

ADDISON INSTITUTE

OF HEALTHCARE TRAINING

CERTIFIED PHLEBOTOMY TECHNICIAN IN-PERSON STUDENT HANDBOOK

2026 Enrollment Edition

Program Length	4 weeks
Scheduled Training	80 hours
Tuition	\$2,275
Class Size	Maximum 15 students
Location	715 Broadway, Suite #4, Paterson, NJ 07514

Deliberate training. Clinical confidence. Career readiness.

1. Welcome to the In-Person CPT Program

Welcome to Addison Institute of Healthcare Training. This handbook explains the expectations, policies, safety requirements, student responsibilities, and academic structure for the in-person Certified Phlebotomy Technician (CPT) program. Students should read it before signing the enrollment agreement and keep a copy for their records.

PROGRAM AT A GLANCE

Four-week, instructor-led in-person training with anatomy and medical terminology, safety and infection control, blood collection procedures and order of draw, and clinical skills with patient interaction. Hands-on practice includes simulation and supervised phlebotomy skills.

2. Admissions & Required Enrollment Documents

- Student must be at least 18 years old unless a separate approved youth pathway applies.
- Government-issued photo identification.
- High school diploma, GED, or other accepted proof of secondary-school completion.
- Completed student enrollment agreement and all required policy/waiver acknowledgments.
- Health or immunization documentation when required for laboratory participation, clinical placement, or partner-site access.
- Background check, CPR certification, or other third-party documentation when required for a specific clinical site or placement.

Uploaded identity and health documents are confidential student records and should be submitted only through the Institute's secure enrollment system. Do not email Social Security cards, IDs, or health records unless specifically instructed through an approved secure method.

3. Tuition, Payment & Enrollment Status

Current in-person CPT tuition: \$2,275. Enrollment is not considered financially complete until the required payment is successfully processed or an approved written payment arrangement is in place. Any deposit, registration fee, installment amount, scholarship, employer sponsorship, or workforce-funding authorization must be disclosed in writing before it is applied to the student account.

- Payments are processed through Addison Institute's approved online payment system. The Institute does not store full payment-card numbers in the enrollment record.
- Students are responsible for reviewing all charges before submitting payment.
- A failed, reversed, or disputed payment may place the student account on financial hold while the matter is reviewed.
- Students should retain electronic receipts and copies of all signed enrollment documents.

4. Cancellation & Refund Policy

Addison Institute applies its approved school refund policy together with applicable New Jersey private-career-school requirements. The student enrollment agreement controls the final calculation for the student's specific enrollment.

- A student may cancel the enrollment agreement within three (3) business days of signing. Tuition paid is refundable under the applicable agreement; a separately disclosed registration fee may be treated as permitted by law.
- For a program of 300 hours or less, after attendance begins the school may retain the applicable registration fee plus a pro-rata portion of tuition calculated on a weekly basis.
- Refund requests and withdrawals must be submitted in writing and should state the student's full name, program, requested withdrawal date, and signature.
- Refunds are processed in accordance with the timeframes and documentation requirements applicable to New Jersey private career schools.
- A student should use the Institute's written dispute/refund process for billing concerns. Nothing in this handbook waives rights that cannot legally be waived.

5. Four-Week Curriculum

Week	Primary Unit	Core Competencies
1	Anatomy & Physiology Medical Terminology	Circulatory system, blood components, vascular anatomy, medical terminology, homeostasis, vein identification.
2	Safety, Infection Control & Ethics	Hand hygiene, PPE, OSHA bloodborne-pathogen concepts, sharps safety, HIPAA, informed consent, ethics, exposure response.
3	Phlebotomy Procedures & Order of Draw	Venipuncture, capillary puncture, equipment, needle/site selection, tube additives, order of draw, complications, labeling and specimen handling.
4	Clinical Skills & Patient Interaction	Patient identification, consent, communication, special populations, difficult draws, requisitions, professionalism and supervised clinical skills.

6. Attendance, Make-Up Work & Academic Progress

- Attendance is required for scheduled classroom, laboratory, simulation, and practical sessions. Missed required hours must be made up as directed by the instructor or administration.
- Students must complete assigned written work, practical demonstrations, and competency checks. Certain safety or order-of-draw competencies may require 100% completion or accuracy.
- Students who are not meeting academic or skills expectations may be assigned remediation, additional practice, or a re-evaluation before advancing.
- Excessive absence, failure to complete make-up requirements, unsafe practice, or failure to meet essential competencies may delay completion or result in administrative review.

7. Professional Conduct & Patient Confidentiality

- Treat classmates, instructors, staff, patients, volunteers, and clinical partners with dignity and professionalism.
- No harassment, threats, fighting, deliberate disruption, falsification, academic dishonesty, unsafe horseplay, or unauthorized recording in clinical or skills areas.
- Patient and volunteer information must be handled confidentially. Do not photograph, post, discuss, or share identifiable health information outside approved educational activities.
- Use professional communication, maintain appropriate boundaries, and follow instructor direction during all patient-interaction exercises.
- Students must report unsafe conditions, injuries, exposures, or suspected confidentiality breaches immediately.

8. Laboratory Safety & Supervised Venipuncture Consent

The in-person CPT program includes hands-on training. Students may practice venipuncture and capillary collection under instructor supervision as part of skills development and competency evaluation.

- Possible risks include temporary pain, bruising, bleeding, hematoma, dizziness or fainting, infection, nerve irritation/injury, allergic reaction to skin-prep or adhesive products, and accidental blood or sharps exposure.
- Students must use required PPE, hand hygiene, sharps containers, equipment controls, and exposure-response procedures.
- A student may stop an individual procedure at any time and should immediately notify the instructor of pain, numbness, unusual bleeding, dizziness, or another safety concern.
- Participation in required practical competencies is part of program completion. Any requested accommodation is reviewed individually while preserving essential safety and competency requirements.
- In the event of a needlestick or blood/body-fluid exposure, the student must immediately wash/flush the affected area, notify the instructor, complete an incident report, and follow the Institute's exposure-control procedure.

Important: The student acknowledgment of clinical risk is an informed-consent document. It does not waive rights that cannot legally be waived and does not excuse negligence or unlawful conduct.

9. Skills Standards & Clinical Expectations

- Verify patient identity using appropriate identifiers before collection.
- Explain the procedure and obtain appropriate consent before beginning.
- Perform hand hygiene and use appropriate PPE.
- Select the correct equipment, tube, site, and method for the assigned scenario.
- Follow proper order of draw and prevent cross-contamination.
- Label specimens immediately and accurately and complete requisition documentation.
- Recognize and respond to complications such as hematoma, syncope, rolling veins, or suspected nerve injury.
- Dispose of sharps immediately in an approved sharps container and maintain a clean work area.

10. Student Records, Electronic Signatures & Privacy

- Electronic signatures used in the enrollment portal are intended to have the same effect as a handwritten signature to the extent permitted by applicable law.
- Students must use their own legal name and must not sign on behalf of another person.
- Enrollment records may include application data, signed agreements, payment status, attendance, grades, competency results, and required supporting documents.
- The Institute maintains student records and releases them only as permitted by law, school policy, or valid authorization.
- Students should promptly notify the Institute of changes to legal name, address, email, phone number, or emergency-contact information.

11. Certification, Completion & Career Services

Successful completion of the Addison Institute program results in the credential or certificate described in the student's enrollment documents. National certification examinations are administered by independent certifying organizations and may have separate eligibility rules, application requirements, and fees. Program completion does not guarantee third-party certification, licensure, employment, a specific wage, or clinical placement.

12. Complaint Resolution & Student Support

- Students should first raise routine classroom concerns with the instructor when appropriate.
- Formal complaints should be submitted in writing to the School Director and should identify the student, the concern, relevant dates, and the requested resolution.
- The Institute will document the complaint and provide the student with the applicable response and appeal process.
- Students retain the right to contact the appropriate New Jersey oversight agency regarding private-career-school concerns.

13. Required Enrollment Acknowledgments

The online enrollment workflow requires the student to separately acknowledge the following items before payment is accepted:

- Program tuition and financial responsibility
- Cancellation and refund policy
- Attendance, make-up, and academic-progress requirements
- Professional conduct and confidentiality
- Laboratory safety and bloodborne-pathogen/exposure procedures
- Supervised venipuncture and capillary-collection informed consent
- Electronic records and electronic-signature consent
- Certification, placement, and employment disclaimers
- Receipt of this Student Handbook and the signed enrollment agreement

Optional media release: Permission to use a student's image, voice, or likeness for marketing is optional and is not a condition of enrollment. The enrollment system should record an explicit Yes/No choice.

14. Student Acknowledgment

By signing the electronic enrollment packet, the student confirms that they received access to this handbook, reviewed the applicable program information and policies, had an opportunity to ask questions, and agree to comply with the academic, safety, conduct, payment, and clinical-training requirements described in the final signed enrollment agreement and Institute policies.

Student Name	_____
Student Signature	_____
Date	_____
Enrollment ID	_____

Administrative note: This handbook is intended to operate together with Addison Institute's approved School Catalog, School and Program Information Form, and Student Enrollment Agreement. If an approved state filing or signed enrollment agreement contains a different program hour, tuition, refund, or schedule term, the Institute should reconcile the discrepancy before accepting a student's signature or payment.