

2024-25

CTE Catalog of Programs

Career and Technical Education Center - Mt. Diablo Adult Education

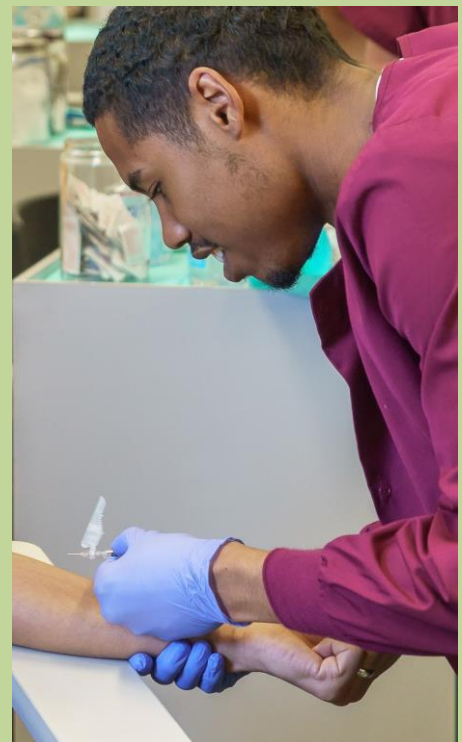


Dental Assistant

Mt. Diablo Unified School District
Mt. Diablo Adult Education
www.mt Diabloadulted.org
925-685-7340 Ext. 6730



Administrative Assistant



Medical Assistant

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Mt. Diablo Adult Education is accredited by the Commission of the Council on Occupational Education



Mt. Diablo Adult Education is accredited by the Accrediting Commission for Schools Western Association of Schools and Colleges

CTE Catalog of Programs

Mt. Diablo Adult Education, a division of Mt. Diablo Unified School District
Career and Technical Education (CTE) Center
1266 San Carlos Avenue, Concord, CA 94518
(925) 685-7340 Extension 6730

Mission

CTE fully prepares adults to be successfully employed in demand occupations and industry sectors.

Vision

CTE is committed to providing high quality education and training in a supportive setting in partnership with business and industry enabling students to be fully prepared to succeed in their chosen occupations.

CTE is also committed to collaborating with other agencies and organizations in creating and sustaining an efficient workforce and economic development system.

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Mt. Diablo Adult Education

Mt. Diablo Adult Education is a division of the Mt. Diablo Unified School District (MDUSD). Mt. Diablo Adult Education (MDAE) is centrally located in Contra Costa County at the base of Mt. Diablo near the Concord BART Station. MDAE is authorized by the state of California Department of Education to provide educational services. MDAE has served the MDUSD adult community with quality public education since 1930 and has seen enormous change and diversification over the years. The MDUSD Board of Trustees governs all schools within the school district.

Career and Technical Education Center (CTEC) Program Overview

The CTEC office is located on the Loma Vista Adult Center campus and includes classrooms, computer lab settings, specialized learning centers designed for specific allied health career training programs, a Student Media Center, and a central CTE office with support staff. CTE offers five certificate programs in business and medical occupations:

- Administrative Assistant
- Certified Nursing Assistant (CNA)
- Dental Assistant
- Emergency Medical Technician (EMT)
- Medical Assistant

Programs vary in required clock hours and can be completed in 3 months to a year. The programs are based on an annual calendar from July 1st through June 30th.

CTE Program curricula include a classroom component with lectures, applied learning, group work and projects, class presentations, and skill development and practice. Instruction also includes externships, in which students have hands-on practical experiences at local business sites, Bay Area hospitals, skilled nursing facilities, and dental and medical offices. Students earn program certificates upon successful completion of all components of the training program.

Admissions

Prospective students who are interested in entering a Career and Technical Education program must satisfy the following admissions requirements:

1. Possess a high school diploma or recognized equivalent, such as a GED.
2. Meet qualifying scores on program assessments, if required.
3. Complete CTE Information Session.
4. Meet additional requirements and prerequisites as outlined on each occupational program's information pages that follow.

CTE Programs Calendar 2024-25

PROGRAM TITLE	START DATE	Anticipated END DATE
Administrative Assistant Term 1 Term 2	October 14, 2024 March 2025	May 16, 2025 October 2025
Certified Nursing Assistant Term 1	TBA	
Dental Assistant Term 1 Term 2	September 17, 2024 TBA	August 2025
Emergency Medical Technician Term 1 Term 2	September 3, 2024 TBA	February 2025
Medical Assistant Term 1 Term 2	September 9, 2024 February 10, 2025	April 25, 2025 September 2025

Start dates are subject to change. End dates may change depending on externship dates.

Holidays and School Recesses

July 4	District Holiday – Independence Day
July 22 – August 4	Adult Education Summer Recess
September 2	District Holiday – Labor Day
November 11	District Holiday – Veterans Day
November 25-29	School Recess
December 23 – January 3	Winter Recess (School resumes January 4)
January 20	District Holiday – Martin Luther King, Jr. Day
February 17	District Holiday – Presidents Day
March 31	District Holiday – Cesar Chavez Day
April 7-14	Spring Recess
May 26	District Holiday – Memorial Day
June 19	District Holiday – Juneteenth

Administrative Assistant

Prepare to work as an Administrative Assistant (alternative position titles include Secretaries, Office Managers, Medical and Dental Secretaries, Executive Assistants, etc.). “Admins” juggle multiple responsibilities as they support hectic offices and busy managers. They work in team settings and perform a variety of organizational and clerical tasks necessary to efficiently run an organization in schools, hospitals, corporate settings, government agencies and legal and medical offices. Technology has changed the overall scope of work for administrative employees.

In this newly designed program, learn the essential computer and office skills required to work as an “Admin” (Administrative Assistant) in a variety of office settings. Become proficient in the use of computers for document processing, spreadsheets, and presentations; handling phone calls and email; scheduling meetings and events; making travel arrangements, and much more.

This program includes the following components:

- Microsoft Office 2021:
 - Word, Excel, and PowerPoint
- Google Workspace:
 - Google Docs, Sheets, and Slides; Gmail; Calendar/Scheduling; and Google Drive
- Communication and Customer Service
- Office Equipment and Systems
- Pre-employment Preparation
- Keyboarding
- ...and more including an externship in a local business office.

Program Objectives

- To provide students with opportunities to learn, update, and/or improve computer and clerical skills.
- To prepare students for positions such as entry level administrative assistant, medical office secretary, and office assistant.
- To develop employment competencies most commonly required in business offices.

Student Outcomes

MDAE’s graduate data on the latest Council on Occupational Education (COE) Annual Report includes:

- Completion rate 88% (exceeds COE minimum requirement of 60%).
- Employment rate 71% (exceeds COE minimum requirement of 70%).

Admission Requirements

- Complete CTE Information Session
- Health Insurance required prior to externship assignment

Program Fees	
Program fees include books and all classroom materials. Financial aid options include: <ul style="list-style-type: none"> • Pell Grant – see page 28. • Workforce Innovation and Opportunity Act (WIOA) funding • Interest-free payment plan 	\$2,758

Program Schedule

Program is offered in October and March with multiple entry points throughout the program. The length of the full-time program is approximately 7 months including the externship. Flexible hybrid scheduling options available. Component schedule:

- Business Office and Career Readiness Skills – on campus (flexible): M & W 8:30 a.m.–12:00 noon
- Computer Applications – on campus: T & Th 8:30 a.m.–12:00 noon
 - Additional online – 5 hours/week
 - Keyboarding lab time – 2 hours/week
- Externship (6 weeks):
 - 180 hours

Program Components	Lecture Hours	Online Hours	Keyboarding Lab	Externship Hours	Total Hours
Business Office and Career Readiness Skills	140				140
Computer Applications	140	100	40		280
Externship				180	180
Total Program Hours					600

Program Requirements

Physical requirements:

- Visual and hearing acuity
- Ability to work at a desk for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Organize and prioritize
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Function as an effective member of a team
- Handle stress of meeting deadlines

Completion Requirements

To receive a certificate of completion, a student:

- Meets minimum attendance requirements (see syllabus)
- Successfully produces assigned documents/projects with 80% competency
- Meets minimum keyboarding competency
- Successfully completes externship

Administrative Assistant Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Information Session**. See page 24 for registration directions.
- ☐ To determine eligibility for a Pell Grant, apply early following the instructions on page 28.
- ☐ Complete requirements and documents listed under “Admission Requirements.”
- ☐ Enroll in the program after all admission requirements are completed.
 - a. Pay in full? Enroll in Room C5, sign enrollment agreement.
 - b. Pell Grant? Read page 28. Call 925-685-7340, ext. 6730, to make appointment with the Financial Aid Specialist to enroll (bring printed Pell documents) and the sign enrollment agreement.
 - c. Payment plan? Call 925-685-7340, ext. 6730, to make appointment with the Financial Aid Specialist to enroll, set up an interest-free payment plan, make first payment, sign enrollment agreement.

Certified Nursing Assistant (CNA)

The Certified Nursing Assistant (CNA) program provides the student with necessary technical and professional skills, education and training to effectively become gainfully employed in the health care field as a Certified Nursing Assistant after successfully passing the National Nurse Assistant Assessment Program (NNAAP) examination. This program includes expanded professional skill-building techniques for working with facility residents and their families, how to identify and resolve problems that arise around human or institutional needs and stress management.

A CNA performs basic care and services directed at the safety, comfort, personal hygiene, and protection of residents in skilled nursing and long-term care facilities and patients in hospitals. Examples of topics taught in this program are communication skills, infection control measures, patient's/resident's rights, and basic CNA and first aid skills.

The student will be part of a health care team with the supervision of a Registered Nurse or a Licensed Vocational Nurse in a skilled nursing facility. The core curriculum is framed around the modules listed below that are required by the California Department of Public Health:

- Module 1. Introduction to CNA
- Module 2. Patients & Residents Rights
- Module 3. Interpersonal & Professionalism Skills
- Module 4. Prevention & Management of Catastrophe & Unusual Occurrences
- Module 5. Body Mechanics & Safety
- Module 6. Medical and Surgical Asepsis
- Module 7. Weights and Measures
- Module 8. Patient Care Skills
- Module 9. Patient Care Procedures
- Module 10. Vital Signs
- Module 11. Nutrition
- Module 12. Emergency Procedures
- Module 13. Long-Term Care Patient
- Module 14. Rehabilitative Nursing
- Module 15. Observation and Charting
- Module 16. Death and Dying
- Module 17. Abuse
- Module 18. Job Readiness

Program Objectives

- Train students in basic CNA tasks directed toward the safety, comfort, personal hygiene, and protection of residents/patients.
- Prepare students for the California certification examination for CNA.
- Increase the number of CNAs trained in person-centered care and placed in jobs following CNA program completion.
- Increase CNA employment retention rates at participating healthcare providers.
- Provide an entry point for economically-disadvantaged individuals to enter a professional development pathway leading to greater economic sufficiency.

Job Outlook

In Contra Costa County, employment for Nursing Assistants is expected to increase by 13% for the next five years. (Source: California Employment Development Department for the Oakland, Hayward, Berkeley Metropolitan District).

MDAE's CNA program data on the latest annual report to the Council on Occupational Education (COE):

- Completion rate – 88% (**exceeds** COE minimum requirement of 60%)
- NNAAP Certification – 85% (**exceeds** COE minimum requirement of 70%)
- Employment rate – 94% (**exceeds** COE minimum requirement of 70%)
- Starting wages reported by our graduates averaged \$22.00 per hour.

Admission Requirements

- Complete CTE Information Session.
- Complete CTE Reading Assessment.
- High school diploma, GED, or equivalent (provide proof).
- Health Insurance.
- Physician's stamped Verification Form.
- Required vaccinations, titers, lab tests, and physical exams.
- Meet with CNA Professional Development Instructor.
- Attend CNA Program Orientation Week as scheduled.
- Clear background check/Live Scan. (Required by clinical site; completed at school first week of program.)

Program Fees	
<ul style="list-style-type: none">• Program fees includes books, materials/lab, uniforms, CPR/First Aid, malpractice insurance, LiveScan application, and initial certification examination (NNAAP) registration fee. Other fees paid by the student may include: personal health insurance, titer/vaccinations.• This program is NOT Pell eligible.• Financial aid options include:<ul style="list-style-type: none">○ Partial or full fee waiver may be available for those who qualify. (See Steps to Enroll, Item c)○ Workforce Innovation and Opportunity Act (WIOA)○ Interest-free payment plan	\$2,440*

Program Schedule

This program meets five days per week for 11 weeks, which includes classroom lecture and lab, and clinical externship in a skilled nursing facility. The program is also followed by a week of certification exam prep and one week for those requiring makeup hours for state required content or clinical externship (CDPH requires 1:1 makeup for any lecture or clinical time missed).

- Monday through Thursday - 8:30am - 3:00pm (Clinical hours may vary.)
- Friday - 8:30a - 12:30p

In addition, a mandatory weeklong orientation will be conducted one week before class starts.

Course	Program Offered	Lecture	Lab	Externship	Total Hours
CNA	Fall, Winter, Spring	83	100	120	303

Program Requirements

Physical requirements needed:

- Visual and hearing acuity
- Ability to kneel, bend and lift
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective team member
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Ability to handle stress

Completion Requirements

To receive a certificate of completion, a student:

- A. Meets the minimum attendance requirements, including makeup hours as needed.
- B. Satisfactorily completes all assignments.
- C. Maintains an 80% average on all competency assessments (skills, quizzes, tests).
- D. Successfully completes required clinical experience.

Certification

Upon successful completion of the program, the student earns Mt. Diablo Adult Education's Certificate of Completion and meets the qualifying standards to take the National Nurse Aide Assessment Program (NNAAP) certification exam.

CNA Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Information Session**. See page 24 for registration directions.
- ☐ Complete the CTE Reading Assessment. Instructions provided at CTE Information Session.
- ☐ Complete requirements and documents listed under "Admission Requirements."
 - a. Set up doctor appointment to complete Health Verification form.
 - b. Meet with Certified Nursing Assistant Professional Development Instructor.
- ☐ Bring completed Health Occupations Training Packet to Room C5.
- ☐ Attend CNA Program Orientation Week.
- ☐ Enroll in the program after all admission requirements are completed.
 - a. Paying in full: Enroll with secretary in Room C5 and sign enrollment agreement.
 - b. Payment plan: Call 925-685-7340, ext. 6730, to make appointment with Financial Support to enroll, set up payment plan, make first payment, and sign enrollment agreement.
 - c. To apply for CNA Program Tuition Waiver, call 925-685-7340, ext. 6730.

Dental Assistant

Dental Assistants are integral members of the dental care team who perform a variety of patient care, laboratory, and office duties. Dental Assistants work directly with dentists and are prepared to:

- Make patients comfortable and prepare them for treatment
- Work chair-side with the dentist
- Provide direct patient care
- Perform laboratory duties
- Expose dental radiographs
- Perform coronal polish
- Apply pit and fissure sealants
- Perform office administrative functions

In this comprehensive training program, you will learn the technical and soft skills to be confident and successful in this rewarding occupation.

Program Objectives

1. To prepare students to develop skills and competencies required to perform Registered Dental Assistant chair-side duties.
2. To prepare students to confidently apply skills and techniques necessary to expose radiographs, perform coronal polishing, and apply pit and fissure sealants.
3. To prepare students for entry level positions in dental assisting.
4. To prepare students to successfully complete the Dental Board of California certifying exam for Registered Dental Assistant licensure.

Job Outlook

Employment is expected to grow 10% over the next five years with a median wage of \$19.00 per hour. (Source: California Employment Development Department Occupation Profile, Oakland-Hayward-Berkeley Metro Division). Alternate job titles include Registered Dental Assistants (RDA), Certified Registered Dental Assistants, Surgical Dental Assistants, and Orthodontic Assistants.

MDAE's Dental Assistant program data for the latest annual report submitted to the Council on Occupational Education (COE) include:

- Completion rate 100% (**exceeds** COE requirement of 60%)
- Employment rate 88% (**exceeds** COE requirement of 70%)
- The average starting wages reported by our program graduates is \$23.00 per hour

Admission Requirements

- Attend **CTE Information Session**.
- Complete CTE Reading Assessment with a passing score.
- High school diploma, GED, or equivalent (provide proof).
- Physician's Health Verification Form (stamped).
- Required vaccinations and titers (provide proof).
- Health Insurance (provide proof).

Program Fees	
<p>Program fees include books, materials/lab, uniforms, and malpractice insurance. Additional fees paid by student may include: CPR prerequisite, personal health insurance, titers/vaccinations, RDA certification examination (optional) and RDA license application fee.</p> <ul style="list-style-type: none"> Financial Aid options include: <ul style="list-style-type: none"> This program is Pell Grant eligible -see page 28. Workforce Innovation and Opportunity Act (WIOA) funding Interest-free payment plan. 	\$6,814

Program Schedule

Program is offered twice each academic year, takes 10 months to complete and instruction is delivered in six modules.

- Module 1: Introduction to Dental Assisting** focuses on the dental assistant profession, dental anatomy, infection control and some skills competencies.
- Module 2: Basic Dental Assisting** focuses on the full range of technical knowledge and skills required for chairside skills utilized by dental assistants and Registered Dental Assistants, including medical/dental emergencies, charting, moisture control, prevention and nutrition, hazardous waste and dental unit water lines, dental hand piece care and maintenance, head, neck and TMJ exam, ergonomics, law and ethics, dental radiography, and coronal polish.
- Module 3: Dental Materials** focuses on the knowledge and skills of dental impressions and stone, dental cements, bases & liners, bonding materials, matrices, and class II temporary restorations.
- Module 4: Dental Restorative Procedures** is focused on the range of the procedures in anesthesia and pain control, composite procedure, amalgam procedure, crown and bridge procedure, removable prosthetics, and pit and fissure sealants.
- Module 5: Dental Specialties** is focused on the knowledge and skills of endodontics, periodontics, oral surgery, pharmacology, implants, pediatrics, orthodontics, and front office.
- Module 6: Externship**, a work-based activity, is focused on preparing students for future employment in the dental office. Class work: mock interviews for employment, preparing for the written final exam, and preparing for the RDA board exam.

Courses	Program Offered	Lecture	Lab	Clinicals & Externship	Total Hours
Introduction to Dental Assisting	Fall & Spring	63	12		75
Basic Dental Assisting	Fall & Spring	114	78		192
Dental Materials	Fall & Spring	36	60		96
Restorative Procedures	Fall & Spring	54	90		144
Dental Specialties	Fall & Spring	54	90		144
Externship/Exam Prep	Fall & Spring	21		256	277
Total Program Hours					928

Program Requirements

Physical requirements needed:

- Manual dexterity
- Visual and hearing acuity
- Ability to perform repetitive manual movements
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective member of a team
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity

Additional occupational standards will be discussed on the first day of the program.

Completion Requirements

To receive a certificate of completion, a student:

- Meets the minimum attendance requirement of 95%.
- Maintains an 80% average on tests.
- Obtains a minimum of 80% on all skills assessments.
- Passes the mid-terms and final examinations with a minimum of 80%.
- Obtains qualifying score on the “Test and Place” exam for externship placement.
- Successfully completes a clinical externship.

Certification

Students completing the Dental Assistant program leave with the following certificates:

- Dental Assistant Program Certificate (with Coronal Polish and Pit & Fissure Sealant certification)
- Radiology – Radiation Safety
- Infection Control
- California Dental Practice Act

MDAE Dental Assistant graduates have fulfilled all of the requirements necessary to take the California Dental Board’s certification examination for Registered Dental Assistant (RDA) and are encouraged to register for this examination immediately after program completion.

Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Information Session**. See page 24 for registration directions.
- ☐ Complete the CTE Reading Assessment. Instructions provided at CTE Orientation.
- ☐ To determine eligibility for a Pell Grant, apply early following the instructions on page 35. This process takes a while; do not put it off.
- ☐ Complete requirements and documents listed under “Admission Requirements.”
 - a. Set up doctor appointment to complete Health Verification form.
- ☐ Bring completed Health Occupations Training Packet to Room C5.
- ☐ Enroll in the program after all admission requirements are completed.
 - a. Paying in full: Enroll with secretary in Room C5, sign enrollment agreement.
 - b. Pell Grant: Call 925-685-7340, ext. 6730, to make appointment with the Financial Aid Specialist to enroll (bring printed Pell documents) and sign enrollment agreement.
 - c. Payment plan: Call 925-685-7340, ext. 6730, to make appointment with Financial Aid Specialist to enroll, set up payment plan, make first payment and sign enrollment agreement.
- ☐ Attend Dental Assistant Orientation (schedule given at enrollment).

Emergency Medical Technician (EMT)

The Emergency Medical Technician (EMT) program provides the participant with the knowledge and skills required to enter the field of Emergency Medical Services in accordance with the standards adopted by the California EMS Authority and written by the National Registry of Emergency Medical Technicians (NREMT). Topics include but are not limited to:

- Emergency Medical Services
- Anatomy and Physiology
- Patient Assessment (Medical and Trauma)
- Cardiovascular and Respiratory Medical Emergencies
- Pharmacology
- Traumatic Injuries
- Obstetrical Emergencies
- Pediatric and Geriatric Patients
- Disasters and Hazardous Materials

Students are instructed in and practice EMT skills to obtain mastery of these skill sets:

- Bleeding and Shock Management
- Airway Management
- Oxygen and Breathing Equipment
- Cardiac Arrest and AED
- Spinal Immobilization
- Long bone, Joint, and Traction Splinting
- Emergency Childbirth
- Epi, Narcan, and Glucometer

During the program, the student participates in a required number of ambulance ride-alongs (minimum of 24 hours) to satisfy the clinical experience requirement of 10 patient contacts. A hospital clinical experience may be assigned, if available.

Program Objectives

- To prepare students with the knowledge and skill set required to perform the duties of an emergency medical technician following the National Standard Curriculum for the EMT-Basic, the National EMS Education Standards, and the National Registry of Emergency Medical Technicians (NREMT) National EMS Practice Analysis.
- To prepare students for the National Registry of Emergency Medical Technicians (NREMT) certification examination for EMT-Basic leading to state EMT certification.
- To train students in all aspects of the industry enabling them to make appropriate employment decisions relating to emergency medical services, such as EMT, Emergency Room Technician, and/or applying to public safety agencies for entry-level positions.

Job Outlook

In California, projected growth for EMTs and Paramedics is 15%, much faster than other occupations. The median wage for entry-level EMT is \$17.10 per hour. (Source: onetonline.org 2020-2030).

MDAE's EMT program data for the latest annual report submitted to the Council on Occupational Education (COE) include:

- Completion rate 81% (**exceeds** COE requirement of 60%)
- Employment rate 71% (**exceeds** COE requirement of 70%)
- The average starting wages reported by program graduates is \$21 per hour

Admission Requirements

- Attend CTE Programs Information Session.
- Pass Reading Assessment.
- High school diploma, GED, or equivalent (provide proof).
- California Driver License (current).
- Physician's Health Verification Form.
- Required vaccinations/titers.
- CPR/BLS card (current).
- Health Insurance.
- Clear background check (required for clinical ambulance ride-alongs). Instructions provided at the time of enrollment. The instructor will provide the due date.

Program Fees	
Program fees include class materials/lab fees, uniform, malpractice insurance. Additional fees paid by student may include: boots, watch, background check, health insurance, titers/vaccinations, national certification examination (NREMT) and EMT license. <ul style="list-style-type: none">• Financial Aid options include:<ul style="list-style-type: none">◦ Workforce Innovation and Opportunity Act (WIOA) funding◦ Interest-free payment plan.• This program is NOT Pell Grant eligible.	\$2,034

Program Schedule

Two cohorts are offered twice each year: mornings on Monday/Wednesday/Friday; evenings on Tuesday/Wednesday/Thursday. The program is 20 weeks in length followed by the psychomotor (skills) examination on campus.

Course	Program Offered	Lecture	Lab	Externship	Total Hours
EMT-Basic	Fall Winter	140	70	24	234

Program Requirements

Physical requirements needed:

- Visual and hearing acuity
- Ability to kneel, bend, and lift
- Ability to stand for long periods of time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective team member
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Ability to cope with irregular work hours
- Ability to handle stress

Completion Requirements

To receive a certificate of completion, a student:

- A. Meets the minimum attendance requirements (90%).
- B. Satisfactorily completes all assignments and quizzes (80%).
- C. Masters NREMT required psychomotor (skills) competencies.
- D. Passes the written mid-terms and final examinations with a minimum of 80%.
- E. Successfully completes required clinical hours with at least 10 patient contacts.

Certification

Upon successful completion of the course, the student earns Mt. Diablo Adult Education's completion certificate and meets the qualifying standards to sit for the National Registry Emergency Medical Technician (NREMT) certification exam. Graduates are strongly encouraged to register for and take the certification exam within six months after program completion for optimal success in passing. Graduates are strongly encouraged to take advantage of NREMT Examination prep workshops offered by our program instructors.

Upon passing the NREMT examination, the graduate is able to apply for state certification through any county's Emergency Medical Services department.

EMT Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Program Information Session** See page 24 for registration directions.
- ☐ Complete the Reading Assessment. Instructions provided at the Information Session.
- ☐ Complete requirements and documents listed under "Admission Requirements."
 - a. Set up doctor appointment to complete Health Verification form.
 - b. If no CPR card (Basic Life Support), register for a class as soon as possible. MDAE offers classes: go to www.mtloadulted.org. This is a pre-requisite and must be completed **prior** to first day of the program.
- ☐ Enroll in the program after all admission requirements are completed.
 - a. Bring completed Health Occupations Training Packet to Room C5.
 - b. Paying in full: Enroll with secretary in Room C5 and sign enrollment agreement.
 - c. Payment plan: Call 925-685-7340, ext. 6739, to make appointment with the Financial Aid office to enroll, set up payment plan, make first payment, and sign enrollment agreement.

Medical Assistant

Medical Assistants are important members of the health care team, assisting physicians with patients. Administrative duties include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. This dynamic program offers both the clinical and administrative functions of the medical office so that graduates are cross trained and, therefore, more employable.

The program consists of three components: clinical, administrative, and externship. In addition to learning clinical procedures and administrative processes, professionalism, patient relations, critical thinking, ethical and legal requirements, and effective communication skills are practiced throughout the program.

During the didactic (classroom) phase of the program, emphasis is placed on instruction and laboratory practice in preparation for the clinical externship and includes, but is not limited to:

- Anatomy and physiology
- Medical terminology
- Patient care
- Sterile technique
- Point of Care Testing (POCT)
- Minor office surgeries
- Administrative (front office) processes
- Certification-Examination Prep for National Center for Competency Testing (NCCT)
 - Certification exam is administered on campus after the didactic course.

The clinical externship takes place at medical offices and clinics in the Bay Area where the student functions under the supervision of physicians and clinical coordinators. Students exhibit professional behavior, work habits, communication skills, and manual dexterity at the externship, which are evaluated at periodic site visits by the externship instructor.

Program Objectives

- To prepare graduates for employment as medical assistants in the health care industry.
- To prepare students to perform both clinical and clerical functions.
- To prepare students with academic knowledge and skill competence to qualify for the National Center for Competency Testing (NCCT) Medical Assistant certifying exam.
- To prepare students to enter the workforce as critical thinkers, effective communicators who are responsible, ethical, and respectful employees.

Job Outlook

In California, employment for medical assistants is one of the fastest growing with a projected increase of 29% in Contra Costa and Alameda counties with an average wage of \$18.98 per hour. (Source: California Employment Development Department, Oakland-Hayward-Berkeley Metro Division for 2018-28.)

MDAE's Medical Assistant program data for the latest annual report submitted to the Council on Occupational Education (COE) includes:

- Completion rate 97% (**exceeds** COE minimum requirement of 60%)
- Employment rate 71% (**exceeds** COE minimum requirement of 70%)
- Graduates reported average starting wages of \$22 per hour

Admission Requirements

- Complete **CTE Information Session**.
- Pass CTE Reading Assessment (information provided at Information Session).
- High school diploma, GED, or equivalent (provide proof).
- Physician's Health Verification Form (stamped).
- Required vaccinations and titers (provide proof).
- Health Insurance (provide proof).
- Clear background check. Instructions provided at enrollment.

Program Fees	
Program fees include books, materials/lab, uniforms, malpractice insurance, and one-time NCCT certification exam fee. Additional fees paid by student may include: background check, personal health insurance, titers/vaccinations. <ul style="list-style-type: none">• Financial Aid options include:<ul style="list-style-type: none">○ Pell Grant eligible - see page 28.○ Workforce Innovation and Opportunity Act (WIOA) funding.○ Interest-free payment plan.	\$5,772

Program Schedule

This program is offered in Fall and Winter terms and takes 28 weeks to complete (including externship). Both administrative and clinical medical assistant components are included in the program. Classes meet 6 hours per day, 4 days per week for 19 weeks followed by a clinical externship in a medical office.

Medical Assistant classroom:

M-T-W-Th; 8:30-3:00 p.m.

Externship (approximately 8 weeks):

M-T-W-Th-F as scheduled

Course	Lecture	Lab	Externship	Total Course Hours
Clinical Medical Assistant	114	228	0	342
Administrative Medical Assistant	50	64	0	114
Health-related Community Serv.	0	6	0	6
Clinical Externship	0	0	320	320
Total Program Hours				782

Program Requirements

Physical requirements:

- Visual and hearing acuity
- Ability to kneel, bend and lift
- Ability to walk and stand throughout the day

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective member of a team
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism and integrity
- Handle several responsibilities at once

Completion Requirements

To receive a certificate of program completion, a student will:

- Meet the attendance requirements (95%).
- Satisfactorily complete assignments (80% minimum scores).
- Maintain 80% average on tests.
- Obtain a minimum of 80% on skills competency assessments.
- Pass final examinations with 80% or better.
- Complete the time and skills competency requirements of the clinical externship.

Certification

- Upon successful completion of the program, the student earns a completion certificate and meets the qualifying standards for the National Center for Competency Testing (NCCT) Medical Assistant certifying exam, which is administered at the MDAE campus.
- Graduates are eligible to take the California Certified Medical Assistant (CCMA) certification exam (not available at MDAE).
- Graduates wishing to sit for the American Association of Medical Assistants (AAMA) exam will need paid work experience prior to taking that exam.

Steps to Enroll – Complete the following:

- ☐ Register online for **CTE Information Session**. See page 24 for registration directions.
- ☐ Complete the CTE Reading Assessment. Instructions provided at CTE Orientation.
- ☐ To determine eligibility for a Pell Grant, apply early following the instructions on page 28. This process takes a while; do not put it off.
- ☐ Complete requirements and documents listed under “Admission Requirements.”
 - a. Set up doctor appointment to complete Health Verification form.
- ☐ Bring completed Health Occupations Training Packet to Room C5.
- ☐ Enroll in the program after all admission requirements are completed.
 - a. Paying in full: Enroll with secretary in Room C5 and sign enrollment agreement.
 - b. Pell Grant: Call 925-685-7340, ext. 6730, to make appointment with the Financial Aid Specialist to enroll (bring printed Pell documents) and sign enrollment agreement.
 - c. Payment plan: Call 925-685-7340, ext. 6739, to make appointment with Financial Aid office to enroll, set up payment plan, make first payment, and sign enrollment agreement.

Surgical Technologist

No start date is scheduled for the 2024-25 school year.

This 12-month certificate program provides the participant with the knowledge and skills required to enter the field of Surgical Technology in accordance with the Association of Surgical Technologists (AST) guidelines. The program curriculum is based on the Core Curriculum for Surgical Technology, 6th Edition. The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Successful completion of the program meets the qualifying standards required to take the National Certification Exam for Surgical Technologists (CST).

During the didactic portion of the program, emphasis is placed on classroom and laboratory instruction as preparation for participation in the clinical externship courses. Curriculum and classroom instruction are designed to cover the core domains of surgical technology education: Cognitive, Psychomotor and Affective.

The clinical experience takes place at outpatient surgery centers, ambulatory surgery centers, and various hospitals in the Bay area. While on externship, the student functions under the supervision of the instructor, surgical technologists, registered nurses, and surgeons.

Course instruction includes: Basic Sciences (anatomy, physiology, path physiology, medical terminology, microbiology); Surgical Technology Skills and Surgical Procedures (patient care in surgery, sterile technique, instrumentation, basic and intermediate surgical procedures, biomedical sciences); Clinical Externship (surgery center rotation and hospital operating room rotation); and Professionalism (professional development, cultural diversity and sensitivity, effective communication, team building, stress management, application of critical thinking, work ethics and professional conduct, resume building, interview workshop, CST preparation).

Program Objectives

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

1. To provide the necessary curriculum, materials, instruction, and professional guidance in a safe and comfortable learning environment for successful completion of the surgical technologist program.
2. To train Surgical Technologists of the highest quality who uphold professional standards such as, self-discipline, responsibility, collaboration, integrity, positivity, enthusiasm, self-motivation, confidence, and effective communication.
3. To graduate Surgical Technologists who are fully committed to the roles and responsibilities of a surgical technologist and to continuing ongoing professional development following graduation.

Job Outlook

In the East Bay Area, employment of surgical technologists is expected to increase more than the national average by 24.4% over the next 5 years. The current entry-level wage is about \$36.30. (Source: California Employment Development Department, East Bay (Oakland-Hayward-Berkeley Metro Division), and graduate outcomes data surveys). Alternate job titles include Certified Surgical Technologists, Scrub Technicians, Surgery Technicians, and Surgical Technicians.

MDAE's Surgical Technologist program data on the latest Council on Occupational Education Annual Report includes:

- Completion rate 92% (**exceeds** COE minimum requirement of 60%)
- Employment rate 92% (**exceeds** COE minimum requirement requirements of 70%)
- The average starting wage reported by Mt. Diablo's 2022 graduates is \$37.60.

Admission Requirements

No start date is scheduled for the 2024-25 school year.

When a start date is established, the admission requirements will most likely include the following:

The program transitions to an Associate of Applied Science (AAS) Degree and will follow the 7th Edition of the Core Curriculum for Surgical Technology as required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students will be required to obtain 18 credits in California Community College-approved General Education coursework covering areas I-IV prior to enrollment in the program. More information will be available on the MDAE website (mtdiabloadulthood.org) as updates occur.

Enrollment Requirements

- High school diploma, GED, or equivalent.
- Complete CTE Information Session.
- Complete CTE Reading Assessment with passing score.
- Application – due date to follow.
- Interview – schedule to follow.
- CPR/BLS Card.
- Proof of immunity for communicable diseases. Information to follow.
- Health Insurance.
- Clear background check and drug screen (instructions provided).

Program Fees	
Program fees include books, materials/lab, uniforms, malpractice insurance, and CST certification examination fee. Other possible fees paid by the student include: background check and drug screen, CPR prerequisite, personal health insurance, titers/vaccinations. <ul style="list-style-type: none">• Financial Aid options include:<ul style="list-style-type: none">○ This program is Pell Grant eligible.○ Workforce Innovation and Opportunity Act (WIOA) funding○ Interest-free payment plan.	\$TBA

Program Schedule

This is a full-year program comprised of three terms and meets five days per week. The program includes a part-time externship in a surgical center followed by a full-time externship in acute hospital operating rooms.

Course (for in-person)	Lecture	Lab	Externship	Total Course Hours
Term I Basic Sciences I	56	60	0	116
Term I Introduction to Surgical Skills	90	159	0	249
Term I Professionalism in Surgical Tech	30	15	0	45
Term II Basic Sciences II	56	45	0	101
Term II Surgical Procedures I	66	114	0	180
Term II Job Readiness	22	15		37
Term II Clinical Externship I	0	0	152	152
Term III Clinical Externship II	0	0	472	472
Term III Surgical Procedures II	21	14	0	35
Term III CST Preparation	30	14	0	44
Total Hours	371	436	624	1431

Program Requirements

Physical requirements needed:

- Manual dexterity
- Visual and hearing acuity
- Ability to lift 50+ pounds
- Ability to stand for 6+ hours at one time

Professional requirements:

- Communicate effectively, including active listening
- Function as an effective member of a team
- Prioritize and sequence
- Utilize critical thinking
- Maintain high standards of professionalism/integrity
- Manage stress

Completion Requirements

To receive a certificate of completion, a student is required to:

- Meet attendance requirement (90% or 725 hours for didactic courses **and** 560 hours for externship).
- Pass written tests with 80% or better.
- Pass Mock OR lab assessments with 80% or better.
- Satisfactorily complete assignments, presentations, projects, and written papers.
- Exhibit professional behavior.
- Participate in class.
- Successfully complete clinical externships.
 - Meet minimum 560 hours & complete minimum surgical case procedures per ARCSTSA guidelines
 - Maintain required documentation for all cases and hours
- Complete Exit Interview.
- Take National Certification Exam (CST).

Certification

Students take the National Certifying Examination for Surgical Technologists (CST) administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) on campus at the end of the program.

Steps to Enroll – Complete the following:

TBA

Instructions for Registering for CTE Programs Information Session

1. Go to <https://diablo.asapconnected.com/#CourseGroupID=12826>
2. Read the instructions under “Welcome to the CTE Program!” Then scroll down to choose an orientation date and click **Register Now** to the right of the date.
 - a. Returning Customers - If you previously registered or have taken a class at MDAE, log in with your **User Name** (your email address) and **Password**.
If you do not remember your password, click “**Forgot your password?**” to create a new one.
 - b. If you are registering for the first time (New Customers), click **Create New Account** and complete Steps One through Three of the “Create Your Account” form.
3. A message appears: “CTE Information Session was added to your shopping cart.”
4. Click on **View Cart and Checkout**.
5. You will receive a confirmation of your registration by email.
6. At the orientation session, you will receive instructions for completing enrollment requirements and schedule a time to take your reading assessment (if required).

Staff

Instructional Staff

CTEC program instructors hold California Adult Education teaching credentials and qualify for these credentials based on educational diplomas/degrees and/or work experience in their specific occupational areas.

Certified Nursing Assistant Program		
Instructor TBA	Program Director Yemi Oni-Orisan* RN RN, AAS-Washtenaw Community College 25+ years Occupational Experience	
Dental Assistant Program		
Program Director/Instructor Katy Gerard, RDA RDA, Med-Help Training 25+ years Occupational Experience 14 years Teaching Experience	Clinical Coordinator/Instructor Stephanie Marquez, RDA, OMSA AS, Diablo Valley College 8 years Occupational Experience 6 years Teaching Experience	Instructor Shari Becker,* CDA, RDA, FADAA AS, Modesto Junior College 25+ years Occupational Experience 28 years Teaching Experience
Emergency Medical Technician(EMT) Program		
Program Director Gary Giusti* EMT/Paramedic AS, Los Medanos College 25+ years Occupational Experience 16 years Teaching Experience	Instructor Troy Hess* EMT/Paramedic BA, UC Davis 25 years Occupational Experience 16 years Teaching Experience	Instructor Toni-Ann Lupo* EMT/CCMA Contra Costa Medical Career College 7 years Occupational Experience 2 years Teaching Experience
Medical Assistant Program		Administrative Assistant Program
Instructor Jennifer Rivas, CCMA AAS, Heald College 7 years Occupational Experience 5 years Teaching Experience		Instructor Alex (Lex) Camelio BA, Clark University 9 years Occupational Experience 4 years Teaching Experience
Surgical Technologist Program		
Surgical Skills Instructor TBA	Basic Sciences Instructor TBA	Interim Program Director TBA

Instructional Support Staff

EMT - Tchg. Assistants/Proctors/Student Support*	Surgical Technologist - Lab Assistants*
Adam Davis, EMT Carol Dooley, EMT Michelle Reyna, RN Tyler Santiago, EMT Gianna Valencia, EMT Mike Vogl, EMT	Kelly Tardiff

CTEC Support Staff

Andrea Murphy <i>Program Coordinator</i> • Business/Technology Programs • Financial Aid/Student Services	Barbara Leal <i>COE Liaison</i> <i>Interim Program Coordinator</i> • Allied Health Programs	Sabrina Rider <i>CTEC Secretary</i>	Marina Calderon <i>CTEC Secretary</i>
Lynne Storm <i>Financial Aid Advisor</i>	Jen Pattison <i>Enrollment Support</i>	Pat Channell* <i>Financial Aid</i>	
Patty Zavala <i>WIOA Career Coach</i>	Lisa Franklin* <i>Career Center Instructor</i>		Margaret Scott <i>COE/CTEC Support</i>

*Part-time staff

Transfer Information

Certificates of completion are awarded to students who meet the program's objectives, standards and clock hours. Mt. Diablo Adult Education's Career and Technical Education Center programs do not currently award academic credit. After evaluating transcripts/course completion records and content, CTEC may consider the transfer of hours from successfully completed classes taken at this institution and/or other accredited institutions toward program course sequence completion.

Student Services

MDAE CTEC faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. CTEC has student support staff who work with students experiencing difficulty with their studies or who are referred for additional learning support. Referral to appropriate support agencies is provided to students who have personal or family problems. In addition, a staff member is available to work with students who may need learning accommodations to maximize their success in the classroom. Students are encouraged to take advantage of these valuable extra assistance options.

Media Services

The MDAE Media Center is readily available to students and provides opportunities for, but not limited to, the following activities to help them be successful in their studies and job search:

- Use computers (lab)
- Study/do research
- Practice keyboarding and take keyboarding certification tests
- Study groups
- Prepare resumes
- Internet job search
- Submit online job applications

Suspension or Dismissal of Adult Education Students

A student may be suspended or dismissed from the adult education program for engaging in activities that are disruptive to the learning process or detrimental to the welfare of the students or staff.

Suspension is the temporary removal of a student from ongoing classroom instruction or from the program when recommended by a teacher or administrator, for adjustment purposes. Only the Assistant Director, Vice Principal or designee may suspend a student from the program.

Dismissal is defined as the permanent removal of the student from the adult education program. Only the MDAE Assistant Director or Vice Principal may dismiss a student. Students who do not meet class participation and progress criteria may be dismissed.

In the event a student is dismissed, s/he may request reinstatement the following school year. The student will initiate the request in writing to the Director of Adult and Career Education.

A student who is suspended or dismissed from the Adult Education program may appeal to the Director of Adult and Career Education. The request for appeal must be submitted in writing. If readmission is DENIED by the Director of Adult and Career Education, THEN students may appeal to the MDUSD Board of Education. The request for appeal must be submitted in writing.

Refunds

Refunds of registration and non-expended lab fees for Career and Technical Education Center programs of a duration of 13 weeks or more (Programs) are based on the percentage of class time lapsed relative to the total number of hours in the program according to the following schedule.

Percentage of Class Time Lapsed	Percentage of Refunded Registration Fees
Time of Registration –Day 1 of Program	100% minus \$15 processing fee
Day 2 – 10% of class days	90% minus \$15 processing fee
10.1% – 25% of class days	50% minus \$15 processing fee
25.1% – 50% of class days	25% minus \$15 processing fee
50.1% and over of class days	0

- Non-refundable costs include textbooks, CPR card, uniform voucher, testing fees, and any other items or services that have already been acquired by the student.
- If a withdrawal or dismissal from a Program occurs after the student has received Title IV (Pell) funds, the student may be liable for payment to the federal government and/or to Mt. Diablo Adult Education, according to the parameters of this Refund Policy.
- This Policy applies in all instances of a student's withdrawal from a Career Technical Education Center Program regardless of reason (voluntary withdrawal or dismissal from Program.)
- A \$15 processing fee will be deducted for each registration fee refund

Refunds processed are within 45 days of withdrawal date.

VA Benefits

To apply for assistance through the GI Bill or other VA educational benefits, go to <https://www.va.gov/education/how-to-apply/>.

If the VA approves your application, next steps toward enrollment are:

1. Submit a copy of the letter of eligibility that you receive from the VA
2. Complete the MDAE veteran's assistance application
3. Submit transcripts of all prior education

Submit all of the above to the MDAE Financial Aid Office. Upon Receipt of these items, the school can "certify" your enrollment.

Financial Aid

Mt. Diablo Adult Education offers federal financial aid (Pell Grants) for the following Career and Technical Education Center programs:

- Administrative Assistant
- Dental Assistant
- Medical Assistant

The maximum Pell Award in 2024-25 is \$7,395. Pell Grants are awarded to eligible undergraduate students with demonstrated financial need. A Federal Pell Grant, unlike a loan, does not have to be repaid. Students must be a U. S. citizen or an eligible non-citizen. For more information on Pell Grants, visit the following website: <https://studentaid.gov/understand-aid/types/grants>.

To apply for a Pell Grant for one of the programs listed above, fill out a *Free Application for Federal Student Aid (FAFSA)* at: www.studentaid.gov

(Note: to avoid paying application fees, do not go to any other website to apply.)

- From the home page, click **LOGIN as a returning user** and complete all information on the application for the correct school year as accurately as possible.

If you do NOT have an account:

- Apply for an FSA ID if you do not have one. To do so, click on CREATE ACCOUNT, on the upper right hand side of the home screen. You will use this FSA ID to access and sign the FAFSA electronically. If you are required to report parental information on the application, your parent(s) will need to apply for a separate FSA ID.
- If you are starting school in July-November 2024, click the link to complete the 2024-25 FAFSA only.
- You will be required to report income information from 2 years prior to the beginning of the school year. When possible, it is best to use the IRS data linking tool to transfer income information directly from the IRS. Verification process may be required.
- Enter Mt. Diablo Adult Education's school code - **030624**. Your FAFSA results will be sent electronically to the school financial aid office in 5-7 days.
- Click the **Submit** button when you are finished completing the application.

Within one week of submitting your FAFSA, please send an email to Lynne Storm in the Financial Aid department at adultcareertech@mdusd.org with **Pell Application** in the subject line.

Other Forms of Financial Assistance

Interest-free payment plans

CalWORKS

Veteran's Assistance

Vocational Rehabilitation

Workforce Innovation and Opportunity Act Program (WIOA)

Conduct

Students are expected to follow the MDUSD rules of conduct (mdusd.org) and conduct themselves in a mature, responsible, and professional manner at all times. Conduct which casts doubt on the ability of a student to fulfill the role of a professional in the program will subject the student to action including, but not limited to, academic probation, temporary removal from the classroom or clinical site, and/or dismissal from the program. Professionalism includes academic integrity. Cheating, knowledge of cheating, plagiarism, and lying for academic advantage violate this standard and are cause for immediate dismissal.

Satisfactory Academic Progress

Overview

The U.S. Department of Education requires all schools to establish and apply standards of Satisfactory Academic Progress (SAP) for eligible students to receive Title IV federal financial aid. Students enrolled in eligible Career Technical Education Center (CTE) programs at Mt. Diablo Adult Education (MDAE) must make SAP toward the completion of certificate requirements throughout the duration of their program in order to remain eligible to receive Title IV federal Pell grants.

To determine whether an otherwise eligible student is making SAP in a CTE program, the Financial Aid Specialist and/or CTE Program Coordinator will do a SAP check at the end of every financial aid payment period by reviewing student performance evaluations and any student performance notices that have been submitted by instructors. SAP is assessed by using qualitative and quantitative measures and is checked at the end of each completed financial aid payment period in the student's CTE program.

Qualitative Measure

A student enrolled in a CTE program is graded in several categories that may vary according to the program and are sometimes weighted, and by using grading methods that include scoring quizzes and tests (points and percentages), observation, rubrics, and more. CTE program instructors regularly evaluate a student's performance and progress by determining the cumulative grade point average, which is calculated using only those grades earned at MDAE for the current CTE program of study. Instructors enter a student's cumulative grade point average in the student performance evaluation form and turn it in to the Financial Aid Specialist and CTE Program Coordinator to review and to use when conducting the SAP check. A student must earn and maintain a cumulative grade point average of at least 80% (C), according to the following scale, in order to be making SAP: A = 94.0-100.0 B = 88.0 – 93.9 C = 80.0 – 87.9 U = 79.9 or below (Unsatisfactory)

Quantitative Measure

Federal regulations allow students attending clock hour programs to receive financial aid for a limited number of hours. The maximum timeframe to complete eligible CTE programs cannot exceed 150% of the published clock hours. To ensure completion of a program within the maximum timeframe of 150% of the published clock hours, a student must progress through the program at a pace of no less than 60% of the clock hours in the period. The published clock hours will vary by program. Progress through the program will be checked at each SAP evaluation point and is calculated by dividing the total number of hours successfully completed by the number of hours attempted. Remedial courses, if required, will not be included in the hours calculation.

Financial Aid Termination

If the SAP check at the end of a payment period determines that a student is below the cumulative grade point average of 80% and/or has not progressed through the program at a pace of at least 60% of the attempted clock hours (cumulatively), the student will immediately be placed on Financial Aid Termination (i.e., immediate loss of Title IV eligibility).

Appeal

A student who has been placed on Financial Aid Termination status may appeal to be placed on Probation. Appeal is a process by which a student who is not making SAP petitions MDAE in writing for reconsideration of his/her eligibility for Title IV Pell funds. The student may appeal on the basis of injury or illness, the death of a relative, or other special circumstances. The student's written appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation.

Financial Aid Probation

If the Financial Aid Specialist and CTE Program Coordinator decide, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, MDAE may place the student on Probation without an academic plan.

If the Financial Aid Specialist and CTE Program Coordinator decide, based on the appeal, that the student will require more than one payment period to meet progress standards, MDAE may place the student on Probation and develop an academic plan for the student.

Students who are placed on Probation after a successful appeal or development of an academic plan, will have their financial aid eligibility reinstated. MDAE can disburse federal Pell grant funds to students on Probation for one probationary payment period only, provided all other eligibility requirements are met. To maintain federal financial aid eligibility, the student's progress must be reviewed again at the end of one payment period to determine if they are making SAP or meeting the requirements of the academic plan.

If it is determined at the end-of-payment-period review that the student is making SAP or is meeting the requirements of the academic plan, if applicable, the student will remain eligible to receive Title IV Pell funds. If it is determined that the student is not making SAP or meeting the academic plan requirements at the end-of-payment-period review, the student's Title IV eligibility will be terminated.

Reestablishing Financial Aid Eligibility

A student who is not making SAP who chooses not to appeal or does not have an accepted appeal or academic plan to move to probationary status, can still restore their eligibility for Title IV Pell funds by coming into compliance with MDAE's satisfactory progress standards. This could be as a result of improving the cumulative grade point average to at least 80% or increasing the pace of progress to at least 60% (cumulatively). Title IV eligibility can be reinstated upon review by the Financial Aid Assistant and CTE Program Coordinator during or at the end of the payment period in which the student has lost eligibility, with a determination being made that the student has resumed making SAP. If a student takes a leave of absence or pays his/her own fees during the period of financial aid termination, however, neither of these actions will be sufficient to reestablish financial aid eligibility.

To be considered in Satisfactory Academic Progress (SAP) a student must acquire a passing grade and meet the program's attendance requirements by midpoint and upon completion. Grades and attendance are monitored throughout the program. If a student's overall attendance and/or academic performance are in danger of falling below minimum standards at any time, the student may be placed on probation.

Return of Title IV Funds (R2T4)

Federal regulations state that Title IV federal aid funds are awarded to a student under the assumption that the student will attend school for the entire payment period for which the financial aid is awarded.

If a student receiving Title IV federal (Pell grant) funds at Mt. Diablo Adult Education (MDAE) withdraws from a Career Technical Education Center (CTE) program, the student may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Financial aid staff will recalculate the Title IV federal financial aid by filling out the R2T4 form found on the FSA Partners Connect website at [Return of Title IV Aid Worksheets - 2021-22 Federal Student Aid Handbook](#).

MDAE uses the **payment period** as the period used for calculation when filling out the R2T4 worksheet. For programs that are less than or equal to one academic year in length (900 hours, 26 weeks), a payment period is defined as one half of the hours in the program's academic year. For programs that are greater than one academic year in length, the first 900 hours are divided into two equal payment periods and the remaining clock hours will become the final payment period.

The clock hours scheduled to have been completed by the student as of the withdrawal date in the payment period will be entered in the worksheet. If the percentage of clock hours scheduled to be completed is equal to or greater than 60% of the total clock hours in the period, the student will be considered to have completed 100% of the payment period and no Title IV Pell funds will need to be returned.

If the percentage of hours scheduled to be completed is less than 60%, this percentage will be used to calculate the amount of Title IV Pell funds to be returned, and to determine whether the student or the school must return the funds. In completing the worksheet, the amount of funds for the school to return will be subtracted from the initial amount of unearned Title IV aid to be returned to determine whether there is an amount due by the student. A grant protection calculation that subtracts 50% of the amount of Title IV grant aid that was disbursed and that could have been disbursed from the initial amount of grant funds for the student to return will also be used in determining whether the student must return funds.

MDAE has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. This applies to students who withdraw officially (with written notice) or unofficially (without written notice) and cease to be enrolled during a payment period or a period of enrollment in which the recipient began attendance.

If in completing the R2T4 it is determined that the amount of Title IV Pell funds disbursed was less than the amount the student earned and was eligible to receive, a post-withdrawal disbursement will be made. Post-withdrawal disbursements will be made no later than 30 days after the date of determination. The post-withdrawal disbursement will first go to MDAE to cover any remaining costs related to registration/lab/service fees and textbooks. Any funds remaining from the post-withdrawal after covering these costs will be refunded to the student.

When a student withdraws from a program, the requirements for returning Title IV Pell funds are separate from the MDAE CTE Refund Policy that is in place. Therefore, the student may still owe funds to MDAE to cover unpaid institutional charges.

The last date of attendance will be based on the actual last date of attendance recorded in the ASAP system for a student. MDAE will not consider the day in which the notice was received or the date of determination that a student withdrew as the last date of attendance.

MDAE provides students with information about its Return of Title IV Funds (R2T4) requirements by publishing this information in the CTE Catalog of Programs (updated each school year). The CTE Catalog of Programs is provided to all students during Orientation and is also available on the website.

Leave of Absence

A student enrolled in a Career Technical Education Center (CTE) program may apply for a leave of absence (LOA) when circumstances result in an interruption greater than 14 days in the student's program of study. A Student may be considered for a LOA if s/he is currently maintaining satisfactory progress in the program. Student must submit a request for LOA in writing for approval by the CTE Program Coordinator or Program Assistant.

According to federal leave of absence guidelines, a student who takes an approved leave of absence is not considered to have withdrawn from the school; therefore, it is not necessary to perform a return of Title IV funds calculation. If a student's leave of absence is not approved, the student is considered to have withdrawn from the school, and the federal return of Title IV funds requirement applies.

According to federal financial aid regulations, a leave of absence must meet all following conditions:

- the student must make a written request for the leave of absence;
- the leave of absence cannot exceed 180 days;
- the school may grant only one leave of absence to the student in any 12-month period;
- the school cannot assess any additional charges while the student is on a leave of absence;
- the school must determine that there is reasonable expectation that the student will return from the leave of absence.

A financial aid student who takes an unapproved leave of absence or fails to return to school at the end of an approved leave of absence will be considered to have withdrawn, and a return of Title IV funds will be carried out using the date the student began the leave of absence.

Institutional Placement Services Plan

The plan is designed to ensure Career and Technical Education Center (CTE) program graduates are supported in their job search and placement, and successfully transition to the career field related to their training. The plan is based on a triage approach, starting with the classroom instructor who has extensive direct knowledge of each student's skill level and capabilities and also has extensive contacts within her/his respective industry area. The plan also provides an option of more intensive supports from an MDAE staff member.

This plan designates responsibilities of various staff members in accomplishing this objective including: outlining the communications network among staff and employers, maintaining an active and current list of employers and employment opportunities, advising students, and ensuring accurate outcome data and student records for program completers. This plan is reviewed and evaluated annually by CTE Administrator, Program Coordinators, Program Externship/Placement Instructors.

- I. CTE Program students obtain job search skills training and supports, which are integrated into each occupational training program. The **training program instructors** are responsible for the delivery of these services. Components may include, but are not limited to, instruction and practice in the following
 - Resume writing
 - Cover letter writing
 - Interview practice
 - Communication skills
 - Professional skills
 - Employer guest speaker information
 - Utilization of specific services at the Eastbay Works Concord One Stop Career Center
 - Volunteer Work
- II. The career center instructor provides information to students and staff about job search assistance and employment workshops available through resources at the EASTBAYWorks/America's Job Center of California (AJCC) Concord Career Center located at 4071 Port Chicago Highway, Suite 250, Concord, CA 94520. AJCC Access Points for central Contra Costa County are located at:
 - a. Mt. Diablo Adult Education, 1266 San Carlos Ave., Concord, CA 94519
 - b. Martinez Adult Education, 600 F Street, Concord, CA 94553

Students may create an account at CalJOBS.ca.gov and have access to the following services:

- Resume and Cover Letter Workshops
- Interview Workshop and Practice
- Computer Lab, printers, fax machines, telephones
- Customer Service training
- Communication skills training
- Daily tours of resources, including:
 - ✓ Employment Development Department
 - ✓ Veteran's Services
 - ✓ County Social Services
 - ✓ Job Bank within the Bay Area

MDAE is an access point to EASTBAYWorks/AJCC in Contra Costa County. Many job search workshops, activities, and career resources are located on MDAE's Loma Vista Adult Center campus.

- III. The **CTE program Externship/Placement instructors**, at appropriate time in the training, meet with students to discuss, plan and coordinate externship placements. Prior to completion of the Externship module, the Externship/Placement instructor schedules an exit interview with the student to:
1. Review the resume and related job search materials and identify any needs for additional materials or improvement in resume, cover letters, etc.
 2. Discuss and provide guidance for job search strategies
 3. Discuss any specific employment opportunities known through teachers' professional networks
 4. Identify needs for further skills/competencies development and other factors that potentially impact successful transition to employment
 5. Develop communication plans to ensure consistent and regular check-in and follow up

The Externship/Placement instructors, using the Student Outcome Documentation Form, maintain detailed information of all contacts with students, graduates and employers and review these records with the CTE/COE Support Staff on a monthly basis. The CTE/COE Support Staff enter individual student information from the Documentation Form into a program spreadsheet. This spreadsheet includes graduation date, placement status, employer contact information, and starting wage for all students in that program's cohort.

While each program's Externship/Placement instructor provides primary placement assistance to its graduates, students may be referred to the career center as appropriate for additional supports such as rewrite of resume, interviewing skills development, and addressing other possible barriers to employment.

Non-Discrimination/Title IX – Mt. Diablo Unified School District

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. (From Board Policy 5145.3)

Student Rights under Title IX

Title IX is a federal law passed in 1972 to ensure that male and female students in educational settings are treated equally and fairly. It protects against discrimination based on sex in programs and activities, including athletic programs. Key areas addressed by Title IX include: discrimination, harassment (including sexual harassment), exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding. In addition to this federal law, the California Education code and Mt. Diablo Unified School District (MDUSD) policies prohibit discrimination on the basis of sex. Please refer to Board Policies 5145.3, 5145.7 and Administrative Regulations 5145.3 and 5145.7 for more information on the District's anti-discrimination policies. Title IX requires MDUSD to take appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation.

Filing a Title IX Complaint

You may file a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and bullying because of actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics, under the District's Uniform Complaint and/or Title IX procedures, by contacting the Title IX Coordinator:

Samantha Allen
Chief, Educational Services
(925)682-8000 x 4026
allens@mdusd.org
1936 Carlotta Drive, Concord, CA 94519

Title IX complaints will proceed under the District's Administrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures. A complaint may also be filed with the school site principal or his/her designee or a teacher at the school site.

Complaint Procedures

As part of the Mt. Diablo Unified School District, Mt. Diablo Adult Education and CTE are governed by a number of Board policies that relate to processes for students to communicate complaints and for the handling of such complaints. As in all departments within Mt. Diablo Adult Education, the Career and Technical Education Center (CTE) is committed to responsiveness to student concerns and complaints and encourages students to bring their concerns directly to their teacher(s), the CTE Program Coordinator, the CTE Administrator, and/or the Director of Mt. Diablo Adult Education as important steps in voicing their complaints and seeking resolution to any concerns.

The following Mt. Diablo Unified School District Board Policies and Administrative Regulations provide for ensuring that student complaints are taken seriously and handled in a timely and appropriate manner:

Board Policy 1310: Relations Between Public and School Personnel
Board Policy 1312: Complaints Concerning the Schools
Board Policy and Administrative Regulations 1312.1 Complaints Concerning District Employees
Board Policy and Administrative Regulations 1312.3 Uniform Complaint Procedures

If a student's complaint is not settled to her/his satisfaction within the Career and Technical Education Center, Mt. Diablo Adult Education, or Mt. Diablo Unified School District, the Council on Occupational Education, the accrediting institution for Mt. Diablo Adult Education/Career Technical Education Center, can be contacted at:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350
Telephone: 800-917-2081 FAX: 770-396-3790 Website: www.council.org