

## MISSION STATEMENT

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced supportive environment. This endeavor encourages them to become lifelong learners and contributing ethical citizens in a multi-cultural and changing world.

## VISION

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, vocational, and community education while building learning communities designed to maximize student success.

## ADMISSION POLICY

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in programs offered through TEC. Students must come in person to the center to register for classes.

## REFUND POLICY

Students will be eligible for full refund of Postsecondary Career/Technical Education tuition and fees if withdrawn within 5 days of class start date; or partial refund if withdrawn up to 5 days after class start date. Partial payments made are NON-Refundable after the start of class. AGE Tuition, Test Fee and ID Fee are refundable prior to the start of the class or if the student never attends class. Cash payments are refunded by internal funds check, Credit Card refunds will only be applied to the credit card used for payment. The Application for refund by Check/Credit (Form 2057) must be completed and approved for all eligible refunds.

## ATTENDANCE POLICY

All students are expected to attend class regularly and as schedule. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All career/technical education students who accumulate four(4) consecutive absences will be withdrawn from class..

## STUDENT CONDUCT

The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco or alcohol products on campus. Offenders may be excluded from classes or from school. The act of theft, damage to property, assault, and/or menacing others is a violation of the law. Students participating in such behaviors may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities. See the M-DCPS Post-Secondary Code of Student Conduct on the TEC website.

## FINANCIAL AID

Financial aid is available to those students who qualify. For additional information, please contact the financial aid officer at (305) 445-7731 ext. 2711.

## FEE INFORMATION

Additional fees are required for State of Florida non-residents.

## BASIC SKILLS TEST

As per Section (s.) 1004.91, Florida Statutes (F.S.), Requirements for career education program basic skills. The statute requires students who enroll in a career certificate program of 450 clock hours or more to complete an entry-level basic skills examination within the first six weeks after

admission into the program, unless the student is otherwise exempt.

Students exempt from basic skills exit requirements include those who entered 9th grade in a Florida public school in the 2003-2004 school year or any year thereafter and earned a Florida standard high school diploma. Achieved a standard Florida Public High School Diploma (HSD) 2007 or later; a student possesses a high school diploma from a private school, a student was in a home education program or a personalized education program, and a signed affidavit has been submitted by the student's parent or legal guardian attesting that the student has completed a home education program or a personalized education program, a student who has earned a GED (Passing Language Arts through Reasoning and Mathematics Reasoning) beginning with the 2014 GED®, serving as an active-duty member of any branch of the United States Armed Forces; possess a college degree at the associate in applied science or higher; or pass a state, national or industry certification or licensure aligned to their career certificate program.

Students with disabilities may request testing accommodations if they provide written documentation verifying their disability. They may also be exempted from meeting the basic skills requirement.

## FLORIDA RESIDENCY REQUIREMENTS

To be considered "in-state" students for tuition purposes, a student must present proof of one year of Florida residency. A list of the approved documents for the verification of "in-state" status may be obtained in student services department or on the school website under tuition and fees tab.

The SAVES program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free classes in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development Preparation (GED), Career/Technical Education, and Citizenship, as well as free books.

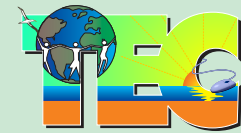
Child care service is available (3-12 years old) for a fee. **For additional information call (305) 445-7731 ext. 2080**

## Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.



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**THE ENGLISH CENTER**

# Health Science



## Phlebotomy



Friends of The English Center adobeinstructor



@TECMiami



# Phlebotomy

## PROGRAM OBJECTIVE

The purpose of Phlebotomy program is to prepare students for employment as phlebotomists.

The program focuses on the following elements of the phlebotomy industry: communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

## Program Structure:

OCP	Course No.	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0520	Phlebotomist	75 hours

## Certificate of Completion

A certificate of completion is issued to program completers who obtain all Occupational Completion Points (OCPs) and satisfy the basic skills requirements for the program.

## Basic Skills

Not applicable for programs less than 450 clock hours.

## Points and Grades

The following grading scale will apply to all courses within the program:

**A** 90-100 | **B** 80-89 | **C** 70-79 | **D** 60-69 | **F** 59 or less

## Total Program Cost

165 hours @ \$2.56 per hour + materials (FL residents)

165 hours @ \$10.25 per hour + materials (Non-FL residents)



## PROGRAM DETAILS

*The student will be able to:*

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
- Apply basic math and science skills.
- Demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy.
- Discuss phlebotomy in relation to the health care setting.
- Identify the anatomy, physiology, and function of body systems in relation to services performed by the phlebotomist.
- Describe and identify collection reagents, supplies, equipment, and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard procedures.
- Practice accepted procedures of transporting, accessioning, and processing specimens.
- Practice quality assurance and safety.



## Entrance Requirements

- Be at least 18 years old and officially withdrawn from high school.
- Have a High School Diploma or GED equivalent
- Interview with a counselor

## Information Technology Requirements

Students are expected to have basic computer skills.

## Graduation Requirements

- Completion of all Occupational Completion Points (OCP's)
- No financial obligations
- Completion of Exit Package to receive a program certificate

## Employment Requirements

- Employers typically require applicants to complete a state approved Phlebotomy program.
- Employers prefer applicants who have earned an industry certification.

## Career Opportunities

Phlebotomist

## Salary

According to the 2024 Bureau of Labor Statistics (<https://www.bis.gov/ooh>), the median pay for Phlebotomist \$43,660 per year or \$20.99 per hour.