



# ELITE MEDICAL TRAINING ACADEMY

**LOCATION: 2150 McCulloch Blvd N. Unit B.**

**Lake Havasu City, Az 86403**

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**Conditionally Licensed by the**

**Arizona State Board for Private Postsecondary Education**

**<https://ppse.az.gov/>**

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**1.0 School Catalog** The effective dates of this catalog are 12/15/25 through 3/31/26. If there are any changes to the catalog, a copy of the changes or new catalog will be submitted to the Arizona State Board for Private Post-Education within 10 days and a copy of the changes will be published on the school website labeled as an Addendum or new catalog. The catalog will be made available to all students and prospective students in a written or electronic format.

**2.0 Introduction - About Elite Medical Training Academy School**

Elite Medical Training Academy is a sole proprietorship, owned by Margorie Alldredge (also known as Maggie). Maggie is committed to improving the community around her by providing resources and education to improve healthcare access and offer career opportunities to become a professional in the medical field. Her vision is to offer training opportunities to all individuals who want to expand their career opportunities and fulfill their dreams.

Elite has a student-centered approach where students are at the heart of everything we do. We provide personalized support and guidance to ensure that each student can thrive academically and personally. Our small class sizes enable meaningful interactions between faculty and students, promoting a vibrant and engaging learning environment.

**2.1 School Information**

Elite Medical Training Academy  
2150 McCulloch Blvd N. Unit B.  
Lake Havasu City, AZ 86403  
Phone: 928-453-2011  
Fax: 928-453-2252  
Website: [www.elitemedicaltrainingacademy.org](http://www.elitemedicaltrainingacademy.org)

**2.2 Mission Statement**

At Elite Medical Training Academy, our mission is to empower individuals with the knowledge, skills, and confidence needed to excel in the field of phlebotomy. Through comprehensive and hands-on training, we aim to provide our students with the practical expertise and professional competence required to make a positive impact on healthcare settings and enhance the quality of patient care in the communities they serve. We are committed to fostering a supportive learning environment that promotes growth, personal development, and ethical practices, enabling our graduates to embark on successful and fulfilling careers.

**2.3 Purpose and Objective**

The purpose of Elite Medical Training Academy is to address the growing demand for skilled healthcare in Lake Havasu City and surrounding areas by offering specialized programs in phlebotomy. We recognize the importance of this role in the healthcare industry and strive to equip our students with the essential knowledge and practical skills required to meet the evolving needs of patients and healthcare providers. Our purpose is to provide accessible, high-quality education that prepares individuals for

the challenges and opportunities in these fields, ensuring they are prepared to contribute effectively and compassionately to the well-being of individuals and the communities we serve. By upholding the highest standards of education and professionalism, we aim to make a lasting impact on the healthcare workforce and contribute to the overall improvement of healthcare services. Our objective is to produce competent, compassionate, and well-rounded professionals who are prepared to meet the challenges of the healthcare industry and make a positive impact on the individuals served by that industry.

### **3.0      Board of Directors / Faculty Members**

### 3.1 Board of Directors:

- Margorie (Maggie) Alldredge, Managing School Director
- Dr. Andres Alvarado, Medical Director

### 3.2 Faculty Members:

- Margorie Alldredge, School Director / Instructor
- Dr. Andres Alvarado, Medical Director / Instructor

### 3.3 School Ownership

Margorie Alldredge owns 100% of Elite Medical Training Academy. The company is a sole proprietorship.

## **4.0 Courses Offered**

## Certificate Program:

**Occupational Objective:** The graduate should be able to acquire an entry-level position as a phlebotomist in a variety of settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctor's offices.

## 4.1 Phlebotomy Training Outline

**Program Purpose:** The Elite Medical Training Academy Phlebotomy course is designed to equip students with the necessary knowledge and skills to become competent phlebotomists and to take the Certification State test. This comprehensive program focuses on training students in safe and efficient blood collection techniques, emphasizing the importance of patient care, infection control, and quality assurance.

**Phlebotomy****Clock Hours: 48****Program Length: 8 Weeks**

Module / Topic	Learning Objectives	Classroom Hours	Lab / Clinical Hours	Total Hours
1. Orientation, OSHA, Safety & Infection Control	Program overview OSHA/CLIA, PPE, sharps , exposure control procedures	3	0	3
2. Anatomy, Physiology & Medical Terminology	Circulatory system, venous anatomy, blood components, medical terminology	5	1	6
3. Legal & Ethical Standards / Patient ID & Verification	HIPAA, consent, patient rights, specimen labeling laws, identification procedures	2	0	2
4. Equipment, Additives & Order of Draw	Tubes, additives, needle systems, syringes, tourniquet, order of draw	3	1	4
5. Blood Collection Procedures (Theory + Demonstration)	Venipuncture steps, patient prep, site selection, troubleshooting, complication management	4	2	6
6. Hands-On-Lab: Venipuncture, Capillary Collection, Labeling & Safety	Practical training: venipuncture, capillary puncture, PPE, labeling, sharps disposal, post-draw care	1	10	11
7. Specimen Processing & Handling	Pre/post analytical variables, mixing, transport/storage, qualify control	4	1	5
8. Special Procedures & Special Populations	Pediatric/geriatric phlebotomy, difficult draws, blood cultures, special tests	3	0	3
9. Professional Communication & Patient Interaction	Bedside manner, cultural sensitivity, anxiety management, professional conduct	3	0	3
Final Review, Written Exam & Practical Competency Evaluation	Program review, written exam, skills check-off & competency validation	2	3	5
Total Hours Classroom		30		
Total Lab/Clinical hours			18	
Total Program Hours				48

Skills you will learn: Be familiar with commonly used medical terminology used in phlebotomy, learn to perform blood collection methods using proper techniques including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection, be familiar with complications and procedural errors, be familiar with blood collection equipment and procedures, understand the anatomy and physiology of the circulatory system and be aware of the legal issues related to blood collection procedures. Emphasis is placed on infection prevention, proper specimen labeling, patient identification, and quality assurance.

**The graduate should be able to acquire an entry level position as a Phlebotomist in the following industries based on U.S. Bureau of Labor Statistics.**

**US Bureau of Labor Statistics, Employment Projections Program : Phlebotomists 31-9097**

Employment projections data for phlebotomists, 2024–34							Source: U.S. Bureau of Labor Statistics, Employment Projections program
Occupational Title	SOC Code	Employment, 2024	Projected Employment, 2034	Change, 2024–34		Employment by Industry	
				Percent	Numeric		
Phlebotomists	31-9097	139,700	147,500	6	7,900	<a href="#">Get data</a>	

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#) [State & Area Data ->](#)

**SUGGESTED CITATION:**  
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Phlebotomists, at <https://www.bls.gov/ooh/healthcare/phlebotomists.htm> (visited December 09, 2025).

## 5.0 Course Costs

Course	Tuition	Registration	Total Tuition + Fees	Materials, Supplies, 1 State Exam Fee & Clinical Internship	Total Cost of Attendance
Phlebotomy	\$1100	\$200 (non-refundable after 3 business days of enrollment)	\$1300	\$500 (Non-refundable after the first class)	\$1800

5.1 The following payment schedules are available for all students:

The Registration Fee plus 50% of the cost of materials, supplies, clinical training and exam fees must be paid at the time of enrollment. A payment plan must be submitted to the school for approval, that includes in the schedule the final payment is made prior to the final exam. A certificate of completion for the course will not be issued if there is an outstanding financial obligation to the school.

5.2 Student Loans, Financial Aid, Scholarships, Tuition Reductions

Elite Medical Training Academy does not offer scholarships, tuition reductions or discounts, student loans, or financial assistance.

## **6.0 Educational Delivery System & Clinical Training**

Instruction for the Phlebotomy Technician Program is delivered in a residential (in-person) classroom and laboratory setting. All students complete supervised clinical/laboratory skills training on campus, including venipuncture and capillary collection practice using volunteer participants, simulation equipment, and instructor-supervised clinical drills. These required on-campus lab/clinical hours ensure students achieve core competencies in blood collection, safety, specimen handling, and patient interaction.

**6 e**

Elite Medical Training Academy also offers an optional internship experience for students who desire additional real-world clinical exposure or who require extra venipuncture opportunities to meet personal, externship, or certification goals. The internship is **not required** for course completion.

Students wishing to participate in an optional internship must:

- Complete the Phlebotomy Technician Program
- Earn a minimum final course grade of 80%
- Submit an Internship Request Form to the Academy following issuance of the final grade
- Understand that internship placements are subject to availability, site requirements, and scheduling

Optional internship experiences may be arranged in a medical treatment facility, laboratory, mobile phlebotomy service, or other approved clinical setting.

## **7.0 Entrance Requirements**

Elite Medical Training Academy does not discriminate based on race, sex, religion, ethnic origin, or disability.

### **General Eligibility Requirements:**

- Prospective students must be 18 years of age.
- Educational Attainment:
  - High school diploma, GED or equivalent to be accepted for enrollment, OR
  - Successful completion of an Ability to Benefit (ATB) test administered by an authorized ATB agency.

**Additional Eligibility Options:** Prospective students may also fulfill entrance requirements by demonstrating the ability to satisfactorily complete the prescribed training through one of the following methods:

1. **Initial Interview with the School Director:**

A scheduled interview to assess the applicant's motivation, preparedness, and potential for success in the program.

**2. Letter of Recommendation:**

A recommendation letter from an educational institution or an employer attesting to the applicant's ability, work ethic, and readiness for training.

**3. Certificate or Transcripts Reflecting Prior Educational Achievement:**

Evidence of successful completion of a college-level course or certificate program that demonstrates the ability to benefit from the courses offered at Elite Medical Training Academy.

- Final admission decisions are at the discretion of the School Director based on the applicant's overall qualifications and the Academy's ability to meet their educational needs.

These requirements ensure that all students enrolled at Elite Medical Training Academy are well-prepared to excel in their chosen programs and meet the demands of the healthcare field.

## **8.0 Enrollment**

Prospective students may enroll at any time, but no later than the beginning of the first class of the course.

### **8.1 Requirements for Admissions:**

- Students must be at least 18 years of age.
- Students must have a High School Diploma, GED equivalency, pass an ability to benefit or meet one of the additional eligibility options and receive approval of the School Director.
- Students must provide a government issued Identification
- Students must be U.S. citizens or provide proof of legal residency,
- English language services are not provided by the school, and all students are required to speak and understand English proficiently. If during the interview with school personnel, if English proficiency is not demonstrated, applicants may not enroll.
- The Registration Fee plus 50% of the cost of materials, supplies, clinical training and exam fees must be paid at the time of enrollment. A payment plan for the balance of the cost of attendance must be submitted to the school for approval, at the time of enrollment.
- Criminal background clearance, health and drug screening and other conditions may be required by the program/course or necessary to place a student in a clinical agency. The cost of meeting the conditions is the responsibility of the students.
- Students must provide a negative Hepatitis test and negative TB test.

### **8.2 Successful Completion for Classroom and Clinical Training**

- Successful Completion is completing 100% of the clock hours of training and passing tests with an average score of 80% or higher.
- Satisfying all financial obligations to the school.

- completing a minimum of 50 successful venipuncture collections.

#### 8.3 Equipment / Technology Requirements or Competencies

There are no technology or competency requirements for admission to the courses.

#### 8.4 Requirements for Graduate to Practice

In the State of Arizona, phlebotomy is not regulated by a separate state license or certification. Individuals may perform phlebotomy procedures upon completion of formal training and demonstration of competency as required by the employing healthcare facility.

Graduates of the Elite Medical Training Academy Phlebotomy Program complete structured classroom instruction and supervised clinical training designed to prepare students for entry-level phlebotomy employment. Training includes, but is not limited to, patient identification, venipuncture and capillary collection techniques, infection control, specimen handling, safety procedures, and professional conduct.

While Arizona does not require state licensure for phlebotomists, **many employers require or prefer national certification**. Upon successful completion of the program, graduates are eligible to apply for national certification examinations offered by recognized certifying organizations, including the **National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT)** credential.

Phlebotomists in Arizona practice in accordance with employer policies and procedures and applicable federal regulations, including Occupational Safety and Health Administration (OSHA) standards and Clinical Laboratory Improvement Amendments (CLIA) requirements.

### 9.0 Placement Assistance

**Elite Medical Training Academy** offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

### 10.0 Cancellation and Refund Policy R-4-39-4-4 and R4-39-308

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

If a course is cancelled by the school, the applicant is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement, is entitled to 100 % refund. No later than 30 business days after receiving the notice of cancellation, the school shall provide a 100% refund. The refund will be payable to the party who made the payment.

**Other Cancellations:** An applicant requesting cancellation after the 3-day cancellation period, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$200. If the cancellation is after the first class, the refund will be minus the registration fee and the cost of textbooks and supplies. (Books and supplies are issued during the first class). The refund will be payable to the party who made the payment.

**Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - a. Students choosing to withdraw from the school after the commencement of classes are to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - b. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days, or 5 days if the course length is less than 30 calendar days.
  - d. All refunds will be issued within 30 business days of the determination of the withdrawal date.
2. Tuition charges/refunds:

- a. Before the beginning of classes, the student is entitled to a refund of 100% of the Tuition, minus the registration fee of \$200 for Phlebotomy if the cancellation notice date is after the 3-day period following enrollment.

After the commencement of classes, and the 3-day period following enrollment, the tuition refund, minus the registration fee of \$200 (non-refundable) and the training materials and supply fees (non-refundable after the commencement of classes) for the course, will be determined as follows:

**HOW PRO-RATED REFUNDS ARE CALCULATED**

<b>% of the clock hours attempted</b>	<b>Tuition refund amount:</b>
10 % or less	90%
More than 10 % and less than or equal to 20%	80%
More than 20 % and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

**NOTE: The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.**

3. Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Student initial \_\_\_\_\_

## **11.0 Student Services**

Criminal Background Clearance Fingerprinting is available at a discount of 10% for prospective students. Elite Medical Training Academy provides no other services for students.

## **12.0 Attendance Requirements**

Students are expected to arrive on time, prepared for class, and with all required materials.

**Completion of assigned textbook reading and homework prior to each class session is mandatory** and is considered an essential part of the learning process. Homework is **not** counted as instructional clock hours and **does not replace required attendance** for in-person class sessions.

The program requires **100% attendance** for all scheduled instructional hours. Any missed class time is deducted from the student's total required clock hours. Because missed instructional hours impact competency development, students must make up all absences.

### **Make-Up Classes**

- A student with an excused absence may purchase a make-up class at the rate of **\$150 per class**.
- **Make-up theory classes** will be completed via **Zoom**, under instructor supervision.
- **Make-up clinical/lab time** must be completed **in person** at the school.
- All make-up sessions—both theory and clinical—are scheduled exclusively by the school.
- Exceptions to the 100% attendance requirement may be made **only with written approval from the School Director**.

Instructors may recommend to the Director student withdrawal from a course if tardiness exceeds 20% of the period of attendance or if the student has an unexcused absence.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

### **13.0 Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must be set forth:

- a. Whether the postponement is for the convenience of the school or the student, **and**,
- b. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

### **14.0 Satisfactory Progress, Student Probation, Suspension or Expulsion** determined by the institution: Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. If the student raises their grade average to passing or higher, the student may be returned to a student in good standing. The school Director may terminate the student.

Students are expected to use all Elite Medical Training Academy equipment in accordance with the instructions for use of the equipment. Abuse of the equipment, insubordination (refusal to follow the school staff's instructions) may be grounds for discipline or dismissal from the school. Termination and Suspension shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

### **15.0 Grading System and Progress Reports**

95 – 100 = A, Excellent

86 – 95 = B, Above Average

80 – 85 = C, Average

66 – 79 = D, Below Average

Under 66 = U, Unsatisfactory

Every three weeks, progress reports with grades will be provided to students who fall below the 80% required average for the course. Students enrolled in short-term courses will receive a progress report at the mid-point of the course and their final grades at course end.

### **16.0 Internship Training Transportation**

Students will be responsible for their own transportation to internship training and insurance covering their transportation to and from Internship clinical training locations.

### **17.0 Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. All students are to use school equipment in accordance with the

instructions for use. Any abuse of school equipment is a violation of school policy. Any violation of school policies may result in permanent dismissal from the school.

#### **18.0 Dismissal /Expulsion/ Re-admittance**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress.

The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

If a student exhibits violent conduct, is in possession of illegal drugs, or abuses school equipment, the student may be expelled from the school. An expulsion will make the student ineligible for re-admittance.

#### **19.0 Previous Credits**

Credits from another institution or previous education, training, work, or life experience will be evaluated on a case-by-case basis. Elite Medical Training Academy does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

#### **20.0 Grade Reporting, Student Academic & Financial Records**

Students enrolled in short-term courses will receive a progress report at the mid-point of the course and their final grades at course end. All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge; additional copies are available for \$5.00.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations

#### **21.0 Leave of Absence and Re-enrollment (LOA)**

A student may request a leave of absence by submitting a written request to the school Director. The written request must include the requested start and ending date of the leave and the reason the leave is requested. If the student returns on the date indicated on the written request, the student may be re-enrolled. The approval of the leave request is at the sole discretion of the school Director.

## **22.0 Student Grievance Procedure**

Should any student have a complaint with Elite Medical Training Academy, the following steps shall be taken:

1. The student shall attempt to discuss the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, the student may proceed to the written grievance procedure.
2. The student may submit a written grievance form within 90 days of the occurrence of the grievance to the School Administrator or designee. The student may obtain a grievance form from the school office or by calling the School Administrator. The written grievance must explain the nature of the grievance and how the student would like to see the grievance resolved.
3. The School Administrator or designee shall schedule a meeting with the grievant within ten business days from the date the School Administrator or designee received the grievance.
4. The School Administrator or designee shall respond in writing to the grievance within five business days from the date the school administrator or designee met with the student.
5. If the student is not satisfied with the grievance response, the student may submit a second level grievance by submitting a copy of the initial grievance and grievance response to the school Director. The Director shall review the grievance and grievance response. A written response from the Director of Elite Medical Training Academy shall be made to the student within 10 business days of receiving the second level grievance.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is:

**1740 W. Adams Street, #3008  
Phoenix, AZ 85007  
Phone: 602/542-5709  
Website: <https://ppse.az.gov/>**

## **23.0 Course Registration & Class Schedule**

Courses for Phlebotomy are continuous courses. The schedule of the available course start date and registration dates is posted on the internet. Each course is 48 clock hours.

Tuesday through Thursday 1:00 pm to 5:00 pm  
Saturday Classes for Phlebotomy 8:00 to 4:30 pm

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service.

**Classes are not held on the following holidays:**

- New Year's Eve
- New Year's Day
- Labor Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Thanksgiving Day & the Friday/Saturday following
- Christmas Eve
- Christmas Day

**24.0 Facilities**

The school is located at 2150 McCulloch Blvd N, Unit B, Lake Havasu City, AZ, 86403. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams, and videos to enhance classroom activities are available. The Resource Center, developmental study and career assistance are available to students by appointment.

**25.0 Qualifications of the Faculty**

**Medical Director: Dr. Andres Alvarado NPI # 1568456473**

Dr. Alvarado has practiced as a physician in the medical community for over 25 years. He has worked as an Anesthesiologist at the Veterans Administration, Boswell Memorial Hospital, Western Anesthesia Consultants and as a traveling anesthesiologist. Since 2009, he has worked in pain management. Dr. Alvarado is also the Medical Director for Maggies Lab Cab, LLC who is partner with Elite Medical Training Academy, INC. for the Phlebotomist Internship portion of the program.

**School Director & Instructor: Margorie (Maggie) Alldredge, Phlebotomist, PCA, NPI # 1598385825**

Maggie is the owner of Maggies Lab Cab, LLC, a mobile phlebotomy company providing services to the Lake Havasu, Bullhead, Kingman, and surrounding communities. She is a licensed phlebotomist who obtained her license in 2020 and opened a mobile phlebotomy company. She has offered clinical experience through her company to multiple students that obtained their phlebotomy license, providing training in the skills needed for mobile services. Maggie is also a certified CPR/BLS trainer.