



School Catalog
2025 – 2026

TC Allied Health Training & Consulting is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Identifying Data

Volume: 1

Date: August 2025

School Name and Address

TC Allied Health Training & Consulting

10700 West Hwy 55, Suite G25

Plymouth, MN 55441

Phone: 612-439-9273 & 612-439-9263

Governing Body and Officials

Co-Founders and Co-Directors: Torri Lattimore and Cherika de Jesus

School Calendar

Classes Begin: September 9, 2025

Fall Break: November 27–28, 2025

Winter Break: December 23, 2025 – January 3, 2026

Spring Session Begins: January 6, 2026

Legal Holidays Observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

Calendar of the School Year

Below are the cohort schedules for TC Allied Health Training & Consulting's Medical Assistant and Phlebotomy programs, including beginning and ending dates of classes and observed legal holidays.

Medical Assistant Program Cohorts

Cohort	Week	Start Date	End Date	Holiday(s)
Medical Assistant Cohort 1 (Sep 2025)	Week 1	2025-09-02	2025-09-06	
Medical Assistant Cohort 1 (Sep 2025)	Week 2	2025-09-09	2025-09-13	
Medical Assistant Cohort 1 (Sep 2025)	Week 3	2025-09-16	2025-09-20	
Medical Assistant Cohort 1 (Sep 2025)	Week 4	2025-09-23	2025-09-27	
Medical Assistant Cohort 1 (Sep 2025)	Week 5	2025-09-30	2025-10-04	
Medical Assistant Cohort 1 (Sep 2025)	Week 6	2025-10-07	2025-10-11	
Medical Assistant Cohort 1 (Sep 2025)	Week 7	2025-10-14	2025-10-18	
Medical Assistant Cohort 1 (Sep 2025)	Week 8	2025-10-21	2025-10-25	
Medical Assistant Cohort 1 (Sep 2025)	Week 9	2025-10-28	2025-11-01	
Medical Assistant Cohort 1 (Sep 2025)	Week 10	2025-11-04	2025-11-08	
Medical Assistant Cohort 1 (Sep 2025)	Week 11	2025-11-11	2025-11-15	

Medical Assistant Cohort 1 (Sep 2025)	Week 12	2025-11-18	2025-11-22	
Medical Assistant Cohort 1 (Sep 2025)	Week 13	2025-11-25	2025-11-29	Thanksgiving Day, Day after Thanksgiving
Medical Assistant Cohort 1 (Sep 2025)	Week 14	2025-12-02	2025-12-06	
Medical Assistant Cohort 1 (Sep 2025)	Week 15	2025-12-09	2025-12-13	
Medical Assistant Cohort 1 (Sep 2025)	Week 16	2025-12-16	2025-12-20	
Medical Assistant Cohort 1 (Sep 2025)	Week 17	2025-12-23	2025-12-27	Christmas Eve, Christmas Day
Medical Assistant Cohort 1 (Sep 2025)	Week 18	2025-12-30	2026-01-03	New Year's Day
Medical Assistant Cohort 1 (Sep 2025)	Week 19	2026-01-06	2026-01-10	
Medical Assistant Cohort 1 (Sep 2025)	Week 20	2026-01-13	2026-01-17	
Medical Assistant Cohort 1 (Sep 2025)	Week 21	2026-01-20	2026-01-24	
Medical Assistant Cohort 1 (Sep 2025)	Week 22	2026-01-27	2026-01-31	
Medical Assistant Cohort 1 (Sep 2025)	Week 23	2026-02-03	2026-02-07	

Medical Assistant Cohort 1 (Sep 2025)	Week 24	2026-02-10	2026-02-14	
Medical Assistant Cohort 1 (Sep 2025)	Week 25	2026-02-17	2026-02-21	
Medical Assistant Cohort 1 (Sep 2025)	Week 26	2026-02-24	2026-02-28	
Medical Assistant Cohort 2 (Nov 2025)	Week 1	2025-11-25	2025-11-29	Thanksgiving Day, Day after Thanksgiving
Medical Assistant Cohort 2 (Nov 2025)	Week 2	2025-12-02	2025-12-06	
Medical Assistant Cohort 2 (Nov 2025)	Week 3	2025-12-09	2025-12-13	
Medical Assistant Cohort 2 (Nov 2025)	Week 4	2025-12-16	2025-12-20	
Medical Assistant Cohort 2 (Nov 2025)	Week 5	2025-12-23	2025-12-27	Christmas Eve, Christmas Day
Medical Assistant Cohort 2 (Nov 2025)	Week 6	2025-12-30	2026-01-03	New Year's Day
Medical Assistant Cohort 2 (Nov 2025)	Week 7	2026-01-06	2026-01-10	
Medical Assistant Cohort 2 (Nov 2025)	Week 8	2026-01-13	2026-01-17	
Medical Assistant Cohort 2 (Nov 2025)	Week 9	2026-01-20	2026-01-24	

Medical Assistant Cohort 2 (Nov 2025)	Week 10	2026-01-27	2026-01-31	
Medical Assistant Cohort 2 (Nov 2025)	Week 11	2026-02-03	2026-02-07	
Medical Assistant Cohort 2 (Nov 2025)	Week 12	2026-02-10	2026-02-14	
Medical Assistant Cohort 2 (Nov 2025)	Week 13	2026-02-17	2026-02-21	
Medical Assistant Cohort 2 (Nov 2025)	Week 14	2026-02-24	2026-02-28	
Medical Assistant Cohort 2 (Nov 2025)	Week 15	2026-03-03	2026-03-07	
Medical Assistant Cohort 2 (Nov 2025)	Week 16	2026-03-10	2026-03-14	
Medical Assistant Cohort 2 (Nov 2025)	Week 17	2026-03-17	2026-03-21	
Medical Assistant Cohort 2 (Nov 2025)	Week 18	2026-03-24	2026-03-28	
Medical Assistant Cohort 2 (Nov 2025)	Week 19	2026-03-31	2026-04-04	
Medical Assistant Cohort 2 (Nov 2025)	Week 20	2026-04-07	2026-04-11	
Medical Assistant Cohort 2 (Nov 2025)	Week 21	2026-04-14	2026-04-18	

Medical Assistant Cohort 2 (Nov 2025)	Week 22	2026-04-21	2026-04-25	
Medical Assistant Cohort 2 (Nov 2025)	Week 23	2026-04-28	2026-05-02	
Medical Assistant Cohort 2 (Nov 2025)	Week 24	2026-05-05	2026-05-09	
Medical Assistant Cohort 2 (Nov 2025)	Week 25	2026-05-12	2026-05-16	
Medical Assistant Cohort 2 (Nov 2025)	Week 26	2026-05-19	2026-05-23	
Medical Assistant Cohort 3 (Feb 2026)	Week 1	2026-02-17	2026-02-21	
Medical Assistant Cohort 3 (Feb 2026)	Week 2	2026-02-24	2026-02-28	
Medical Assistant Cohort 3 (Feb 2026)	Week 3	2026-03-03	2026-03-07	
Medical Assistant Cohort 3 (Feb 2026)	Week 4	2026-03-10	2026-03-14	
Medical Assistant Cohort 3 (Feb 2026)	Week 5	2026-03-17	2026-03-21	
Medical Assistant Cohort 3 (Feb 2026)	Week 6	2026-03-24	2026-03-28	
Medical Assistant Cohort 3 (Feb 2026)	Week 7	2026-03-31	2026-04-04	

Medical Assistant Cohort 3 (Feb 2026)	Week 8	2026-04-07	2026-04-11	
Medical Assistant Cohort 3 (Feb 2026)	Week 9	2026-04-14	2026-04-18	
Medical Assistant Cohort 3 (Feb 2026)	Week 10	2026-04-21	2026-04-25	
Medical Assistant Cohort 3 (Feb 2026)	Week 11	2026-04-28	2026-05-02	
Medical Assistant Cohort 3 (Feb 2026)	Week 12	2026-05-05	2026-05-09	
Medical Assistant Cohort 3 (Feb 2026)	Week 13	2026-05-12	2026-05-16	
Medical Assistant Cohort 3 (Feb 2026)	Week 14	2026-05-19	2026-05-23	
Medical Assistant Cohort 3 (Feb 2026)	Week 15	2026-05-26	2026-05-30	
Medical Assistant Cohort 3 (Feb 2026)	Week 16	2026-06-02	2026-06-06	
Medical Assistant Cohort 3 (Feb 2026)	Week 17	2026-06-09	2026-06-13	
Medical Assistant Cohort 3 (Feb 2026)	Week 18	2026-06-16	2026-06-20	
Medical Assistant Cohort 3 (Feb 2026)	Week 19	2026-06-23	2026-06-27	

Medical Assistant Cohort 3 (Feb 2026)	Week 20	2026-06-30	2026-07-04	Independence Day (Observed July 3)
Medical Assistant Cohort 3 (Feb 2026)	Week 21	2026-07-07	2026-07-11	
Medical Assistant Cohort 3 (Feb 2026)	Week 22	2026-07-14	2026-07-18	
Medical Assistant Cohort 3 (Feb 2026)	Week 23	2026-07-21	2026-07-25	
Medical Assistant Cohort 3 (Feb 2026)	Week 24	2026-07-28	2026-08-01	
Medical Assistant Cohort 3 (Feb 2026)	Week 25	2026-08-04	2026-08-08	
Medical Assistant Cohort 3 (Feb 2026)	Week 26	2026-08-11	2026-08-15	
Medical Assistant Cohort 4 (May 2026)	Week 1	2026-05-12	2026-05-16	
Medical Assistant Cohort 4 (May 2026)	Week 2	2026-05-19	2026-05-23	
Medical Assistant Cohort 4 (May 2026)	Week 3	2026-05-26	2026-05-30	
Medical Assistant Cohort 4 (May 2026)	Week 4	2026-06-02	2026-06-06	
Medical Assistant Cohort 4 (May 2026)	Week 5	2026-06-09	2026-06-13	

Medical Assistant Cohort 4 (May 2026)	Week 6	2026-06-16	2026-06-20	
Medical Assistant Cohort 4 (May 2026)	Week 7	2026-06-23	2026-06-27	
Medical Assistant Cohort 4 (May 2026)	Week 8	2026-06-30	2026-07-04	Independence Day (Observed July 3)
Medical Assistant Cohort 4 (May 2026)	Week 9	2026-07-07	2026-07-11	
Medical Assistant Cohort 4 (May 2026)	Week 10	2026-07-14	2026-07-18	
Medical Assistant Cohort 4 (May 2026)	Week 11	2026-07-21	2026-07-25	
Medical Assistant Cohort 4 (May 2026)	Week 12	2026-07-28	2026-08-01	
Medical Assistant Cohort 4 (May 2026)	Week 13	2026-08-04	2026-08-08	
Medical Assistant Cohort 4 (May 2026)	Week 14	2026-08-11	2026-08-15	
Medical Assistant Cohort 4 (May 2026)	Week 15	2026-08-18	2026-08-22	
Medical Assistant Cohort 4 (May 2026)	Week 16	2026-08-25	2026-08-29	
Medical Assistant Cohort 4 (May 2026)	Week 17	2026-09-01	2026-09-05	

Medical Assistant Cohort 4 (May 2026)	Week 18	2026-09-08	2026-09-12	
Medical Assistant Cohort 4 (May 2026)	Week 19	2026-09-15	2026-09-19	
Medical Assistant Cohort 4 (May 2026)	Week 20	2026-09-22	2026-09-26	
Medical Assistant Cohort 4 (May 2026)	Week 21	2026-09-29	2026-10-03	
Medical Assistant Cohort 4 (May 2026)	Week 22	2026-10-06	2026-10-10	
Medical Assistant Cohort 4 (May 2026)	Week 23	2026-10-13	2026-10-17	
Medical Assistant Cohort 4 (May 2026)	Week 24	2026-10-20	2026-10-24	
Medical Assistant Cohort 4 (May 2026)	Week 25	2026-10-27	2026-10-31	
Medical Assistant Cohort 4 (May 2026)	Week 26	2026-11-03	2026-11-07	
Medical Assistant Cohort 5 (Aug 2026)	Week 1	2026-08-04	2026-08-08	
Medical Assistant Cohort 5 (Aug 2026)	Week 2	2026-08-11	2026-08-15	
Medical Assistant Cohort 5 (Aug 2026)	Week 3	2026-08-18	2026-08-22	

Medical Assistant Cohort 5 (Aug 2026)	Week 4	2026-08-25	2026-08-29	
Medical Assistant Cohort 5 (Aug 2026)	Week 5	2026-09-01	2026-09-05	
Medical Assistant Cohort 5 (Aug 2026)	Week 6	2026-09-08	2026-09-12	
Medical Assistant Cohort 5 (Aug 2026)	Week 7	2026-09-15	2026-09-19	
Medical Assistant Cohort 5 (Aug 2026)	Week 8	2026-09-22	2026-09-26	
Medical Assistant Cohort 5 (Aug 2026)	Week 9	2026-09-29	2026-10-03	
Medical Assistant Cohort 5 (Aug 2026)	Week 10	2026-10-06	2026-10-10	
Medical Assistant Cohort 5 (Aug 2026)	Week 11	2026-10-13	2026-10-17	
Medical Assistant Cohort 5 (Aug 2026)	Week 12	2026-10-20	2026-10-24	
Medical Assistant Cohort 5 (Aug 2026)	Week 13	2026-10-27	2026-10-31	
Medical Assistant Cohort 5 (Aug 2026)	Week 14	2026-11-03	2026-11-07	
Medical Assistant Cohort 5 (Aug 2026)	Week 15	2026-11-10	2026-11-14	

Medical Assistant Cohort 5 (Aug 2026)	Week 16	2026-11-17	2026-11-21	
Medical Assistant Cohort 5 (Aug 2026)	Week 17	2026-11-24	2026-11-28	
Medical Assistant Cohort 5 (Aug 2026)	Week 18	2026-12-01	2026-12-05	
Medical Assistant Cohort 5 (Aug 2026)	Week 19	2026-12-08	2026-12-12	
Medical Assistant Cohort 5 (Aug 2026)	Week 20	2026-12-15	2026-12-19	
Medical Assistant Cohort 5 (Aug 2026)	Week 21	2026-12-22	2026-12-26	
Medical Assistant Cohort 5 (Aug 2026)	Week 22	2026-12-29	2027-01-02	
Medical Assistant Cohort 5 (Aug 2026)	Week 23	2027-01-05	2027-01-09	
Medical Assistant Cohort 5 (Aug 2026)	Week 24	2027-01-12	2027-01-16	
Medical Assistant Cohort 5 (Aug 2026)	Week 25	2027-01-19	2027-01-23	
Medical Assistant Cohort 5 (Aug 2026)	Week 26	2027-01-26	2027-01-30	

Phlebotomy Program Cohorts

Cohort	Week	Start Date	End Date	Holiday(s)
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Phlebotomy Cohort 1 (Sep 2025)	Week 1	2025-09-02	2025-09-06	
Phlebotomy Cohort 1 (Sep 2025)	Week 2	2025-09-09	2025-09-13	
Phlebotomy Cohort 1 (Sep 2025)	Week 3	2025-09-16	2025-09-20	
Phlebotomy Cohort 1 (Sep 2025)	Week 4	2025-09-23	2025-09-27	
Phlebotomy Cohort 1 (Sep 2025)	Week 5	2025-09-30	2025-10-04	
Phlebotomy Cohort 1 (Sep 2025)	Week 6	2025-10-07	2025-10-11	
Phlebotomy Cohort 2 (Oct 2025)	Week 1	2025-10-14	2025-10-18	
Phlebotomy Cohort 2 (Oct 2025)	Week 2	2025-10-21	2025-10-25	
Phlebotomy Cohort 2 (Oct 2025)	Week 3	2025-10-28	2025-11-01	
Phlebotomy Cohort 2 (Oct 2025)	Week 4	2025-11-04	2025-11-08	
Phlebotomy Cohort 2 (Oct 2025)	Week 5	2025-11-11	2025-11-15	
Phlebotomy Cohort 2 (Oct 2025)	Week 6	2025-11-18	2025-11-22	
Phlebotomy Cohort 3 (Nov 2025)	Week 1	2025-11-25	2025-11-29	Thanksgiving Day, Day after Thanksgiving
Phlebotomy Cohort 3 (Nov 2025)	Week 2	2025-12-02	2025-12-06	
Phlebotomy Cohort 3 (Nov 2025)	Week 3	2025-12-09	2025-12-13	
Phlebotomy Cohort 3 (Nov 2025)	Week 4	2025-12-16	2025-12-20	

Phlebotomy Cohort 3 (Nov 2025)	Week 5	2025-12-23	2025-12-27	Christmas Eve, Christmas Day
Phlebotomy Cohort 3 (Nov 2025)	Week 6	2025-12-30	2026-01-03	New Year's Day
Phlebotomy Cohort 4 (Jan 2026)	Week 1	2026-01-06	2026-01-10	
Phlebotomy Cohort 4 (Jan 2026)	Week 2	2026-01-13	2026-01-17	
Phlebotomy Cohort 4 (Jan 2026)	Week 3	2026-01-20	2026-01-24	
Phlebotomy Cohort 4 (Jan 2026)	Week 4	2026-01-27	2026-01-31	
Phlebotomy Cohort 4 (Jan 2026)	Week 5	2026-02-03	2026-02-07	
Phlebotomy Cohort 4 (Jan 2026)	Week 6	2026-02-10	2026-02-14	
Phlebotomy Cohort 5 (Feb 2026)	Week 1	2026-02-17	2026-02-21	
Phlebotomy Cohort 5 (Feb 2026)	Week 2	2026-02-24	2026-02-28	
Phlebotomy Cohort 5 (Feb 2026)	Week 3	2026-03-03	2026-03-07	
Phlebotomy Cohort 5 (Feb 2026)	Week 4	2026-03-10	2026-03-14	
Phlebotomy Cohort 5 (Feb 2026)	Week 5	2026-03-17	2026-03-21	
Phlebotomy Cohort 5 (Feb 2026)	Week 6	2026-03-24	2026-03-28	
Phlebotomy Cohort 6 (Mar 2026)	Week 1	2026-03-31	2026-04-04	
Phlebotomy Cohort 6 (Mar 2026)	Week 2	2026-04-07	2026-04-11	

Phlebotomy Cohort 6 (Mar 2026)	Week 3	2026-04-14	2026-04-18	
Phlebotomy Cohort 6 (Mar 2026)	Week 4	2026-04-21	2026-04-25	
Phlebotomy Cohort 6 (Mar 2026)	Week 5	2026-04-28	2026-05-02	
Phlebotomy Cohort 6 (Mar 2026)	Week 6	2026-05-05	2026-05-09	
Phlebotomy Cohort 7 (May 2026)	Week 1	2026-05-12	2026-05-16	
Phlebotomy Cohort 7 (May 2026)	Week 2	2026-05-19	2026-05-23	
Phlebotomy Cohort 7 (May 2026)	Week 3	2026-05-26	2026-05-30	
Phlebotomy Cohort 7 (May 2026)	Week 4	2026-06-02	2026-06-06	
Phlebotomy Cohort 7 (May 2026)	Week 5	2026-06-09	2026-06-13	
Phlebotomy Cohort 7 (May 2026)	Week 6	2026-06-16	2026-06-20	
Phlebotomy Cohort 8 (Jun 2026)	Week 1	2026-06-23	2026-06-27	
Phlebotomy Cohort 8 (Jun 2026)	Week 2	2026-06-30	2026-07-04	Independence Day (Observed July 3)
Phlebotomy Cohort 8 (Jun 2026)	Week 3	2026-07-07	2026-07-11	
Phlebotomy Cohort 8 (Jun 2026)	Week 4	2026-07-14	2026-07-18	
Phlebotomy Cohort 8 (Jun 2026)	Week 5	2026-07-21	2026-07-25	
Phlebotomy Cohort 8 (Jun 2026)	Week 6	2026-07-28	2026-08-01	

Phlebotomy Cohort 9 (Aug 2026)	Week 1	2026-08-04	2026-08-08	
Phlebotomy Cohort 9 (Aug 2026)	Week 2	2026-08-11	2026-08-15	
Phlebotomy Cohort 9 (Aug 2026)	Week 3	2026-08-18	2026-08-22	
Phlebotomy Cohort 9 (Aug 2026)	Week 4	2026-08-25	2026-08-29	
Phlebotomy Cohort 9 (Aug 2026)	Week 5	2026-09-01	2026-09-05	
Phlebotomy Cohort 9 (Aug 2026)	Week 6	2026-09-08	2026-09-12	

Enrollment Dates and Entrance Requirements

Enrollment is accepted on a rolling basis for each program session. Entrance requirements include:

- Completion of the TC Allied Health Application for Admission
- Proof of high school diploma or GED
- Government-issued photo ID

Attendance Policies

Students are expected to attend all scheduled classes. Absences must be communicated in advance when possible. Excessive unexcused absences may result in dismissal. Makeup work is required for all missed assignments. Tardiness of more than 15 minutes will be marked as a partial absence.

Grading Policies

Grading Scale:

- A = 90–100
- B = 80–89
- C = 70–79
- D = 60–69
- F = Below 60

Students must maintain a minimum grade of 70% to remain in good standing. Failure to meet minimum standards may result in probation or dismissal. Re-enrollment requires instructor and director approval.

Code of Conduct and Dismissal Policy

Students are expected to behave in a professional and respectful manner at all times. Unacceptable behaviors include but are not limited to: academic dishonesty, harassment, threats, substance use on school grounds, and repeated disruption of class. Violation of the code of conduct may result in disciplinary action, up to and including dismissal.

Dismissal may also occur due to failure to meet academic standards, excessive absences, or failure to meet financial obligations.

Tuition and Fees

Medical Assistant Program (6 months): \$6,000

Phlebotomy Technician Program (160 hours): \$2,500

Registration Fee: \$100 (non-refundable)

Books and Supplies: Estimated \$250 per program (varies by course)

Lab Fees: Included in tuition unless otherwise noted

Facilities and Equipment

TC Allied Health Training & Consulting operates out of a fully equipped healthcare training facility located in Brooklyn Park, MN. The space includes lecture classrooms, a clinical lab with phlebotomy and patient care equipment, administrative offices, and student meeting areas.

Course Outlines

Medical Assistant Program (6 months, approx. 600 clock hours):

Medical Assistant Program

Subject/Unit	Course Objectives	Skills to Be Learned	Hours	Type
Introduction to Medical Assisting	Understand the role and responsibilities of a Medical Assistant in various	Professionalism, communication, HIPAA, healthcare team roles	10	Lecture

	healthcare settings.			
Medical Terminology and Anatomy	Learn the language of medicine and basic human anatomy and physiology.	Medical terms, body systems, word roots, prefixes/suffixes	30	Lecture
Clinical Procedures I	Gain skills in basic clinical tasks performed by MAs.	Vital signs, patient intake, infection control	40	Lab
Clinical Procedures II	Advance clinical procedures and diagnostic testing.	ECG, vision screening, assisting with exams	40	Lab
Phlebotomy and Injections	Learn blood draw techniques and proper injection procedures.	Venipuncture, capillary puncture, intramuscular/subcutaneous injections	30	Lab
Administrative Procedures	Understand front office tasks in a medical setting.	Appointment scheduling, insurance, billing, EHR	30	Lecture
Medical Law & Ethics	Comprehend legal and ethical responsibilities in healthcare.	Patient rights, documentation standards, legal terms	10	Lecture
Career Development & Certification Prep	Prepare students for externship and national CCMA exam.	Resume writing, interview skills, practice exams	20	Lecture
Externship	Gain supervised on-the-job experience.	Apply learned skills in a real clinical setting	120	Practical/Externship

Phlebotomy Technician Program (3 months, 160 clock hours):

Phlebotomy Program

Subject/Unit	Course Objectives	Skills to Be Learned	Hours	Type
Introduction to Phlebotomy	Understand the role of a phlebotomist and basic safety protocols.	Infection control, professionalism, OSHA standards	10	Lecture
Anatomy and Physiology for Phlebotomy	Learn circulatory system anatomy and venipuncture sites.	Vein location, blood flow, labeling tubes	20	Lecture
Phlebotomy Procedures	Perform various blood collection techniques.	Venipuncture, dermal puncture, using vacutainers and butterfly needles	50	Lab
Special Collections and Point-of-Care Testing	Learn advanced collection techniques and POC testing.	Glucose, urinalysis, pediatric and geriatric draws	20	Lab
Medical Law, Ethics, and Safety	Understand patient rights, consent, and lab safety.	HIPAA, reporting requirements, labeling & transport	10	Lecture
Career Readiness & Certification Prep	Prepare for job search and CPT exam.	Resume prep, mock interviews, practice tests	10	Lecture
Externship	Gain real-world phlebotomy experience.	Apply classroom knowledge in clinical setting	40	Practical/Externship

Transfer Credit and Prior Learning

TC Allied Health Training & Consulting does not guarantee transfer of credits to or from other institutions. However, students may request a review of prior learning (work/life experience or training) to determine potential credit toward program requirements. Supporting documentation such as transcripts, resumes, and certificates must be submitted for review.

Complaint Procedure

Students are encouraged to address concerns promptly and professionally. Any complaints should first be brought to the attention of the instructor or program director. If unresolved, a formal written complaint may be submitted to the Operations Manager.

All complaints will be reviewed and investigated within 10 business days. A written resolution or response will be provided to the student. If the matter is not resolved internally, the student may file a complaint with the Minnesota Office of Higher Education.

Office of Higher Education Contact

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Phone: (651) 642-0567
Website: www.ohe.state.mn.us

Disclosure Statement:

TC Allied Health Training & Consulting is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Refund Policy

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX). If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX) If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand- delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school's Student Right to Cancel policy). Co-Founders and Co-Directors: Torri Lattimore and Cherika de Jesus. If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the students intent, the student contacts the school. Schools must include this clause if your school's student catalog, contract, or enrollment agreement includes a separate statement on the fair market of the equipment and any of the equipment can be reasonably resold: "You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for."