



ELITE MEDICAL TRAINING ACADEMY

**LOCATION: 1551 Palo Verde Blvd. S, Suite B
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1.0 School Catalog

The effective dates of this catalog are 8/1/24 through 12/31/24. 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
1551 Palo Verde Blvd. S, Suite B
Lake Havasu City, AZ 86403
Phone: 928-453-2011
Fax: 928-453-2252
Website: 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 fields of phlebotomy and personal care aide. Through comprehensive and hand-on training, we aim to provide our students with the practical expertise and professional competence required to make a positive impact in 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 the Lake Havasu City and surrounding areas by offering specialized programs in phlebotomy and personal care aide. We recognize the importance of these roles 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
- Cynthia Harper, Medical Director

3.2 Faculty Members:

- Margorie Alldredge, School Director / Instructor
- Cynthia Harper, 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 Programs:

Program 1 Phlebotomy 88 Hours

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.

Program 2 Personal Care Aide 80 Hours

Occupational Objective: The graduate should be able to acquire an entry-level position as a Personal Care Aide in a variety of settings, including clients' homes, group homes, and day services programs. Most aides work full time, although part-time work is common. Work schedules may vary.

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. 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: 88 Program Length: 8 Weeks

Phlebotomy Course Sections:	Classroom Hours	Lab Hours	Internship hours	Total Hours
I. Program Overview	2			2
II. Anatomy and Physiology	12			12
III. Phlebotomy Techniques	15			15
IV. Infection Control and Safety	4			4
V. Medical Terminology	6			6
VI. Clinical Experience	20	10	10	40
VII. Certification Exam Preparation	8			8
VIII. Career Development	1			1
IX. Total Hours	48		10	88

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, Occupational Employment and Wage Statistics: Phlebotomists 31-9097

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Medical and Diagnostic Laboratories	46,780	14.71	\$ 20.30	\$ 42,220
General Medical and Surgical Hospitals	45,760	0.82	\$ 19.04	\$ 39,600
Other Ambulatory Health Care Services	20,650	6.44	\$ 18.42	\$ 38,310
Offices of Physicians	9,950	0.36	\$ 18.29	\$ 38,030
Employment Services	5,880	0.15	\$ 20.33	\$ 42,290

4.2 Personal Care Aide Course Outline

Program Purpose: The graduate should be able to acquire an entry level position as a Personal Care Aide in a variety of settings, including clients' homes, group homes, and day services programs. Most aides work full time, although part-time work is common. Work schedules may vary. Additionally, our purpose is to offer accessible Personal Care Aide to fill the growing demand in Lake Havasu City and surrounding communities.

Personal Care Aide 80 Hours Program in Length: 4 Weeks

Personal Care Aide Sections	Classroom Hours	Internship Hours	Total Hours
I. Introduction to Personal Care Aide Role and Responsibilities	2		2

II. Providing Personal Care	10		10
III. Assisting with Activities of Daily Living	22	29	51
IV. Medication Management	3		3
V. Safety and Infection Control	2		2
VI. Legal and Ethical Issues in Caregiving	4		4
VII. Special Populations	2		2
VIII. Conclusion and Review	6		6
Total Hours	51	29	80

Skills you will learn: You will learn how to assist with personal hygiene tasks, such as bathing, grooming, dressing, and toileting while ensuring dignity, comfort, and safety of the patient. How to safely provide mobility assistance which includes transfers from chair to bed, help with walking or using mobility aides, and proper body positioning. Developing communication skills with active listening, empathy, and the effective use of verbal and non-verbal interactions. You will learn how to handle common emergency protocols, first-aid, and observational reporting and documentation. This course will emphasize the importance of skillfully maintaining professional boundaries, respecting individual rights and confidentiality, and adhering to ethical standards within the personal care aid

The graduate should be able to acquire an entry level position as a Personal Care Aide in the following industries based on U.S. Bureau of Labor statistics: Home Health and Personal Care Aides, 31-1120

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Individual and Family Services	1,815,870	64.09	\$ 14.87	\$ 30,930
Home Health Care Services	878,310	57.19	\$ 14.26	\$ 29,660
Residential Intellectual and Developmental Disability, Mental Health, and Substance Abuse Facilities	288,300	47.89	\$ 15.39	\$ 32,010

<u>Continuing Care Retirement Communities and Assisted Living Facilities for the Elderly</u>	237,370	26.98	\$ 15.45	\$ 32,140
<u>Nursing Care Facilities (Skilled Nursing Facilities)</u>	47,860	3.56	\$ 15.44	\$ 32,110

5.0 Course Costs

Course	Tuition	Registration	Total Tuition + Fees	Materials, Supplies, Exam Fees & 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
Personal Care Aide	\$600	\$150 (non-refundable after 3 business days of enrollment)	\$750	(Materials Only) \$100 (Non-refundable after the first class)	\$850

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 will be residential (classroom) for all courses. In addition to classroom instruction, clinical training is provided for the Phlebotomy course with an internship for clinical practice in a mobile phlebotomy setting. The Personal Care Aide will participate in an internship in a residential facility following their classroom training.

7.0 Entrance Requirements

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

Prospective students must be 18 years of age and have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Arizona and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

8.0 Enrollment

Prospective students may enroll anytime, but no later than 1 day prior to the start of the class.

8.1 Requirements for Admissions:

- Students must have a High School Diploma, GED equivalency or pass an ability to benefit.
- Students must be at least 18 years of age.
- 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 and health and drug screening may be required by the program/course or necessary to place a student in a clinical agency.
- 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 a score of 80% or higher.
- Satisfying all financial obligations to the school.
- The phlebotomy course also requires meeting the clinical training requirements of completing a minimum of 60 successful venipuncture collections, **and**
- Passing the state exam for licensure to successfully complete the course.

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

- a. A Personal Care Aide does not require a license. Arizona uses the federal requirement of 75 hours of training. Our course for the Personal Care Aide meets the Arizona requirement to practice upon the successful completion of the course.
- b. In Arizona, a phlebotomist must pass the state exam for a phlebotomist to be eligible to practice in Arizona.

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 for Phlebotomy and \$150 for Personal Care Aide. 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 or \$150 for Personal care Aide 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 \$200/150 (non-refundable) and the training materials and supply fees (non-refundable after the commencement of classes) for the course, will be determined as follows:

Student initial _____

HOW PRO-RATED REFUNDS ARE CALCULATED

% of the clock hours attempted	Tuition refund amount:
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.

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 for class with proper materials. An overall attendance rate of 100% is required. Any exception to the 100% attendance requirement must be approved by the School Director in writing.

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

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 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 student may be terminated if grades are not satisfactory at the end of the probationary period or suspended for a period of time determined by the school Director.

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 six weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued 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 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 be issued 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: www.ppse.az.gov

23.0 Course Registration & Class Schedule

Courses for Phlebotomy and Personal Care Aide are continuous courses. The schedule of the available course start date and registration dates is posted on the internet.

Monday through Friday 1:00 pm to 5:00 pm
Saturday Classes for Phlebotomy 8:00 to 4:00 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 4th)
- Thanksgiving Day & the Friday following
- Christmas Eve
- Christmas Day

24.0 Facilities

The school is located at 1551 Palo Verde Blvd S., Suite 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: Cynthia Harper NPI # 1598426330

Cynthia Harper obtained her Nurse Practitioner license in March 2022. She 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.