**NATIONAL COLLEGE OF PHLEBOTOMY**

**Chicago, Illinois**



**College Catalog**

**2025**

**Certificate of Approval**

National College of Phlebotomy is an approved by the I.B.H.E. Certificate of approval to operate issued by the Illinois Board of Higher Education Division of Private Business and Vocational school, 1 N. old State Capital Plaza

**Suite 333 Springfield Illinois 62701.**

**National College of Phlebotomy**

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**Mission**

Our school mission is to empower all our students to apply what they have learned, and to use their acquired skills and knowledge. We want students to rely upon their person attributes, to contributing members of our global community.

**Strategic Goals**

National College of Phlebotomy we achieve our mission by:

* By offering career-oriented training program that provide a solid foundation and entry-level skill to graduates, or that enable those already in the field to achieve career goals and advancement.
* Employing a committed staff of professional instructors who possess excellent knowledge and technical skills.
* Providing hands-on training that results in practical knowledge and student confidence.
* Providing access to classrooms, laboratories and clinical to fulfill the program’s objectives of student achievement.
* To provide the healthcare community with a graduate possessing the knowledge and skills of function capably in the patient care environment.
* To provide an educationally supportive environment that will produce a graduate able to successfully pass the nationally recognized certification examination.
* Striving to meet and exceed and institutional academic benchmarks.
* Encouraging faculty and staff to continue professional development.
* Help students formulate important questions about the nature and direction of their education and assist them if finding answers to those questions.
* Assist students in acquiring accurate and timely information regarding academic policies procedures and requirements.

**Certificate of Approval**

National College of Phlebotomy is approved by the Illinois Board of Higher Education (IBHE) as a Private Business and Vocational School.

**Academic Calendar:**

The College remains open all year and observes the following holidays and breaks:

New Year’s Day Martin Luther King Jr. Day President’s Day

Memorial Day Easter Holiday Mother’s Day

Labor Day Father’s Day Independence Day

Thanksgiving Holiday Veteran Day Columbus Day

**Office Hours:**

Monday-Friday 9:00am to 7:00 pm

Saturday- 9:00am to 1:00pm

**Class Schedule:**

Class sessions are held on Tuesday and Thursday from 6:00pm to 9:00 pm most classes are small, averaging 2-6 students. Students are expected to participate actively in their coursework and maintain regular and prompt attendance.

Prospective and registered students are informed about their course schedule prior to the start of their classes. The institute limits combined assigned and academic hour, including any makes up time, forty (40) hours per week unless such scheduling is voluntary on the student’s part. Courses scheduled for each term will be catalog insert.

**Dress Code/ School uniform**

The students are required to wear the school uniform, that the school provides for them.

**Campus Location and Description**

National College of Phlebotomy is in Chicago on Belmont and Austin on the northwest of Chicago, National College of Phlebotomy is conveniently accessible via the expressways and public transportation. The College uses appropriate equipment in support of its training program objectives to enable students to have-on training to gain job-related skills.

**Grading System**

**Certificate Program: Grading System and standard**

The grading system as following

93-100 (A/ 4.0) Excellent 85-92 (B/3.0) Very Good

77-84 (C/2.0) Good 70-76 (D/1.0) Passing

69-or below (F/0.0) Not Passing Incomplete (I) Incomplete

**Learning Resources**

The College will provide the learning resources in the area which will be a vital part of the educational program. The college maintains a Resource Center consisting of the instruction to assist student with completing class work including research assignments. The college regularly updates and augments this collection.

**Attendance and Tardiness**

A student is expected to attend all classroom, laboratory sessions as per the instructor’s attendance policy. A student is responsible for all missed work during an absence and must contact the appropriate faculty member for any missed assignments. A student should inform the instructor and school of any circumstance affecting attendance. If an instructor’s attendance policy is compromised, the student will be placed on probation if this non-compliance persists, the student is subjects to suspension. The attendance, tardiness (Tardiness =1 absence) and score reports are maintained by the course instructor and the institute. Tardiness is considered to arriving minutes after the start of class, lab or leaving earlier than the scheduled end time of the class. Tardiness without legitimate reason on more than three 3 separate occasions will be considered as one unexcused absence. College policy an individual instructors set class attendance requirement consistent with objectives. Attendance requirements may go into effect with first class of each term.

**Note: A history of felony conviction or substance abuse may adversely affect ability to gain employment or take licensing exam in the medical professions. We encourage you to consider your personal history when making appropriate career choice. If problems arise with the results of either the criminal background check or the drug screening, students will not be permitted to attend the program which then results in program non-completion.**

**Admission Requirements and procedure: Certificate Program**

An application must be a least 18 years old and provide proof of having earned a high school diploma certificate or other proof of graduation from an accredited secondary education institution or the relevant equivalent of such graduation, e.g., or a GED certificate, as there may be addition program-related following is the for admission:

* Schedule an application with an admissions representative
* Submit a copy of photo identification
* Submit a proof of high school graduation or equivalent
* Complete the Enrollment agreement
* Pay the registration fee and finalize the means and methods of payment
* Refer to additional program-specific admission requirements

**Standards of Conduct**

All person shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of the City, County, or State. All persons shall be obeying the rules, regulation, and policies of school. Valuation of such rules and regulations which include but are not limited to following, may result in disciplinary action including probation, suspension and/ or dismissal.

* Unauthorized presence on or use of School property
* Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the school administration or faculty
* Willful disobedience to directions of school officials acting in the permeance of their duties
* Theft or deliberate damage to property belonging the school, a member of the school, community, or a campus visitor
* Physical abuse of any person on institution premises, owned property or at school sponsored or supervised function

**Tobacco Policy**

In keeping with the college’s intent to provide a safe and healthy work environment, the use of tobacco products on and around college campus is prohibited. In compliance with the Illinois, Clean Air, of July 01, 1995, smoking is prohibited on campus. Student must refrain from smoking in the classroom, facilities etc. smoking with classroom facilities will result in dismissal from the program. Smoking is only permitted in designated smoking areas to outside of any public or school building at least 15 feet from any entrance.

**Alcohol and Substance Abuse Policy**

The college is committed to preventing the abuse of alcohol and the illegal use of drugs and alcohol by its student. The college prohibits illegal use of drugs and alcohol on or around the college campus or as part of activities sponsored by the college. Under this policy, the possession and or consumption of beer or other alcoholic beverages is not allowed on around the college campus. All students must abide by this policy as a condition of enrollment. Continued enrollment following receipt of the policy constitutes acceptance of this policy by the student. The following policy is established to this intent and ensure compliance with both the Drug-free workplace Act and the Drug-free School and Communities Act: The college will impose disciplinary sanctions on students and administratively withdraw from classes who violate this policy. This policy shall be interpreted consistently with the drug-free workplace Act and the drug-free school and communities act.

**Sexual Harassment Policy**

The college is committed to maintaining a positive learning, working, and living environment. In pursuit of these goals, the college will not tolerate acts of sexual misconduct or related retaliation against or by any employee or student. It is also a violation of this policy for anyone action knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint. The college will impose disciplinary sanctions on students any may administratively withdraw from classes those who violate this policy.

**Workplace Hazards**

The college is committed to create and maintain a safe learning environment. The college administration, faculty and staff conduct periodic inspections of the college campus to identify and evaluate workplace hazards and unsafe work practices, means of correction discovered hazard and /or protection individuals from the hazards are determined and implemented promptly. The college encourages employees and students to report health and safety hazards to the management. employees’ and students will not be discriminated against in any manner for bona fide reporting of health and safety hazards to the administration.

**Certificate Requirements**

Upon the successful completion of the training, the graduating student will be issued a certificate of completion. Students must meet the following minimum standards to successfully complete the training program.

* Attendance: Compliance with the instructions and the attendance policy
* School Obligations: fulfill all financial obligations to the school
* Professional and Ethical standards: Students must maintain professional and ethical conduct towards administration, classmates, staff, and instructors.

**Leave of absence (LOV)**

To take a leave of absence a student must submit a formal request and include the reason for request, plus the start date of and end date. The student must include additional supporting documents if required all leave of absence must have been prior approval from the institute.

**Placement Assistance**

National College of Phlebotomy is dedicated to assisting students to making an informed decisions about their academic opportunities. The college does not guarantee any employment ither explicitly or implicitly. Every effort is made to provide students and recent graduates with leads,

Contacts and the necessary resources to help them find employment in their respective fields. Although the school provides assistance, the students must assume the responsibility for securing employment.

**Tuition and Fees**

**Phlebotomy Technician Program 2,195**

**Registration Fee is 75 nonrefundable**

* **Books and Supplies included**
* **Board Exam included**
* **Unform included**
* **Laboratory fee included**

**Financial Assistance Program**

WIOA Gants/ Voucher Program: National College of Phlebotomy is approved by the Department of Family Support for the workforce Innovation and opportunity act WIOA Grant program please contact your local unemployment office to check the eligibility criteria and to start the grant/ voucher process.

Flexible Payment Plan Option: National College of Phlebotomy also offer flexible Payment Plan.

**Installment Plan**

Students may pay the tuition fee in installments; such installment plans will be signed by the student at the time of registration. There is a late fee of 5.00 per day excluding official holidays.

**Methods of Payment**

Students must pay all tuition and fee at the time of registration. Payment options include cash, credit card, cash app, zelle.

**Payment Policy**

National College of Phlebotomy reserves the right to withhold the Certificates of Completion, Certification exam and/ or Registry/ recommendation letter until all payments are paid in full to the college, It’s the student’s responsibility to receive an official payment notify the school of any inconsistency with the payment records.

**Obtaining Student Transcripts**

School will provide a transcript of student’s record upon request to the school. All requests for transcripts must be in writing, either by letter or completing the Transcript Request Form supplied by the school. Students also may fax their written and signed request for transcript to 773-909-5200 There will be no telephone request. Each student is entitled to one free transcript. A $10 charge shall be applied for each additional transcript. The request is filled in five business days Same day service would be $20.

**Student’s Right to Cancel**

The student has the to cancel the initial Enrollment Agreement until the 12:00 pm of 5th business day after the student has been accepted, and if the right to cancel is not given to any student at the time the Enrollment Agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund minus the registration fee which is $75 after that they would get a full refund of all their money paid to date within 5 days of cancellation, Notice of cancellation shall be made in writing to: to the School. 3131 N. Mason Chicago, ILL 60634.

**REFUND/ CANELLATION POLICY:**

All student refunds will be made according to the following policies:

1. All registration fees, tuition, and any other charge shall be refunded to the student when notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class.
2. The school will retain only the registration fee when notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance, which may not exceed $ 150 or 50% of the cost of tuition, whichever is less.
3. When notice of cancellation is given after the student’s completion of the first day of class attendance, but prior to the student’s completion of the first day of class attendance, but an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and, subject to the limitations of item 13 of this section, the cost of any books or materials which have been provided by the school.
4. When a student has completed classes more than 5% of the course of instruction, the school will retain the registration fee but shall refund a part of the tuition and other instruction, charges in accordance with following:

**CONSUMER INFORMATION**

**All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:**

* The number of students who were admitted in the program as of July 1 of that reporting period.
* The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
* The total number of students admitted in the program during the 12-month reporting period.
* The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
* The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
* The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
* The number of graduates who obtained employment in the field who did not use the school’s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
* The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).
* School will retain an amount computed pro-rated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction, the school will retain the registration fee and the entire tuition and other charges.
1. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after enrollment agreement is signed, is not subject to the cancellation provision of this section.
2. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of when the determination of non-acceptance was made.
3. Registration fees of $75.00 shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.
4. Deposits or down payment shall become part of the tuition.
5. The school shall mail a written acknowledgement of a student’s cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15calendar days.
6. All student refunds shall be made by the school within 30 calendar days from the date off receipt of the student’s cancellation. The refunds are made directly to the source of payment.
7. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day attendance.
8. A school shall refund all monies paid to it in any of the following circumstances:
* The school did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin.
* The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
* The school fails to conduct classed on days or times scheduled, detrimentally affecting the student.
1. A school must refund any book and materials fees when:
2. The book and materials are returned to the school unmarked, and
3. The student has provided the school with a notice of cancellation.

 The above refund policy is applicable to all the students enrolled in the school.

**Non-Discrimination Policy**

The National College of Phlebotomy is committed to the principles of an equal opportunity in education and employment. The Institute does not discriminate against individuals based on race, color sex, sexual orientation, gender identity, religion disability, veteran status ancestry, or national ethnic origin in the administration of its educational policies, administration policies and employment policies.

**Grievance**

Complaints filed by the students against school, facility non facility and any other issue. Complaints by the student should be submitted in writing to the school 3131 N. Mason Chicago, Ill 60634 773-906-5200. National College of Phlebotomy will try to resolve any grievances with the student, there is a maximum of 30 days from the date of receiving a written grievance/ or complaint. If the issue is not resolved the student may submit the complaint to Illinois Board of Higher Education, Private Business and Vocational School at 1 N. Old state Capitol Plaza Suite 333 Springfield, Ill 62701 217-782-2551 or you can email them at [www.ibhe.org](http://www.ibhe.org).

**Institutional Accreditation**

National College of Phlebotomy is not accredited by a U.S. Department of recognized accrediting body.

**Transfer**

National College of Phlebotomy is approved institution, and all courses are approved by IBHE-PBVS, and the college currently do not have articulation agreement with any other institution that guarantees the transfer of course to any other institution The students must contact the institution of interest to determine if the course work completed at the national of phlebotomy will transferred.

Certificate Program

**Phlebotomy Technician**

The technician program will give students the knowledge and skill to become competent phlebotomist. Students will receive a better understanding of the body system, how to conduct laboratory test, collect specimen, and perform venipunctures, the phlebotomists typically work in hospitals or clinics. After the students graduate, they will take a national certification exam to become a certified phlebotomy technician. At the National College of Phlebotomy, they will receive the knowledge and techniques needed to become a successful phlebotomy in only 12 weeks, classes meet on Tuesday and Thursday from 6-9 pm.

**Admission Requirements**

Applicate must be at least 18years old

High School diploma or GED certificate.

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National College of Phlebotomy Academic Calendar For 2024

Term 1. Three-months term Jan-March 2024

Term 2. Three-months term May-July 2024

Term 3. Three- months term Sep-Dec2024