



ADVANCED MEDICAL NC
TRAINING COLLEGE

COURSE CATALOG

Academic Year 2025-2026

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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 the vital field of healthcare begins! Our commitment is to provide you with high-quality education in a supportive and compassionate environment.

At our college, we believe that every student has the potential to succeed. Our comprehensive programs are designed to equip you not only with the essential knowledge and hands-on skills but also to instill the sense of confidence and compassion vital for a Phlebotomy Technician.

As you explore our course offerings, you will find a blend of classroom learning, intensive hands-on clinical experience, and expert instruction from industry professionals. Please note that we are a licensed private postsecondary school in North Carolina, and we collaborate closely with the National Healthcareer Association (NHA) to prepare you for the Certified Phlebotomy Technician (CPT) exam. This certification is highly recommended for maximizing your career prospects.

We pride ourselves on fostering an inclusive community dedicated to your success. Thank you for choosing Advanced Medical NC Training College as your educational partner. We look forward to supporting you on this exciting, new professional 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.

<u>Date</u>	<u>Day</u>	<u>Holiday</u>
January 1 st , 2026	Thursday	New Year's Day
January 19 th , 2026	Monday	Martin Luther King Jr. Day
April 5 th , 2026	Sunday	Easter Sunday
April 3 rd , 2026	Friday	Good Friday (state observance)
May 25 th , 2026	Monday	Memorial Day
June 19 th , 2026	Friday	Juneteenth National Independence Day
May 27 th , 2026	Wednesday	Eid al-Adha (tentative)



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July 3 rd , 2026	Friday	Independence Day (observed)
July 4 th , 2026	Saturday	Independence Day
September 7 th , 2026	Monday	Labor Day
November 11 th , 2026	Wednesday	Veterans Day
November 26 th , 2026	Thursday	Thanksgiving Day
December 24 th , 2026	Thursday	Christmas Eve
December 25 th , 2026	Friday	Christmas Day
December 31 st , 2026	Thursday	New Year's Eve



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2026 COURSE SCHEDULE

Class Type	Start Date	End Date
Weekday Mornings		
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
Weekday Nights		
2026	1/12/2026	2/19/2026



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	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		
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



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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 to operate as a private post-secondary career school in North Carolina by the **State Board of Community Colleges**, NC Community College System. It is important to note that the State Board is a licensing body and **is not an accrediting agency**. We collaborate with the **National Healthcareer Association (NHA)** to certify our phlebotomists.



Instructors

Instructor Name	Title	Educational Background	Professional Experience & Credentials
Jeannine Brackett-Griffin	Owner / Director/ Lead Instructor	AAS Surgical Technology, Medical Assistant, AAS Emergency Medical Services, EMT Certified CPT (NHA)/RPT Allied Health Instructor	NHA Certified Phlebotomy Technician (CPT), AMT Registered Phlebotomy Technician (RPT), 38 years' experience as a phlebotomist, 38 years' experience as a Health Care Educator.
Christian Dubbs- McClure	Instructor	CPT (NHA)	Certified Phlebotomy Technician (CPT, NHA), 3 years' experience as a phlebotomist, 3 years as a healthcare educator.
Dahionnarah Maldonado	Instructor	CPT (NHA)	NHA Certified Phlebotomy Technician, BLS Instructor Certification , 3 years' experience as a phlebotomist, 3 years' experience in BLS/CPR
Shanna Perkins	Instructor	CPT (NHA)	NHA Certified Phlebotomy Technician, 27 years certified in BLS/CPR, 27 years' experience as a phlebotomist



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 Phlebotomy Technician Training Program

The **Phlebotomy Technician Training Program** is a comprehensive course designed to equip students with the essential knowledge and **hands-on skills** needed for high-quality **blood collection, specimen handling, and rigorous infection prevention practices**.

Phlebotomy Technicians are an essential part of the healthcare system and can find employment in various clinical settings, including hospitals, clinics, emergency rooms, urgent care centers, doctors' offices, commercial laboratories, and more.

Program Structure and Outcomes

This program combines **classroom instruction, intensive laboratory practice, and supervised clinical training** to ensure professional competency.

- **Core Skills Acquired:** Graduates will master safe and effective patient communication, strict adherence to infection control protocols, and the collection of a variety of specimens, including **urine, blood, throat, buccal, and stool** specimens. Training includes performing high-quality **venipuncture, dermal (capillary) punctures**, and conducting essential **Point-of-Care Testing (POCT)**. Students also acquire fundamental skills in taking vital signs and reporting clinical observations.
- **Certification Eligibility:** Upon successful completion of the program and passing the final exam, graduates **qualify to sit for the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam**.
- **Career Advancement:** While national certification through the NHA exam is not always required for entry-level employment, **it is strongly recommended** as it demonstrates competency, provides a competitive advantage in the job market, and supports long-term career growth.

**PROGRAM REQUIREMENTS**

To successfully graduate from the Certified Phlebotomy Technician Program and qualify to sit for the NHA CPT certification exam, students must:

1. Fulfill a **minimum of 120 clock hours** at the institution or designated clinical locations during day or evening sessions.
2. Achieve a **final passing grade of 70% or higher** in the program.
3. Complete a minimum of **30 successful venipunctures** and **10 successful capillary sticks on live individuals** during the clinical/lab portion of the course.

Tuition Costs and Syllabus:

Itemized Fee	Status	Amount	Notes
Registration Fee	Due to College	\$250.00	Due at enrollment; non-refundable.
Instruction Fee	Due to College	\$621.00	Adjusted fee to cover classroom lectures and facility overhead.
Lab/Clinical Practice Fee	Due to College	\$250.00	Covers lab consumables, practice equipment, and the mandatory 12-panel drug screen cost.
Study Materials & Certification Prep Fee	Due to College	\$150.00	Covers digital study guides, textbooks, and NHA practice materials.
Graduation Fee	Due to College	\$50.00	Covers Certificate of Completion, certified



Itemized Fee	Status	Amount	Notes
			phlebotomy pin, and administrative processing.
NHA CPT Certification Exam Fee	Included in Tuition	\$129.00	Fee collected by the College and paid to the NHA on the student's behalf.
TOTAL TUITION DUE TO COLLEGE	Fixed Cost	\$1,450.00	The exact, fixed cost due to Advanced Medical NC Training College.

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 & Safety	16	This foundational course covers the history and critical role of the phlebotomist within the modern healthcare team and laboratory departments. Students master safety protocols , focusing on OSHA standards including the Bloodborne Pathogens Standard, sharps disposal, and implementation of Standard and Transmission-Based Precautions . Emphasis is placed on proper hand hygiene , use of Personal Protective Equipment (PPE) , and emergency procedures like First Aid and CPR .
PH-101	Medical Terminology & Human Anatomy	16	This subject introduces essential medical terminology and an in-depth understanding of human anatomy and physiology , with a focus on systems crucial to blood collection. Key areas include the detailed structure and function of the circulatory system (heart, arteries, veins, capillaries), the composition of blood (plasma, serum, cellular elements), and conditions that impact specimen collection (e.g., patient conditions, fasting, medication).
PH-102	Routine & Advanced	16	This core module is dedicated to mastering blood collection procedures . Students learn to select and prepare the appropriate venipuncture



Course Code	Course Title	Contact Hours	Description
	Specimen Collection		equipment (evacuated tubes, needles, safety devices, syringes, butterflies). Critical topics include: Patient Identification, Order of Draw (venous and capillary), site selection, and the proper technique for both venipuncture and capillary/dermal punctures . Special attention is given to collecting blood from pediatric and geriatric patients.
PH-103	Specimen Integrity & Processing	16	This course focuses on the critical steps that occur post-collection to maintain specimen integrity . Topics include specimen handling, transportation, and proper storage . Students will be proficient in specimen labeling, centrifugation, aliquoting, and recognizing pre-analytical errors (e.g., hemolysis, hemoconcentration, improper tube use). The module introduces Point-of-Care Testing (POCT) , specialized collections (like blood cultures), and non-blood specimen collection (urine, throat, buccal, stool).
PH-104	Professional Issues & Quality Control	16	Students explore the legal and ethical guidelines governing phlebotomy practice. Key areas include HIPAA compliance and confidentiality, patient rights (e.g., informed consent), and the phlebotomist's scope of practice . The course emphasizes Quality Assurance (QA) and Quality Control (QC) measures . Crucially, this course covers the strict Chain of Custody (COC) protocols required for legal and forensic specimens (e.g., drug screens, forensic testing).
PH-105	Phlebotomy Clinical/Lab Experience	40	This intensive hands-on course allows students to practice and demonstrate competency in all collection techniques learned in PH-102, utilizing both anatomical trainers and supervised live collection opportunities. To successfully complete this module and qualify for the NHA CPT exam, students must successfully perform a minimum of 30 venipunctures and 10 capillary sticks on live individuals. This module also covers patient assessment, managing complications (e.g., fainting, hematoma), and proper professional communication skills.

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

Clinical Placement Requirements (Mandatory Prerequisites)

Enrollment in the Phlebotomy Technician Program includes a mandatory, hands-on clinical experience (**PH-105**). Clinical training is primarily held within the College's clinical lab, but may be subject to being conducted at an approved external healthcare facility.

The following requirements are contingent upon external clinical site assignment:

- **Mandatory Drug Screening:** All students are required to complete and **pass a mandatory 12-panel urine drug screen** prior to beginning the clinical/lab portion of the course. **The cost of this screening is included in your tuition.**
- **Background Check and Immunizations:** Advanced Medical NC Training College does NOT mandate a criminal background check or specific immunizations (such as Hepatitis B, TB, or Flu shots) for all enrolled students.

Consequence of Non-Compliance: Students who **fail to pass the mandatory 12-panel urine drug screen** will be **immediately terminated from the program**, and **no tuition refund will be issued**. Furthermore, students who are selected for an external clinical rotation but fail to meet the facility's specific health or security prerequisites will be unable to complete the clinical hours (PH-105). **Students unable to complete the clinical hours are not eligible for graduation or NHA certification, and no tuition refund will be issued.**

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 certification-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)

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.

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 and Tardiness Policy:

Violation Type	Policy and Definition	Consequence
Tardiness/Early Departure	Arriving more than 10 minutes late or leaving 10 minutes before class ends will be marked as a tardy/early departure.	Two (2) tardies/early departures from didactic (classroom) sessions will count as one (1) absence .
Break Tardiness	Arriving more than 5 minutes late from a scheduled break.	Two (2) break tardies will count as one (1) absence .
Clinical Session Punctuality	Students must arrive at the scheduled clinical session on time (no grace period). Being even one minute late will result in being marked absent for the day.	Missing more than one (1) late arrival or early departure from clinical sessions constitutes Unsatisfactory Attendance and will lead to termination.

Termination and Enrollment Limits

Limit	Action	Financial Consequence
Maximum Absences	Students who accrue more than four (4) total absences (or their equivalent combination of	Student will forfeit their registration and be dropped from the course without a refund .



Limit	Action	Financial Consequence
	tardies/break tardies) from the program.	
Unsatisfactory Attendance	Missing more than one (1) late arrival or early departure from clinical sessions.	Student will be dropped from the program and will not be eligible for graduation or NHA certification without a refund.

Emergency and Make-Up Policy

- **Emergencies:** In case of unavoidable emergencies (e.g., family death, severe weather), students must **inform the instructor prior to class** to avoid penalties. Repeated emergencies may lead the Director to consider these absences as derogatory marks.
- **Make-Up Work:** Students who miss allowed class or lab/clinic time will be assigned a make-up day at the instructor's discretion, with **no additional fees incurred**, to fulfill the 120-hour requirement.

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.



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 (Mandatory Revisions)

Prospective students must meet the following mandatory criteria:

- Students must be at least 18 years old prior to the scheduled program start date. Students under 18 must have parental permission to enroll.
- Provide proof of high school or college transcripts.
- Successfully complete and pass the mandatory 12-panel urine drug screening (cost is included in tuition).

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, including the mandatory practical experience (30 venipunctures/10 capillary sticks), must be completed successfully in order to graduate and take certifying exams.

Course Withdrawal (Mandatory Revision)

If a student needs to withdraw from a course, they must obtain a withdrawal form, complete it, and submit it to the Program Director.

- The official withdrawal date is the date the signed form is received by the Program Director.



- The deadline for a tuition refund (per the Refund Policy) is seven (7) 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.

Student Grievance Procedure

Advanced Medical NC Training College is committed to an equitable and prompt resolution of student complaints. This procedure is available to all students who have academic or administrative complaints regarding the school's policies, faculty, or operations.

Step 1: Informal Resolution (Initial Discussion)

The student should first attempt to resolve the matter informally by meeting with the instructor or the staff member directly involved in the complaint within seven (7) business days of the issue's occurrence.

Step 2: Formal Complaint (Program Director Review)

If the complaint is not resolved informally, the student must submit a Formal Written Grievance Form to the Program Director within ten (10) business days of the informal discussion. The written form must include:

- The student's name, contact information, and date of submission.
- A detailed description of the complaint.
- All relevant documentation (emails, dates, etc.).
- The requested resolution.

The Program Director will investigate the complaint and provide a final written decision to the student within fifteen (15) business days of receiving the formal submission.

Step 3: External Resolution (North Carolina State Contact)

If a complaint cannot be resolved through the institution's internal grievance procedure, the student may file a complaint with the appropriate licensing board for private postsecondary institutions in North Carolina.

The State of North Carolina contact for student complaints is:

North Carolina Post-Secondary Education Complaints c/o The Licensure Board of the UNC System Office Address: **223 S. West Street, Suite 1800, Raleigh, NC 27603**
Phone: **(919) 962-1000** Website: [Complaints Portal](#)

Privacy Act (FERPA)

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**".

Student Rights



- **Right to Inspect Records:** 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**.
- **Right to Consent to Disclosure:** 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.

Disclosure Without Consent

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

Advanced Medical NC Training College maintains a fair and transparent 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 schedule below.
- 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:

Withdrawal Status	Refund Amount
Student withdraws in writing before the first day of class	100% refund (excluding non-refundable fees)
Student attends less than 25 percent of the total program hours	75% refund (excluding non-refundable fees)
Student attends 25 percent or more of the total program hours	No Refund

Disclaimer & Financial Obligations:

- Federal regulations regarding refunds will supersede state refund regulations where applicable.**



- Students dropped from the course due to misconduct, unsafe practices, academic failure, or failure to pass the mandatory drug screen are not eligible for any refund.**
- Refunds will be processed **within 14 days** after the submission of the official 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.

Final Revised Policy on Changes

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.
- Students are responsible for adhering to the procedures and requirements outlined herein. Information is 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**.