

ALLIED PROFESSIONAL INSTITUTE  
 5199 PACIFIC COAST HWY, STE 300N  
 LONG BEACH, CA 90804  
 WEBSITE: APIEDU.NET  
 PHONE: 562-808-2152  
 FAX: 562-808-0891

**School Performance Fact Sheet**  
**2022 & 2023 Calender Year**  
**Phlebotomy Technician Course (80 Hours)(10 Days)**

**On Time Completion Rates (Graduation Rates)**

<b>Calendar Year</b>	<b>Number of Students Who Began Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-time Graduates</b>	<b>On-time Completion Rate</b>
2022	38	29	29	100%
2023	26	24	22	92%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rates**

<b>Calender Year</b>	<b>Number of Students Who Began Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employment in the Field</b>
2022	38	29	19	9	4%
2023	26	22	9	7	77%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov).

**Gainfully Employed Categories**

**Part-time vs. Full-time Employment**

<b>Calender Year</b>	<b>Graduates Employed in the Field 20-29 Hours per week</b>	<b>Graduates Employed in the Field at Least 30 hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2022	0	7	7
2023	0	7	7

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**2022 & 2023 Calender Year**  
**Phlebotomy Technician Course (80 Hours)(10 Days)**

**Single Position vs. Concurrent Aggregated Position**

<b>Calender Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2022	9	0	9
2023	7	0	7

**Self Employed/Freelance Positions**

<b>Calender Year</b>	<b>Graduates Employed who are Self-Employed who or Working Freelance.</b>	<b>Total Graduates Employed in the Field</b>
2022	0	9
2023	0	7

**Institutional Employment**

<b>Calender Year</b>	<b>Graduates Employed in the Field who are Employed by the institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the institution</b>	<b>Total Graduates Employed in the Field</b>
2022	0	9
2023	0	7

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**School Performance Fact Sheet**  
**2022 & 2023 Calender Year**  
**Phlebotomy Technician Course (80 Hours)(10 Days)**

**License Examination Passage Rates**

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2022	29	20	20	0	100%
2023	24	18	17	1	94%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Salary and Wage Information**

**Annual salary and wages reported for graduates employed in the field**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$20,001 - \$25,000</b>	<b>\$35,001 - \$40,000</b>	<b>\$40,001 - \$45,000</b>	<b>\$45,001 - \$50,000</b>	<b>No Salary Information Reported</b>
2022	20	9	0	0	0	0	9
2023	9	7	0	2	0	0	7

A list of sources used to substantiate salary disclosures is available from the school. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Cost of Educational Program

Total charges for the program for students completing on-time in 2022: \$1900. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2023: \$1900. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS.**

Students at Allied Professional Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N Market Blvd, Suite 225, Sacramento, CA95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888)370-7589 or by fax (916)263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Definitions

1. “Number of Students Who Began Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. “Students Available for Graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or called to active military duty.
3. “Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
10. “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
11. “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
12. “First Available Exam Date” is the date for the first available exam after a student completed a program.
13. “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
14. “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
15. “Salary” is as reported by graduate or graduate’s employer.
16. “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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**School Performance Fact Sheet**  
**2022 & 2023 Calender Year**  
**Phlebotomy Technician Course (80 Hours)(10 days)**

**STUDENT'S RIGHT TO CANCEL**

Students are entitled to a refund if cancellation occurs on the first class session, or the seventh day after enrollment, whichever is later; and, students who withdraw or if the institution withdraws a student, the student may receive a pro rata refund if the student has completed 60% or less of the educational program. This refund would be minus the nonrefundable registration fee in the amount of \$200.00. The amount retained for the registration fee may not exceed on hundred fifty dollars (\$200).

YOU MAY CANCEL this enrollment agreement and receive a refund by providing a written letter stating that you want to cancel and withdraw from the class to Mildred Casper, Director, Allied Professional Institute, 5199 E Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804, by fax 562-808-0891 or email [mildredcasper@att.net](mailto:mildredcasper@att.net). The letter can be mailed first class through the post office, or hand delivered to Mildred Casper in person. The withdrawal letter will take effect from the date it is received in our office. If the school withdraws or dismisses a student due to inappropriate conduct in class, the withdrawal will take place from the date of the withdrawal/dismissal. Please allow 10 to 15 days for processing of refund once the school receives cancellation/withdrawal notice.

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**School Performance Fact Sheet**

**2022 & 2023 Calender Year**

**Phlebotomy Technician Course (40 Hours) less than  
 1040 hours (5 days)**

**On Time Completion Rates (Graduation Rates)**

<b>Calendar Year</b>	<b>Number of Students Who Began Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-time Graduates</b>	<b>On-time Completion Rate</b>
<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates**

<b>Calender Year</b>	<b>Number of Students Who Began Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employment in the Field</b>
<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov).

**Gainfully Employed Categories**

**Part-time vs. Full-time Employment**

<b>Calender Year</b>	<b>Graduates Employed in the Field 20-29 Hours per week</b>	<b>Graduates Employed in the Field at Least 30 hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2023</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**2022 & 2023 Calender Year**  
**Phlebotomy Technician Course (40 Hours) less than**  
**1040 hours (5 days)**

**Single Position vs. Concurrent Aggregated Position**

<b>Calender Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2022	0	0	0
2023	0	0	0

**Self Employed/Freelance Positions**

<b>Calender Year</b>	<b>Graduates Employed who are self employed or working freelance</b>	<b>Total Graduates Employed in the Field</b>
2022	0	0
2023	0	0

**Institutional Employment**

<b>Calender Year</b>	<b>Graduates Employed in the Field who are Employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution</b>	<b>Total Graduates Employed in the Field</b>
2022	0	0
2023	0	0

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School Performance Fact Sheet  
 2022 & 2023 Calendar Year  
 Phlebotomy Technician Course (40 Hours) less than 1040 hours

License Examination Passage Rates

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	0	0	0	0	0
2023	0	0	0	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Salary and Wage Information

Annual salary and wages reported for graduates employed in the field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2022	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2022: \$1900. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2023: \$1900. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS.**

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**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## Definitions

1. “Number of Students Who Began Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. “Students Available for Graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or called to active military duty.
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7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
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11. “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
12. “First Available Exam Date” is the date for the first available exam after a student completed a program.
13. “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
14. “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
15. “Salary” is as reported by graduate or graduate’s employer.
16. “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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School Performance Fact Sheet  
2022 & 2023 Calender Year  
Phlebotomy Technician Course (40 Hours) less than 1040  
hours 5 days

### **STUDENT'S RIGHT TO CANCEL**

Students are entitled to a refund if cancellation occurs on the first class session, or the seventh day after enrollment, whichever is later; and, students who withdraw or if the institution withdraws a student, the student may receive a pro rata refund if the student has completed 60% or less of the educational program. This refund would be minus the nonrefundable registration fee in the amount of \$200.00. The amount retained for the registration fee may not exceed on hundred fifty dollars (\$200).

YOU MAY CANCEL this enrollment agreement and receive a refund by providing a written letter stating that you want to cancel and withdraw from the class to Mildred Casper, Director, Allied Professional Institute, 5199 E Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804, by fax 562-808-0891 or email [mildredcasper@att.net](mailto:mildredcasper@att.net). The letter can be mailed first class through the post office, or hand delivered to Mildred Casper in person. The withdrawal letter will take effect from the date it is received in our office. If the school withdraws or dismisses a student due to inappropriate conduct in class, the withdrawal will take place from the date of the withdrawal/dismissal. Please allow 10 to 15 days for processing of refund once the school receives cancellation/withdrawal notice.

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**2022 & 2023 Calendar Year**  
**Phlebotomy Technician Course (20 Hours)(5 Days)**

**On Time Completion Rates (Graduation Rates)**

<b>Calendar Year</b>	<b>Number of Students Who Began Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-time Graduates</b>	<b>On-time Completion Rate</b>
2022	12	12	12	100%
2023	5	4	4	80%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rates**

<b>Calendar Year</b>	<b>Number of Students Who Began Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employment in the Field</b>
2022	12	12	12	12	100%
2023	5	4	4	4	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov).

**Gainfully Employed Categories**

**Part-time vs. Full-time Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field 20-29 Hours per week</b>	<b>Graduates Employed in the Field at Least 30 hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2022	0	12	12
2023	0	4	4

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**2022 & 2023 Calendar Year**  
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**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2022	12	0	12
2023	4	0	4

**Self Employed/Freelance Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are self employed or working freelance.</b>	<b>Total Graduates Employed in the Field</b>
2022	0	12
2023	0	4

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the institution, an employer owned by the institution, or an employer who Shares ownership with the institution</b>	<b>Total Graduates Employed in the Field</b>
2022	0	12
2023	0	4

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**2022 & 2023 Calendar Year**  
**Phlebotomy Technician Course (20 Hours)(5 Days)**

**License Examination Passage Rates**

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	12	8	8	0	100%
2023	4	2	1	1	50%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information**

Annual salary and wages reported for graduates employed in the field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2022	12	12	0	0	0	0	12
2023	4	4	0	0	0	0	4

A list of sources used to substantiate salary disclosures is available from the school. Go to [www.glassdoor.com](http://www.glassdoor.com), [www.indeed.com](http://www.indeed.com), [www.jobtomic.com](http://www.jobtomic.com), or [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Cost of Educational Program

Total charges for the program for students completing on-time in 2022: \$950. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2023: \$950. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd, Suite 225, Sacramento, CA95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888)370-7589 or by fax (916)263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



## Definitions

1. “Number of Students Who Began Program” means the number of students who began the program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. “Students Available for Graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or called to active military duty.
3. “Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
10. “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
11. “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
12. “First Available Exam Date” is the date for the first available exam after a student completed a program.
13. “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
14. “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
15. “Salary” is as reported by graduate or graduate’s employer.
16. “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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**School Performance Fact Sheet**  
**2022 & 2023 Calendar Year**  
**Phlebotomy Technician Course (20 Hours)(5 days)**

**STUDENT'S RIGHT TO CANCEL**

Students are entitled to a refund if cancellation occurs on the first class session, or the seventh day after enrollment, whichever is later; and, students who withdraw or if the institution withdraws a student, the student may receive a pro rata refund if the student has completed 60% or less of the educational program. This refund would be minus the nonrefundable registration fee in the amount of \$200.00. The amount retained for the registration fee may not exceed on hundred fifty dollars (\$200).

**YOU MAY CANCEL** this enrollment agreement and receive a refund by providing a written letter stating that you want to cancel and withdraw from the class to Mildred Casper, Director, Allied Professional Institute, 5199 E Pacific Coast Hwy, Ste 300N, Long Beach, CA 90804, by fax 562-808-0891 or email [mildredcasper@att.net](mailto:mildredcasper@att.net). The letter can be mailed first class through the post office, or hand delivered to Mildred Casper in person. The withdrawal letter will take effect from the date it is received in our office. If the school withdraws or dismisses a student due to inappropriate conduct in class, the withdrawal will take place from the date of the withdrawal/dismissal. Please allow 10 to 15 days for processing of refund once the school receives cancellation/withdrawal notice.