

PQRST CENTER FOR EKG TRAINING

SCHOOL CATALOG

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Printed
November 22, 2025

Ohio Board of Career Colleges and Schools Registration No 2128

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School Policies and Procedures

School History

PQRST Center for EKG Training was established in 2017 with the purpose of training professional and committed persons wishing to enter the health care field.

Mission

The mission of PQRST CENTER is to provide quality training at a reasonable cost to all individuals wishing to enter the health care field. We strive to enrich each student's life by providing them with the tools that are needed to provide safe quality care to patients.

Facilities

PQRST CENTER is located University Heights, OH.

Non-Discrimination Policy

PQRST CENTER does not discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other Academy administered programs and activities.

School Calendar

PQRST CENTER offers classes year-round with new classes starting every month. The EKG Technician Program is a 72-hour course offered in 4-hour sessions over a 6-week period. EKG Technician/Telemetry Program 224- hour course offered in 4-hour session over a 15-week period. Phlebotomy Technician Program is 98-hour course offered in 4-hours sessions over an 8-week period. Classes for the EKG course is held on Monday, Wednesday, and Friday.

Classes may be cancelled if class size requirements are not met. Students will be refunded all payments in full if classes are cancelled for this reason. If a session is cancelled due to inclement weather it will be made up at the end of the program. Students will not be notified individually of class cancellation due to weather. Students are encouraged to watch the local TV and radio station for school closings.

Holidays

The following holidays are observed, and no classes are held:

New Year's Day	Thanksgiving
Martin Luther King Day	Christmas Day
Memorial Day	

Independence Day
Labor Day

PQRST CENTER hours for inquiries and registration is Monday – Friday, from 9:00 am – 5:00 pm

Officials & Faculty

CEO/Co-Owners

Ms. Tracy McArthur, EMT-PARAMEDIC
Ms. Tonya Brown

Staff

Ms. Tonya Brown- Administration / Operations
Ms. Tracy McArthur- Director

Instructors

Ms. Tracy McArthur- EMT/ PARAMEDIC- Program Coordinator & EKG Instructor
Ms. Tonya Brown

Enrollment Dates:

A student may enroll at any time prior to the start of a new class.

ENTRANCE REQUIREMENTS

EKG / Telemetry Technician

- At least 18 years of age
- State I.D.
- High school/ college diploma or equivalency

Phlebotomy Technician

- At least 18 years of age
- State I.D.
- High school/ college diploma or equivalency

Academic Resources, Policies and Procedures

Attendance Policy

Each student must attend all sessions of the class to meet the course objectives. All missed classes must be made up. If more than three days of the class is missed the student will be

dropped from the class.

Tardiness Policy

A tardy of one hour or more will be considered an absence. Excessive tardiness may result in dismissal from the course.

Make-up Policy

Students must make up absent material with the instructor.

Cheating and Misconduct

Cheating and misconduct will not be tolerated. Any student found to be cheating will be dismissed from the course. Disruptive behavior will not be tolerated. Any student found displaying such behavior will be asked to leave the school premises and may be subject to dismissal from the course.

Courses Offered

- EK TELEMETRY TRAINING
- PHLEBOTOMY

Programs

EKG Technician Certificate Program
Clock Hours: 72.00

EKG /Telemetry Technician Certificate Program
Clock Hours: 224.00

Phlebotomy Technician Certificate Program
Clock Hours: 98.00

COURSE DESCRIPTIONS

EKG/Telemetry Technician

The course will focus on the student's ability to understand and recognize electrical conduction of the heart to verify normal and abnormal changes on the EKG rhythm strip. The course will involve the recognition of sinus, atrial, junctional, and ventricular rhythms as well as heart block and pacemaker rhythms. Recognition of electrical conduction problems related to ischemia, infarction, and injury. Upon completion students will receive a certification and eligible for National Certification through the National Health career Association (NHA).

Learning Objectives:

Upon completion of this course, the student should be able to:

- Describe the conduction system of the heart
- Correlate the action of the heart represented the P wave, PR intervals, QRS complex, and T wave.
- Choose proper placement of electrodes based on EKG machines
- Calculate a heart rate from EKG strip
- Analyze how the following rhythms would appear on an EKG strip
- Analyze how the following Arrhythmias would appear on an EKG strip

EKG Technician

This course will prepare students to become Certified EKG Technician. Students will learn the anatomy and physiology of the heart, which include the electrical conduction system and its effects on how the heart functions. The cardiac cycle will also be covered in this course. Students will learn proper lead placement and to correctly run and EKG strip. Upon completion students will receive a certification and eligible for National Certification through the National Health career Association (NHA).

Learning Objectives:

Upon completion of this course the student should be able to:

- Describe anatomy and physiology of the heart
- Describe the electrical conduction system of the heart
- Choose proper placement of electrodes based on EKG machine
- Learn the duties of EKG/ECG technician

Phlebotomy Technician Program

This program is designed to teach knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy Technician. The Phlebotomy Technician program includes theory and hands on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Phlebotomy Procedures, and Phlebotomy and Phlebotomy Fundamental Essentials. Upon completion of the course will receive a certification and eligible for National Certification through the National Health career Association (NHA).

Learning Objectives:

Upon completion of the course the student should be able to:

- List the department within a clinical laboratory organization

- Identify the components of a health care delivery system
- Evaluate legal implications of phlebotomy
- Define basic medical terms
- Describe the anatomy and physiology of the body system

Graduation Requirements

TO SUCCESSFULLY GRADUATE FROM PQRST CENTER, STUDENTS MUST COMPLETE THE FOLLOWING:

1. Obtain a grade of “C” (70%) or better on All COURSE WORK given prior to the final exam.
2. Complete at least 5 EKGs of each Resting, Stress, 3, 5 and 12 lead EKGs, following correct procedure for each type.
3. Pass written final exam with a grade of “B” (80%) or better.
4. Pass the final practical with a grade of a “B” (80%) or better
5. Pass the course with an overall grade of “C” (70%) or better.

Credit for Previous Education or Training

PQRST CENTER does not accept transfer of credit nor allow credit for prior experience.

Standards for Satisfactory Progress

100% class participation is required, successful completion of all tests and prescribed coursework is essential to meet satisfactory progress. Final grades are issued at the end of each course. The following is the grading system to be used:

A.....	90% and above
B.....	80% - 89%
C.....	70% - 79%
D.....	60% - 69%
F.....	59% or less
I.....	Incomplete
W.....	Withdrawn

Probation

A student who is unable to attain a minimal satisfactory grade of “C” in the EKG class will be placed on academic probation. The student will be given extra assistance to reach the expected level of satisfactory performance.

Re-entrance

Any student who is on academic probation or has dropped out of the program, may be Re-enrolled at the discretion the school director. The student must pay all tuition and fees. A student seeking re-enrollment following academic probation will need to obtain a grade of “C” or better in the EKG course following probation.

Classroom Behavior

Students will be held financially responsible to any willful damage of any classroom Property or laboratory equipment.

Clinical Lab and Lab Standard

Skills practice will be completed every class period. Five points for each practice session will be awarded for participation. Successful tries and completions will be given a passing grade. Lab sessions are organized so students may build upon their skills as the course progresses

Students may only use fellow EKG students to practice their EKGs on, due to the sensitive nature of what must be done during the process of obtaining an EKG.

Quiz and Homework

There will be several objective-based quizzes and homework assignments, all of which will relate to current and previous topics.

If a student misses a quiz the quiz can be made up on the following class. Quizzes will be given only to those students who are present when the quizzes are passed out.

The student must pass a quiz with a "C", if the student does not pass with a "C" the student has the option to make up quiz to try and get a better grade. If the student does not pass the make-up quiz with a "C" or better the student will receive that will receive the lower grade. The student can on take two make-up quizzes.

Homework assignments are due at the beginning of the class. Late homework will be accepted there will a 5-point deduction on all late homework. All homework due next class session.

If the student is missing 2 or more assignments, that student will receive an incomplete for the course and will have to pay for and retake the entire course over again.

Competencies

Student shall be evaluated on two competencies during the course. The first shall be Handwashing then performing an EKG properly is the second. Done visually by the instructor.

Written Exam

The final exam will be comprehensive and based on course material presented throughout the entire program. It will be given at the time shown at the end of the schedule that follows. Students must pass the final exam with a score of "C" or better.

Final Practical

The students will be given the materials to successfully pass the final practical. Students are given two tries to pass the final practical. A third attempt warrants a \$75.00 fee and must be scheduled within 48 hours of the first

practical date, or at the instructor's discretion.

Students must pass the final practical with a score of a "B" or better without missing any of the bold steps.

Attendance

Students will be awarded (5) points for each class session in attendance. If the student is tardy within 15 minutes from the start of the class, the student will be awarded (2) points. If a student is tardy 30 minutes or more, the student will not be awarded any points. Students who have an excused absence will be awarded (5) points. Student are only allowed 10 points total (in absences and tardiness) if the student accrues more than 10 points, then the student will be asked to leave the program.

Excused absences are defined as those for which medical or court excuse is provided (professional letterhead required). **Any tardy or early departure form class of 30 minutes or more will be figured as an absence.**

Any student who has more than two class long (10 points), unexcused absences may receive an "incomplete" for the course and will be required to pay for and take the entire course again. Keep in mind that this is a skills-based course, and attendance is as important here as it will be in the workplace.

National Health Career Association (NHA) Test

Requirements

- Successful challenge of the certification exam (i.e. passing score)
- High School (HS) diploma or equivalent, and
- Graduation from an approved program within last 10 years
- A valid government issued ID

Test Fee

Applicants qualify for Student Fee if currently in school or graduated within the last 6 months in the certification discipline sought.

- Student Fee: \$115.00

Student can only sign up for the NHA exam upon successful completion of the Telemetry/EKG technician program. All questions regarding fees, refunds, and other topics must be directed to NHA. PQRST CENTER does not handle any part of the registration process including payments or refunds to take a NHA examination.

Dress Code

Appropriate scrubs will be required in the classroom for the EKG class. Scrubs are required during lab. It must be neat and clean. No baggy scrubs will be allowed. Long hair must be pulled back. Scrubs are required.

Shoe Standards

Tennis shoe type only. Preferably white but the color is not mandatory. **NO CLOGS, OR OPEN TOE ALLOWED, INCLUDING CROCS.**

Financial Information

EKG/Telemetry Training Courses

Registration -----	\$125.00
Instructional Tuition -----	\$1575.00
Total Cost -----	\$1700.00

EKG Technician Training

Registration -----	\$125.00
Instructional Tuition -----	\$625.00
Total Cost -----	\$750.00

Phlebotomy Technician Training

Registration -----	\$125.00
Instructional Tuition -----	\$625.00
Total Cost -----	\$750.00

All tuition and fees are payable for one class term only. Registration fee is due prior to the start of the class. Payments can be arranged but must be paid in full by the end of the class. Students enrolled in any course will be covered under PQRST CENTER liability insurance policy. The cost is included in the tuition and fees.

Refund Policy

Refunds for the EKG course term in accordance with the following procedures:

1. A student who starts class and withdraws before the academic term is fifteen per cent complete will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent complete will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent complete will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and officially withdraws after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees.

Student Services and Regulations

Counseling and Advising

Whenever possible, PQRST CENTER instructors and staff will assist students who are experiencing educational, financial, or personal difficulties. Students who need additional or other counseling will be assisted in finding outside professionals to assist.

Employment Assistance

PQRST CENTER is dedicated to helping students find jobs and will assist in the student's job search effort.

PQRST CENTER does not guarantee employment. PQRST CENTER will also offer career services that will include but not limited to resume development, interviewing skills, job searches and tips on job openings.

Books

Books are available for rental on Amazon or Barnes & Noble bookstore.

Grievance Procedure

All students' complaints should initially be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Whether or not the problem or complaint has been resolved to the student's satisfaction, by the school, the student may direct any problem or complaint to: Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. Or call the phone number (614) 466-2752 or toll-free (877) 275-4219 to lodge a complaint. A copy of the grievance form may be obtained from the Admissions Office.