Definition of a Clock Hour

One clock hour is equivalent to 50 minutes of instruction.

Attendance Policy: Phlebotomy Program

The Im-Power L.L.C. 8-week Phlebotomy Course provides a rigorous curriculum designed to prepare students for the national certification American Medical Certification Association (AMCA). Lecture and laboratory experiences are critical components of the successful completion of the program. Punctuality and attendance are essential aspects of professionalism that are required of all healthcare professionals. Thus, students are expected to attend all lectures and labs, arriving on time, and prepared for class. Students must demonstrate appropriate behavior and readiness to learn. Excessive conversation, sleeping, or any other behavior determined by the instructor as a distraction to the learning environment or safety of others, may result in dismissal from the class. RP Global does not

distinguish between excused and unexcused absence. Attendance is taken during the lecture and laboratory portion of each class, and it is the responsibility of the student to notify the instructor immediately in the event they are unable to attend. Any student who does not provide notification that he/she will be absent before the start of class will be considered a no-call-no show and may be dismissed from the course.

For successful completion of the Im-Power L.L.C. Phlebotomy Program, all students will be held accountable to the following attendance guidelines:

Punctuality (Tardy): a maximum of 2 days of tardiness is allowed; 3rd tardy will result in dismissal from the course

Absence:

Lecture: a maximum of 1 day is allowed and missed work must be made up; 2nd absence will result in dismissal from the course

Laboratory: a maximum of 1 day is allowed and missed work must be made up; 2nd absence will result in dismissal from the course. A student who misses a lab must contact the instructor as soon as possible to arrange a make-up time at the discretion of the instructor. Failure to complete all labs and/or course requirements will result in a failing grade.

- **A student who leaves, or who is asked to leave by the class/practical instructor, prior to the end of the day will be counted absent for the entire day.**

Out-of-Class Learning Commitment

The Im-Power L.L.C. Phlebotomy Program is an intense 8-week program requiring an out of class-commitment of preparation prior to each class meeting. This is important for the lecture aspect of the course, as it is essential to learn the concepts of phlebotomy prior to practicing skills. The laboratory portion of the course consists of performing skills on a simulated arm, teaching model, or another individual. Additional time outside of scheduled lab hours may be necessary for a student to become competent in a skill, which will vary with the student and the skill itself. For a student to successfully meet the expected learning outcomes of the phlebotomy course, the student should expect to spend a minimum of one hour each evening preparing (i.e. reading, watching technique videos) for the following class. Additional details are provided in the course syllabus.

Student Assessment

Lecture:

1. Homework and quizzes that correlate with objectives as stated in the curriculum
2. Comprehensive final exam (Mock Certification Exam)

Laboratory:

1. Competency assessments on completion of learning individual skills as stated in the curriculum
2. Evaluation of communication with clients, professionalism, documentation, HIPPA, and other qualities associated with success in the healthcare profession

Grading Scale

Im-Power L.L.C. Phlebotomy Program utilizes the following grading scale in the calculation of the grade-point average (GPA):

Grading Scale	Grade Quality Points
A 90-100	4

B 80-89	3
C 73-80	2
F 72-below	0

“W” Withdrawal – student voluntarily withdraws prior to the 2nd week of class.

Explanation of Rounding Grades

All course assignments, activities, and examinations, including the final exam, may be determined by percentages involving decimals. A grade with a decimal equal or greater than 0.5 will be rounded up to the next whole number. A grade with a decimal that is equal to or less than 0.4 will be rounded down to the nearest whole number. Calculation of the final course grade will also follow these guidelines.

Procedure for Appealing an Assigned Grade

A student who wishes to appeal a grade must follow the procedure as stated below:

1. The student must first appeal the grade by requesting an appointment with the appropriate instructor within 2 class meetings from the receipt of the assigned grade.
2. If the instructor and student are not able to resolve the issue concerning the grade upon appeal, the student may then submit an explanation in writing, to the attention of the Program Director/Coordinator and Executive Director.
3. The Program Director/Coordinator, Executive Director, instructor, and student will then meet to discuss the grade under appeal and attempt to resolve the issue in a fair and efficient manner. The grade decided upon at this meeting is considered final.

Confidentiality of Client Records (HIPAA)

Im-Power L.L.C. is committed to complying with regulations as set forth by the Health Insurance Portability and Accountability Act (HIPAA) by ensuring the confidentiality of protected health information (PHI). Protected Health Information (PHI) is data collected from an individual client pertaining to a past, present, or future physical or psychological condition that can be used to identify that client. Students may have access to PHI during a rotation in their perspective program at Im-Power L.L.C. and they are expected to adhere to the HIPAA policies established by the specific sites. Students must respect the rights of privacy of all clients by making a reasonable attempt to provide minimal information necessary to achieve their educational application.

Students with access to PHI are responsible for protecting individual client information and properly disposing of all notes or materials containing confidential information. A client’s PHI should never be stored on mobile devices, nor shared on any form of social media. Students must also remove all patient identifiers so that the information presented on school assignments or documentation will not be considered Protected Health Information. Client identifiers, as defined by HIPA Privacy Standards, include the following:

1. Client’s name or initials
2. Dates (except year) directly related to an individual (birth date, admission date, discharge date, and date of death)
3. Social security number
4. Medical record number
5. Account number
6. Health plan beneficiary numbers
7. Electronic mail addresses
8. Telephone or fax numbers

9. Health plan beneficiary numbers
10. Certificate/license numbers
11. Biometric identifiers, including finger and voice prints
12. Full face photographic images and any comparable images
13. Internet Protocol (IP) address numbers
14. Web Universal Resource Locators (URLs)
15. Device identifiers and serial numbers
16. Vehicle identifiers, serial numbers, and license plate numbers
17. Other identifying number or code

Failure to abide by the Im-Power L.L.C. HIPAA Privacy Policy, and any HIPAA policies as outlined at the individual clinical sites may result in dismissal from Im-Power L.L.C. and/or legal action brought against the student.

Uniform Policy

All students enrolled in Im-Power L.L.C. are required to wear the appropriate uniform to the lecture and laboratory portions of their program. Phlebotomy students are required to purchase their own uniform, which consists of a navy scrub top, scrub pants, close-toe shoes. A lab coat is optional, but students will not be allowed to wear sweat jackets or sweatshirts in the lab.

Student Safety Protocol During Client Care

Students will be provided specific safety guidelines concerning the use of personal protective equipment (PPE), Occupational Safety and Health Administration (OSHA) regulations, standard precautions, sharps disposal, as well as additional safety guidelines as deemed necessary. Students will be expected to adhere to these procedures when providing care to all clients. Students who do not follow these protocols will be counselled and may be dismissed from the phlebotomy program for a repeat or severe offence as determined by the Program Coordinator.

Course Completion Requirements

Upon satisfactory completion of all coursework, including classroom assessments and laboratory, as well as fulfillment of all financial commitments, the student will receive a certificate of program completion. Completion of Im-Power L.L.C. Phlebotomy Course requirements includes the following:

1. Complete coursework with an overall cumulative grade point average of 2.0 ("C") or higher
2. Exhibit proficiency of skills as outline in the syllabus
3. Pass the Mock Certification Exam with a score of 75% or higher
4. Demonstrate professionalism in interaction with peers
5. Fulfill all financial obligations to Im-Power L.L.C.

Certification Testing

Students will receive a Certificate of Completion as a Certified Phlebotomy Technician after successful completion of the Im-Power L.L.C. Phlebotomy Program. Many employers prefer to hire a phlebotomist who has earned professional certification. The Im-Power L.L.C. Phlebotomy Program curriculum follows certification as outlined by National Healthcareer Association (NHA). Certification testing consists of a written exam offered several times a year.

FINANCIAL INFORMATION

Student Financial Obligation

It is the responsibility of the student to satisfy all financial obligations to Im-Power L.L.C. . Failure to meet financial obligations on time may result in the student's dismissal from the course. Im-Power L.L.C. reserves the right to change tuition fees at any time.

Tuition & Fees

The total cost of the Im-Power L.L.C. 8-Week Phlebotomy Program is \$900 and is broken down into the following:

Enrollment Fee: Depending on the course. **Pre-paid non-refundable** (applied toward tuition on acceptance into the program) See below

Tuition: Depending on the course. See below

Laboratory Fee: \$50

Textbook Fee: \$50 (Phlebotomy Only)

Goods & Services not included in tuition: varies with needs of the student (includes a background check, drug screen, uniform, school supplies...)

State Certification

Tuition & fees for [State Certified Phlebotomy](#) are due and payable according to one of the three following options:

1. **Payment in full** on acceptance: \$900 (\$100 enrollment fee applied to the total+ \$800 Tuition)
2. Payment in **three disbursements**: \$266.66 payment upon acceptance **Week 2**(with **\$100 enrollment fee** applied to the first payment) & \$266.66 payment **before** the beginning of class **Week 4**. Then **\$266.66 due the 6th** week of the class.
3. Payment in 7 disbursements: \$100.00 payment upon acceptance (with **\$200** enrollment fee applied to the first payment) & \$100.00 payment **made weekly**

National Certified Courses

Tuition & fees for [National Certification](#) are due and payable according to one of the three following options:

1. **Payment in full** on acceptance: \$995 (\$295 enrollment fee applied to the total+ \$700 Tuition)
2. Payment in **three disbursements**: **\$233.33** (with **\$295 enrollment fee** applied to the **first payment**) & **\$233.33** payment **on Week 2**, **\$233.33** on **Week 4** , **\$233.33**, and the **Final Payment payment of \$233.33 Week 6**
3. Payment in 7 disbursements: \$110.00 payment upon acceptance (with **\$275** enrollment fee applied to the first payment, the first week of class) & \$110.00 payment **made weekly (second week through the 7th week of class) total cost \$1045**

Medical Assistant National Certification NHA

Tuition & fees for [National Certification](#) are due and payable according to one of the three following options:

1. **Pay in full** at time of application: **\$1095.00 total course cost (Which includes the \$195 enrollment fee). (\$100 discount)**
2. **Bi-Weekly**: Payment of **\$195.00 enrolment fee at the time of application**, with **4 additional payments of \$250.00. \$1195.00 total course cost**

3. Weekly: Payment of \$215.00 enrollment fee at the time of application, with 7 additional payments of \$140.00. \$1195.00 total course cost.

PLEASE NOTE: Students are expected to pay all student account charges by the due dates as published in this catalog. Failure to make timely payments may result in administrative dismissal of the student from the course. The student will also be responsible for paying all costs associated with collection efforts (interest, collection costs, attorney, and court fees).

Enrollment Fee

Applicants admitted to Im-Power L.L.C. are required to pay a fee based on the specific course to hold their place in the class. This fee is applied to the first payment for the course tuition. This fee will not be refunded to students who withdraw from the program after signing the enrollment agreement. Refund policy – No portion of the enrollment fee will be refunded once the \$100 payment is made and the enrollment agreement is signed.

Refund Policy

Canceling Enrollment

Im-Power L.L.C. will refund any payments made by the applicant (excluding the non-refundable \$100 part of the enrollment fee), if the Executive Director receives the request for a refund within seven calendar days from signing of the original enrollment agreement. The applicant must not have attended a class before, and upon submitting a request for a refund.

Prorated Refund on Withdrawal

A student who withdraws after a course has started may request a pro-rated refund from the Executive Director based on the date of the first class meeting, regardless of the student’s attendance in the class. The refund for tuition & fees will be rounded up to the following week if the student withdraws after the start of a new week of classes. If the student withdraws before the beginning of the first class then a full refund will be given minus the enrollment fee. The \$100 part of the enrollment fee is non-refundable, and the textbook must be in excellent condition for a full refund if used in class as a rental. The refund schedule is as follows: The below schedule assumes the students has started at least one class:

Withdraw before the start of week 2: 80% of the entire class cost minus the 100 dollar part of the enrollment fee which is nonrefundable. For example, if the class cost \$1000, then the maximum refund will be $80\% \times (\$1000 - \$100) = \$720$ is the maximum refund. If the student has paid less than \$280 they'll not get a refund

Withdraw before the start of week 3: 40% of the entire class cost minus the 100 dollar part of the enrollment fee which is nonrefundable. For example, if the class cost \$1000, then the maximum refund will be $40\% \times (\$1000 - \$100) = \$360$ is the maximum refund. If the student has paid less than \$640 they'll not get a refund

Withdraw after completion of week 3: 0%

Scholarships & Financial Aid

Im-Power L.L.C. is currently not eligible for Title IV Funding. RP Global currently does not offer financial aid or scholarships.



**IM-POWER CERTIFICATION PROGRAM
STUDENT CATALOG ACKNOWLEDGEMENT**

I acknowledge that I have received and read the RP Global Catalog. Upon admission into the Phlebotomy Program, I understand that I am to abide by the policies, procedures, and additional information as stated in this document. Im-Power L.L.C. reserves the right to update, supplement, or amend material in the catalog as deemed necessary. I understand that any updates made to the catalog will be made available to all parties involved.

Name of Student (Please PRINT)

Signature of Student

Date

Name of Parent or Guardian (Please PRINT)
if applicant is under eighteen (18) years of age

Signature of Parent or Guardian (if applicable)

Date

Signature of Authorized Im-Power L.L.C. Representative

Date

