



Lenape Tech

2020-2021

Volume 2 Issue 4

Adult Education

Course Catalog & Student Handbook



LenapeTech
Education at Work

This catalog outlines the policies and procedures for the post-secondary adult & continuing educational programs at Lenape Technical School.

Lenape Technical School reserves the right to change any provisions, offerings, or requirements at any time without prior notice for the purpose of fulfilling its mission and program objectives. Such changes will not conflict with those areas specifically governed by state and federal regulations.

Lenape Technical School also reserves the right to make changes to its policies, tuition and fees, class schedules, academic calendars, and/or to change or modify a program's content, curricula, sequence of courses, equipment, staff, materials, or other such components as deemed necessary without prior notice, provided that such change is within the terms and conditions of the enrollment agreement between the school and the student and does not create an undue disruption to the student's course of study. In no event will any such changes result in additional tuition charges for the student.

In order to continually provide current information, as changes occur, this catalog will be amended by addenda that will be distributed to all currently enrolled students. Such addenda are to be regarded as an integral part of this catalog.

This catalog is applicable to students attending all campuses of Lenape Technical School. Students are also provided a program-specific information upon registration, which further defines program-specific policies and rules governed by this catalog. Additionally, all students must sign an Enrollment Agreement as part of the enrollment process, indicating their review and understanding of the content of this catalog.

Table of Contents

Mission Statement	4
Family Education Rights & Privacy Act	4
Statement of Nondiscrimination	5
Surveys and Other Data Collection	5
Policies: <i>Privacy, Accuracy, Grievance</i>	5-6
Academic Calendar	6
Professional Standards	6
School Closing	6
Job Placement Assistance	7
Registration/Enrollment/Admissions	7
Tuition & Fees	8
Student Assessment	8
Academic Failure Return Policy	8
Cancellation of Start Date	9
Required Documentation	9
Certificates of Completion	9
Financial Assistance	10
Refund Policy & Attendance	10
Tobacco Use	11
Student Conduct	11
Entry Level HVACR Fast Track	12
Entry Level Welding Fast Track	13
Entry Level Electrical Fast Track	14
EKG Technician Certification Program	15
Phlebotomy Technician Program	16
Pharmacy Technician Program	17
Clinical Medical Assistant Program	18
CompTIA	19
CDL	20
Industry Certifications	21-22
Online Course & Program Information	23-27

Mission Statement

Lenape's Adult & Continuing Education Program will serve Armstrong County and surrounding regions as a center for developing workforce skills through adult programs and partnerships that are aligned with regional economic development and employment needs, and through programs that will enrich the quality of life for residents in the region.

Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Lenape Technical School receives a request for access.

A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint Procedure section of this Catalog.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Lenape Technical School in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Lenape Technical School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Lenape Technical School. Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

Directory Information: The school will also disclose items from a student's educational record that are considered "directory information". Lenape Technical School designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended. The school may disclose any Directory Information without prior written consent from the student unless the student has provided notification in writing denying Lenape Technical School the right to disclose such information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lenape Technical School to comply with the requirements of FERPA.

The name and address of the Office that administers

FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA).

Non-Discrimination

The Lenape Technical School, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. Activities, services and facilities are accessible to handicap persons. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. The program complies with all the provisions of TITLE VI Civil Rights Act of 1964.

Surveys and Other Data Collection

Because the adult program is linked with the secondary program, statistics about courses and students who enroll in the adult education program have to be given to the Pennsylvania Department of Education (PDE). In order for Lenape Adult and Continuing Education to comply with PDE regulations, a pre-and post-survey is given to students in certain courses. Lenape's distribution of the surveys is its good faith effort to collect PDE requested information.

To help improve and expand the Lenape Adult and Continuing Education program, course evaluations are distributed and collected during the last class session. Results from the evaluations are shared in an anonymous fashion with the instructor. Evaluation results may be used in determining the continued use of an instructor. Evaluations may be the beginning of a grievance procedure, although students need not wait until the end of a course to voice a concern.

Privacy Policy

Lenape Tech Adult Education collects information from students for enrollment or financial aid purposes that may require disclosure to other parties, such as student loan lenders, the U.S. Department of Education, and others. Lenape Tech Adult Education will only share personal student information that is required by our accrediting agency or by law, and does so within the guidelines of Family Education Rights & Privacy Act (FERPA) regulations.



Today, employers demand technical skills along with academic knowledge and problem solving capabilities. At Lenape Tech Adult Education, instruction is integrated using industry's current technology. This delivery system enables students to view the relationship between employability and technical skills needed for employment in today's workforce.

Academic Calendar: Two 17-week semesters:

FALL: 3rd week of August through Third week of December

SPRING: 3rd week of January through 3rd week of May;

Classes are conducted weekdays Monday—Thursday, evenings, and online, depending on the program the student is enrolled in.

Accuracy Policy

The staff at Lenape Adult Education has made every reasonable effort to determine that information provided to you is accurate. Course and programs offered together with other matters contained herein, are subject to change without notice by the administration of Lenape Adult Education for reasons related to student enrollment, level of financial support, tuition or fees, class schedules, curricula, or for any other reason, at the discretion of the school. The school further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

Grievance Policy & Procedure

Complaints regarding Lenape Adult and Continuing Education Programs should be brought immediately to the Adult Education Supervisor on duty. The complaint will be documented and addressed in the best way possible. If the complaint is not satisfactorily resolved by the Adult Education personnel, the complaint should be taken to Lenape's Administrative Director. Should the complaint still remain an issue, it will be placed on the agenda of the Lenape Joint Operating Committee.

Professional Standards

Adult Education students are expected to be self-disciplined, to be able to work independently, and to be sufficiently motivated to begin and continue lessons without constant monitoring from the instructor. At such time as a student's conduct or abuse of the school's Drug and Alcohol Policy is detrimental to the well-being of the school and/or other students, the student will be suspended or terminated without refund.

School Closing

If it becomes necessary to cancel adult education classes because of bad weather conditions or other cases of emergency, announcements regarding the closing will be made on the afternoon news of KDKA TV (channel 2), WPXI TV (channel 11), WTAE TV (channel 4) & KDKA Radio 1020 AM (Pittsburgh), and via social media AFTER 3 PM. If *Lenape Technical School* is closed for day classes, do not assume that evening classes are cancelled. Lenape Adult Education will make every attempt to phone each student as soon as the closing/delay is determined necessary for the safety of students, as well as announce such closing via social media platforms.

Job Placement Assistance

Although direct job placement is not available, Lenape Tech Adult Education will provide the student with job referrals for their specific industry. Note: some criteria that companies are screening for before hiring are job history, motor vehicle report, physical examinations, and/or criminal history. Students are solely responsible for meeting a prospective employer's specific criteria. Local And regional hiring managers frequently recruit from our adult education programs. Resume and interviewing career coaching is always available to any student, past or present, by appointment for ongoing employment support and assistance.

Registration/Enrollment/Admission Requirements

Registration is on a first come, first serve basis. Those enrolling in complete programs of study, or who have paid tuition in full will be given first consideration in those programs or classes which have limited enrollment.

Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill @benefits.

Lenape Technical School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to delayed disbursement funding from VA under chapter 31 or 33.

Lenape Technical School will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Those under the age of 18 may be permitted in some courses. Any student under 18 should contact with the Adult and Continuing Education Office prior to registering for classes.

Credit For Prior Learning

Upon request, Lenape Tech Adult Education will evaluate parallel work completed at accredited post-secondary institutions for potential transfer credit. If deemed appropriate, the Adult Education Office will maintain a written record of previous education and training of the veteran student, which will clearly indicate that appropriate credit has been given by the school for previous education and training, with the training period shortened appropriately.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.



Tuition & Fees

Lenape Adult and Continuing Education accepts exact cash, checks or credit cards as payment. Registrations are accepted by phone, fax, mail, or in person. Registration is not considered complete/confirmed until payment is made, or written authorization is received from an employer or agency paying for the program or class, and tuition is paid in full.

Tuition is charged based on the current published of the program or class in which the student is registering for. Tuition is required to be paid 10 working days prior to the first day of class.

- All **programs** are subject to a non-refundable \$25.00 program application fee in addition to the tuition amount published. This application fee does not apply to individual classes.
- There is a \$50.00 late **program** registration fee if tuition is not paid before 10 working days of the **program**.
- There is a \$25.00 late **class** registration fee if tuition is not paid before 10 working days of the **class**. These fees do not apply to Personal Enrichment or online classes.
- Those programs requiring 100% attendance will incur a \$50.00 per day make up fee for any days required to cover absences.
- All returned check will be subject to a \$50 return check fee.

All texts, materials, supplies and certification fees are included in program or class tuition unless otherwise clearly stated. Any subsequent program or class fees in addition to the published tuition amount will be clearly published and identified in the program or class description.

If a student elects not to receive financial aid, or has a financial aid award that does not cover the cost of their program, they may, at the discretion of the Lenape Tech Adult Education Coordinator, enter into a payment plan with Lenape Tech Adult Education. These payment plans are offered at no interest to the student, but incur a \$10 per payment processing fee per payment and are considered part of the student's enrollment agreement with the school. Payments will be made in 3 installments, regardless of balance totals. The first installment will be due prior to the student's first day of class.

Student Assessment

Assessment shall be the system of measuring and recording student progress and achievement, and shall enable the student and instructors to determine a student's attainment towards established standards, as well as industry-recognized standards associated with the student's technical program. Assessment shall serve to identify the student's strengths and weaknesses, as the basis of an educational plan intended to maximize student success, providing for remedial and/or enrichment activities, as required.

Academic Failure Return Policy

Under this policy, students are permitted to repeat a failed course one time only. Students must return the next session the class is offered post dismissal from the program. Students wishing to attend after the second attempt must reapply to the entire program. Students wishing to return must submit their request in writing to the program coordinator. The coordinator will respond via written notification following review of student file. Students dismissed or terminated for unsafe or unethical conduct may not return to the program. Fees for course retake will be administered.

Cancellation of Start Date

In the case that insufficient enrollment for a program at Lenape Tech Adult Education results in a cancellation of start date, enrollees will be notified on or before the first scheduled date of class. If a start date is canceled, the enrollee shall be entitled to either: (1) a reserved seat in the next scheduled class for that program or (2) cancellation of enrollment with a full refund of all monies paid.

Clearances and Other Required Documentation

For select programs offered through Lenape Tech Adult Education, an offer of acceptance is conditioned upon the successful completion of the required background checks necessary prior to acceptance into the program. Enrollment is not considered final until the results of all required background checks have been returned to the school. The cost associated with any required background checks is the responsibility of the student. A criminal offense does not necessarily bar a potential student from enrollment, however, if the offense is on the school's list of reportable offenses it will bar the student from enrolling.

When background checks are an enrollment requirement for the student's selected program, the student must have or obtain current clearances specific to their enrollment. Copies of required clearances which are dated no more than twelve (12) months prior to the last program or class date may be accepted at the school's discretion. Lenape Tech Adult Education must also abide by requirements of other agencies in which students may have clinical or externship experiences. Clinical or externship agencies used for external experiences may have the same requirements for students as those required of employees.

Certificates of Completion

Issuance of certificates of completion for students meeting the criteria for successful completion of the program or class: A minimum of 80% program/class attendance and successful completion of course work with an overall grade of 75% or better. Grades are assigned for each course in a program. Grades are determined by the student's performance in the course on various assignments, including but not limited to tests/quizzes, as well as attendance. In addition to the letter grade, some courses may have required competencies and/or clinical components. All competencies/clinical components are Pass/ Fail.

Lenape Adult Education Grading Scale

Grade	Percentage
A	90–100
B	80–89
C	75–79
D	70–74
F	0–69

In a case where successful completion of a course and/or passing a test results in a certification, the appropriate paperwork will be turned in by the Adult Education Office to the appropriate institution. These classes include, but are not limited to Pennsylvania State Inspection, EPA, OSHA, Phlebotomy, Pharmacy Technician, and ServSafe®, EKG, and Clinical Medical Assistant. Students will be notified by the class instructor as to the process for completing or receiving the certification.



Financial Assistance

A student may qualify for public funds through State & Federal programs designed to provide job training assistance to qualified applicants from the following:

PA CareerLink of Armstrong County 724-471-7220

• CareerT.R.A.C.K., Inc. www.tricountyct.com

• Trade Readjustment Act www.doleta.gov/tradeact

Office of Vocational Rehabilitation 724-656-3070

(Armstrong, Butler counties)

These agencies should be contacted directly to obtain information regarding their specific funding options, as Lenape does not handle the processing of aid through these venues. Any funding secured through outside sources will be applied to the student's account.

Financial assistance may also be obtained through:

SallieMae www.sallieMae.com/CTSmartloan

PA Forward Student Loan https://paforward.pheaa.org/undergrad

School ID:02282500

Application for these loans will include a credit check.

Armstrong Associates Federal Credit Union 724-543-2848

Under an agreement with this agency, eligible prospective students may be secure low-interest student loans for our programs. Application for these loans will include a credit check.

Please note that all financial aid programs and agencies have their own independent criteria for eligibility. Not all programs and/or students will qualify for all types of financial aid.

Refund Policy & Attendance

A full refund is given if cancellation occurs 24 hours prior to the start of the first classroom session, less program application fee if applicable. An 80% refund is given if cancellation occurs prior to start of second classroom session, less any application or late registration fees, and cost of texts. No refunds given after start of second class. Refunds are not given for non-attendance. All refunds are made by check and may take up to 6 weeks to process. Refunds are not issued for dissatisfaction. Students who are dissatisfied with a course should follow the grievance procedure, and/or complete a class evaluation. Such issues will be resolved on a case-by-case basis.

In the event that a veteran fails to enter, withdraws, or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to its total length.

Regardless of Lenape Tech's written probationary policy, the Department of Veterans Affairs (DVA) will be notified if any individual's probationary period exceeds either 2 sessions/terms or 25% of the total length of the program. If the institution has a shorter probationary period, then the DVA must be notified when the individual exceeds that period. This statement does not imply any action concerning when an individual should be terminated from the program/institution. It simply states the policy for notifying the DVA.

Refund Policy & Attendance con't

Students will be expected to be in attendance on all days and hours that classes are in session unless appropriate reasons exist to justify absence. Due to the short nature of the programs offered, curricula are planned and courses taught as a progression of learning, with each class session's work building on the work previously done. When students are absent, they miss one or more steps in the learning process—this is particularly important wherein 'hands-on' learning experiences are imperative. Programs and classes that lead to a credential or certification have written attendance requirements, provided in each program's respective syllabus. Instructors will turn in the attendance sheet to the Adult and Continuing Education Office during the length of the program, and after the final class meeting. All absences are to be communicated in a timely manner to the course instructor, who at their discretion, will coordinate any make up work or activity. Make up classes may incur additional fees; specifics are outlined in each individual program description.

Attendance is a portion of the final overall program grade, with students expected to meet a minimum of 80% attendance in all course hours contained within a specific program. Those programs that incorporate off campus externships may require 100% attendance. If an employer or agency is paying a student's tuition, the student's attendance record may be reported to the employer or agency, upon request by the employer, by the Lenape Tech Adult Education Office. Accumulated absence hours include full days absent, as well as tardiness. If a student should miss a class, it is the student's responsibility to contact the instructor as soon as possible to determine what measures can be taken to make up the missed work to maintain the continuity of the course. Students must be aware, however, that the opportunity to make up an examination or other related work is not a student right, rather it is a privilege granted under special circumstances. The instructor is not obligated to give make-up work, quizzes, examinations or extended due dates because of student absence. **Class cuts** are NOT permitted and shall be recorded as an unexcused absence. **Tardiness** will be calculated at 15 minute intervals. Chronic tardiness is inappropriate, and the student will be evaluated as to the status of enrollment in the program at the end of each class module with a particular program. Due to the short nature of the programs offered, **Leaves of Absence** are not granted, but if mitigating circumstances warrant such a leave, a student may be offered the opportunity to have a seat in the next program session. Excessive lack of attendance or non-participation in a course may result in the student being administratively withdrawn or terminated from a program or course. No refunds are issued to student under these circumstances.

Tobacco Use

In accordance with the Pennsylvania School Tobacco Control Act 128 of 2000 use of tobacco products by students is prohibited in school buildings. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. Electronic cigarette is defined as any oral device that provides a vapor of liquid nicotine, lobelia, and / or other substance, and the use of inhalation of which simulates smoking.

Student Conduct

Proper conduct by students provide for a safe and productive environment, in which students can successfully learn. Policies for conduct parallel expectations that an employer may have established, thus assisting students' preparation for work. Disciplinary actions, including dismissal from program, are intended to deter reoccurrence of inappropriate behavior by addressing non-adherence to policies.



Trade & Industry—Campus

Entry Level HVACR Fast Track

Like working with your hands? Have a mechanical aptitude? Becoming an entry level HVACR technician could be a perfect fit. As the world shifts to an increasingly energy-efficient, technology-based focus, tremendous opportunities for people with the right HVACR training continue to emerge. According to the U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, employment of heating, air conditioning, and refrigeration mechanics and installers is expected to grow by 21%, much faster than the average for all occupations through 2022.

In Lenape Adult Education's HVACR track, you'll acquire real-world skills, get hands-on training and benefit from an individualized focus. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. ESCO EPA 608 Certification testing and OSHA 10 for General Industry training included in program. ***Program runs twice a year and take approximately 4 months to complete.*** Please refer to program brochure or our website for more program details.



Classes to be taken:	Hours
Electrical Fundamentals	30
Applied Math for Industry	32
Interpreting & Understanding Electrical Schematics	18
Fundamentals of HVACR	33
Workplace Culture & Environment	12
OSHA 10 General Industry	10
Esco EPA 608 Certification Review & Exam	12
TOTAL PROGRAM HOURS	147
Program Tuition	\$3270.00
Program Application Fee (non-refundable)	\$25.00
Program Total	\$3295.00



Trade & Industry—Campus

Entry Level Welding Fast Track

So you're thinking about becoming a welder? There are many reasons to become an entry level welder. This growing career field offers many opportunities for those applicants with the right training and skills. Earn a certificate in as little as nine months and begin earning a good living. Welders are needed in almost every industry. This program combines hands-on training in the use of GMAW welding equipment with the associated coursework to develop the skill sets needed for success in the field. The program assists students in meeting the entry-level qualifications of the welding industry and prepares them to take the American Society of Welding's D1.1 Structural Welding Code Performance Qualification examination (included in program). Students will also complete the required training to obtain OSHA 10 for General Industry. **Program runs twice a year and take approximately 4 months to complete.** Please refer to program brochure or our website for more program details.

The U.S. Bureau of Labor Statistics (BLS) reported employment of welders is projected to grow 6% from 2012 to 2022 (www.bls.gov). Basic skills of welding are similar across industries, so welders can easily shift from one industry to another. Median annual wage for welders, cutters, solderers, and brazers was \$40,240 in May 2017. † Basic Weld Certification testing: Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing. Subsequent tests are subject to testing fee.



Classes to be taken:	Hours
Blueprint Reading	27
Basic Welding	48
Applied Math for Industry	32
Workplace Culture & Environment	12
Advanced Welding	48
OSHA 10 General Industry	10
Welding III: TIG & MIG	30
Basic Weld Inspection	12
Basic Weld Certification testing	1 attempt†
TOTAL PROGRAM HOURS	221
Program Tuition	\$3970.00
Program Application Fee (non-refundable)	\$25.00
Program Total	\$3995.00

** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.



Trade & Industry—Campus

Entry Level Electrical Fast Track

Electricians read blueprints, which include technical diagrams of electrical systems that show the location of circuits, outlets, and other equipment. They use different types of hand tools and power tools, such as conduit benders, to run and protect wiring. Other commonly used tools include screwdrivers, wire strippers, drills, and saws. While troubleshooting, electricians also may use ammeters, voltmeters, thermal scanners, and cable testers to find problems and ensure that components are working properly. According to the U.S. Bureau of Labor Statistics (BLS), employment of electricians is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations. Homes and businesses continue to require wiring, and electricians will be needed to install the necessary components. The median annual wage for electricians was \$56,900 in May 2020.

Program Highlights

In this program, we will provide you with the foundational knowledge and training methods to make you more valuable in the workplace. Additionally, learn skills and techniques required for entry level career opportunities. Upon successful completion of this program, students will have the opportunity to earn their OSHA 10 for construction as well as ESCO Electrical Employment Ready Certification.



Classes to be taken:	Hours
Electrical Fundamentals	30
Applied Math for Industry	32
Interpreting & Understanding Electrical Schematics	18
Basic Motor Control/3-Phase	30
Workplace Culture & Environment	12
OSHA 10 Construction	10
ESCO Electrical Employment Ready Certification	2
TOTAL PROGRAM HOURS	134
<i>Program Tuition</i>	<i>\$2950.00</i>
<i>Program Registration Fee</i> <i>(non-refundable)</i>	<i>\$25.00</i>
Program Total	\$2975.00

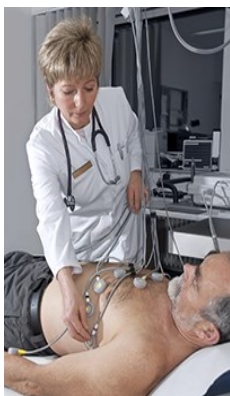
Health Occupations—Campus

EKG Technician Certification Program

Offered in cooperation with Cengage Learning, this comprehensive 112 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially. The U.S. Bureau of Labor Statistics (www.bls.gov) has projected a 24% employment growth between 2008-2018 due to an aging population and the high occurrence of heart disease in the United States. *Instructor-Facilitated Online Learning Programs bring the best of eLearning technology together with proven instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities. This hybrid program offers the convenience of an online solution with the same in-depth, high-touch education experience as a traditional classroom.*

These hybrid programs include virtual learning and externship opportunities with regional employers. National Certification Exam voucher also included with this program.



PROGRAM TRAINING INCLUDES:

- EKG Core Training 100 hours
- Workplace Culture & Environment 12 hours

Tuition and Fee Schedule:	
Program Tuition [†]	\$1995
Program Application Fee*	\$25
Certification Exam	Incl.
Additional Optional fees may apply:	
Late Registration Fee**	\$50

 **Health Ed Today**
Quality Healthcare Education



**** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.**



Health Occupations—Campus

Phlebotomy Technician Certification Training

With 102 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, Opportunity for certification, and Employers actively recruit from our programs. Outcomes include: competent entry-level phlebotomy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain, professionalism, ethical and legal boundaries, communication, proper patient evaluation. *Instructor-Facilitated Learning Programs bring the best of proven instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities.*

These programs include classroom learning and on-campus labs scheduled at the Lenape Tech Adult Education campus, plus externship opportunities with regional employers.

PROGRAM TRAINING INCLUDES:

- Phlebotomy Core Training 90 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation 100 hours

Tuition and Fee Schedule:	
Program Tuition†	\$2099
Program Application Fee*	\$25
Late Registration Fee**	\$50
<i>Additional Optional fees may apply:</i>	
Health Insurance	Varies
Clearances	Varies
Physical -Including immunizations	Varies
Health Insurance	Varies
ASCP Certification Exam	\$135



**** A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.**

Health Occupations—Campus

Pharmacy Technician Certification Training

With classroom and online based learning, and 60-80 hours of externship (*optional*)* you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, Small class sizes, PTCB certification testing is not included in program cost, and employers actively recruit from our programs.

Outcomes include: competent entry-level pharmacy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain, professionalism, ethical and legal boundaries, communication, proper labeling, storing & packaging of medications. *Instructor-Facilitated Learning Programs bring the best of proven instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities.*



PROGRAM TRAINING INCLUDES:

- Pharmacy Technician Core Training 84 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation* 60-80 hours

Tuition and Fee Schedule:	
Program Tuition [†]	\$2195
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional Optional fees may apply:	
Externship Fee	\$99
Clearances	Varies
Certification Exam Fee	\$135
Physical -Including immunizations	Varies
Health Insurance	Varies
Lab Coat (<i>optional for externship</i>)	\$24

These programs include classroom learning and on-campus labs scheduled at the Lenape Tech Adult Education campus, plus externship opportunities with regional employers.



** A \$50.00 late registration fee will be added for tuition that is not paid in full at least 2 weeks prior to the start of the first class.



Health Occupations—Campus

Clinical Medical Assistant Program

This program is intended for students who want to prepare for an exciting and rewarding career in healthcare. It will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination & treatment, routine lab procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. Includes 140 hours of classroom lecture/hands on labs plus clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete program, submit to a thorough background check, drug screening and meet other requirements. **Note:** *Upon successful completion of program, students will sit for the National Healthcareer Association (NHA) or AMCA Certified Clinical Medical Assistant national certification examination. Instructor-Facilitated Learning Programs bring the best of proven instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities.*



PROGRAM TRAINING INCLUDES:

- | | |
|-----------------------------------|-----------|
| • CMA Core Training | 140 hours |
| • Workplace Culture & Environment | 12 hours |
| • Certification Exam | 3 hours |
| • Clinical Externship | 160 hours |

These programs include classroom learning and on-campus labs scheduled at the Lenape Tech Adult Education campus, plus externship opportunities with regional employers.

Tuition and Fee Schedule:

Program Tuition†	\$3299
Program Application Fee*	\$25
Late Registration Fee**	\$50

Additional Optional fees may apply:

Health Insurance	Varies
Clearances	Varies
Physical -Including immunizations	Varies
Uniforms/Lab Coat	Varies
Drug Screen	\$30

 **Health Ed Today**
Quality Healthcare Education



****A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.**



Information Technology—**ONLINE**

CompTIA™ Certification Training: A+, Network+, Security+ (certification exam vouchers included)

This comprehensive 480 hour program This program will prepare you for CompTIA™ A+, Security+ and Network+ certifications. These credentials will assure employers that you are competent in PC troubleshooting and repair, in addition to validating your skills in security and network concepts. You will demonstrate competence with topics such as security attacks, mitigation, and disaster recovery, in addition to mastering skills that involve network design, routing, and switching. Along with learning the fundamentals of IT, you'll study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery. To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software.

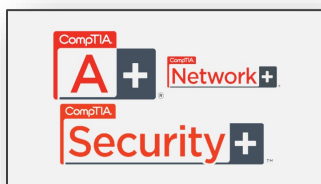
Upon completion of the program, you will be given vouchers to take all three certifying exams:

CompTIA™ A+ Exams 220-901, 220-902

CompTIA™ Network+ Exam N10-007

CompTIA™ Security+ Exam SY0-501

To enroll in this program, you should have basic knowledge of computer hardware and operating systems—for example, how to power up and log on to a machine, how to use a mouse and keyboard, and basic Microsoft Windows navigation skills. This program is for you if you're interested in pursuing a career in information technology, specifically related to PC technology, networking and security. This program will prepare you obtain a CompTIA™ A+, Network+, and Security+ Certification designations. GES327



Tuition and Fee Schedule:		This program can be taken on either a Mac or a PC (compatible with the Windows 7 and later operating systems and all current internet browsers). The Online Lab System is compatible with PC and Mac computers. All students are provided detailed instructions for setting-up a home virtual lab system as well.
GES327 Program Tuition†	\$3995	
Program Application Fee*	\$25	
THIS PROGRAM IS COMPLETELY ONLINE		



Trade & Industry

CDL Driver's Training**

Classes Run Quarterly



High Pay & High Demand

- The trucking industry has more than 200,000 available truck driver jobs, and professional drivers with a CDL and the right skills are constantly in high demand. This shortage of qualified truck drivers is expected to continue for years to come.
- Truck drivers get paid very well – much better than many other jobs available today – especially for those without certain college degrees, like business and law.
- The U.S. Department of Labor estimates that the median annual wage for heavy and tractor-trailer truck drivers was \$47,130 in May 2020.
- In 2018, first year over-the-road company drivers earned \$42,900 per year, and Independent Owner Operators grossed quite a bit more – over \$150,000 per year.
- Truck drivers have a great deal of freedom – the freedom to choose the job they want, the firm they want to work for, and the type of equipment they want to drive, home time, and the opportunity to become an owner-operator. These are added benefits that go along with the high demand for CDL drivers.

Students receive classroom training and drive time in actual tractor trailer trucks with senior driver instructors.

**Call 724-763-5916 or 1-800-726-2129
or enrollment details.**

CDL - 160 Hour Program: \$5500.00

CDL - 200 Hour Program: \$6500.00

CDL - 240 Hour Program: \$7500.00

80 hour Refresher training only (with valid

permit/license & DOT physical): \$2855†

Testing Only (with valid permit):

\$275.00

** STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL †Drug screen fee included in 80 hour Refresher Training only.

** ALL PROGRAMS INCLUDE MAP READING, TRIP PLANNING, HOURS OF SERVICE AND CSA COMPLIANCE

*Other Fees: \$275 (Permit & Endorsements \$145 and DOT Physical \$75, and DOT Drug Screen \$55). These fees may vary. Entrance Requirements: Individual must be at least 18 years of age, have an acceptable Motor Vehicle Record, pass a DOT physical and DOT drug screen.

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Of PA Pride, LLC
Serving the rural
Regions of
Northwest
Pennsylvania



Trade & Industry Certifications*

PA State Inspection Mechanic



Certification Training - Must be 18 years of age and have a current valid operator's license. Perfect attendance is mandatory. Class size limited. Category 1 , 2, 3, 4 and Document Reviewer offered at this location only. Recertification refresher also offered. Phone for details. **Now Offering EIC Emissions.**

OSHA Training



The OSHA 10 Hour general industry course is intended for workers and supervisors, and anyone involved in plants, manufacturing and health -care industries. Get your OSHA 10 hour general industry training here! Call for details.

EPA Certification



For persons with some refrigeration and air conditioning knowledge and experience. The purpose is to attain an EPA certification card. There are 10 hours of instructor-led review before the exam. This course is recommended to be taken upon completion of the HVACR course.

ServSafe®



The US Model Food Code from the FDA and Department of Agriculture requires that food service personnel be Food Safety Certified. Earn your certification in this one day class. Includes 8 hours of certified self/home study prior to taking the class (required). Registration includes exam fee.

Welding



Test for your AWS welding certification here -any procedure can be accommodated. Phone for fee and scheduling details. Offered September—May only. Fees vary based on type of certification testing desired.

*Other credentials/certifications include: ASCP Phlebotomy Technician; PTCB Pharmacy Technician; OSHA 10 for General Industry; and any national certifications offered in conjunction with our online programs.

Certification Training

PA State Vehicle Safety Inspection Certification



This class covers all of the rules and regulations involved with the written and tactile exam for passenger cars and light trucks sponsored by the PA State Motor Vehicle State Inspection Process. State required equipment and regulations are discussed along with detailed demonstrations. Must hold valid driver's license and must be at least 18 years of age. Category 1, 2, 3, 4 & Document Reviewer offered. Training starting at \$195. Classes Run quarterly.

PA State Vehicle Safety Inspection **Recertification Refresher**

In 2017, PennDOT's vehicle safety *recertification* regulations changed requiring mechanics to recertify. Mechanics may renew their mechanic certification by passing the required examination within 180 days of notification from the Department that their mechanic card is due to expire. This new recertification requires you to pass an exam in order to renew your certification and the certification is valid for 5 years. Lenape offers optional recertification training, and/or can assist those with the online testing. Mechanics with an expired certification must re-take the entire course (above). PennDOT online testing recertification fees start at \$60. Optional classroom refresher training is \$50. refer to website or phone the Adult Education office for more details. Classes run quarterly.

OSHA 10 for General Industry



Program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. Program intended to provide instruction on a variety of general industry safety and health standards in accordance with 29CFR1910. Offered twice a year. \$199

ServSafe® Certification Training



Understanding the risks and ways to prevent foodborne illness will protect customers and businesses from harm. The person-in-charge of a food service or retail establishment must know how and what food safety practices to monitor. Proper food safety training can lead to improved food safety and customer satisfaction. Materials Provided: SURE™ Food Safety Manager Manual, ServSafe® Online Examination Voucher. This 1-day training is offered on Saturdays from 7:30am—3:00pm. Refer to website for training dates. \$195.00



Online Health/Business Occupations

Careertraining.ed2go.com/Lenape - Refer to our online catalog for full program listing

Project Management Suite

72 Hrs \$299



ONLINE Bundle

In this suite, learn the essentials of project management as you learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.

Accounting Fundamentals Series

48 Hrs \$199



ONLINE Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

Call Center Manager

55 Hrs \$2995.00



ONLINE Program

Today's call centers are built around several customer success channels, and managing these centers has become increasingly complex. This course will prepare you for a role as a call center manager. You will gain the skills needed to ensure your call center operates efficiently, including employee supervision, quality assurance, and workforce management. GES2073

Certified Electronic Health Records Specialist + Medical Terminology

194 Hrs \$2295.00



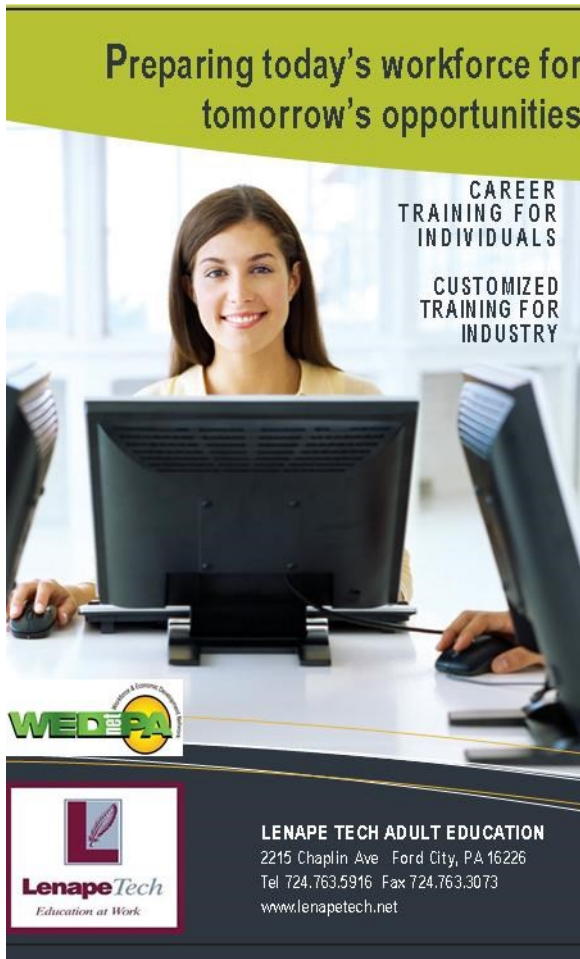
ONLINE Program

Throughout the program, get hands-on practice using real EHR software. You'll have direct access to expert facilitators giving you firsthand knowledge of what it's like to work as a CEHRS. Move through the program at your own pace - facilitators there with you every step of the way to provide support, & guidance. Becoming a CEHRS can open up new opportunities for you, make you an in-demand professional in a variety of healthcare settings. GES140



For Information Phone 724-763-5916

Customized Training



Preparing today's workforce for
tomorrow's opportunities

CAREER
TRAINING FOR
INDIVIDUALS

CUSTOMIZED
TRAINING FOR
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WEDnetPA
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LenapeTech
Education at Work

LENAPE TECH ADULT EDUCATION
2215 Chaplin Ave Ford City, PA 16226
Tel 724.763.5916 Fax 724.763.3073
www.lenapetech.net

How do we sustain this vibrant economic business climate and fuel it for the next generation of Pennsylvanians? Keep the skill sets of today's workforce relevant so they can continue to remain productive — not only today ... but well into the future! The state-funded job training provided through **WEDnetPA** does just this. It trains today's workers for the jobs of tomorrow — strengthening Pennsylvania's workforce and businesses, and in turn, bolstering Pennsylvania's economy.

Let Lenape Tech Adult Education customize training for your employees to ensure that you maintain a highly skilled labor force and remain competitive! Not sure if your company qualifies? Just call us!

Adult Education Instructor Opportunities

A continuing education instructor is a unique individual. They start with a personal passion in a subject area and end with a desire to share their acquired expertise and help train others in their skill and knowledge. What is your passion?

Do you have a special skill or talent that you would like to share with the community? Share your knowledge and passion with others. If you enjoy working with adults, facilitating learning and helping people grow, you may want to consider becoming a continuing education instructor.

Lenape Tech Adult & Continuing Education continues to search for competent instructors wanting to teach short-term professional courses & community education courses, day or evening. Here are some areas we are looking at right now!

- DIY Topics
- Home Improvement
- Health, Fitness and Well-Being
- Culinary
- Personal Interest

Additionally, we are always accepting applications for Program Instructors for various training programs in our Trade & Industry programs. Those individuals who are interested in developing courses and programs, while providing professional instruction in the following areas should apply: *Industrial Mathematics, Machining Technology, Basic Plumbing and Carpentry, Blueprint Reading, Milling/Lathing, Industrial Safety, Computer Networking, and Cybersecurity.* Credentials validating expertise in a field should accompany resume for these positions. Review of applications are ongoing. Phone the Adult Education office with any questions.

Resumes, specifying areas of interest in teaching, should be sent to:

Lenape Adult & Continuing Education
2215 Chaplin Ave
Ford City, PA 16226





For Information Phone 724-763-5916

Online Education—Career Training Programs



**NO TIME TO GO TO CLASS ON CAMPUS?
LENAPE'S **ONLINE** CAREER TRAINING
PROGRAMS ARE JUST THE ANSWER!**

***Includes opportunity for industry certification*

***Here is just a small sample of what
is available to choose from:***

Microsoft Office 2019 Master Certification Training – 245 Hours**

Human Resources Professional – 80 Hours

Physical Therapy Aide – 150 Hours

Cisco® CCNA® Certification Training – 100 Hours**

CompTIA™ A+ Certification Training – 150 Hours**

Wind Energy Professional– 240 Hours

Certified Green Supply Chain Professional - 60 Hours**

**Certified Medical Administrative Assistant with Medical Billing
and Coding (Vouchers Included) - 530 hours**



careertraining.ed2go.com/lenape

Financial Assistance Available for all online career training programs for those who meet eligibility requirements. Call the adult education office or refer to the website above for more details.



Online Education—Instructor Led Courses



ed2go.com/lenape

LOOKING TO BRUSH UP ON SKILLS? WITH OVER 300 INSTRUCTOR-LED COURSES AVAILABLE, LENAPE'S [ONLINE CLASSES](http://ed2go.com/lenape) ARE THE SOLUTION:

- Accounting Fundamentals
- Designing Effective Websites
- Using Social Media in Business
- Writing Effective Web Content
- Creating a Successful Business Plan
- Photoshop / Photoshop Elements
- Microsoft Access
- Medical Math
- ***PLUS 100'S MORE TO CHOOSE FROM!***

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. New classes start every month and run for six weeks.

Choose from over 300 online courses! You can complete any course from the comfort of your home or office. Any time of the day or night.



Instructor Led Courses

ed2go.com/lenape

Lenape Adult Education Administration & Staff:

Wesley Kuchta
Kelly Kirsch
Jolene Seese

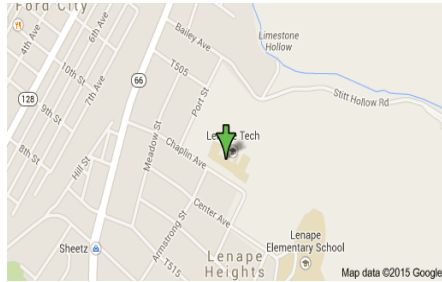
Administrative Director
Adult Education Coordinator
Adult Education Secretary

Contact Us

2215 Chaplin Avenue
Ford City, PA 16226

Phone: 724-763-5916
Or 724-763-5915
FAX: 724-763-3073

Website: www.lenapetech.net



Lenape Tech Adult & Continuing Education reserves the right to change any provisions, offerings, or requirements at any time without prior notice for the purpose of fulfilling its mission and program objectives. Such changes will not conflict with those areas specifically governed by state and federal regulations.

Did you know that any of our classes can be customized to meet the training needs of your business or industry?

**Call 724-763-5915
To learn more**



LenapeTech
Education at Work

www.lenapetech.net
Click on Adult Ed

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