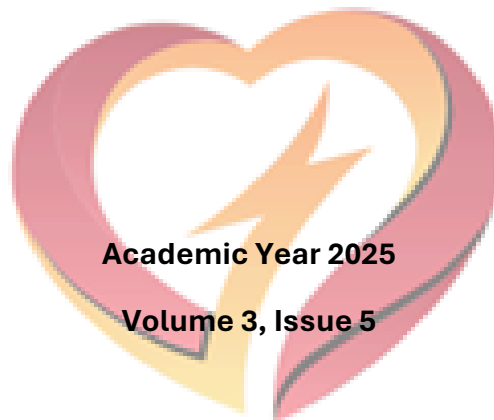




ADVANCED MEDICAL NC TRAINING COLLEGE COURSE CATALOG



3409 West Wendover Avenue

Unit J

Greensboro, NC 27407

Contact Us:

(833) 279-3738

advancedmedicalphlebotomync@gmail.com



Welcome to Advanced Medical NC Training College!

Dear Future Students,

We are thrilled to welcome you to Advanced Medical NC Training College, where your journey toward a rewarding career in healthcare begins! Our dedicated team is committed to providing you with high-quality education in a supportive and compassionate environment.

At our college, we believe that every student has the potential to succeed, and we are here to help you achieve your personal and professional goals. Our comprehensive programs are designed not only to equip you with essential knowledge and skills but also to instill a sense of confidence and compassion that is vital in the healthcare field.

As you explore our course offerings, you will find a blend of classroom learning, hands-on clinical experience, and expert instruction from industry professionals. We pride ourselves on fostering an inclusive community where every student is valued and encouraged to thrive.

Thank you for considering Advanced Medical NC Training College as your educational partner. We look forward to supporting you on this exciting journey!

Warm regards,

Jeannine Brackett-Griffin

Owner, Advanced Medical NC Training College

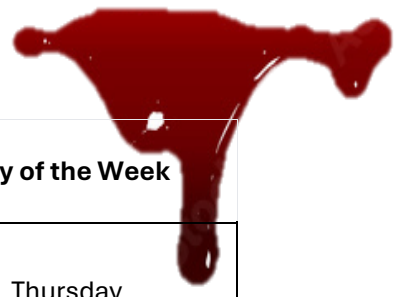




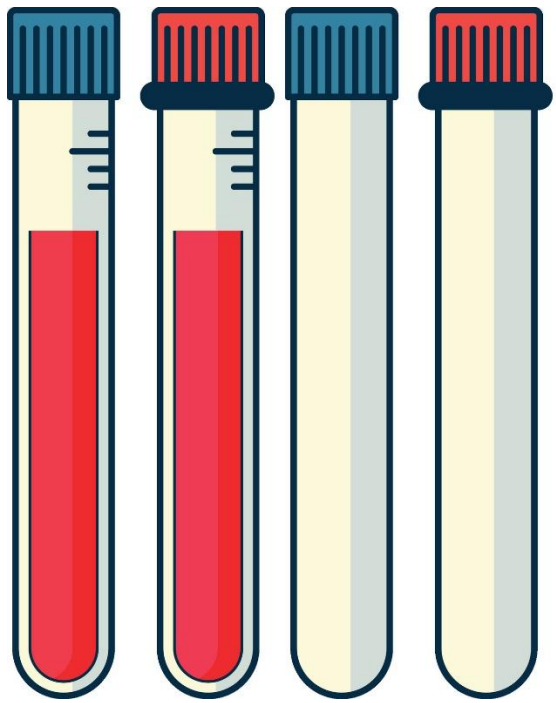
COURSE OUTLINE & CALENDAR / HOLIDAYS

Advanced Medical NC Training College will not hold class on the following holidays and will observe the following vacation days.

Date	Holiday	Day of the Week
2025		
January 1, 2025	New Year's Day	Wednesday
January 20, 2025	Martin Luther King Jr. Day	Monday
April 20, 2025	Easter	Sunday
May 26, 2025	Memorial Day	Monday
June 7, 2025	Eid al-Adha	Saturday
June 19, 2025	Juneteenth	Thursday
July 4, 2025	Independence Day	Friday
September 1, 2025	Labor Day	Monday



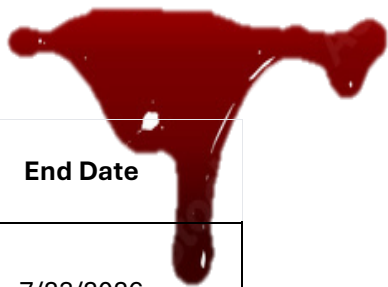
Date	Holiday	Day of the Week
November 27, 2025	Thanksgiving Day	Thursday
December 24, 2025	Christmas Eve	Wednesday
December 25, 2025	Christmas Day	Thursday
December 31, 2025	New Year's Eve	Wednesday



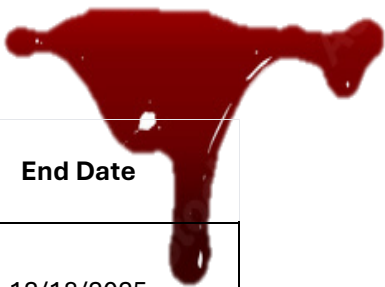
2025 COURSE SCHEDULE



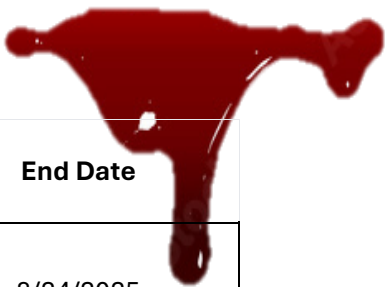
Class Type	Start Date	End Date
Weekday Mornings		
Monday-Thursday	1/6/2025	2/13/2025
10AM-2PM	2/24/2025	4/3/2025
	4/28/2025	6/5/2025
	6/16/2025	7/24/2025
	8/4/2025	9/11/2025
	9/22/2025	10/30/2025
	11/10/2025	12/18/2025
2026	1/12/2026	2/19/2026
	3/2/2026	4/9/2026
	4/27/2026	6/4/2026




Class Type	Start Date	End Date
	6/15/2026	7/23/2026
	8/3/2026	9/10/2026
	9/21/2026	10/29/2026
	11/9/2026	12/17/2026
Weekday Nights		
Monday-Thursday	1/6/2025	2/13/2025
6PM-10PM	2/24/2025	4/3/2025
	4/28/2025	6/5/2025
	6/16/2025	7/24/2025
	8/4/2025	9/11/2025
	9/22/2025	10/30/2025

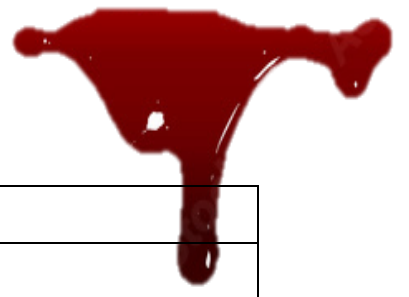


Class Type	Start Date	End Date
	11/10/2025	12/18/2025
2026	1/12/2026	2/19/2026
	3/2/2026	4/9/2026
	4/27/2026	6/4/2026
	6/15/2026	7/23/2026
	8/3/2026	9/10/2026
	9/21/2026	10/29/2026
	11/9/2026	12/17/2026
Weekend Mornings		
Saturday & Sunday	1/11/2025	3/23/2025
10AM-2PM	3/29/2025	6/8/2025



Class Type	Start Date	End Date
	6/14/2025	8/24/2025
	8/30/2025	11/09/2025
2026	1/10/2026	3/22/2026
	3/28/2026	6/7/2026
	6/13/2026	8/23/2026
	8/29/2026	11/8/2026





Grading Scale	
Above 70%	Pass
Below 69%	Fail



Mission

At Advanced Medical NC Training College, our mission is to deliver high-quality teaching and learning opportunities in a compassionate, respectful, and ethical environment. We equip our students with the essential knowledge and skills needed to achieve their personal and career aspirations. Our commitment to continuous improvement ensures that our programs and teaching methods evolve to meet the needs of our students.

Vision

Our vision is to be recognized as a premier career school in North Carolina, distinguished by our success and excellence in education.

Values

Our top priority is student success. We are dedicated to clearly defining our programs and services while exceeding student expectations. We support our students in enhancing their skills, treating them fairly, recognizing their achievements, and inspiring them to approach their learning with dedication and compassion. We promote high standards, set ambitious goals for our students, and work diligently to fulfill our commitments. Our aim is to enrich every student's experience.

School Ownership

Advanced Medical NC Training College operates as a Limited Liability Company registered in North Carolina. It is owned and managed by Jeannine Brackett-Griffin, who has been involved in the medical field since 1986 and has taught Phlebotomy since 2014. Mrs. Griffin acquired the college from its previous owner, Kim Bass, with the goal of continuing to nurture the education of new, qualified phlebotomists in North Carolina.

Approval/Governing Body

Advanced Medical NC Training College is licensed by the State Board of Community Colleges. It is important to note that the State Board is not an accrediting agency. We collaborate with the National Healthcareer Association (NHA) to certify our phlebotomists.

Instructors

Instructor Name	Title
Jeannine Brackett-Griffin	Owner, NHA CPT Instructor / (AMT) RPT / (AMT) Allied Healthcare Instructor
Christian Dubbs-McClure	Director, CPT (NHA)
Dahionnarah Maldonado	NHA, BLS Instructor
Rhimeka Allen	NHA CPT Instructor

Building Demographics

Our facility spans 1,300 square feet and includes:

- A classroom
- A clinical lab
- A breakroom
- Restrooms
- Supply storage

Equipment Used

We utilize a variety of equipment for training purposes, including:

- Mannequin arms with practice veins
- Full venipuncture equipment
- Syringes
- Multi-sample needles
- Butterfly needles

- Lancets
- Evacuated tubes
- Capillary micro-collection tubes
- Tourniquets
- Centrifuge
- Glass slides
- Sphygmomanometer (blood pressure cuff)
- O2 sensor



ABOUT THE COURSE



The Phlebotomy Technician Training Program is a comprehensive course designed to equip students with the essential skills needed for blood collection, specimen handling, and infection prevention practices. Phlebotomy Technicians can find employment in various healthcare settings, including clinics, hospitals, emergency rooms, urgent care centers, doctors' offices, laboratories, and more.

This program combines classroom instruction, laboratory practice, and supervised hands-on clinical training. Graduates will learn to effectively communicate with patients, adhere to infection control protocols, collect urine, blood, throat, buccal, and stool specimens, perform high-quality venipuncture and dermal punctures, and conduct other point-of-care testing.

Students will also acquire skills in taking vital signs and reporting observations. Upon successful completion of the program and passing the final exam, graduates may qualify for entry-level positions as Certified Phlebotomists. While national certification through the NHA exam is not required for employment as a non-certified phlebotomist, it is recommended.

Program Requirements:


To complete the program successfully, students must fulfill a minimum of 120 clock hours at the institution or designated clinical locations during day or evening sessions and achieve a final passing grade of 70% or higher.

Tuition Costs and Syllabus:

- Registration Fee: \$250.00 (deducted from total tuition)
- Basic Phlebotomy Tuition: \$1,450.00
This includes a 20-day course, digital study guides, clinical training, a certificate of completion, and a certified phlebotomy pin.

Course Subjects:

Courses are labeled from PH-100 to PH-105 and include:



Course Code	Course Title	Contact Hours	Description
PH-100	Introduction to Phlebotomy	16	This course covers the basics of phlebotomy, including its history and role within healthcare. Students will learn about safety concerns and infection control measures.
PH-101	Phlebotomy Basics	16	This subject introduces medical terminology relevant to phlebotomy and provides an understanding of human anatomy and physiology related to blood collection.
PH-102	Specimen Collection	16	Students will learn about venipuncture equipment and techniques for routine blood draws and capillary collections while considering special populations and procedures.
PH-103	Specimen Handling	16	This course focuses on the proper handling of specimens during transport and processing while introducing point-of-care testing (POCT).
PH-104	Professional Issues	16	Students will explore quality control measures in phlebotomy practices as well as legal issues such as scope of practice and confidentiality.
PH-105	Phlebotomy Clinical/Lab Experience	40	This hands-on course allows students to practice venipuncture and capillary collection techniques in a clinical setting.

Supplemental Teaching Methods:

In addition to traditional lectures, instructors will employ interactive teaching methods such as PowerPoint presentations, handouts, group activities, role-playing scenarios, video instruction, and demonstrations.

Student-to-Instructor Ratio: 10:1

**Certifications:**

Upon completion of the program, students will have the opportunity to sit for the National Healthcareer Association (NHA) Certification Exam.

Program Objectives:

This training program aims to provide students with the resources and learning opportunities necessary to develop the skills required to excel as phlebotomists through structured classroom instruction, lab work, and clinical experiences that align with current industry standards.

Program Outcome:

Graduates will be equipped with the skills needed to take the NHA Certified Phlebotomy Technician (CPT) exam. This is a certificate-level course.

Enrollment Requirements:

Students must provide two forms of identity verification from the following list:

- Government-issued photo ID
- Current non-expired driver's license
- U.S. government-issued military ID
- State-issued identification card
- Current passport (U.S. or foreign)
- Current non-expired federal employment authorization document (EAD)
- Alien registration card
- Current non-expired NC learner's permit
- Signed non-laminated U.S. government-issued Social Security card

Additionally:

- Completed high school or college transcripts, must have a graduation date (via Parchment.com or cfnc.org)
- Criminal background check (from local sheriff's department)
- Negative drug screen conducted within seven days before or after the first class (provided by school)

The student's identity will be verified through two acceptable forms of identification. Copies will be maintained in student records. The institution is not responsible for students who fail to pay their registration fees promptly after receiving notice of class availability.

Students who apply but do not complete payment in time may be offered a spot in the next available class without refunds for missed opportunities.

Advanced Medical NC Training College reserves the right to evaluate special cases and refuse admission when deemed necessary for individual or program integrity.

ATTENDANCE POLICY

Absences:

At Advanced Medical NC Training College, we emphasize the importance of accountability and punctuality to ensure students receive the maximum benefit from their educational experience. Students are required to attend class every scheduled day and arrive on time to successfully complete the program. Due to the critical nature of our training, students who miss more than the allowed class or lab/clinic time will be assigned a make-up day at the instructor's discretion, with no additional fees incurred. If a student is absent or late more than four times, they will forfeit their registration and be dropped from the course without a refund. Attendance is mandatory for all classes, labs, and clinical sessions, and students must remain in class until officially dismissed by the instructor.

In case of emergencies such as family death, severe weather, or unavoidable circumstances, students should inform the instructor prior to class to avoid penalties. Repeated occurrences may lead the instructor to consider these absences as derogatory marks.

Late Arrivals / Early Departures:

Excessive tardiness or leaving class early may result in dismissal from the program. A student arriving more than 10 minutes late or leaving 10 minutes before class ends will be marked tardy or as having departed early. Two late arrivals or early departures will count as one absence. Students are expected to adhere to scheduled breaks, with a 5-minute grace period for returning. Arriving more than 5 minutes late from a break will be considered tardy; two such occurrences will count as one absence. After two or more absences, a student may face termination from the program.

Students must arrive on time for clinical sessions; there is no grace period. Being even one minute late will result in being marked absent and sent home for the day. Those with three

late arrivals or early departures will be required to meet with the Director to evaluate their continuation in the program.

Class Cancellation:

Advanced Medical NC Training College reserves the right to cancel classes due to insufficient enrollment or instructor absence. Students will be notified and offered alternative class dates. Instructors may also cancel classes due to weather-related issues, illness, or emergencies.

Interruptions for Unsatisfactory Attendance:

Students with unsatisfactory attendance records will be dropped from the program. Unsatisfactory attendance includes missing more than one late arrival or early departure from clinicals and four late arrivals or early departures from classes.

ENROLLMENT AND ADMISSION

Admission Policy:

Admission to Advanced Medical NC Training College is open on a first-come, first-served basis. We do not discriminate based on race, color, creed, religion, age, sex, national origin, payment source, or physical disability status—except where age or physical disabilities are bona fide occupational qualifications. Our institution is committed to providing equal opportunities and does not tolerate discrimination against students or employees.

Admission Requirements:

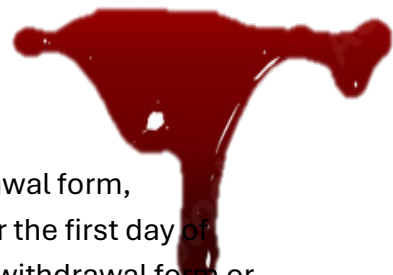
Prospective students must be at least 18 years old before completing the program and provide proof of high school or college transcripts. Students under 18 must have parental permission to enroll. Advanced Medical NC Training College will facilitate background checks and drug screenings for all students.

Acceptance Notification:

Each accepted student will receive an email confirmation of their registration.

Student Responsibilities:

Students are responsible for completing their academic programs and understanding all requirements related to unacceptable behaviors and minimum knowledge necessary for graduation. All required aspects of the course must be completed successfully in order to graduate and take certifying exams.

**Course Withdrawal:**

If a student needs to withdraw from a course, they must obtain a withdrawal form, complete it, and submit it to the program director within seven days after the first day of class; after this period, refunds will not be available. Failure to submit a withdrawal form or notify the school of departure may result in being dropped from the program with applicable tuition policies enforced. Students who withdraw must wait 30 days before re-enrolling in future classes; repeated withdrawals may hinder future enrollment opportunities.

Dismissal Policy:

Students will receive counseling regarding behavior issues and violations of the code of conduct prior to dismissal from the program. All counseling sessions will be documented in the student's file by the program coordinator. Dismissal due to inappropriate behavior or unsafe practices will result in no refund.

Procedures for Examination of Records

Students wishing to inspect their educational records must submit a written request. The school will respond within 7 days to schedule a date and time for the inspection, which must occur within 30 days of the request.

Challenge of Student Records

Students may challenge any educational record they believe is inaccurate, misleading, or violates their privacy rights. Such challenges must be submitted in writing and include the reasons for contesting the data in question. The school will investigate the challenge and make necessary corrections within 30 days.

Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of students' educational records. Rights under FERPA transfer to students or former students who are 18 years old or older or who are attending any post-secondary institution. These individuals are referred to as "eligible students."

A. Parents or eligible students have the right to inspect and review all educational records maintained by the College. Requests must be made in writing, and there is a processing fee of \$15.

b. Generally, the College must obtain written permission from a parent (if the student is a minor) or an eligible student (18 or older) before releasing any information from a student's record. However, FERPA allows colleges to disclose records without consent under certain conditions, including:

- School employees with legitimate educational interests.



- Schools to which a student is transferring.
- Financial aid organizations.
- Certain government officials carrying out lawful functions.
- Organizations conducting studies on behalf of the college.
- Accrediting organizations.
- Officials with court orders or subpoenas.
- Health and safety emergencies.
- State and local authorities within the juvenile justice system, as required by state law.

For more information about FERPA, please refer to <http://studentprivacy.ed.gov>. Previous Educational Training and Transfers

Advanced Medical NC Training College does not accept transfer credits from other institutions, nor can we guarantee that our educational programs will transfer to other institutions. The acceptance of credits from our courses at other institutions is at the discretion of those institutions.

STUDENT CONDUCT

The code of conduct outlines professional standards for behavior, attitude, performance, and ethics while enrolled in any program at Advanced Medical NC Training College. This code applies during classes, labs, clinical rotations, and national competency examinations. Students are expected to demonstrate professionalism and self-control as future healthcare professionals.

Advanced Medical NC Training College does not tolerate inappropriate or disruptive behavior; violations of this code may lead to immediate dismissal from the program.

Conditions for Dismissal:

Unacceptable behaviors include but are not limited to:

- Inappropriate interactions with instructors or peers
- Insubordination towards staff
- Personal cell phone usage during class (phones should only be used in emergencies with instructor approval)



- Disruptive behavior (profanity, bullying, threats)
- Interrupting lessons
- Performing untrained tasks
- Ignoring safety protocols
- Breaching confidentiality (HIPAA violations)
- Engaging in illegal activities
- Sleeping during class
- Cheating or plagiarism
- Falsifying records
- Possession of weapons or illegal substances on school premises

This revised version enhances clarity while maintaining an informal yet professional tone throughout your policies on attendance, enrollment requirements, and student conduct.

Refund Policy

Refunds will be granted under the following circumstances:

- A student who fails to enter the course must communicate their reason in writing.
- A student who officially withdraws from the course in writing (see withdrawal policy) may receive a refund based on the policy.
- If a class is canceled due to insufficient enrollment, students may choose between a 100% refund or applying funds to the next available class.

Schedule of Refunds:

- A 100% refund will be issued if a student withdraws in writing before the first day of class or if the school cancels the class.
- A 75% refund will be provided if the student attends less than 25 percent of the program.

To comply with applicable federal regulations regarding funds, federal regulations regarding refunds will supersede state refund regulations.



Disclaimer:

Students dropped from the course due to misconduct or poor progress are not eligible for refunds.

Refunds will be processed within 14 days after submission of the withdrawal form.

Refunds will be sent via U.S. mail as a check to the address on file or electronically through a paid digital invoice.

Changes in Curriculum, Fees, or Other Requirements

The governing body and administration of Advanced Medical NC Training College reserve the right to change tuition, fees, graduation requirements, curriculum structure, course content, and other related matters at any time without prior notice. Any such changes will take effect immediately and will be documented as an addendum to the catalog.

This catalog serves as a reference guide for admissions, programs, policies, and procedures rather than a binding contract between Advanced Medical NC Training College and its students. All members of the college community are expected to adhere to the procedures and requirements outlined herein. Information and requirements are subject to change without notice and should not be regarded as a binding obligation on the school or the state.

When changes to the catalog are mandated by state officials, those changes will be communicated through catalog inserts and other means until a revised edition is published in the following academic year. Students are responsible for following the curriculum and graduation requirements specified in the catalog at the time of their enrollment.

