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CATALOG

FOR HIGH SCHOOL AND ADULT PROGRAMS

evit

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Leadership

School Leadership & Contacts

Board Members

- Shelli Boggs
- Peter Boyle
- Robert T Covington- President

- Shane Ellison
- William R Hobson
- David Lane

- Amber McAffee - Clerk
- Laura Metcalfe
- LaMar Watkins

Executive Leadership

- Dr. Chad Wilson, Superintendent
- Dr. Ronda Doolen, Chief Academic Officer
- CeCe Todd, Public Information Officer

- Edith Perez, Chief Financial Officer
- Kevin Koelbel, Director of Legal Services

Campuses

Dr. A. Keith Crandell (Main) Campus

1601 West Main Street

Mesa, Arizona 85201

480-461-4000

Power Campus

6625 South Power Road

Mesa, Arizona 85212

480-308-4600

Attendance, Enrollment Advisor, Financial Services, Registration/Registrar

Receptionist/Attendance
General questions/attendance

- Attendance: 480-461-4026*
  attendance@evit.edu

- Main Campus: 480-461-4000*

Emergencies/Issues after 3:00 PM: 480.612.5787*

- Power Campus:
  480-308-4600*

- Main Campus Health Building:
  480-461-4001*

- Main Campus Cosmetology Building:
  480-461-4033*

Registration/Registrar - 480-461-4108
registration@evit.edu, registrar@evit.edu
General advisement & student records

Enrollment Advisors - 480-461-4110
adulted@evit.edu
Program information, enrollment contracts & resources

Financial Aid Advisors
480-461-4025, 480-461-4027
adultfinancialaid@evit.edu
Financial services, VA benefits, FAFSA, grants & scholarships

***Call to speak with someone to get an urgent message to your student/family member if class is in session.**

Counseling, SPED, Tech Support

Special Education (SPED):
480-461-4155, 480-461-4165, sped@evit.edu

Tech Support (Help Desk line):
480-461-4074, support@evit.edu

Counseling

- Jennifer Johnson, 480-308-4633
  jjohnson@evit.edu

- David Pullman, 480-308-4607
  dpullman@evit.edu

- Courtney Conroy, 480-461-4166
  cconroy@evit.edu

EVIT Social Media

@evitnews

- **Facebook**
  https://www.facebook.com/EVITnews

- **Instagram**
  http://instagram.com/evitnews

- **Twitter**
  https://twitter.com/EVITNews

- **YouTube**
  http://www.youtube.com/user/EVITNews

- **Linked In**
  https://www.linkedin.com/school/east-valleyinstitute-of-technology

- **Pinterest**
  https://www.pinterest.com/evitnews/

- **Tik Tok**
  https://tiktok.com/@evitnews_ Podcast
  https://anchor.fm/evitnews

Administrators

- **Paula Corbin,** Director
  480-461-4014, pcorbin@evit.edu

  Programs: Fashion, Interior Design, Early Childhood, Radio, Coding, Vet Assisting, Pharmacy Technician, Behavioral Health, Law, Video Production

- **Laura Cork,** Adult Health Director
  480-461-4016, lcork@evit.edu

  Programs: LPN, SPD, and Surgical Technology

- **Dr. Ronda Doolen,** Chief Academic Officer
  480-461-4040, rdoolen@evit.edu

  Programs: Aesthetics, Barbering Cosmetology

- **Lisa French,** Program Supervisor
  480-461-4075, lfrench@evit.edu

  Programs: Aesthetics, Barbering Cosmetology

- **Jon Howell ,** Director
  480-461-4030, jhowell@evit.edu

  Programs: Culinary, Welding, Collision, Construction (Main & Apache Junction), Electrical, Computer Repair, Graphic Design, Networking, 3D Animation, Engineering; Foundation Liaison

- **Tiffany Lawrence,** Dean of Students
  480-461-4156, tlawerence@evit.edu

- **Eric Middleton,** Director
  480-461-4011, emiddleton@evit.edu

  Programs: Auto, Aviation, Diesel, Plumbing, HVAC, Fire; Dean of Students and counselor liaison

- **Jennifer Schwartz,** 480-461-4610,
  jschwartz@evit.edu

  Programs: Medical Assisting, Nursing Assisting, Massage, Dental Assistant, Physical Therapy Technician, EMT

- **Dr. Chad Wilson ,** Superintendent
  480-461-4016, cwilson@evit.edu

- **John Zuccato ,** Dean of Students
  480-461-4090, jzuccato@evit.edu

Mission, Vision, Philosophy

Institutional Mission Statement

To change lives by loving our students and serving our communities with a career and college preparatory training experience that produces a qualified workforce, meeting the market-driven needs of business and industry.

District Vision

Students successfully complete their EVIT experience with industry credentials, college credit and hands-on training, allowing them to become competitive in the global workforce.

Institutional Philosophy

East Valley Institute of Technology (EVIT) exists to create a better workforce for the future. The EVIT faculty and staff take great pride in educating this workforce.

EVIT is a community of active learners working in concert for the development of individual success and self-esteem. It employs comprehensive curricula, which seek to develop young adults intellectually, physically, socially, aesthetically, and emotionally. Creative and critical thinking, intellectual curiosity, and a love for learning are major objectives. EVIT values and encourages a sense of responsibility, respect for diversity, service to others, moral integrity, environmental awareness, and sensitivity to issues of global significance.

An EVIT education is an active partnership of learning among parents, students, faculty, the community, and businesses. The faculty and staff serve as positive role models with their commitment to continuing growth and development. They are dedicated to encouraging, supporting, and nurturing students in pursuit of excellence.

Accreditation

High School - EVIT is a public non-profit institution recognized by the Arizona Department of Education as a Cognia accredited Career and Technical Education institution. https://www.cognia.org.

Adult Education - East Valley Institute of Technology Adult Education Center is Accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org. for adult education only

Admissions

Admission Requirements and Procedures

Admission decisions are based on the applicant's fulfillment of the following requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that the admissions office receives all required documentation. All records received become property of EVIT.

High School Students

High school students and/or their parents may want to meet with the home school guidance counselor or an EVIT guidance counselor to discuss options for attending EVIT.

Basic Academic Requirements

High School Students*

- 2.0 GPA
- 6 HS credits
- No suspensions during the school year prior to attending EVIT

*Students who do not meet the above requirements are highly encouraged to apply. *Enrollment is contingent upon a completed Student Success Contract which will allow students who do not meet the minimum requirements to enroll in one of our many programs.

Application Process

The application portal for high school students is: https://focus.evit.edu/focus/apply/.

If students or parents/guardians have any questions about the process, please call the admissions office at 480-461-4108.

Adult Certificate Students

Each applicant for admission must work with an Enrollment Advisor who guides the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Basic Admission Requirements

Adult Education Students*

- High school graduate, or

- General Educational Development (GED), or

- HiSET recipient

*Please see individual program description for any additional requirements.

Application Process

1. Complete an enrollment application packet that includes:
   a. Student Information Form
   b. Provide copies of driver's license, social security card**, high school diploma or GED and unofficial college, university, and any military transcripts.

2. Meet with the Student Finance Representative to determine financial assistance options, including federal grants, Veterans benefits, and scholarships.

Social Security Number

Disclosure of the social security number is voluntary. However, students must use social security numbers for reporting information pertaining to potential educational tax credits, processing federal financial aid applications, and Veteran Administration benefits. A student's Social Security number is also required for some programs such as health career programs with the Arizona State Board of Nursing. Contact an Enrollment Advisor if you have a specific question regarding the use of a social security number.

Fingerprinting

All Adult students enrolled in a daytime "High School Blended" program must obtain a DPS Fingerprint Clearance Card to attend classes per Arizona House bill 2646, Section 15-782.02, Subparagraph A. Students should speak with an Admissions Specialist or an Enrollment Advisor for instructions on how to acquire the card. Please note this process can take up to two months to complete, so plan accordingly.

Student ID Cards

Once the student completes the entire registration and enrollment process, a student ID will be issued. Students are required to wear photo identification at all times while on the EVIT Campus. Each student must properly identify him/herself when asked to do so by school personnel. Failure to do so will result in disciplinary action.

Student Identification cards are issued through the Admissions Office. A government issued picture ID is required before a student ID is issued. The first replacement ID cost is $5.00, and will increase $5.00 for every additional ID needed to be purchased.

Readmission (Adult)

A former student who withdrew in good standing may apply for readmission to his or her program of study. Generally, a student will not be considered for readmission more than once for the same program unless there are exceptional extenuating circumstances, such as military deployment. The application for readmission must satisfactorily demonstrate the barriers that prevented successful completion of the program during the previous enrollment. The applicant must demonstrate that the barriers have been resolved, and that there is a reasonable probability that they will not reoccur. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

A former student seeking readmission in the same program must submit an Application to an Enrollment Advisor. The applicant must meet with the Enrollment Advisor, program administrator or program-specific Faculty to discuss and document the circumstances that led to the prior withdrawal. The Program Director or Nursing Program Administrators will determine which course content previously completed

and earned will be counted toward program completion and which of the courses/modules/blocks need to be repeated. Prior to approval for readmission, the applicant must meet with the Enrollment Advisor and complete all necessary applications and documents. Additionally, if the applicant is applying for readmission to an adult program, the applicant must meet with Student Finance to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Approval of an application for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

Any student who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and to acknowledge receipt of these and other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Financial Aid Office. With assistance from the Enrollment Advisor, program administrators or directors a course schedule for program completion will be established.

Refusal to Readmit (High School)

State law A.R.S. § 15-841 allows a faculty member to request that a student not be re-admitted to class following a suspension if it can be documented that the student's behavior repeatedly interferes with the faculty member's ability to communicate with the class or inhibits the learning of other students in class.

Expulsion (High School)

Any student who has been expelled from his or her home school district will not be admitted as a student at EVIT. An EVIT student who is expelled from his/her home school while attending EVIT will be unenrolled from EVIT.

Schedule Changes (High School)

Students who wish to change from one EVIT program to another should first meet with an EVIT counselor. For students under 18, parent or guardian permission is required for a schedule change. Students will stay in their current class until all paperwork is complete and the students are notified by counseling that the change is official.

Withdrawal Process (High School)

If it becomes necessary for a student to withdraw from school during the school term, the student, or a parent/guardian if the student is under the age of 18, should notify counseling or the registrar two days in advance to prepare transfer records. Notifying the student's faculty member does not initiate a proper withdrawal from the program. A withdrawing student must meet with a counselor before beginning the withdrawal process. All students under 18 years of age must have parent permission to withdraw unless previously emancipated. Parents may come to the school office and complete the withdrawal paperwork at any time during regular school hours.

Repeating a Course Due to a Disqualifying Grade and/or Audit Status

Students who receive a disqualifying grade and/or are placed on audit status having no student conduct issues will have the option of repeating the course when space allows. Only one course may be repeated and re-entry is on a space available basis only. The student must meet with the course Instructor and Program Director at the time of disqualification in order to identify ways to improve attendance and/or academic performance and areas where further study is needed. Re-admission to the program is not guaranteed nor is it automatic. The student must contact the Enrollment Advisor and fill out required forms in order to be considered for re-entry. At that time a meeting will be set up with the course Instructor and Program Director to determine the student's suitability for re-entry. Disqualification of more than one course of instruction or having a disqualifying grade and/or audit status at the midpoint of a repeated course will result in the student being permanently exited from the program.

Policies & Procedures

Attendance (High School)

Notification

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. When attendance is not possible, the student (or parent/guardian if the student is a minor) must contact the Attendance Office to excuse the absence, tardiness, or early release from class. Absences must be excused prior the student's return to class after an absence. The attendance telephone lines include 24-hour voice mail services to allow for messages at any time.

- Main Campus – 480-461-4026.
  For Attendance issues or Emergencies after 3pm, please call: 480-612-5785

- Power Campus – 480-308-4626

Absence/Tardy

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual faculty members for any and all eligible make-up of work missed as a result of being late for classes or leaving early. Bell work and Ticket Out the Door are not eligible for make-up. Work can be made up; however, hours cannot be, due to state board guidelines.

Students not in attendance for more than fifty (50) percent of the session will be counted absent for the day. A Student Success Plan (SSP) will be issued when certain milestones are met.

Early Release

Students under the age of 18 years must receive the permission of a parent or guardian to be released early from class. That permission must be communicated to the Attendance Office via a telephone call. Students 18 years of age and older may call themselves out for early release by contacting the Attendance Office prior to the start of class. Campus policy restricts the use of cell phones during academic instructional time, and Faculty do not have the authority to release students from campus. Faculty will be contacted at the requested time for the released student(s) to report to the Attendance Office and sign out. The release becomes a record of the date and time a student signed out for the day.

Attendance/ Absentee / Credit Procedures (High School)

EVIT's vision is to prepare students for competitive employment. Therefore, it is extremely important that EVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities we can teach our students. When addressing absences, Home School Activity (H.S.A.) absences are included in each reference regarding class time missed. In an effort to meet this challenge, EVIT uses the following policy:

- According to Arizona law, high school students are expected to attend all of their scheduled classes to receive credit. On occasion, absences might occur. Withholding of grades or credit can occur only if the student is absent fifteen (15) or more excused or unexcused days in a semester (includes H.S.A.). If a student under 18 years old is absent for five non-consecutive days (excused/ unexcused/ suspension/ H.S.A.), a truancy letter will be sent home to a parent/guardian. If the minor student is absent for ten (10) days (excused/ unexcused/ suspension/ H.S.A.), a second letter will be sent home to a parent/guardian with a warning that the student's ability to pass his/her program

could be threatened by the student's lack of hands-on skills/practice time experienced during class. Fifteen (15) absences in a semester (excused/ unexcused/ suspension/ H.S.A.) will result in the student's status change to audit. In audit status, the student will continue attending class but will not earn credit for the program.

- At any time in the semester, if a high school student is absent for ten (10) consecutive days (excused/ unexcused/ suspension/ H.S.A.), he/she will be dropped from the program. This may put the student in jeopardy of graduating from high school later than the expected time.

- Any day EVIT is in session and a home school/district is not in session or does not provide transportation is considered a Home School Activity (H.S.A.). On occasion, a Home School may need the student to remain at the Home School for the day instead of attending class at EVIT. These events will be recorded as an H.S.A.

- Within five (5) school days of the H.S.A. absence, the home-school attendance clerk or administration must email attendance@EVIT.com with the following information: student name, activity description, and date of activity. No exceptions will be made.

- All unexcused absences will receive an automatic phone call to the home number.

- If students or parents need to seek help with excessive absences, they should contact the Attendance Office, who may refer them to counseling.

Chronic Illness Information (High School)

- Students who have chronic or recurring illnesses must have a completed and approved Chronic Illness Form signed by a doctor and on file in the Attendance Office prior to absences taken. All absences can place the student on audit status under the same guidelines as any other student.

- The Chronic Illness Form is only valid for the school year in which it is completed. A new form is required for each school year. Parents need to specify that the absence is due to a chronic illness that is on file when calling in their student's absence.

- If the student's home school has a Chronic Illness Form on file, parents will need to request a copy. The form needs to be given to our attendance clerk, otherwise, students will need to obtain a Chronic Health Form in the Admissions Office. Please allow two weeks for the approval process.

- Homework and class assignments shall be made available to students with chronic health problems to provide the opportunity to complete coursework. Instructional arrangements shall be determined on an individual basis to ensure that continuous learning is integrated as much as possible with the regular attendance program. Credit awarded shall be based upon completed course requirements.

- Having a current Chronic Illness Form on file does not excuse class work/assignments. Additionally, CTE programs are required to have 51% hands-on learning. Therefore, a student could receive a failing grade if work is not completed.

Attendance Policy (Adult Programs)

Attendance is taken daily by clocking in and clocking out for ALL programs. Attendance records are maintained by the Admissions office as part of the student's permanent academic record. Faculty do not have the ability to edit recorded classroom time.

- Military commitments: absences for periods of up to one week will not be counted against the number of absences allowed per semester or session. Students are required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each Faculty to discuss make-up work. If the length of the absence is longer than one week, the faculty and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on students' ability to make up assignments, the affected student(s) will be provided an opportunity to request an incomplete grade or drop the class.

Details regarding adult program attendance

1. Only persons who are registered for a class may attend classes.
2. Students are expected to attend one hundred percent (100%) of their class time.
3. Students who fail to attend the first scheduled class meeting, or who fail to contact the faculty member and attendance office regarding the absence before the first scheduled class meeting, will be withdrawn from the program.
4. At the beginning of every program/course, each faculty member will provide students with a course syllabus. Any additional attendance requirements specific to a particular type of program would be outlined in the syllabus or Program Handbook. It is the student's responsibility to consult with the faculty member regarding absences. Absences begin to accumulate with the first scheduled class meeting.
5. Students are responsible for notifying the faculty member and an enrollment advisor when they discontinue studies in a course.
6. Classroom attendance is a critical component of student success in all hands-on training programs. If a student has recurring absences, the faculty member may initiate a Student Success Plan (SSP) for the student. The student will then meet with the faculty member, and the written Student Success plan will be reviewed as part of an overall progressive intervention process (see page 34).
7. If a student continues to have attendance issues, additional progressive intervention measures will be implemented.
8. If a student's absences reach fifteen percent (15%) of the course (non-consecutive class periods), he/she will have earned an F for the program/course and will be withdrawn. Program clock hours vary by program. Students need to be aware that the 15% threshold calculation is based on the number of clock-hours assigned for a particular session and program.
9. If a student is absent for ten (10) consecutive days, he/she will be administratively withdrawn from the program/course.
10. If attendance becomes an issue, the student should be proactive and request a meeting with the faculty to resolve a potential withdrawal situation. Students should carefully review all additional attendance requirements as they relate to Financial Aid, Veterans Benefits, scholarships, or third-party funding guidelines.
11. Students are expected to use their student ID badge to clock in/out each class period. A student who does not clock in and/or out using their ID badge will not be awarded clock-hour time for attendance, and a Student Success plan may be put into place. If a student ID badge is lost, the student can get a replacement badge for a $5 replacement badge fee.

Additional Attendance Requirements (Adult Programs)

Many programs enforce a stricter attendance policy due to State, Federal or National accreditation and or certification requirements. Confer with your faculty member for details.

Cosmetology Attendance Requirements

Class Scheduling: All cosmetology students are required to attend the beginning cosmetology class part-time during the AM session, which will run from 8:00 AM to 12:00 PM. This scheduling adjustment aims to optimize your learning experience and ensure a consistent and effective curriculum delivery.
For part-time advanced cosmetology students, classes will be held during the PM session, from 12:30 PM to 4:30 PM. Full-time advanced cosmetology students will have a full-day schedule, from 8:00 AM to 4:30 PM, with a designated lunch break from 12:00 PM to 12:30 PM.

Completion Policy: It is essential for all students to complete the 1500 required hours within the contracted end date. Students exceeding their contracted hours or failing to complete the program within the stipulated time frame must purchase additional hours in 25-hour increments to fulfill the program requirements not to exceed 250 hours. For instance, if a student has 1470 hours upon reaching the contracted end date and needs 30 more hours to graduate, they must purchase 50 additional hours. The student is obliged to attend for the entire 50-hour duration and successfully pass a final test at the end of the purchased overtime hours to earn their certificate of graduation.

Important Note: Students must adhere to the purchased hours and attend the classes for the duration they have bought. Failure to comply may result in a delay in graduation and application for licensure. Limit one-time purchase. If you have any questions or concerns about these changes, please do not hesitate to ask. Your success is our priority, and we are here to support you throughout your educational journey.

Leave of Absence (LOA) (Adult Programs)

For a leave of absence to be granted, the request must meet all of the following conditions:
- The student is enrolled in an Adult-Only Education Program.
- The Leave of Absence Request Form can be obtained from their program director and must be submitted in advance, with appropriate supporting documentation, stating the exact period of the leave, with start and end dates.
- A LOA request must not exceed 90 days. A Medical LOA may be allowed for up to 180 days with proper documentation. A signed doctor's statement is required.
- EVIT may grant a student more than one leave of absence as long as the total number of days does not exceed 180 days within a 12-month period. This 12-month period begins the first day of the student's initial LOA.
- There must be a reasonable expectation that the student will return from the leave of absence, and that it will not adversely affect the student's ability to continue from where they left off in their program.
- Upon return from a LOA the student must first report to their program director or Director of Academic Advisement to receive an LOA Clearance Form to return to class. The student will not be permitted into the classroom without a signed LOA clearance form.
- If the student does not return after an approved LOA, the student is considered withdrawn from the program.

- LOA requests must have all required signatures and be submitted to your instructor/program director and to the program director for approval. Any LOA that does not meet the criteria is considered a withdrawal from the program.

Regular Bell Times

High School Class	Bell at Start of Class	Bell at End of Class
AM Session	8:00 AM	10:35 AM
PM Session	12:00 PM	2:35 PM
4-hour AM Session	7:00 AM	11:00 AM
4-hour PM Session	12:00 AM	4:00 PM

Additional Class Times

Some classes at EVIT start and end on a different schedule (i.e., Cosmetology, Massage Therapy, Emergency Medical Technician, adult-only programs, etc.) Students enrolled in these classes are responsible for making appropriate arrangements to avoid tardiness.

Alternate Class Schedules (High School only)

EVIT does not adjust high school schedules to reflect late starts, early release, alternate schedules or half-days, regardless of homeschool schedules.

Academic Requirements

Instruction and training in all EVIT programs meet Arizona Department of Education Career and Technical Education (CTE) Standards, as well as the specific licensing/certification standards as required by the third-party organizations related to the respective program e.g., AZ Board of Nursing. Additionally, each program is evaluated through State Performance Measures and Standards.

State Performance Measures and Standards

Please visit https://www.azed.gov/cte or https://www.azed.gov/cte/programs for further information.

Arizona State Adopted Competencies

To view competencies for a particular program, go to www.azed.gov/career-technical-education/tech-standards.

Academic Load

Credits (High School)

Credit can be earned each session provided attendance requirements are met (minimum threshold of 85% attendance has been met) and a passing grade is achieved. Credits are transferred to home school registrars at the end of each semester. Credit is earned in each nine-week session completed with a passing grade and a minimum of 85% attendance.

Passing a class and receiving credit does not guarantee the student to be a State Completer or Program Completer; the student must successfully complete a required number of competencies to be a completer.

Credits (Adult)

Credit is defined as an amount of work represented in course competencies and verified by evidence of student achievement through laboratory work, internships, clinical and studio work, or other academic work leading to the award of credit. Credit can be earned each session providing attendance requirements are met and a passing grade is achieved. Students must attend at least 85% of their course hours to master the course competencies necessary to earn a passing grade.

Courses may vary in length and begin and end throughout the year. Standards for the awarding of credit may be time based (contact hours) and/or competency based. To obtain credit a student must be properly registered and must pay tuition and fees for the course. The fall and spring semesters are typically eighteen (18) weeks in length. Summer sessions vary in start dates and in length.

Passing a class and receiving credit does not guarantee the student to be a Program Completer; the student must successfully complete a required number of competencies or a combination of competencies and clock hours and meet a minimum grade to be a completer.

The term "Credit" does not carry the same meaning as "college credit". EVIT Adult Education program credit may not be transferable to colleges, universities or other training institutions.

Transcripts

Official transcripts are issued to students from the Registrar, with proof that the $5.00 transcript fee has been paid to the Business Office. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974. There is no charge for unofficial transcripts. EVIT

credits/courses are not automatically transferred to other schools. All schools have their own set of policies for accepting transfer credits.

Transfer Credit

Transfer credit from another institution will not be considered except in specific situations where students would be completing identical curriculum and coursework. Transfer credit consideration will be on a case-by-case basis by the Chief Academic Officer, academic program director and/or the campus Registrar. Program coursework may or may not transfer to other institutions. Students are advised to check the transfer policies of other institutions.

Prior Learning/Work Experience

Some programs allow prior learning or work experience consideration towards a particular program of study. Skill levels are typically evaluated via performance, knowledge test, or both, by the faculty member of the selected program. Based on the faculty member's evaluation, students may be allowed advanced placement in their selected program. Please consult with your Enrollment Advisor if you feel you may qualify for prior learning or work experience placement.

Schedule Changes

It is the student's responsibility to notify the faculty(s) and their program counselor if he/she will no longer be attending class.

Drop/Add

Drop/Add is authorized only during the first five (5) days of class. Students should first consider the ramifications of a drop/add request if they are receiving financial aid, Veteran Services or outside agency funding.

A student is allowed to drop/add a course providing the request is approved by the faculty. The faculty member is responsible for completing the drop/add form and notifying the student's Enrollment Advisor via email within 24 hrs. of the student's request. The email must provide the student's name, EVIT student ID #, the last date or first date of attendance, and a reason for the drop/add request. The Enrollment Advisor in turn, will notify the Registrar, Financial Aid, and Veterans Services as applicable.

Grading Scale

All EVIT high school and certificate classes adhere to the following grading Scale*

Grade	Percentage	Brief Description	GPA	Note(s)
A	90-100	Excellent	4.0	
B	80-89	Good	3.0	
C	70-79	Average	2.0	
D	60-69	Below Average	1.0	
F	0-59	Failing	0.0	
I	N/A	Incomplete	N/A	Not computed in grade point average An Incomplete (I) grade will turn to a Failing (F) grade if

				the incomplete work or project is not completed within 8 weeks of the last date of the class term.
P/Z	N/A	Pass/No Grade	N/A	P may be considered a Passing grade of C.
W	N/A	Withdrawn	N/A	Passing, not computed in grade point average
Y	N/A	Withdrawn	0.0	Failing, computed in grade point average
AUD	N/A	Audit	N/A	The student will maintain course attendance but will not receive credit for the course.

Grading Scale Category Weighting

Grades will be weighted based on the following categories:
- Assignments: 20%
- Lab/Practical Applications: 20%
- Summative Assessments: 60%

*Additional Grading Requirements: Many programs such as Emergency Medical Technician, Nursing Assistant, Practical Nurse, and Surgical Technology enforce a stricter grading policy due to State, Federal or National accreditation, and/or certification requirements. Confer with your faculty or Enrollment Advisor for details.

Missed Assignment/Exam Policy

- Students must make up any work that is missed due to an excused absence within as many days as he/she was absent, plus one. Makeup work for assignments will only be allowed for an excused absence. It is the responsibility of the student to have the absence excused (parent/guardian must excuse the absence if the student is under 18) before make-up work will be accepted. Bell work assignments cannot be made up if a student is tardy or absent. Exit ticket assignments cannot be made up if a student leaves early or is absent. Missed lab and practical practice assignments cannot be made up if the student is not present for the assignment or practice (e.g., arrives tardy, or leaves early, is absent).
- If a student was unable to hand in an assignment due to an excused absence, the assigned work is due the day the student returns. Late work without penalty will only be allowed for an excused absence if turned in the day the student returns; it is the responsibility of the student to submit late work for credit the day they return. It is the responsibility of the student to have the parent/guardian excuse the absence before the student returns.
- Missed exams must be taken the day the student returns. Make-up exams will only be allowed for an excused absence; it is the responsibility of the student and teacher to schedule the exam the day the student returns. It is the responsibility of the student to have the parent/guardian excuse the absence before the rescheduled test date.

Late Work

Late work is defined as any work completed and turned in after a designated due date. Work is also late when a student turns in assignments after the equal number of days allowed for verified absences.

- Once the deadline of an assignment has been reached students may submit assignments for 50% credit of points earned up to 14 days past the due date. After this time period students may submit assignments for 25% credit of points earned up to one week prior to the end of the grading period.

Incomplete Grade

Students who are performing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the faculty, he or she shall define, in a written/electronic contract, how the course will be completed. Students must be passing the course in order to qualify for an incomplete.

Students must complete the requirements within the contracted time period. The maximum time allowed is eight (8) weeks from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within eight (8) weeks will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract.

Satisfactory Academic Progress (Adult Programs)

Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards.

Federal regulations state that Standards of Satisfactory Academic Progress must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, Higher Education Act (HEA) program (Federal Financial Aid) eligibility.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average to comply with the SAP policy. If approved for readmission, the student will re-enter the program in a status of Academic Probation. A student may remain in a status of Academic Probation for only one course/semester. A student who fails to meet SAP after the first course/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing. If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Evaluation Period (Adult Programs)

Standards of Satisfactory Academic Progress will be evaluated for all programs daily, monthly and at the end of each 85/90/300/310/375/450 clock hour payment term depending on program length. Programs less than 900 clock hours will be evaluated daily, monthly, and at the midpoint of the program. Programs over 900 clock hours will be evaluated every 450 clock hours.

General Information

Dress Code

We believe that EVIT students should dress modestly and appropriately for school. Class and industry uniforms, safety shoes, or other professional dress are required for all courses. All EVIT programs require a uniform aligned with uniforms in the program's respected industry; see the course handbook/contract for course-specific uniform guidelines. Students are not permitted to participate in lab/shop activities when out of uniform, and these points cannot be made up. An alternate assignment will be provided for students that are not in uniform to complete while the rest of the class engages in lab or shop activities.

When on campus and not in uniform students should adhere to the following:

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public-school education. Therefore, the following are prohibited:

- shirts and tops exposing a bare midriff (no skin revealed between the bottom of the shirt/blouse and the top of pants/skirts/shorts);
- bare shoulders, spaghetti straps, halter-tops, and tops deeply/narrowly cut in the front, back, or under the arms. Shoulder straps on shirts/tops must be a minimum of 1.5 inches wide;
- clothing not covering buttocks, genital area, or underwear (e.g., baggy or saggy pants, shorts, and short skirts);
- clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, gang affiliation, obscenities, nudity, profanity, or sexual connotations;
- clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings;
- ribbed white tank top underwear;
- pajamas or slippers;
- hats not related to EVIT Uniform;
- bare feet or open-toed shoes;
- anything that present a hazard to the health or safety of the student or to others in the school;
- bandanas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity; and,
- students may not wear items (shirts, hats, jackets, etc.) that identify themselves as Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (poses a safety concern in the event of an actual emergency).

Failure to follow the dress code is a coaching opportunity that may result in a Student Success Plan progressive intervention form being put into place. School administrators will make the final decision regarding the appropriateness of student appearance.

Eligibility for EVIT Certificate of Program Completion

EVIT student completers in good standing will be invited to participate in the annual Completion Ceremony and receive a Certificate of Program Completion. Good standing criteria will be based upon, but not limited to, the following:

- Students must have successfully completed an EVIT Certificate or Blended program (see program information for description and length of program), including receiving a passing score on Technical Skills Assessment (TSA) or an approved industry certification.
- Students must have passed all EVIT course work in which they are enrolled, including an internship/clinical experience where applicable.
- Students must have paid all fees prior to program completion to be eligible for a Certificate of Program Completion.
- Students that were in audit status for any quarter of their program are not eligible for an EVIT Certificate of Completion.

Food and Drink in EVIT Buildings

Food and drink may not be brought into EVIT classrooms or labs. Student lounges are provided for this purpose; the only exception is bottled water. Students are not permitted to use the student lounge/vending machines during class times unless they are on a state-mandated break. Students are not permitted to order food delivery services during class hours. Disciplinary action will be imposed for violations.

Grades/Report Cards

Report cards are posted online following each nine-week period. Hard copies are available by request. Subjects are marked in five grades: "A" and "B" grades are above average; a grade of "C" is considered average, while a "D" is passing but below the average. Failure is marked with an "F". Student grade cards may also reflect "I" an Incomplete, "AUD", an Audit, or "W", Withdrawal. An 'I' will turn to an 'F' if the incomplete work or project is not completed within eight (8) weeks. Any single assessment cannot count for more than 20% of the student's final grade. Voluntary audits (taking the class, but not receiving credit) must be approved through EVIT Counseling. Reporting periods may differ based on the program. All student grades are available via Canvas.

Student Counseling

Counselors meet with students to assist in their career planning, class selection, testing, and assessment, as well as post-secondary placement. The counselor may arrange to meet with students at key times during the year to discuss class progress, scheduling of classes, attendance, etc. Counselors are available to both high school and adult students.

Visitors on Campus

All visitors MUST report to the front desk and sign in. Visitor passes will be issued for school business only. Passes require a valid ID. Social or "unstructured" visits are not allowed. Visitors may be restricted from lab areas for safety reasons.

Clients utilizing one of EVIT's program services such as Auto, Cosmetology, Massage, Web Design, etc. may report to the front desk of the main building, or they may report directly to the specific program area when an appointment has already been made for a specific service to sign-in for that service

Health & Safety

Immunizations*

Students must be immunized against Measles, Mumps, and Rubella (MMR), Poliomyelitis, and Tetanus-Diphtheria. Students who attend only EVIT must have an immunization record on file with the Admissions Office. Although the law allows exemptions, the County Health Department may tell us to exclude students who are not immunized if there is an outbreak of these diseases.

* Some programs may require documentation of additional immunizations. See the program's handbook for clarification.

Medication

School personnel are sometimes asked to administer medication to students during school hours. If there is a need to take routine medications while at EVIT, the program director must be notified so an individualized plan for administration can be put into place.

Students may not carry or self-administer medication (including over-the-counter drugs) unless authorized by the student (if not a minor) or a parent/legal guardian, plus a physician and program director . Students may carry medication if authorized in writing on a Release for Student to Carry on Person form signed by the student (if not a minor) or parent/legal guardian, and the program director .

Possible Drug or Alcohol Impairment

Being under the influence of drugs or alcohol can pose significant health or safety risks to students or those around them. If school administration has reasonable suspicion that a student is impaired, the student may need to be removed from the campus. Reasonable suspicion may be related to a student's:
- Lack of coordination (such as loss or balance, stumbling, leaning on objects for support)
- Notable alteration in ability to speak (such as slurring of words)
- Physical changes (such as red or glassy eyes or pupillary changes)
- Odor of prohibited substance (alcohol or drugs)

If such a suspicion is confirmed by any staff or faculty and an administrator, local law enforcement may be contacted to assess the situation. The parent of a minor student will be notified.

Vehicles & Transportation

Buses (High School)

The students' sending school districts provide bus transportation. Refer any concerns or questions on busing to the transportation office of your home school district. Riding the school bus is a privilege extended to students. This privilege can be removed at any time for disruptive and/or unsatisfactory conduct. All riders are under the authority of the bus driver, and district rules apply. Students must provide their own transportation for 4-hour class sessions.

Driving and Parking on Campus

Students who drive to school must have their vehicle registered with EVIT and obtain an annual parking permit. The requirements for annual parking permits include valid and unexpired forms of the following: driver's license, vehicle registration, and proof of insurance. After each school year, the permit needs to be removed and a new permit needs to be purchased. Students with the previous year's permit still on their vehicle will be given a warning stating that they need a new permit.

A $60 fee will be charged for parking permits yearly for all students. Students who drive vehicles to school must follow all state guidelines as well as the following EVIT guidelines:

- The privilege to park on school premises may be revoked at any time with cause.
- The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
    - o Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
    - o A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- Vehicles parked on campus must display current student parking permits in the lower right-hand corner of the internal windshield and may only be parked in the designated student parking areas.
- Student parking is not permitted north of the Health Sciences Center Buildings: # 14 and # 15
- Student parking is not permitted under ANY covered parking.

Skates (Roller or In-Line), Skateboards, Scooters, and Hover Boards

EVIT prohibits the use of roller skates, roller blades, skateboards, scooters, and similar devices on school property. However, students may use these items as transportation to and from school. Students must stop riding skateboards/scooters once they reach school property. When using skates of any kind, students must stop at the first available seat/bench on campus and remove the skates.

Co-Curricular & Extra-Curricular Activity

Career and Technical Education Student Organizations (CTSO)

Participation in a career and technical student organization is part of the curriculum. High school and adult students are welcome to participate. CTSOs are organized to promote leadership, personal development, and career exploration. The CTSOs on the EVIT campus include:

- FCCLA – Family Career and Community Leaders of America
- HOSA – Future Health Professionals
- SkillsUSA

Field Trips

EVIT supports class field trips as a means of providing students with curriculum-related experiences in the community. Field trips should supplement, extend, or enrich the instructional program in a manner not possible to achieve on campus. Before any minor student is taken from the school grounds on a field trip, written permission must be obtained from a parent/guardian.

Transportation shall be provided only by District approved conveyance, driven by authorized personnel. Students and parents/guardians are not permitted to provide transportation to/from the field trip site. The District does not support trips designed primarily for recreation, reinforcement, or recruitment purposes.

Personal Property

Lockers

Some EVIT programs furnish lockers for safe storage of students' personal items. Lockers are district property and remain under district control. The district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. This may be accomplished whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety, or welfare of students/staff may be in danger.

Lost and Found

Clothing and other articles found at school will be placed in an area at the Front Desk closest to where the articles were found. We encourage students to label all clothing, tools, and other personal items. EVIT employees will return all items labeled. All unclaimed inventory is donated to charity periodically throughout the year.

Nuisance Items

Use of cell phones, electronic devices, headphones, cameras, musical instruments, or other distracting items is prohibited during instructional times. They should not be visible during instructional time. Cell phones may NOT be used during class instructional time as permitted by faculty. The district shall not assume responsibility for the loss or theft of, or damage to, personal property brought to EVIT, stored, installed, or used on school premises. This is included but is not limited to: skateboards, ipads, cell phones, PDAs, roller blades, and handheld game devices. EVIT is not responsible for lost or stolen items.

School/Public Safety

Emergency/Fire Drills

In the event of a fire drill: follow the directions of your faculty who has been trained for such emergencies. Proceed to the assigned area as instructed. Not following the instructions of your faculty and fire drill procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures may be cause for suspension. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

Emergency drills will be scheduled and conducted each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

Evacuation routes are posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed in each class.

Lock-Down

In the event of a lock-down, follow the directions of your faculty member who has been trained to provide you with the safest environment for your protection. Not following the instructions of your faculty and established lockdown procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension.

Search and Seizure

Students possess the right to privacy of person, as well as the freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. A search of a student's person, bag, or purse shall be undertaken only if there is reasonable suspicion that the search will reveal evidence that the student is violating the law or Board policy.

General searches of student property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property.

The search of student property may be made without the student being present. School employees may seize illegal items or other possessions determined to be a threat to the safety and security of others, or might possibly interfere with school purposes. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Non-Permissible Activity

Dangerous Instruments/Deadly Weapons

Any student in possession of a firearm or other weapon on school grounds is subject to an immediate one-year expulsion.

Gang Activity/Secret Societies

Gang activity of any kind is not tolerated at EVIT. This includes the verbal or visual advertising of gang affiliation.

Harassment/Bullying/Cyberstalking

EVIT is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students. See Board Policy at www.evit.com/about/governing_board. Conduct that constitutes bullying or harassment may also violate federal and state anti-discrimination statutes. The District does not tolerate unlawful bullying and harassment of any type. Bullying and harassment, as defined herein, is prohibited during any District program, activity, or provided service, including transportation.

Bullying is typically chronic and systematic. Its perpetrators can be adults or minors. Bullying can involve the physical, psychological, or emotional harm, abasement, dehumanization, or embarrassment of a student or employee. It includes repeated and unwanted written, oral, or physical behavior that threatens, insults, or dehumanizes and is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interference with the individual's school performance or participation. Bullying includes but is not limited to the following behaviors:

Teasing	Cyberstalking	Public humiliation
Threats	Cyberbully	Destruction of property
Intimidation	Physical violence	Sexual, religious, or racial harassment
Stalking	Theft	

Bullying also includes retaliation against a person who has asserted or alleged an act of bullying or harassment. A report of bullying or harassment that is not made in good faith is considered retaliation.

Cyberstalking is the use of the Internet, email, instant messages, phone calls, or other electronic means to stalk, harass, intimidate, or frighten an individual, group, or organization. It may include false accusations, defamation, posting derogatory statements, monitoring someone's online activity or physical location, identity theft, threats, solicitation, or gathering information that may be used to threaten, embarrass, or harass.

Consequences

- Consequences and appropriate remedial action for students who commit acts of bullying or harassment or who are found to have falsely accused another as a means of bullying or harassment

may range from Student Success Plans up to and including suspension or expulsion. See Student Success, page 34.

Procedure for Reporting

- Any person who feels they have been the victim of bullying or harassment or has witnessed bullying or harassment should file a grievance with the program director. If the program director is the respondent, the grievance shall be filed with the next higher administrator. The Superintendent is the compliance officer and ultimate decision maker, unless the Superintendent is the respondent, then the grievance shall be filed with the Board President.

  All employees are required to report alleged bullying or harassment to the District as described above. Community members are encouraged to report any act of bullying or harassment. Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

  The District shall investigate and document grievances as soon as reasonable and maintain confidentiality to the extent reasonably possible. If the investigator has reason to believe that bullying has occurred, the Superintendent shall determine whether to hold an administrative hearing or to recommend bringing the matter before the Board. False reports may be cause for discipline. Students should refer the Board's policy: Student Discipline and employees to the policy: Discipline, Suspension, and Dismissal of Staff Members for disciplinary due-process and potential consequences which may include expulsion or dismissal.

  ### Timelines

  The grievance must be filed within 30 calendar days after the grievant knew or should have known that there were grounds for a grievance. Once the written grievance has been filed, the Superintendent, the program director, or Chief Operations Officer shall investigate and respond in writing to the complainant within 5 working days. If the program director or Chief Operations Officer does not respond, the Superintendent will have 10 additional working days to respond in writing to the complainant. If the Superintendent does not timely respond, the complainant may submit a written request to bring the issue to the Board. The Board will then review the investigative record and have 30 days to provide a written response to the complainant.

  If an investigation reveals no reasonable cause to believe that this regulation has been violated, the investigator shall inform the complaining party in writing. All decisions may be appealed in writing to the next higher administrative level within 5 days.

  Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school administration. The student may also report concerns to faculty and other school staff who will be responsible for notifying the appropriate administrator.

Parent Notification (High School)

- Administration shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all minor students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974. The notice shall

advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

Tobacco, E-Cigarettes, and Vape Devices

The use of any tobacco, e-cigarette, drug paraphernalia, or vape device on any campus is prohibited at all times. The prohibition applies to faculty, staff, students, and visitors. Violations are referred directly to Administration.

Tuition, Fees, & Refunds

Tuition Refunds (Adults only)

Students in adult-only programs, and adult students in blended programs, are responsible for making their tuition payments on time, per their unique payment plan. When students withdraw from a program, refunds are issued to the students based on the governing board approved refund schedule. The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

For 2023-2024, the tuition refunds are as follows:

Reason	Refund
Class is canceled	100%
Student withdraws within ten (10) calendar days of the start of class	100%
Student withdraws after the first half of the course	0%
Student is called to active military duty	100%
Student withdraws due to hardship	Prorated

Withdrawals

To withdraw for any reason a student must complete a Withdrawal Request Form and submit it to their Program Director with supporting documentation, if necessary. The Withdrawal Request Form is available from the Executive Assistant to the Directors, and from the Program Director overseeing the student's program.

Program Class Fees, Refunds or Transfers

The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

Supply and uniform fees, less $100.00, will only be refunded if the student submits a Request to Withdraw Form before the tenth (10th) calendar day of the start of class. Fees for consumable supplies and books will not be refunded once the student receives them. Registration, parking, and student ID fees are non-refundable. When student withdrawals are made prior to the beginning of the 10th day of class, class fees may be able to be transferred to the new EVIT program.

If a student has received Title IV Federal Financial Aid, the student may have to repay the funding received. The District is required to return unearned federal funding to the U.S. Department of Education. Students will be billed for the portion the District must return.

Hardships

Hardships include:
- a doctor verified serious illness
- serious illness or death in the family

- involuntary change in residence or job transfer
- divorce
- unexpected loss of income.

Non-Sufficient Funds (NSF)

EVIT accepts cash, cashier's check, money order, or personal check for the payment of tuition, class fees, books, supplies, or other related costs. A receipt is given for each transaction.

Adult students may also pay by MasterCard or VISA.

If a personal check is returned due to the fact of Non-Sufficient Funds (NSF) or a credit card is declined, then the following procedures shall apply:

1. A certified letter, with return receipt requested, will be sent to the name and address listed on the student registration document or credit card voucher, explaining the reasons for the letter and the terms under which repayment of funds are to be made. The recipient will be allowed five calendar days from the date of receipt of the letter to correct any issues. In addition to repayment of funds, the following fees shall be charged:

   a. $25.00 NSF Fee

   b. Certified Letter Fee

   c. Other Related Fees

2. Repayments to EVIT will be made by money order, cashier's check or cash.

3. *Checks will not be accepted for any subsequent payment.*

4. *If the recipient has not corrected the debt within five calendar days, the recipient's account will be forwarded to the Maricopa County Attorney.*

Students with Delayed Disbursement Funding from VA (Adult students):

EVIT 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 the delayed disbursement funding from VA under Chapter 31 or 33.

Payment Plans

Failure to make timely payments may result in withdrawal from the program after two consecutive late payments, regardless of the balance on the student's financial account. The last payment of an approved payment plan will be due prior to the last class day of the semester. Example 1: Semester ends on the 20th of May; the last payment is due the 5th of May. All students on a payment plan will have a monthly due date on the 5th of each month. If the 5th falls on a Saturday, Sunday, holiday or non-school day, payment is due on the next official school day. Regardless of the date the initial deposit payment was made, the first monthly payment will always be due on the 5th of each month. Late fees will be assessed at a rate of $10 per day up to $50 per month, beginning on the 6th of each month. Students may not advance to the next semester or block of instruction until the current semester or block of instruction tuition fees are paid in full

Technology Requirements & Usage

Adult Computer Specifications

Adult students are required to provide their own laptop or computer. Must have access with Windows OS, Adobe Reader, webcam, microphone, and anti-virus protection

Educational Purpose

The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

The Network has not been established as a public access service or a public forum. East Valley Institute of Technology District No. 401, hereafter referred to as the District, has the right to place reasonable restrictions on the materials students will access or post through the System. Students are also expected to follow the rules set forth in the District Student Code of Conduct rules and the law in their use of *the Network*.

Students shall not use *the Network* for commercial purposes. This means they shall not offer, provide, or purchase products or services through the Network.

Students shall not use *the Network* for political lobbying. But they may use the System to communicate with elected representatives and to express their opinion on political issues.

Electronic Library

EVIT provides to students, staff, and faculty a highly specialized database of full-text electronic information to support the needs of secondary and post-secondary education. Six databases offer a comprehensive collection of full-text reference resources including books, journals, magazines, news publications and other sources covering topics relevant to all disciplines. Students and faculty can access the online library 24/7. Please see your Program Director for access information.

Student Internet Access

Secondary students must obtain an individual account with the approval of their parents/guardians and the School.

Students, and their parent/guardian if the student is under 18, must sign an Account Agreement to be granted an individual account on the *Network*. This Agreement will be renewed on an annual basis. Parents/Guardians of secondary students may withdraw approval at any time.

Post-secondary students may obtain an individual account and must sign a Network Use Authorization Form to be granted an individual account on the *Network*. This Agreement will be renewed on an annual basis.

Student Email

Students are required to check their EVIT issued email daily according to their regular school schedule.

Unacceptable Uses

EVIT Media

- Users will not post any media on the Internet that identifies EVIT, the EVIT logo or any other identifiable representations.

- Users will consult with the program director or campus administrator to receive prior permission to post media (e.g., photos, videos, graphics, designs).

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

- Users will not use chat rooms or messaging communications, i.e., Instant Messaging, when it is not school related and authorized by the faculty member.

- Users will not agree to meet with someone they have met on-line.

- Users will promptly disclose to their Faculty or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the *Network* or to any other computer system through the *Network*, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files, or engaging in "hacking". These actions are illegal, even if only for the purpose of "browsing".

- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- Users will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.

System Security

- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

- Users will immediately notify the Information Systems Department (Support) if they have identified a possible security problem. However, users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures established in Board Policy: Chapter 6- Instruction: Use of Technology in Instruction.

- Users will not download software into District computers without expressed permission from the Director of Information Systems.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and materials posted on web pages.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- Users will not post information that, if acted upon, could cause damage or a dangerous situation.

- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

- Users will not post private information about another person.

Respecting Resources Limits

- Users will use the *Network* only for educational and professional or career development activities (no time limit), and limited, high-quality program related personal research.
- Users will not download large files unless faculty approved. If necessary, users will download the file at a time when the System is not being heavily used. The file must be removed from the System at the earliest opportunity.
- Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the users shall follow the expressed requirements. If the users are unsure whether or not they can use a work, they shall request permission from the copyright owner. If there are questions, ask a Faculty.

Inappropriate Access to Material

- Users will not use the District System to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

- If users inadvertently access inappropriate materials information, they shall immediately disclose the inadvertent access following District procedures. This will protect users against allegations that the policy has been intentionally violated.

Parents of students using the *Network*, should instruct their student, if there are additional materials that they think would be inappropriate for their access. The District fully expects that students will follow their parents' instructions in this matter.

Disciplinary Information

Student Success – a progressive intervention opportunity

Academic and behavioral policy infractions lead to consequences across a continuum.

Student Success Plan (SSP)

EVIT follows a progressive intervention process that progresses through four steps. Depending upon the circumstances, one or more steps may be omitted with approval of the Chief Academic Officer. This process will be implemented when a student fails to meet the expectations of the school. Some of these behaviors include:

- Maintaining academic integrity
- Exhibiting professional behavior
- Prioritizing safety
- Meeting dress code requirements
- Following all technology mandates
- Demonstrating responsible social networking

There are up to four steps to the process:

Step One: Verbal Counseling/Coaching– A confidential discussion will be held with a student if he/she fails to meet school or program expectations. Proper expectations will be outlined and agreed upon by the student and faculty. This communication will be documented on the Student Success Plan and maintained by the faculty.

Step Two: First Written Warning– The student will be counseled in writing regarding an area already discussed in the coaching session or another area where the student fails to meet school or program expectations. A second Student Success Plan will be completed. Specific tasks or behaviors expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

Step Three: Second Written Warning– This warning will be issued, discussed, documented, and signed when the student continues to fail to meet a challenge previously discussed or demonstrates another behavior that violates school or program expectations. Again, specific tasks or behaviors expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

Step Four: Final Action– Should a student continue to fail to meet school or program expectations, he or she will meet with the faculty and Program Director to discuss next steps. These might include course failure or program dismissal.

Dismissing a student from a program is a serious consequence and only considered if the student fails to demonstrate the desire, ability, or willingness to improve the behaviors expected of an EVIT student.

Disciplinary Action Definitions

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials.

Informal Talk
A school official (faculty, administrator, or counselor) talks to the student and tries to reach an agreement regarding how the student should behave.

Conference
A conference is held between the student and the appropriate school personnel.

Conference Involvement
Parent(s) or guardian(s) are notified by telephone, personal contact, letter, or certified letter of a conference. A conference may be conducted between the student, parent(s) or legal guardian(s), appropriate school personnel, and other individuals concerned.

In-School Detention (high school)
The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, and temporary removal from class and assignment to an Alternative Learning Classroom (ALC). At any time, an administrator or faculty may request a change of placement due to behavior in the current program classroom.

Referral for Additional Services
Some circumstances may warrant, in addition to or in lieu of suspension, that students be referred for additional services such as referral to school counseling programs, case managers, or off-campus agencies.

Short-Term Suspension (high school)
The student is informed that he or she is subject to a short suspension, which is ten (10) days or less. The student is given verbal notice of the behavior deemed inappropriate and an informal hearing, that is, the chance to tell his or her side of the story. If the superintendent then determines that short suspension is the appropriate disciplinary action, such suspension shall become effective immediately. The administrator shall notify the parent(s) or guardian(s) by telephone or letter that a short suspension has been imposed. This action shall be recorded in the student's file. The administrator may immediately suspend a student when the student's presence creates a clear and present danger to any student or school personnel. As soon as the danger subsides, the due process procedure for short suspension shall be initiated. During the suspension, the student is not permitted on district property or at district functions. The student's home school district will be immediately notified.

Long-Term Suspension (high school)
In addition to imposing a short suspension, the administrator may give notice to the student and parent(s) or guardian(s) that a long suspension, eleven (11) days or more, is being recommended to the superintendent. If imposed, the student will transition to Audit status. In accordance with the due process procedure for a long suspension, the parent(s) or guardian(s) may request either an informal meeting with the superintendent or a formal hearing. This action shall be recorded in the student's file. Parents will be informed of the appeal process in writing at the time of the recommendation. During the suspension, the student is not permitted on district property or at district functions. The student's home school district will be immediately notified.

Expulsion

The student and parent(s) or guardian(s) shall be given notice that the administrator is recommending expulsion of the student to the Governing Board. In accordance with the due process procedure for expulsion, a formal hearing shall be held by the Governing Board or by a Board-designated hearing officer(s) who shall bring a recommendation to the Board. Only the Governing Board can expel a student. During the suspension, the student is not permitted on district property or at district functions. This action shall be recorded in the student's file. Parents will be informed of the appeal process in writing at the time of the recommendation. The student's home school district will be immediately notified.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents of students under 18 will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school district.

Disciplinary Offense/Description

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Academic Misconduct/Cheating Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately are grounds for dismissal from a program of study and the Institution. Faculty members will provide guidelines and answer all student academic integrity questions.	Parent involvement / zero grade	Expulsion
Alcohol Violation Use, possession, sale, purchase, or distribution of alcoholic substances. This violation includes being under the influence of alcohol at school, any school sponsored event, or school-sponsored transportation. An alcohol violation preceded by a drug violation will be treated as a repeated occurrence for disciplinary action.	Short-term suspension	Expulsion
Arson Damaging or attempting to damage property by fire or incendiary device.	Short-term suspension	Expulsion
Assault A physical attack on a person who does not wish to fight or did not provoke it. This violation includes a student who encourages another to commit an assault.	Short-term suspension	Expulsion
Automobile Violation	Informal talk	Expulsion

Misuse of an automobile on school property, including unauthorized parking.		

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Bullying See section on Non-Permissible Activity.	Parent/ Student Conference	Expulsion
Bus Violation Violation of bus rules.	Informal talk	Expulsion

	Minimum Consequence	Maximum Consequence
Dangerous Weapon/Instrument Use, display, or possession of a knife, ice pick, CO_2 - or spring powered pellet or BB gun, laser beam pointer, brass knuckles, nun-chucks, club, fireworks, explosive ammunition, or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun. This also includes any student who assists another in using any of the above weapons previously listed.	Short-term suspension	Expulsion
Deadly Weapon/Firearm Use, display, or possession of any operable or inoperable, loaded or unloaded (1) weapon including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary, or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore or more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A destructive device is any bomb, grenade, mine, rocket, missile, or pipe bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. This violation includes handguns, pistols, rifles, shotguns, starter guns, and flare guns. Any student who knowingly assists another in using, displaying, or knowingly carrying or possessing a deadly weapon/firearm on district property or at district functions shall be subject to the same disciplinary action as is the student using,	Short-term suspension	Expulsion

displaying, or knowingly carrying or possessing a weapon as defined above.		
Disciplinary Offense/Description	**Minimum Consequence**	**Maximum Consequence**
Defiance of Authority Failure to comply with reasonable requests of school officials. This includes leaving campus/class without permission and ditching. Physical resistance to school officials may result in expulsion regardless if such resistance is a first occurrence.	Informal talk	Expulsion

Discrimination Mistreatment based upon race, ethnicity, gender, religion, or disability. This violation includes false accusations of discrimination or harassment.	Short-term suspension	Expulsion
Disorderly Conduct Conduct that disrupts the orderly operation or educational environment or mission of the school, and poses a threat to the health, safety, and/or welfare of students, staff, and others (A.R.S. 13-2904). This violation may include profanity, obscene gestures, and excessive public displays of affection.	Informal talk	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Dress Code Failure to comply with district & school dress standards.	Informal talk	Short-term suspension
Drug Violation The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance OR equipment and devices used for preparing or taking drugs or narcotics on district property or traveling between school and home (includes lunch period). Distribution, manufacture, or sale of marijuana, other illegal drugs and inhalants, and other noxious substances. It also includes distribution, manufacture, or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution). Use, possession, or purchase of marijuana, other illegal drugs and inhalants, and other noxious substances. This also includes off-campus use and then being on district property or at a district function. It also includes use, possession, or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action, and vice versa.	Short-term suspension	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Fighting Mutual participation in a physical altercation involving violence against a person or persons.	Short-term suspension	Expulsion
Forgery Using the signature or initials of another person.	Informal talk	Long-term suspension
Gambling Participating in games of chance for money.	Informal talk	Long-term suspension

	Minimum	Maximum
Gang Activity/Association Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school. This includes students who imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person (Board Regulation JICF).	Informal talk	Expulsion
Harassment/Bullying See section on Harassment/Bullying.	Parent/ Student Conference	Expulsion
Horseplay Any rough and/or boisterous play that disrupts the classroom or campus.	Informal talk	Long-term suspension
Information Systems/ Electronic Devices Violation Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras, and audio/video recorders, and other information system devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.	Parent/ Student Conference	Expulsion
Lying/False Accusation Knowingly giving false or misleading information, information calculated to mislead, including false accusations against others.	Informal talk	Long-term suspension

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Medication or Dietary Supplement (Unauthorized Possession) Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use will be treated as a drug violation	Parent/ Student Conference	Expulsion
Profane Language/Disrespect Verbiage, tone, and language deemed inappropriate in the classroom, on school property, or at school functions.	Parent/ Student Conference	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
Robbery/Extortion The taking, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of violence and/or putting the victim in fear; includes "extortion."	Short-term suspension	Expulsion
Safety Issues Violations of campus, classroom, and/or shop safety rules, policies, and procedures. Violations beyond what would be considered horseplay.	Parent/ Student Conference	Long-Term Suspension
Sexual Abuse Sexual contact without consent.	Short-term suspension	Expulsion
Sexual Harassment Unwanted/unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.	Short-term suspension	Expulsion
Sexual Offense Sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure, sexual activity, lewd phone calls, and possession of pornographic materials.	Short-term suspension	Expulsion
Student Speech Prohibited speech or violation of valid school restrictions on the time, place, or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, or plainly offensive speech, "fighting words," and threats of violence.	Short-term suspension	Expulsion
Tardiness Late arrival to a scheduled class or appointment.	Informal talk	Short-term suspension

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence

Threats Threatening the safety of persons or property. This includes violations of A.R.S. 13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee, or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.	Informal talk	Expulsion
Tobacco Violation The use, distribution or possession of a tobacco product. This includes vapor pens and E-cigarettes.	Parent/ Student Conference	Expulsion
Trespassing Unauthorized presence on district property	Informal talk	Long-term suspension
Truancy /Unexcused Absence Any absence that is not excused by the student's parent or legal guardian and approved by the appropriate school official.	Informal talk	Expulsion
Vandalism Destroying or defacing property of the district, staff or students, including graffiti. Students may be liable for destruction of school property.	Parent/ Student Conference	Expulsion

Grievances

Students, and the parents or guardians of a minor, with complaints or grievances against the institution other than bullying or harassment (see the Procedure for Reporting section for bullying or harassment), have the right to present their concerns for resolution. The East Valley Institute of Technology grievance process consists of two processes, the informal and formal grievance. All concerns must be addressed via the informal process before moving to a formal grievance process. The institution adheres to the following procedure for resolving grievances.

Informal Grievance

The informal grievance process must be initiated within twenty (20) calendar days of the time the student knew or should have known that there were grounds for the grievance. The informal grievance process has two steps. Many complaints or concerns can be resolved through open communication with the instructor. The first step is to discuss the concern with the student's instructor, program supervisor, or counselor, who will meet with grievant within five (5) class days. If a resolution is not achieved at this step the grievant should then meet with the appropriate Program Director, who will render a decision within five (5) work days. The grievant must exhaust the informal grievance process before filing a formal grievance. If the informal grievance is not resolved to the grievant's satisfaction at the informal stage, it may be submitted to the formal grievance process.

Formal Grievance

The formal grievance process must be submitted within ten (10) calendar days of the outcome of the informal process. The Program Director will provide the form for submitting a formal grievance. The form must be submitted to the Program Director who will convene a grievance committee. The grievance committee will consist of another instructor, a dean of students, and a different Program Director. The grievance committee will review the grievance and any supporting documentation. This review may include additional investigation and interviews of individuals with relevant information. The committee will make a recommendation to the Superintendent within ten (10) calendar days of submission of the formal grievance. The Superintendent will render a final decision, in writing, to the grievant within five (5) work days.

- An informal grievance may be withdrawn at any time before a final decision is made at this level. Once withdrawn, the process cannot be reopened if the resubmission is longer than the thirty (30) calendar days from the date of the occurrence of the alleged incident.

- A formal grievance may be withdrawn at any time before a final decision is made at this level. Once withdrawn, the process cannot be reopened unless still within ten calendar days of the decision made at the informal level.

- Retaliatory or intimidating acts against any student who has made a complaint, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

- Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.

- When District officials have a reasonable belief or an investigation reveals that a reported

incident may constitute an unlawful act, law enforcement authorities will be informed.

If a student or parent/guardian is still dissatisfied with the outcome of the grievance process, he/she can contact one of the following agencies, depending on whether or not the grievance is about a high school or adult education program:

- High School Student – Arizona Department of Education (ADE). Complaints may be submitted online at https://www.azed.gov/adeinfo/about-ade/submit-complaint

- Adult Student - Commission of the Council on Occupational Education (COE). Complaints can be mailed, or completed online. The online form is at: https://council.org/.

  Written complaints with the supporting documentation can be mailed to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Probation, Satisfactory Academic Progress Termination, Reinstatement (Adult Programs)

Probation

If a student does not meet the minimum standards in any evaluation period, the student will be placed on academic probation for a maximum of two evaluation periods. If a student is placed on academic probation, the school will reevaluate the student progress midpoint of the current evaluation term. If satisfactory academic progress is not achieved during the probation period, student will be suspended/terminated. The student will be required to meet with their faculty to establish a plan for improvement.

Students on academic probation must meet with an Enrollment Advisor prior to enrolling in future programs of study.

Satisfactory Academic Progress (SAP) Termination

If Satisfactory Academic Progress is not achieved during the probation period, the student's status will be changed from active to terminated. Termination will mean the student cannot enroll for one year. After a SAP termination and the subsequent 365-day waiting period, the student may submit a reinstatement request to return to the program.

Reinstatement

A student will be reinstated if the student submits a formal appeal and the appeal is approved.

Academic Dismissal Appeals (Adult Programs)

Any student who is recommended for dismissal due to academic failure and feels there are extenuating circumstances for the dismal may make a formal appeal to a program administrator, program director or designee assigned by the Chief Academic Officer. A formal appeal, called a grievance, must:

- Be in writing and submitted to the appropriate person listed above within (2) two school days of when the student was dismissed.

- Include the extenuating circumstances that caused the student to not meet minimum grade point standards or attendance standards and why the student believes he/she should be considered for grievance and the steps he/she will take to improve academic or attendance performance.

- Include appropriate supporting documentation.

- Include how that condition or situation has been resolved thus allowing the student the ability to meet minimum grade point standards.

Students will be notified by the appropriate administrator by email or telephone of the results of their grievance and any restrictions or conditions pertaining to their grievance within two (2) school days of receiving the grievance. The outcome of a grievance may include a new probationary term or denial. All records concerning satisfactory or unsatisfactory progress are filed with the student's academic record.

NOTE: The grievance process for grades expires three months from the date the grade was issued.

Legal Notices

Affirmative Action Statement

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Disability Services (DS) Coordinator 480-461-4154, ADA/504/Title IX DS Coordinator. Under the ADA and Section 504, the district recognizes the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX DS Coordinator will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the DS Coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner. Students with disabilities may request catalog information in an alternative format from the district ADA/504 DS Coordinator.

Anti-Discrimination Policy

EVIT does not discriminate on the basis of race, color, gender, national origin, disability, religion or age in its programs, services or activities. Compliance: Title IX, Title VI, Section 504 of the Rehabilitation act of 1973, the Americans with Disabilities Act of 1990, and Drug Free Workplace Act of 1988. The Title IX Compliance Officer is Dr. Chad Wilson, Superintendent. For information regarding discrimination grievance or complaint procedures, contact the Chief Academic Officer of Compliance at 480.461.4011.

Licensure Disclaimer

EVIT courses and programs prepare students for entry into a variety of professions. Many of these professions require an occupational license or certificate to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state, or federal agencies and are often based on a person's character and documented criminal history. It is possible for a student who has obtained a certificate from EVIT to be denied the right to work in a particular profession after completing the certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

Policies for Minors and Adults

EVIT delivers educational programs to minors (i.e., people under the age of 18 years), and adults (i.e., people 18 years of age or older). Except when otherwise specified, the policies within this document apply to all students, regardless of age. In accordance with state and federal law, however, parents or guardians must be included in decisions related to minors.

The EVIT Catalog is reviewed with an annual update every summer. The updated catalog will be posted on the EVIT website following the administrative review and approval process. EVIT reserves the right to modify policies, course schedules, curriculum, or courses due to program upgrades or content changes. When catalog changes occur between annual updates, students will be notified of a catalog update via Canvas

Service Animals

Service dogs are permitted in district vehicles and in classrooms to perform the functions for which they are trained. Under Title II and III of the ADA, service animals are limited to dogs. Per ADA guidelines, emotional support animals (ESA) are not considered service animals.

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog
- Hearing or Signal Dog
- Psychiatric Service Dog
- A Sensory Signal Dog or Social Signal Dog (SSigDOG)
- Seizure Response Dog
- Diabetic Alert Dog
- Disability Assistance Dog

Tuition and Fees

Tuition and fees are approved by the EVIT Governing Board and are subject to change without notice.

Adult Students in High School Classes

Career technical education districts may offer CTE programs to adult students. At EVIT, Students over twenty-one (21) years of age may attend CTE programs (other than massage therapy) during regular school hours on any of EVIT's central 2023-2024 EVIT Catalog for High School and Adult Programs V.1 December, 2022 campuses, if the CTE program has additional student capacity after the enrollment of persons who are twenty (20) years of age or younger. A person over twenty-one years of age cannot be admitted to or attend EVIT during regular school hours unless the person has a valid fingerprint clearance card.

Custody

In cases where custody/visitation affects the district, the school will follow the most recent court order on file with the district. It is the responsibility of the custodial parent or parents having joint custody to provide the district with the most recent court order.

Student Rights and Responsibilities

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The school shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose. All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

Users' rights to free speech, as set forth in the District student conduct regulations, also apply to their communication on the Internet. The District will not restrict the users' speech on the basis of a disagreement with the opinions being expressed.

- Users should expect only limited privacy in the contents of their personal files on the District System and records of their online activity.

- Routine maintenance and monitoring of the Network may lead to discovery that a user may have violated Policy IJNDB, the District student disciplinary code, or the law.

- An individual search will be conducted if there is reasonable suspicion that a user may have violated Board Policy, the District student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities.

- In the event there is an allegation that a student has violated District Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accordance with the applicable provision of the code.

Notice of Confidentiality of Records

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

- Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include – but are not necessarily limited to – identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, Faculty or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the District under the supervision of the building administrator and are available only to the Faculty and staff members working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the program director for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school.

Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement between the Program Director and parent cannot be reached, you may contact the Chief Academic Officer or the Superintendent and request a hearing.

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office at the Main campus. Federal law also permits a parent to file a complaint with the Family Education Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

Parent's Right to Know

Pursuant to requirements of the 'No Child Left Behind Act' of 2001, parents of students attending EVIT may request information regarding the professional qualifications of their child's program Faculty. Upon such request, information will be provided in a timely manner.

Program Information

Program Types

- **Associate Degrees**: In 2022, Arizona law was changed to allow EVIT and the state's other Career Technical Education Districts (CTEDs) to offer associate degrees in certain high-demand fields. EVIT's first associate degree program -- an Associate of Applied Science in Surgical Technology -- began in January 2024. Upon completing the Associates Degree, students can sit for the Certified Surgical Technologist (CST) exam. Additional associate degree programs are in development.

- **Adult Certificate Programs:** EVIT provides a formal award certifying the satisfactory completion of an educational program that publicly attests that a specified quality or standard has been achieved or exceeded.

- **Blended Programs:** EVIT high school programs, with the exception of Massage Therapy, offer a limited number of seats for adults who want a daytime/2.5-hour schedule. Adults over the age of 21 enrolling in a high school program will need a Department of Public Safety (DPS) Fingerprint Clearance Card prior to starting class. Contact an enrollment advisor at 480-461-4108 for detailed information. Blended Programs do not qualify for Government Financial Aid but offer a Certificate of Completion. Blended Programs are not accredited through Council on Occupational Education (COE)

Program Offerings

Certificate Programs	Associate Programs	High School Offerings	Blended Offerings	Adult-Only Offerings	Campus
Aesthetics		X	X	X	Main & Power
Automotive Technologies		X	X		Main
Aviation		X	X		Power
Barbering		X	X		Main
Collision Repair		X	X	X	Main
Commercial Baking		X	X		Main
Construction		X	X		Main
Cosmetology		X	X	X	Main & Power
Criminal Justice		X			Main & Power
Culinary Arts		X	X		Main
Dental Assisting		X	X		Main
Diesel Technologies		X	X		Main
Digital Animation		X			Main
Early Childhood Education		X			Main
Electrical & Power Transmission		X			Main
Emergency Medical Technician		X			Main
Fashion Design & Merchandising		X			Man
Fire & Emergency Services		X	X	X	Main
Future Engineers		X			Power
Graphic Design		X	X		Main
HVAC		X	X	X	Main
Interior Design		X			Main
Massage Therapy		X		X	Main
Medical Assistant		X	X		Main & Power
Mental & Social Health Technician		X	X		Main
Network Security		X			Main
Nursing Assistant		X		X	Main & Power
Pharmacy Technician		X	X		Main
Physical Therapy Technician		X	X		Main
Plumbing		X	X	X	Main
Practical Nursing				X	Main
Radio & Audio Production		X	X		Main
Software and App Design		X			Main
Sterile Processing				X	Main
Surgical Technologist	X				Main
Technology Device Maintenance		X			Main
Veterinary Assistant		X	X		Power
Video Production		X			Main
Welding		X	X	X	Main & Power

Adult Only Programs

Aesthetics Program

DESCRIPTION
The **Aesthetics** program prepares individuals to apply technical knowledge and skills in the science of skin care and develop a thorough understanding of all aspects of the industry basics including waxing, makeup techniques, facials and general knowledge of the spa industry. Students will learn techniques for skin analysis, deep pore cleansing, exfoliation and specialized treatments including dermaplaning, peels and body treatments. The program is heavily focused on the practical application of skills.

CAREER CONNECTION
Occupational Profile: www.onetonline.org/link/summary/39-5094.00 Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment Licensure or Certification Information: https://bcb.az.gov/apply **Career Pathways:** Aesthetician, Makeup Artist, Manufacturer Rep., Salon Manager/Owner, Aesthetics Instructor, State Board Examiner

ADULT PROGRAM & COURSE INFORMATION	
Length of Program	640+ clock hours (2 semesters)
Prerequisites	• High School Diploma or GED • 9th grade English, Reading and Math
Program Tuition	$7,400.00
Supply Fees*	$1,090.00 *Supply Fees Include: Student Aesthetics Kit, Lash Extension Kit, Student ID Badge, Consumable Lab Supply Fee
Estimated Out of Pocket Fees*	$577.00 *Estimated Out-Of-Pocket Fees: Uniform (2 Sets black scrubs, Close Toed Shoes, 1 Zipper Jacket) -80.00, DPS Level I Fingerprint Card - 70.00, Books -$180.00, Arizona State Board Certification Exam-Theory & Practical-$177.00 & AZ License-$70.00

Funding Opportunities	- Federal Student Aid/Financial Aid - VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (Follows the EVIT HS Schedule)	7:00am - 11:00am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (Follows the EVIT HS Schedule)	12:00pm - 4:00pm	Main

Collision Repair Program

DESCRIPTION	

The **Collision Repair** program prepares individuals to apply technical knowledge and skills in collision repair shop operations, materials handling and safety practices. Students will be introduced to basic operations in many areas of the collision repair industry with a focus on entry-level position skills. Students will gain basic understanding of safety practices, tool and equipment usage, maintenance, basic repair process and procedures, damage assessment, metal repair, structural realignment, welding techniques, paint preparation, painting and detailing. Students will also experience structural and plastic repair techniques. In addition, students will gain knowledge of the mechanical and electrical components of late model automobiles and experience a well-balanced mix of classroom lecture, lab and shop activities for hands-on, real-life practice.

CAREER CONNECTION	

Occupational Profile: www.onetonline.org/link/summary/49-3021.00
Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment
Licensure or Certification Information: https://www.aseeducationfoundation.org/
Career Pathways: Automotive Painter, Collision Repair Technician, Damage Appraiser

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	Approximately 360 clock hours (One Semester)
Prerequisites	- High School Diploma or GED, 9th grade English, Reading and Math
Program Tuition	$5,550.00
Supply Fees*	$930.00 *Supply Fees Include: Safety glasses, non-structural consumables, plastic welding consumables, welding consumables, metal fab consumables, refinishing consumables, masking and prepping consumables, refinishing respirator
Estimated Out of Pocket Fees*	$370.00 *Estimated Out-of-Pocket Fees Include: Paint respirator - $30, Safety glasses - $20; DPS Level 1 Fingerprint Clearance card $70, Uniform $85, ASE Certifications $180

Funding Opportunities	- VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	Monday - Friday, daily (Follows the EVIT HS Schedule)	7:00am - 11:00am	Main
Jan 6, 2025	May 21, 2025	Monday - Friday, daily (Will meet March 17-21, 2025)	7:00am - 11:00am	Main

Cosmetology Program

DESCRIPTION
The **Cosmetology** program prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. The program includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

CAREER CONNECTION
Occupational Profile: www.onetonline.org/link/summary/39-5012.00 Gainful Employment Disclosure: www.evit.com/adult_career_training_programs/consumer_information Licensure or Certification Information: www.boc.az.gov/licensing Career Pathways: Hair Stylist, Barber, Platform Artist, Salon Owner, Sales Consultant, Cosmetology Instructor

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	1540 hours, 13 -22 months based upon a full or part time schedule. (Must complete 1500 hours to be eligible to sit for Cosmetology Boards)
Prerequisites	• High School Diploma or GED • 9th grade English, Reading and Math
Program Tuition	$12,500.00
Supply Fees*	$1,330.00 *Supply Fees Include: Student Cosmo kit, Student ID, Consumable classroom supplies
Estimated Out of Pocket Fees*	$577.00 *Estimated Out-of-Pocket Fees Include: DPS Level I Fingerprint Card - $70.00, State Board Exam-Theory and Practical - $177.00, Uniform (2 sets scrubs, 1 scrub jacket, close toed shoes) -$80.00, Books- $180.00, & AZ license-$70.00

Funding Opportunities	
	• Federal Student Aid/Financial Aid • VA Education Benefits • Tribal Funding for eligible students • Scholarships • Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	**Cosmetology I** Monday - Friday, daily	8am- 12 pm	Main
January 6, 2025	May 20, 2025	**Cosmetology I** Monday - Friday, daily	8 am- 12 pm	Main
January 6, 2025	June 30, 2025	**Cosmetology II (Full time)** Monday- Friday, daily	8 am- 4:30 pm	Main
January 3, 2025	June 30, 2025	**Cosmetology II (Part time)** Monday- Friday, daily (Adult Ed Schedule - (In session October 7-10th)	12:30pm- 4:30 pm	Main

Emergency Medical Technician Program

DESCRIPTION
The **Emergency Medical Technician** program prepares individuals to recognize, assess, and manage medical emergencies in the pre-hospital environment. This program will develop the student's confidence, knowledge, and skills in performing critical assessment and management of patients with medical and trauma-related life threats. It also focuses on the development of an EMT's critical role as a team member during patient crisis situations. This program includes instruction in emergency medical services, medical, legal and ethical issues, pharmacology, anatomy and physiology, medical terminology, patient assessment and treatment, and emergency medical services operations.

CAREER CONNECTION
Occupational Profile: https://www.onetonline.org/link/summary/29-2041.00 Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment Licensure or Certification Information: https://www.nremt.org/EMT/Certification Career Pathways: EMT, Paramedic, Emergency Room Tech, Nursing, Physician Assistant, Medical School Prerequisites

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	180+ hours
Prerequisites	- High School Diploma, GED or HiSET 9th Grade Reading Level - Current American Heart Association (AHA) Basic Life Support (BLS) CPR Card (must remain current during the timeframe of the program).
Tuition	$1,200.00
Supply Fees*	$325.00 *Supply Fees Include: Student ID Badge, Lab Fee Consumable Supplies, NREMT Skills Testing, NREMT Written Testing
Estimated Out of Pocket Fees*	$617.00 *DPS Level I Fingerprint Card - $70.00, Background Check - $50.00, Books -$300.00, Uniform (2 polos, black pants, close toed shoes) - $80.00, Drug Screening -$35.00, My Clinical Exchange -$40.00, BP Cuff Kit - $42.00

Funding Opportunities	- VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Sept 27, 2024	Monday - Friday, daily	7:00am - 12:00pm	Main
Oct 15, 2024	Dec 20, 2024	Monday - Friday, daily	7:00am - 12:00pm	Main
Jan 6, 2025	Mar 7, 2025	Monday - Friday, daily	7:00am - 12:00pm	Main
March 24, 2025	May 20, 2025	Monday - Friday, daily	7:00am - 12:00pm	Main

HVAC-R Program

DESCRIPTION
The **HVAC-R (Heating, Ventilation, Air Conditioning and Refrigeration)** program is designed to provide individuals with a comprehensive knowledge of air-conditioning, heating, and refrigeration systems, both residential and commercial, in terms of mastering installation, troubleshooting, and maintenance practices. Students are also provided training in electrical maintenance, residential, commercial and industrial wiring, appliance repair, installation of light and power equipment and repair of electronic controls and circuits.

CAREER CONNECTION
Occupational Profile: www.onetonline.org/link/summary/49-9021.00 **Gainful Employment Disclosure:** https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment **Licensure or Certification Information:** EPA608 and OSHA 10 **Career Pathways:** A/C Tech (Air Conditioning Technician); HVAC-R Installer (Heating, Ventilation, Air Conditioning and Refrigeration Installer); HVAC-R Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Mechanic); HVAC-R Service Tech (Heating, Ventilation, Air Conditioning and Refrigeration Service Technician); HVAC-R Specialist (Heating, Ventilation, Air Conditioning and Refrigeration Specialist); HVAC-R Systems Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Systems Mechanic)

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	Approximately 360 clock hours – One Semester
Prerequisites	- High School Diploma or GED - Proficiency in basic Reading and Math
Program Tuition	$5,550.00
Supply Fees*	$205.00 *Supply Fees Include: Consumable Classroom Supplies, Student Badge, NCCER Online Access
Estimated Out of Pocket Fees*	$195.00 *Estimated Out-of-Pocket Fees: Safety glasses- $20.00, Gloves - $30.00, Fingerprint Clearance Card - $70.00, Uniform - $75.00

Funding Opportunities	- VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	Monday - Friday, daily (Follows the EVIT HS Schedule)	7:00am - 11:00am	Main
Jan 6, 2025	May 21, 2025	Monday - Friday, daily ((Will meet March 17-21, 2025)	7:00am - 11:00am	Main

Massage Therapy Program

DESCRIPTION

The **Massage Therapy** program prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The program includes instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, craniosacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics.

CAREER CONNECTION

Occupational Profile: www.onetonline.org/link/summary/31-9011.00
Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment
Licensure or Certification Information: www.massagetherapy.az.gov/for-applicants
Career Pathways: Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice Owner

ADULT ONLY - PROGRAM & COURSE INFORMATION

Length of Program	720 hours (10 months)
Prerequisites	• High School Diploma, GED or HiSET • Proficiency in Basic Reading and Math
Program Tuition	$5,000.00
Supply Fees*	$185.00 *Supply Fees Include: Consumable Lab Supplies, ID Badge, CPR Certification
Estimated Out of Pocket Fees*	$495.00 *Estimated Out-of-Pocket Fees: Books - $75.00, Uniform (Scrubs, close toed shoes, watch)- $80.00, DPS Level 1 Fingerprint Clearance Card - $70.00, Background Check for Licensure - $50.00, License Fee - $220.00

Funding Opportunities	- Federal Student Aid/Financial Aid - VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday-Friday, daily (Follows the EVIT HS Schedule), (*Saturdays once a month for clinical 8:00am - 2:00pm)	7:00am - 11:00am Saturday* 8:00am - 2:00pm	Main

Nursing Assistant Program

DESCRIPTION

The **Nursing Assistant** program prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities under the training and supervision of a registered nurse or licensed practical nurse. The program includes instruction in infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, and basic nursing skills. Direct patient care training & instruction is facilitated in the classroom, lab and clinical settings.

Note: This class and certification is a prerequisite for the EVIT Practical Nurse program.

CAREER CONNECTION

Occupational Profile: www.onetonline.org/link/summary/31-1014.00
Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment
Licensure or Certification Information: www.azbn.gov/licensure-certification/applications-forms
All nursing assistant applicants for certification must have legal presence in the United States, as defined in A.R.S. 32-1606 (B)(17), and will not be issued a nursing assistant certificate if they have one or more felony convictions and have not yet received an absolute discharge from the sentences for all felony convictions three or more years before the date of filing an application for certification. Applicants will be fingerprinted to permit the Department of Public Safety to obtain State and Federal criminal history information. All applications with a positive history or investigation may be ineligible for certification
Career Pathways: Certified Nursing Assistant, Practical Nurse, Registered Nurse

ADULT ONLY - PROGRAM & COURSE INFORMATION

Length of Program	190 clock hours including clinical
Prerequisites	- High School Diploma, GED or HiSET - Proficiency in Basic Reading and Math - Current American Heart Association (AHA) Basic Life Support (BLS) CPR Card (must remain current during the timeframe of the program).
Program Tuition	$1,300.00
Supply Fees*	$155.00 *Supply Fees Include: Student ID Badge, Consumable Classroom Supplies
Estimated Out of Pocket Fees*	$622.00 *DPS Level I Fingerprint Clearance Card - $70.00, Background Check - $50.00, Uniform (Scrubs, closed-toe

	shoes, watch with second hand) -$80.00, Blood Pressure Kit - $42.00, My Clinical Exchange - $40.00, D&S Headmaster NA - $130.00, AZBON State License (optional) - $100.00, Drug Screen - $35.00, Books -$75.00. Immunizations are not included in the estimate but are required for clinicals.
Funding Opportunities	- Federal Student Aid/Financial Aid - VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
TBA	TBA	TBA	TBA	TBA

Plumbing Program

DESCRIPTION
The **Plumbing** program will provide individuals with technical understanding and skills development and integrates theory with practical experience. Through the program, the student develops skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading and isometric interpretation.

CAREER CONNECTION
Occupational Profile: www.onetonline.org/link/summary/47-2152.02 Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment Licensure or Certification Information: OSHA 10 and CPR/First Aide, NCCER Certification Pathways: Plumbing Service & Repair Technician

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	Approximately 360 hours – One Semester
Prerequisites	• High School Diploma or GED, • Proficiency in Basic Reading and Math
Program Tuition	$5,550.00
Supply Fees	$905.00 *Supply Fees Include: Student ID badge, Consumable Lab Supplies,
Estimated Out of Pocket Fees	$160.00 *Estimated Out-of-Pocket Fees: Safety Glasses -$20.00, Gloves-$30.00, DPS Level I Fingerprint Clearance Card - $70.00, Uniform - $40.00
Funding Opportunities	• VA Education Benefits • Tribal Funding for eligible students • Scholarships • Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	Monday - Friday, daily (Follows the EVIT HS Schedule)	7:00am - 11:00am	Main
Jan 6, 2025	May 21, 2025	Monday - Friday, daily ((Will meet March 17-21, 2025)	7:00am - 11:00am	Main

Practical Nursing Program

DESCRIPTION
The **Practical Nursing** program prepares individuals to become Licensed Practical Nurses (LPNs) by providing a comprehensive course of study that combines theory with clinical practice. The program includes instruction in nursing roles and responsibilities, client care concerns, foundations of Medical-Surgical Nursing, interviewing & physical assessment, legal & ethical issues, nurse-client relationships, cultural care considerations, pain management, infection control, perioperative care, disaster situations, integrative medicine and end-of life care, anatomy and physiology, nursing management, pharmacology, and client education of the associated diseases and disorders. Practical nursing students will also complete clinical rotations.

CAREER CONNECTION
Industry/Program Certification: Arizona Board of Nursing #96-130 **Occupational Profile:** www.onetonline.org/link/summary/29-2061.00 **Gainful Employment Disclosure:** https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment **Licensure or Certification Information:** www.azbn.gov/licensure-certification/applications-forms **Career Pathways:** Licensed Practical Nurse, Registered Nurse

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	1080 hours - Approx. 12 months
Prerequisites	- Advising Session with Nursing Director - High School Diploma/GED or higher degree from a recognized institution. College transcripts (may be unofficial) - HESI exam, minimum score of 70% in Basic Math & 70% in English Composite in the same test event within the last two years - Certification in the health care field such as Certified/Licensed Nursing Assistant, Medical Assistant, or Emergency Medical Technician **OR** completion of any EVIT health program **OR** like experience of 1 year or 800 hours in the medical field (Veterinary assisting, Behavioral Health Technician, Patient Care Technician etc) **Current valid Level One DPS Fingerprint Clearance Card** - Valid government issued photo ID (example: state-issued driver license) - Proof of legal residence per AZBN requirements will be necessary for licensure (see **www.azbn.gov** for a list of acceptable documents) - Note: Further health and safety documentation will be required to be eligible for clinical rotation
Program Tuition	$14,000.00

Supply Fees*	$2,950.00 *Supply Fees Include: ID Badge, ATI Access, Consumable lab supplies.
Estimated Out of Pocket Fees*	$1,105.00 *DPS Fingerprint card -$70.00, Uniform (Scrubs, close toe shoes, watch with second hand) -$80.00, Blood Pressure Kit -$25.00, Books $500, AZ Board of Nursing Application Fee $150, Board of Nursing Fingerprint $50, Pearson VUE CLEX PN $150, My clinical exchange $40, Clinical Tracking $100. *Immunizations are not included in the estimate but are required for clinicals
Funding Opportunities	- Federal Student Aid/Financial Aid - VA Education Benefits - Tribal Funding for eligible students - Scholarships - Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
Aug. 26, 2024	Dec 20, 2024	Monday - Friday, daily*	7:30am - 6:00pm*	Main
Jan 2, 2025	April 18, 2025	Monday- Friday, daily *		
April 28, 2025	August 15, 2025	Monday- Friday, daily*		
		* Clinical/class days and times will vary throughout the program and may include weekends. A schedule is provided by semester.		

Sterile Processing Technician Program

DESCRIPTION

The **Sterile Processing Technician** program prepares individuals to apply technical knowledge and skills for decontamination, inspection, assembly and sterilization of surgical instruments and surgical supply. Instruction includes understanding of surgical instruments, general cleaning of equipment, package wrapping techniques, assembly of instruments on surgical trays, surgical supply, sterilization methods, sterile storage, patient care equipment, linen folding, and distribution. Once students understand the basic concepts and skills, they will utilize what they have learned at a clinical site.

CAREER CONNECTION

Occupational Profile: www.onetonline.org/link/summary/31-9093.00
Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment
Licensure or Certification Information: www.iahcsmm.org/certification.html
Career Pathways: Central Processing Technician (CPT), Central Service Technician (CST), Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Instrument Technician, Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Sterile Processing Technician, Sterile Technician, Sterilization Technician

ADULT ONLY - PROGRAM & COURSE INFORMATION

Length of Program	Approximately 600 hours – One Semester **Note:** Clinical rotations are generally 8 hour shifts, full time from October-December. Verify with an Enrollment Advisor for your particular schedule.
Prerequisites	• High School Diploma or GED • Proficiency in Basic Reading and Math • Must provide proof of health insurance • Current AHA BLS CPR Card (must not expire during the timeframe of the program).
Program Tuition	$6,850.00
Supply Fees*	$325.00 *Supply Fees Include: Consumable Lab Fee, ID Badge, Certification Fee
Estimated Out of Pocket Expenses*	$500

	*Estimated Out-of-Pocket Fees: Books -$200.00, Uniform (Scrubs, close toed shoes, watch) -$80.00, Drug Screen - $35.00, Fingerprint Clearance Card -$70.00, Background Check -$25.00, My Clinical Exchange - $40.00. *Immunizations are not included in the estimate but are required for clinicals.
Funding Opportunities	• Federal Student Aid/Financial Aid • VA Education Benefits • Tribal Funding for eligible students • Scholarships • Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	Monday - Thursday, daily* *Internship days/times will vary. A schedule is provided by semester.	4:00pm - 8:30pm	Main

Welding Program

DESCRIPTION
The **Welding** program prepares individuals to acquire welding techniques and be product verified with weldment testing. They will develop a working knowledge of blueprint reading, and the welding processes for Shielded Metal ARC Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored ARC Welding (FCAW), and Gas Tungsten ARC Welding (GTAW) with the use of thermal cutting equipment. Students will learn about the tools and equipment for the welding trade.

CAREER CONNECTION
Occupational Profile: www.onetonline.org/link/summary/51-4121.00   Gainful Employment Disclosure: https://www.evit.edu/high-school-career-training/admissions/adult-college-and-career-gainful-employment   Licensure or Certification Information: https://www.aws.org/certification/page/home   Career Pathways: Apprenticeships, Helper, Welder, Combination Welder, Fitter Welder, Weld inspection, Sales. Technology Requirements: Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection

ADULT ONLY - PROGRAM & COURSE INFORMATION	
Length of Program	Approximately 360 hours One Semester
Prerequisites	● High School Diploma or GED, ● Proficiency in Basic Reading and Math
Program Tuition	$5,550.00
Program Supply Fees*	$905.00 *Supply Fees Include: Welding Consumables Lab Supplies for SMAW (Stick), GMAW (MIG) & OFC (Oxy Fuel Cutting) processes, glasses, ID badge.
Estimated Out of Pocket Fees*	$700 *Estimated Out-Of-Pocket Fees: Safety Glasses - $20.00, Gloves -$20.00, Uniform PPE (Steel toe boots, welding helmet, welding jacket, 4 long sleeve shirts) - $270.00, Hand Tools - $70.00, MIG & TIG Certifications Approx. $150.00 each/Total $300.00

Funding Opportunities	● VA Education Benefits
	● Tribal Funding for eligible students
	● Scholarships
	● Interest-free payment plans available
	For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
July 24, 2024	Dec 20, 2024	Monday- Thursday, daily Adult Ed Schedule - (In session October 7-10th)	4:30 pm- 9:30 pm	Main
Jan 6, 2025	May 20, 2025	Monday- Thursday, daily Adult Ed Schedule- (In Session March 17-21st)	4:30 pm- 9:30 pm	Main

Associate Program

Surgical Technology

DESCRIPTION

The **Surgical Technology** program prepares individuals to apply technical knowledge and skills for facilitating the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Students will also explore the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation of instrumentation and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The program includes instruction in anatomy, physiology, pathophysiology, microbiology, medical terminology, basics of scrubbing, aseptic technique, instrumentation, preoperative, intraoperative, and postoperative care. Once students understand the basic concepts and skills, they will utilize what they have learned at a clinical site.

CAREER CONNECTION

Occupational Profile: www.onetonline.org/link/summary/29-2055.00
Gainful Employment Disclosure:
www.evit.com/adult_career_training_programs/consumer_information
Licensure or Certification Information: www.nbstsa.org/csfa-first-time-applicants
Industry/Program Accreditation: The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Contact: 727-210-2350. 1361 Park Street, Clearwater, FL 33756
Program Certifications: National Board of Surgical Technologists and Surgical Assistants (NBSTSA). The Association of Surgical Technologists (AST), Contact: 303-694-9130. 6 West Dry Creek Circle, Suite 220, Littleton, CO 80120
Career Pathways: Certified Surgical Technologist

ADULT ONLY - PROGRAM & COURSE INFORMATION

Length of Program	5 Blocks = 66 credits
Prerequisites	High School Diploma or GED
Proficiency in Basic Reading and Math
Medical experience recommended but not necessary
Must provide proof of health insurance
Current AHA BLS CPR Card (must not expire during the timeframe of the program)
Human Anatomy and Physiology, 4 hour credit minimum
Note: Further health and safety documentation will be required to be eligible for clinical rotation

Program Tuition	$19,120.00
Program Supply Fees*	$1,000.00 *Supply Fees Include: ID Badge, Certification Fee, Periop Sim subscription, Consumable Lab Fees.
Estimated Out of Pocket Fees*	$750.00 *Estimated Out-of-Pocket Fees: Books -$500.00, Uniform (Scrubs, close toed shoes, watch) - $80.00, Drug Screen -$35.00, Background Check - $25.00, Background Check, DPS Level I fingerprint card-$70.00, My Clinical Exchange - $40.00. Immunizations are not included in the estimate but are required for clinicals.
Funding Opportunities	• Federal Student Aid/Financial Aid • VA Education Benefits • Tribal Funding for eligible students • Scholarships • Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu

Start Date	End Date	Days	Times	Campus
Aug 26, 2024	Dec 20, 2024	Monday - Friday*	*varies by class	Main
Jan 6, 2025	April 18, 2025	Monday - Friday*	*varies by class	Main
April 28, 2025	Aug 16, 2025	Monday - Friday*	*varies by class	Main

** Cohorts start terms varies

Associate of Applied Science in Surgical Technology – Program of Study

Course Name	Lecture	Laboratory	Work-Based Activity	Course Totals	
	Credit Hours	Credit Hours	Credit Hours	Credit Hours	Clock Hours
Block (Semester) One					
SSS100 Student Success Seminar	2	0	0	2	30
BIO201 Principles of Anatomy & Physiology I	3	1	0	4	75
BIO202 Principles of Anatomy & Physiology II	3	1	0	4	75
ENG101 First Year Composition I	3	0	0	3	45
Block (Semester) Two					
SUR121 Medical Terminology for the Surgical Technologist	1	0	0	1	15
SUR122 & SUR122L Intro to Surgical Technology with Lab	3	2	0	5	105
ENG102 First Year Composition II	3	0	0	3	45
MAT142 College Mathematics	3	0	0	3	45
Block (Semester) Three					
SUR131 & SUR131L Surgical Technologies Fundamentals with Lab	6	3	0	9	180
SUR132 Pharmacology for the Surgical Technologist	2	0	0	2	30
PSY101 Introduction to Psychology	3	0	0	3	45
Block (Semester) Four					
SUR211 & SUR211L Advanced Surgical Techniques with Lab	6	3	0	9	180
ETH101 Ethics in Today's World	3	0	0	3	45
Block (Semester) Five					
SUR221 Capstone & CST Review	3	0	0 0	3	45
SUR222 Clinical Internship	0	0	12	12	540
TOTAL	**44**	**10**	**12**	**66**	**1500**

Associate of Applied Science in Surgical Technology
Course Descriptions

BIO201 Principles of Anatomy and Physiology I   *3 Credits Lecture, 1 Credit Lab*

This is the first of a two-semester sequence of courses focused on the principles of human anatomy and physiology. These courses provide the scientific underpinnings for health sciences-related fields where the knowledge and understanding of the physiology of the human body with its accompanying anatomy are essential for professional success. This first course provides an understanding of the fields of human anatomy and physiology with an emphasis on the centrality of homeostasis. Cell biology and histology provide fundamental knowledge that supports the organ systems covered in this course. The major organ systems covered include integumentary, skeletal, articulations, muscular, nervous (including peripheral, autonomic, and central nervous systems), endocrinology, hematology, cardiac, and respiratory systems.

BIO202 Principles of Anatomy and Physiology II   *3 Credits Lecture, 1 Credit Lab*

This is the second of a two-semester sequence of courses focused on the principles of human anatomy and physiology. These courses provide the scientific underpinnings for health sciences related fields where the knowledge and understanding of the physiology of the human body with its accompanying anatomy are essential for professional success. This second course continues to emphasize the importance of homeostasis within the context of health and disease. Topics covered within cell biology and histology provide supporting knowledge that supports the organ systems covered in this course. The major organ systems covered include hematology, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Human development and genetics provide the final topics.

BIO205 Biology-Micro   *3 Credits Lecture, 1 Credit Lab*

This course covers basic concepts of microbiology with an emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology, and immune system responses to pathogens. Lab exercises emphasize aseptic technique, isolation and culture of microorganisms, microscopy, and staining techniques.

ENG101 First Year Composition I   *3 Credits*

Students analyze essays, articles, and other written works, thus becoming familiar with various composition elements. Writing assignments provide hands-on composition experience, stress different approaches to organization and development, and emphasize audience awareness and revision of paragraphs, short essays, and informal reports.

ENG102 First Year Composition II   *3 Credits*

ENG102 builds upon the critical thinking, reading, and writing capabilities that students developed in ENG101. Students learn the processes necessary for collecting and incorporating research material into their writing. They learn how to evaluate, cite, and document primary and secondary research sources, how to investigate, report, and document existing knowledge, and how to develop arguments and support them with sound evidence.

ETH101 Ethics in Today's World   *3 Credits*

This course helps students acquire the ethical tools necessary to determine appropriate actions and communications by examining moral reasoning and ethical theories applied to contemporary issues. The student should be able to use these moral and ethical theories in making decisions and choices in their personal and professional life.

MAT142 College Mathematics   *3 Credits*

Upon completion of College Mathematics, students will understand and apply the principles of the following topics: solving linear equations, graphing linear equations, polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, and basic financial operations.

PSY101 Introduction to Psychology   *3 Credits*

This course provides a foundation for the understanding, predicting, and directing human behavior. Organized within a framework encompassing foundations, general topics, and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, communication dynamics, conflict resolution, motivation, leadership, and group roles and processes.

SSS100 Student Success Seminar   *2 Credits*

This course focuses on self-exploration and developing skills, attitudes, and behaviors that promote personal, academic, and career success. Processes of self-evaluation and self-assessment help students identify strengths to build upon and opportunities as areas of focus for development. Students learn tools and strategies that will promote their success, and they network with college and professional colleagues to enrich their growth experience. Students take pre-and post-assessments to evaluate their growth in the course.

SUR121 Medical Terminology for the Surgical Technologist   *1 Credit*

This course offers an opportunity to learn and apply basic and advanced medical terminology with particular relevance to the operating room. The course introduces the student to the structure of medical language, word building skills and deconstructive analysis of medical terms. The course describes the body systems including relevant procedure tests and diagnostic terms in medical language. The course reinforces commonly used acronyms and abbreviations that will be part of the daily language within their profession.

SUR122 & SUR122L Introduction to Surgical Technology with Lab *3 Credits Lecture & 2 Credits Lab*

This course introduces the basic theory necessary to function as an entry level surgical technologist, including basic concepts to establish, maintain, and coordinate the methods required for good patient

care. This includes: preoperative, intraoperative, and postoperative care. This course guides students through the history and development of surgical technology, rationale and establishment of aseptic technique and other safeguards of patient care, including law and ethics.

SUR131 & SUR131L Surgical Technology Fundamentals with Lab *6 Credits Lecture & 3 Credits Lab*

This course continues the basic theory necessary to function as an entry level surgical technologist, including basic concepts to establish, maintain, and coordinate the methods required for good patient care. This includes: preoperative, intraoperative, and postoperative care. This course guides students through wound care management, microbiology, disaster preparedness, and decontamination, sterilization and disinfection of surgical instruments and operating room equipment.

SUR132 Pharmacology for the Surgical Technologist *2 Credits*

Students will analyze the principles of pharmacology as it is used in the operating room, to include anesthetic agents, their administration and preparation as well as obtaining medications on the sterile field. Students will calculate medications, conversions and dosages to prepare and manage medications for the surgical patient.

SUR211 & SUR211L Advanced Surgical Techniques with Lab *6 Credits Lecture & 3 Credits Lab*

This course continues to expand on the basic theory necessary to function as an entry level surgical technologist. Includes basic concepts to establish, maintain, and coordinate the methods required for good patient care. This includes: preoperative, intraoperative, and postoperative care. This course concentrates on the different surgical practices involved within each specialty including general, gynecology and obstetrics, ophthalmology, minimally invasive surgery, plastic and reconstructive, oral maxillofacial, genitourinary, ENT, Cardiothoracic, peripherovascular, orthopedics and neurosurgery.

SUR221 Capstone and CST Review *3 credits*

This course runs concurrently with SUR222 and is meant to develop professional skills such as stress management, communication skills, and teamwork that will enhance and strengthen the clinical experience. The latter weeks of the course are spent in comprehensive review for the NBSTSA certification exam. It is mandatory that each student take the certification exam to receive their certificate of completion for Surgical Technology.

SUR222 Clinical Internship   *12 credits*

The Surgical Technology program prepares individuals to apply technical knowledge and skills for facilitating the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

During clinical rotation, students will be scrubbing cases, pulling cases, helping with room turnovers and attending any in-services or educational meetings during the clinical day alongside the perioperative team. This course offers the opportunity to demonstrate the ability to perform the duties of the Surgical Technologist in the perioperative setting, to the industry and CAAHEP standards. Students will also demonstrate desirable workforce skills such as attendance, punctuality, teamwork and flexibility. Students perform the scrub role during surgical procedures of selected surgical specialties, under the supervision of a qualified preceptor, to industry and CAAHEP standards.

High School/Blended Programs

Aesthetics High School & Blended Program

DESCRIPTION
The **Aesthetics** program prepares individuals to apply technical knowledge and skills in the science of skin care and develop a thorough understanding of all aspects of the industry basics including: waxing, makeup techniques, facials, and general knowledge of the spa industry. Students will learn techniques for skin analysis, deep pore cleansing, exfoliation, and specialized treatments, including dermaplaning, peels, and body treatments. The program is heavily focused on the practical application of skills.

CAREER CONNECTION
License or Certification Information: Arizona Board of Cosmetology Aesthetics Licensure **Career Pathway:** Aesthetician, Makeup Artist, Manufacturer or Product Representative, Salon Receptionist, Medical Aesthetician, Salon Manager entrepreneur or Own **Occupational Profile:** www.onetonline.org/link/summary/39-5094.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Aesthetics I - 1 semester - 2 credits Aesthetics II - 1 semester - 2 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 semesters (600 clock hours). **Students attend 4 hours each day & may be required to provide their own transportation.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $250
Adult Tuition* Blended Program	Year 1 - $6,515 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

DESCRIPTION
The **Aesthetics** program prepares individuals to apply technical knowledge and skills in the science of skin care and develop a thorough understanding of all aspects of the industry basics including: waxing, makeup techniques, facials, and general knowledge of the spa industry. Students will learn techniques for skin analysis, deep pore cleansing, exfoliation, and specialized treatments, including dermaplaning, peels, and body treatments. The program is heavily focused on the practical application of skills.

CAREER CONNECTION				
Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	7:00am - 11:00am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 4:00pm	Main, Power

Automotive Technologies High School & Blended Program

DESCRIPTION

The **Automotive Technologies** program prepares individuals to apply technical knowledge and skills in the repair, service, and maintenance of all types of automobiles. The Automotive Technologies program includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air conditioning systems.

CAREER CONNECTION

License or Certification Information: Automotive Service Excellence (ASE) is the primary industry certification (ASE.com), 5 Student Certifications are offered.
Career Pathway: Automotive Technician, Mechanic Technician, Parts Technician, Service Writer
Occupational Profile: https://www.onetonline.org/link/summary/49-3023.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Automotive Technologies I - 1 semester - 1.5 credits Automotive Technologies II - 1 quarter - 0.75 credits Automotive Technologies III - 1 quarter - 0.75 credits Automotive Technologies IV A- 1 semester - 1.5 credits Automotive Technologies IV B or Automotive Internship - 1 Semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters. In the 4th semester, students will take either Automotive Technologies IVB or Automotive Internship.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $107 Year 2 - estimated supply fee $107

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.			
Start Date	**End Date**	**Days**	**Times**	**Campus**
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Aviation High School Program

DESCRIPTION

The **Aviation** program prepares individuals to apply technical knowledge and skills in the areas of air transportation (flying and/or navigation of aircraft) and hands-on applications, leading to aircraft mechanics certification. Instruction includes: principles of aircraft design and performance, aircraft flight systems and controls, flight crew operations and procedures, radio communications, navigation procedures and systems, airways safety and traffic regulations, governmental rules and regulations pertaining to piloting aircraft, turbine layout; and fabrication of sheet metal and other materials into structural members, parts and fittings, and replacement of damaged or worn parts such as control cables and hydraulic units.

*Note: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION

License or Certification Information: Federal Aviation Administration (FAA) Ground School, Unmanned Aircraft Systems Pilot, Private Pilot.
Career Pathway: Airline Pilot, Air Traffic Controller, Unmanned Aircraft Systems Operations, Flight Attendant, Aircraft Maintenance Technician, Airport Manager
Occupational Profile: https://www.onetonline.org/link/summary/49-3011.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Aviation I - 1 semester - 1.5 credits Aviation II - 1 quarter - .75 credits Aviation III - 1 quarter - .75 credits Aviation IV A - 1 semester - 1.5 credits Aviation IV B - 1 semester - 1.5 credits or Aviation Internship - 1 semester - 1.5 credits Note – In Year 2 students will chose a "Flight" or "Non-Flight" path
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended) - Suggested - Algebra II or Trigonometry/College Math, Pre-Calculus, Physics, ROTC
Length of Program	2 - 4 semesters
College Credit	College credit may be available

Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.			
Supply Fees	Year 1 - estimated supply fee $175 Year 2 - estimated supply fee $45			
Start Date	**End Date**	**Days**	**Times**	**Campus**
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Power

Barbering High School & Blended Program

DESCRIPTION
The **Barbering** program prepares individuals to apply technical knowledge and skills in the fundamentals of barbering. The program includes instruction in: sterilization, sanitation and safety, massage and skin care, chemical texture services, shampoo and scalp treatments, hair coloring and cutting, styling, shaving, honing, and stropping.

CAREER CONNECTION
License or Certification Information: Arizona Board of Barbering Barber Licensure **Career Pathway:** Barber, Barber Shop Operator, Master Barber, Stylist, Platform Artist, Product/tool representative, Barber Instructor **Occupational Profile:** https://www.onetonline.org/link/summary/39-5011.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Barbering I - 1 semester - 2 Credits Barbering II - 1 semester - 2 Credits Barbering III - 2 semesters - 4 Credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended) - Suggested: Chemistry and English Courses
Length of Program	4 Semesters (1200 Clock Hours)
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $395 Year 2 - estimated supply fee $555
Adult Tuition* **Blended Program**	Year 1 - $6,515.00 Year 2 - $6,515.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	7:00am - 11:00am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 4:00pm	Main

Collision Repair High School & Blended Program

DESCRIPTION
The **Collision Repair** program prepares individuals to apply technical knowledge and skills in collision repair shop operations, materials handling, and safety practices. Students will be introduced to basic operations in many areas of the collision repair industry with a focus on entry-level position skills. Students will gain basic understanding of safety practices, tool and equipment usage, maintenance, basic repair processes and procedures, damage assessment, metal repair, structural realignment, welding techniques, paint preparation, painting, and detailing. Students will also experience structural and plastic repair techniques. In addition, students will gain knowledge of the mechanical and electrical components of late model automobiles and experience a well-balanced mix of classroom lecture, lab, and shop activities for hands-on, real life practice.

CAREER CONNECTION
License or Certification Information: Automotive Service Excellence (ASE) Student Certification **Career Pathway:** Automotive Painter, Collision Repair Technician, Light Assembler, Damage Appraiser **Occupational Profile:** www.onetonline.org/link/summary/49-3021.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Collision Repair I - 1 semester - 1.5 credits Collision Repair II - 1 quarter - .75 credits Collision Repair III - 1 quarter - .75 credits Collision Repair IV A - 1 semester- 1.5 credits Collision Repair IV B - 1 semester - 1.5 credits or Collision Repair Internship - 1 semester- 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $105 Year 2 - estimated supply fee $132

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Commercial Baking & Pastry Arts High School & Blended Program

DESCRIPTION
The **Commercial Baking and Pastry Arts** program prepares individuals to gain employment as a baker, pastry chef, or business owner. Instruction focuses on making cookies, cakes, chocolate confections, tarts, breads, and plated desserts. Students in this program will also have the opportunity to advance into cake decorating, pastries, plate painting, individual desserts, and wedding cakes.

CAREER CONNECTION
License or Certification Information: ServSafe Manager, ACF Certification **Career Pathway:** Hotel, Restaurant, Bake and Pastry Shop, Apprentice Cooks, Bakers, Decorators, Assistants and Stewards **Occupational Profile:** https://www.onetonline.org/link/summary/51-3011.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Commercial Baking & Pastry Arts I - 1 semester - 1.5 credits Commercial Baking & Pastry Arts II - 1 semester - 1.5 credits Commercial Baking & Pastry Arts III - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $218 Year 2 - estimated supply fee $40
Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Construction Technologies

DESCRIPTION
The **Construction Technologies** program prepares individuals to apply technical knowledge and skills in residential and commercial building construction and remodeling. The program includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

CAREER CONNECTION
License or Certification Information: OSHA 10, NCCER Construction Technology **Career Pathway:** Electrician, Plumber, Framer, Mason, Blueprint Reader, Apprentice/Helper **Occupational Profile:** https://www.onetonline.org/link/summary/47-3019.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Construction I - 1 semester - 1.5 credits Construction II - 1 semester - 1.5 credits Construction Internship - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $65 Year 2 - estimated supply fee $95
Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main,
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main,

Cosmetology

DESCRIPTION
The **Cosmetology** program prepares individuals in the foundations of haircutting, hair styling, hair color, chemical texture services, makeup application, manicures and pedicures, waxing, and facials. The program prepares students for practice as licensed cosmetologists in specialized or full-service salons. This program includes instruction in: hair services, basic nail applications, basic aesthetics, business management, sanitation and safety, customer service, and applicable professional and labor laws and regulation

CAREER CONNECTION
License or Certification Information: AZ State Board of Barbering and Cosmetology certifications **Career Pathway:** Cosmetologist, Hair Stylist, Salon Owner, Platform Artist, Manager, Entrepreneur, Sales Distributor, Educator, and More. **Occupational Profile:** www.onetonline.org/link/summary/39-5012.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Cosmetology Fundamentals - 1 semester - 2 credits Cosmetology Clinical- 1 semester - 2 credits Cosmetology Clinical II- 2 semesters- 4 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended); Transcript with 10 credits including 2 credits of English (mandated by state regulation), Social Security Card or Waiver, signed Statement of Understanding of Program Requirements, and a Cosmetology enrollment form
Length of Program	4 Semesters - 4 hours/day (total of 1500 Clock Hours)
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $425 Year 2 - estimated supply fee $510

Adult Tuition* Blended Program	Year 1 - $6,515.00 Year 2 - $6,515.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	7:00am - 11:00am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 4:00pm	Main, Power

Criminal Justice

DESCRIPTION
The **Criminal Justice** program prepares individuals to apply relevant theories and practices in the various criminal justice fields, including law enforcement, law, corrections, and technical non-sworn positions. The program includes instruction in: substantive law, law enforcement history and theory, operational command leadership, incident response strategies, legal and regulatory responsibilities, public relations, and organizational leadership *Note:* This may be a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION
License or Certification Information: Psychological First Aide Certification **Career Pathway:** Police Officer, Police Aide, Corrections Officer, Probation Officer, Federal Agent, Attorney, Crime Scene Specialist, Forensics Scientist, Public Safety Telecommunications **Occupational Profile:** https://www.onetonline/link/summary/33-3021.02

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Criminal Justice I - 1 Semester - 1.5 Credits Criminal Justice II - 1 Semester - 1.5 Credits Criminal Justice III - 2 Semesters - 3 Credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $65 Year 2 - estimated supply fee $65

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main, Power

Culinary Arts

DESCRIPTION
The **Culinary Arts** program prepares individuals to apply technical knowledge and skills required for food production and service occupations in commercial foodservice establishments. The program includes instruction in the technical knowledge and skills required for planning, selecting, storing, purchasing, preparing and serving quality food products, nutritive values, safety and sanitation procedures, use of commercial equipment, serving techniques and management of food establishments will also be studied. Throughout the program, students will develop advanced critical thinking, applied academic, career development, life and employability skills, business, economic, and leadership skills required for culinary arts occupations.   ***Note:** This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION
License or Certification Information: ServSafe Manager, ACF Certification **Career Pathway:** Banquet Cook, Prep Cook, Server, Chef, Restaurant Management **Occupational Profile:** https://www.onetonline.org/link/summary/11-9051.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Culinary I - 1 semester - 1.5 credits Culinary II - 1 semester - 1.5 credits Culinary III A - 1 semester - 1.5 credits Culinary III B - 1 semester - 1.5 credits or Culinary Internship - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $215 Year 2 - estimated supply fee $123
Adult Tuition* **Blended Programs**	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Dental Assistant

DESCRIPTION

The **Dental Assistant** program prepares individuals to provide patient care, conduct dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. The program includes instruction in: medical recordkeeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, performing tooth and mouth impressions, and supervised practice. National Board, Inc. Students will complete the Radiation Health and Safety (RHS) Exam prior to clinical internship.

CAREER CONNECTION

License or Certification Information: Radiation Health and Safety (RHS) (DANB), American Heart Association Basic Life Support (CPR and AED) Certified, Bloodborne Pathogen Certificate
Career Pathway: Dental Assistant, Dental Receptionist, Dental Lab Technician, Dental Hygienist, Dentist in any of the nine dental specialties
Occupational Profile: https://www.onetonline.org/link/summary/31-9091.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Intro to Dental Assisting - 2 semesters - 3 credits Dental Assisting I - 1 semester - 1.5 credits Dental Assisting II - 1 semester - 1.5 credits
Pre/Co Requisite	• 6 high school credits (required) and a 2.0 GPA (recommended). • **Seniors only** - Successful completion of Intro to Dental Assisting, or 1 credit of Biology, or 1 credit of Anatomy & Physiology
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $85 Year 2 - estimated supply fee $165

Adult Tuition* Blended Program	Year 1 - $4,885.00 (Adult Blended Program students have the option to skip Year 1) Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Diesel Technologies

DESCRIPTION

The **Diesel Technologies** program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment as well as stationary diesel engines in electrical generators and related equipment. The program includes instruction in: automotive safety, vehicle inspection, engine performance and repair, fuel systems, drive train, brake systems, suspension and steering systems, and electrical systems.

CAREER CONNECTION

License or Certification Information: ASE Student Certification and OSHA 10
Career Pathway: Diesel Technician, Heavy Assembler, Field Operator
Occupational Profile: https://www.onetonline.org/link/summary/27-4031.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Diesel Technologies I - 1 semester - 1.5 credits Diesel Technologies II - 1 quarter - 0.75 credits Diesel Technologies III - 1 quarter - 0.75 credits Diesel Technologies IV A - 1 semester - 1.5 credits Diesel Technologies IV B or Diesel Internship - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters. In the 4th semester students may take Diesel Tech IVB or Diesel Internship.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $107 Year 2 - estimated supply fee $107

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.			
Start Date	**End Date**	**Days**	**Times**	**Campus**
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Digital Animation

DESCRIPTION

The **Digital Animation** program prepares individuals to use computer applications and related visual and sound imaging to create animations and other visual effects for television, movies, video games, and other media. Students will develop in-depth understanding of 2D and 3D image capture, creation, and manipulation; audio and video recording and editing techniques; media management, distribution, and delivery; and specialized equipment operation and maintenance. 3D Animation students will explore the history and societal and economic impact of the animation industry and will examine legal and ethical considerations and business best practices unique to animation and related industries.
***Note:** This is a dual enrollment course. For more information, visit the Dual Enrollment page

CAREER CONNECTION

License or Certification Information: Students may earn an Adobe Certified Associate (ACA) Visual Design, ACA Visual Effects and Autodesk Certified User (ACU) Maya certification and also create an online portfolio which will be reviewed by industry professionals
Career Pathways: Digital Animator, Game Designer, Character Animator, Interactive Media Designer, Modeling, Texturing, Animation, Rigging, Dynamic Effects, Environmental Design, Visual Effects, Scientific Illustration, Architectural Visualization, Interior Design Visualization, Product Prototype Visualization, Training Simulation, and Courtroom Reenactment Visualization
Occupational Profile: https://www.onetonline.org/link/summary/27-1014.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Digital Animation I - 1 Semester - 1.5 Credits Digital Animation II - 1 Semester - 1.5 Credits Digital Animation III A - 1 Semester - 1.5 Credits Digital Animation III B - 1 Semester - 1.5 Credits or Digital Animation Internship - 1 Semester - 1.5 Credits
Pre/Co Requisite	6 high school credits (required) and 2.0 GPA (recommended), and Strong art skills are a plus - Suggested course prerequisites or co-requisite: Computer courses emphasizing desktop publishing; English courses; Business Math courses, Introduction to Technology courses, Art courses
Length of Program	2 – 4 semesters In the 4th semester, students may take Digital Animation IIIB or Digital Animation Internship
College Credit	College credit may be available

Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $170 Year 2 - estimated supply fee $60

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	7:00am - 11:00am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 4:00pm	Main

Early Childhood Education

DESCRIPTION
The **Early Childhood Education** program is designed to prepare individuals for employment in early childhood settings. This includes: instruction in child growth and development, child health, nutrition, safety, planning, supervision of developmentally-appropriate practices and learning activities, child guidance, family relationships, and parenting. Applicable legal and administrative requirements are also addressed. Preparation for the development and management of effective early childhood programs and facilities is included.   ***Note:** This is a dual enrollment program. For more information, please visit the [Dual Enrollment](#) page.

CAREER CONNECTION
License or Certification Information: Certificate of Completion in Foundations of Early Childhood Education from Mesa Community College; Students opt in to follow pathway; Para Professional Praxis Certification (Seniors only), Food Handlers Certificate, CPR and First Aid Certificate, Bloodborne Pathogens certification, Child Find certification and Mandatory Reporting training   **Career Pathway:** Preschool or Child Care Assistant Teacher, Recreation/Activities/Party Coordinator, Nanny, Family Care Provider, Elementary Education Aide, Certified Elementary Education Teacher (Early Childhood Endorsement)   **Occupational Profile:** https://www.onetonline.org/link/summary/25-9042.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Early Childhood I - 1 semester - 1.5 credits Early Childhood II - 1 semester - 1.5 credits Early Childhood III - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended) Arizona State Law requires students 18 and older to obtain a fingerprint clearance card
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $160 Year 2 - estimated supply fee $40

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Electrical and Power Transmission

DESCRIPTION
The **Electrical and Power Transmission** program prepares individuals to apply technical knowledge and skills to install indoor and outdoor residential, commercial, and industrial electrical systems. The program includes instruction in electricity, safety procedures, wiring, insulation and grounding, schematic blueprint interpretation, equipment operation and maintenance, and applicable codes and standards.

CAREER CONNECTION
License or Certification Information: Occupational Safety & Health Administration (OSHA) 10, Lock Out Tag Out certification **Career Pathway:** Electrician, Power Line Worker **Occupational Profile:** https://www.onetonline.org/link/summary/49-9051.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Electrical and Power Transmission I - 1 semester - 1.5 credits Electrical and Power Transmission II - 1 semester - 1.5 credits Electrical and Power Transmission Internship - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 Semesters
College Credit	College credit by exam may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $67

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Emergency Medical Technician

DESCRIPTION

The **Emergency Medical Technician** program prepares individuals to recognize, assess, and manage medical emergencies in the pre-hospital environment. This program will develop the student's confidence, knowledge, and skills in performing critical assessment and management of patients with medical and trauma-related life threats. It also focuses on the development of an EMT's critical role as a team member during patient crisis situations. This program includes instruction in: emergency medical services, medical, legal and ethical issues, pharmacology, anatomy and physiology, medical terminology, patient assessment and treatment, and emergency medical services operations.

CAREER CONNECTION

License or Certification Information: EMT Certification; Certification available through the National Registry of Emergency Medical Technicians (NREMT). Students under the age of 18 may complete the NREMT exam but will not be able to apply for EMT certification in the State of Arizona until they turn 18 years of age. For more information on the NREMT, visit nremt.org **Students must be 18 years of age by November 1 following course completion and a US citizen or legal resident and provide proof of status to take the certification exam.**
Career Pathway: Emergency Medical Technician, Emergency Room Tech, Firefighter, Paramedic
Occupational Profile: https://www.onetonline.org/link/summary/29-2041.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Intro to Emergency Medical Technician - 2 Semesters - 3 credits Emergency Medical Technician I - 1 semester - 1.5 credits Emergency Medical Technician II - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and 2.0 GPA (recommended) 9th grade reading level **Seniors only** – successful completion of Intro to Emergency Medical Technician, or 1 credit of Biology, or 1 credit of Anatomy & Physiology
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees	Year 1 - estimated supply fee $170 Year 2 - estimated supply fee $185
Adult Tuition* Blended Program	Year 1 - $4,885.00 (Adult Blended Program students have the option to skip Year 1) Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Fashion Design and Merchandising

DESCRIPTION

The **Fashion Design and Merchandising** program prepares individuals for employment or advanced post-secondary coursework in fashion design production, apparel sales, custom fashion design, supervisory positions in apparel manufacturing, and as buyers for retail establishments. The program includes instruction in fashion design, production and selection, wholesale purchasing, sales and promotion. Throughout the l program, students will develop advanced critical thinking, career development, applied academic skills, employability skills, basic business practices and leadership skills required for entry into fashion design and merchandising occupations.

CAREER CONNECTION

License or Certification Information: National Retail Federation (NRF); NRF RISE UP Certification in Retail Industry Fundamentals, NRF RISE UP Certification in Customer Service & Sales (1st year); NRF RISE UP Certification in Business of Retail, Warehouse, Inventory & Logistics, and Personal Portfolio
Career Pathway: Visual Merchandiser, Fashion Designer, Sales and Distribution, Fabric/Textile Designer, Fashion Journalist, Retail Management
Occupational Profile: https://www.onetonline.org/link/summary/27-1022.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Fashion Design & Merchandising I - 1 semester - 1.5 credits Fashion Design & Merchandising II - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $117

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Fire and Emergency Services

DESCRIPTION
The **Fire and Emergency Services** program focuses on the principles, theory, and practices associated with the management of fire operations, firefighting services, and community fire issues. The Fire Service program includes instruction in: fire protection history and theory, incident command leadership, administration of public fire organizations, labor relations, emergency medical services management, fire emergency response strategies and mitigation, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.

CAREER CONNECTION
License or Certification Information: CPR, Wildland Fire Fighter Certificate, National Emergency Medical technician (NREMT) **Career Pathway:** Firefighter, EMT, Fire Inspector, Wildland Firefighter, Paramedic **Occupational Profile:** https://www.onetonline.org/link/summary/33-2022.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Fire Science I - 1 semester - 1.5 Credits Fire Science II - 1 semester - 1.5 Credits Fire Science III - 2 semesters - 3 Credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended) - Suggested Pre/Co Requisite: Algebra II, Chemistry, Physics
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $300 Year 2 - estimated supply fee $220

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.			
Start Date	**End Date**	**Days**	**Times**	**Campus**
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Future Engineers

DESCRIPTION

The **Future Engineers** program prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in a wide variety of projects. The program includes instruction in various engineering support functions for research, production, and operations, and applications to specific engineering specialties. Students will learn to apply Science Technology Engineering Math (STEM) concepts to current technologies and tools as they learn about the different disciplines and opportunities within the fields of engineering. Throughout the program, students learn and develop problem solving skills by tackling real-world engineering problems. Through theory and practical hands-on experiences, students address the emerging social and political consequences of technological change.

*Note: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION

License or Certification Information: Certified SolidWorks Associate (CSWA) and National Institute for Metal Workings Skills (NIMS)
Career Pathway: Environmental Engineering, Biomechanical Engineering, Electrical and Electronics Engineering, Industrial Engineering, Manufacturing Engineering and Technology, Mechanical Engineering, Specialties and Emerging Technologies
Occupational Profile: https://www.onetonline.org/link/summary/17-2199.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Engineering I - 1 semester - 1.5 credits Engineering II - 1 quarter - .75 credits Engineering III - 1 quarter - .75 credits Engineering IV A - 1 semester - 1.5 credits Engineering IV B - 1 semester - 1.5 credits or Engineering Internship - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees		Year 1 - estimated supply fee $80 Year 2 - estimated supply fee $85		
Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Power

Graphic Design

DESCRIPTION

The **Graphic Design** program prepares individuals to use technical expertise, creativity, and esthetic principles to design and create visual concepts that meet specific commercial or promotional needs, as well as inspire, inform, and captivate consumers. The program includes instruction in operations and maintenance of specialized computer hardware and design-related technology tools; the principles and elements of design; digital imaging; typographical concepts and techniques; page layout and design; the role of the graphic designer, the history and societal and economic impact of the graphic design industry, and legal and ethical considerations and business best practices unique to graphic design and related industries. Throughout the program, students learn and practice valuable real-world skills using industry standard graphic design software to create professional-grade design projects.

*Note: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION

License or Certification Information: Adobe Certified Associate (ACA) Visual Design using Photoshop and development of a professional portfolio
Career Pathway: Photographer, Videographer, Graphic Designer, Web Designer, Social Media Designer, Commercial Printer or Digital Pre-Press Artist
Occupational Profile: https://www.onetonline.org/link/summary/27-1024.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Graphics Design I - 1 semester - 1.5 credits Graphics Design II - 1 semester - 1.5 credits Graphics Design III A - 1 semesters - 1.5 credits Graphics Design III B - 1 semesters - 1.5 credits or Graphics Design Internship - 1 semesters - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees	Year 1 - estimated supply fee $80 Year 2 - estimated supply fee $85
Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Heating, Ventilation, Air Conditioning, and Refrigeration

DESCRIPTION
The **Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)** program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

CAREER CONNECTION
License or Certification Information: OSHA 10 and HVAC EPA 608 **Career Pathway:** HVAC Technician, Wholesale Factory Representative, Installer, Sales Representative **Occupational Profile:** www.onetonline.org/link/summary/49-9021.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	HVAC I - 1 semester - 1.5 credits HVAC II - 1 semester - 1.5 credits HVAC Internship - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $67 Year 2 - estimated supply fee $67

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Interior Design

DESCRIPTION

The **Interior Design** program prepares individuals for employment or advanced post-secondary coursework in applied sciences for design production, commercial or home furnishings sales, custom interior design, supervisory positions in furnishings manufacturing, and as buyers for retail establishments. The program includes instruction in interior design/production and selection, wholesale purchasing, sales, and promotion. Throughout the program, students will also develop advanced critical thinking, career development, applied academic skills, employability skills, basic business practices, and leadership skills required for entry into interior design and merchandising occupations.

*Note: This is a dual enrollment program. For more information, please visit the [Dual Enrollment](#) page.

CAREER CONNECTION

License or Certification Information: National Retail Federation (NRF) RISE-Up Retail Industry Fundamentals, Customer Service and Sales and Chief Architect Certified Apprentice
Career Pathway: Interior Designer, Staging Designer, Interior Decorator, Store Window Designer, Color Consultant, Fabric/Textile Consultant, Interior Magazine Editor, Retail Management, Theater Stage Designer, Event Planning, CAD Designer, Interior Architect
Occupational Profile: https://www.onetonline.org/link/summary/27-1025.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Interior Design I - 1 semester - 1.5 credits Interior Design II - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $112

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Massage Therapy

DESCRIPTION
The **Massage Therapy** program prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The program includes instruction in: Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, reflexology, massage safety and emergency management, client consultation, practice management styles, applicable state regulations, and professional standards and ethics.

CAREER CONNECTION
License or Certification Information: AZ Board of Massage, Massage Therapy Licensure **Career Pathway:** Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice owner **Occupational Profile:** www.onetonline.org/link/summary/31-9011.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Massage Therapy: Block I - 1 semester - 1.5 credits Massage Therapy: Block II - 1 semester - 1.5 credits Massage Therapy: Block III - 2 semesters - 3.0 credits
Pre/Co Requisite	• 6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	4 semesters **Note:** High school students that begin the program as a senior can continue the program the following year for a cost of $4,985.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $130 Year 2 - estimated supply fee $85

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Massage Therapy - 4 Hour Accelerated Program

DESCRIPTION
The **Massage Therapy 4 hour Accelerated Program** prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The program includes instruction in: Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, reflexology, massage safety and emergency management, client consultation, practice management styles, applicable state regulations, and professional standards and ethics.

CAREER CONNECTION
License or Certification Information: AZ Board of Massage, Massage Therapy Licensure **Career Pathway:** Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice owner **Occupational Profile:** www.onetonline.org/link/summary/31-9011.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Massage Therapy I - 1 semester - 2 credits Massage Therapy II - 1 semester - 2 credits
Pre/Co Requisite	• 6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	1 year program - estimated supply fee $130

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning) - 1 year program *Saturdays once a month for clinical 8:00am - 2:00pm	8:00am -11:00am Saturday* 8:00am - 2:00pm	Main

Medical Assistant

DESCRIPTION

The **Medical Assistant** program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program includes instruction in: basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

CAREER CONNECTION

License or Certification Information: Certifications include Bloodborne Pathogens, Clinical Medical Assistant (CCMA), Certified EKG Technician, Certified Phlebotomy Technician
Career Pathway: Upon completion of the Medical Assistant programs, students have an opportunity to acquire the following certification: Basic Life Support Cardiopulmonary Resuscitation, Certified Clinical Medical Assistant, Certified Phlebotomy Technologist, Certified Electrocardiograph Technologist
Occupational Profile: www.nhanow.com

PROGRAM & COURSE INFORMATION

Program Courses & Sequence	Intro to Medical Assisting - 2 semesters - 3 credits Medical Assisting I - 1 semester - 1.5 credits Medical Assisting II - 1 semester - 1.5 credits
Pre/Co Requisite	• At least 6 high school credits (required) and a 2.0 GPA (recommended). • **Seniors only** - Successful completion of Intro to Medical Assisting, or enrolled in the 4-hour Accelerated Program.
Length of Program	4 Semesters **Note:** Students may be required to obtain a fingerprint clearance card for a clinical practicum. Students will need a negative TB test for a clinical practicum.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees	Year 1 - estimated supply fee $85 Year 2 - estimated supply fee $295
Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main, Power

Medical Assistant - 4 Hour Accelerated Program

DESCRIPTION
The **Medical Assistant 4-Hour Accelerated Program** prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program includes instruction in: basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

CAREER CONNECTION
License or Certification Information: Medical Assistant (CCMA), Certified EKG Technician, Certified Phlebotomy Technician **Career Pathway:** Upon completion of the Medical Assistant programs, students have an opportunity to acquire the following certification: Basic Life Support Cardiopulmonary Resuscitation, Certified Clinical Medical Assistant, Certified Phlebotomy Technologist, Certified Electrocardiograph Technologist **Occupational Profile:** www.nhanow.com

PROGRAM & COURSE INFORMATION	
Program Courses & Sequence	Medical Assisting 1 Block - 1 semester - 2 credits Medical Assisting II Block - 1 semester - 2 credits
Pre/Co Requisite	**Seniors & Adult Blended Program Only** • At least 6 high school credits (required) and a 2.0 GPA (recommended).
Length of Program	2 Semesters **Note:** Students may be required to obtain a fingerprint clearance card for a clinical practicum. Students will need a negative TB test for a clinical practicum.
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees	1 year program - estimated supply fee $295
Adult Tuition* Blended Program	1 year program - $6515.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	7:00am - 11:00am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm – 4:00pm	Main

Mental & Social Health Technician

DESCRIPTION

The **Mental & Social Health Technician** program is an introduction to: social work, mental health case work, clinical interviews, therapeutic intervention strategies, patient testing and evaluation procedures, patient and family counseling, social rehabilitation, patient care planning, record-keeping, and support services liaison activities. The program includes instruction in mental health theory, applied psychopathology, patient communication and management, crisis intervention, psychotropic medication, mental health treatment procedures, substance abuse, record-keeping, clinical administrative skills, and applicable standards and regulations.

*Note: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION

License or Certification Information: Mental Health Technician, Article 9 Certification, Psychological First Aid
Career Pathway: Behavioral Health Technicians, Case Manager, Parent Aides, Family Advocates, Respite Care Worker and Paraprofessional Counselors
Occupational Profile: https://www.onetonline.org/link/summary/21-1023.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Mental and Social Health Technician I - 1 semester - 1.5 Credits Mental and Social Health Technician II - 1 semester – 1.5 Credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 semesters. • In the 4th quarter, students may complete Mental & Social Health Clinicals. • **Note:** Students will be required to obtain a fingerprint clearance for their internship.
College Credit	College credit may be available.
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $210

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.			
Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Networking Security

DESCRIPTION
The **Networking Security** program prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. The program includes instruction in analysis, testing, troubleshooting, and evaluating of existing network systems, such as local area network (LAN), wide area network (WAN), Internet systems or a segment of a network system, and performance of network maintenance to ensure networks operate correctly with minimal interruption. Throughout the program, students will enhance their technical knowledge and skills that are associated with functions of application integrity, cyber threat management, and infrastructure security within Network Technologies' occupations. In addition to the occupation-related skills, students will also develop advanced critical thinking and applied academic foundational skills. ***Note:** This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION
License or Certification Information: CompTIA Network+, CompTIA Security +, CCNA **Career Pathway:** Network Technician, Network Administrator, Wireless Network Engineer, Networking Security Engineer, Network Architect, etc., Computer Network Support Specialists. **Occupational Profile:** https://www.onetonline.org/link/summary/15-1231.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Network Security I - 1 semester - 1.5 credits Network Security II - 1 semester - 1.5 credits Network Security Internship - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended) - Recommended: Introduction to Technology, all Math courses, all English courses, Science courses.
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $107

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Nursing Assistant

DESCRIPTION

The **Nursing Assistant** program prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities; under the training and supervision of a registered nurse or licensed practical nurse. The program includes instruction in infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, and basic nursing skills. Direct patient care training & instruction is facilitated in the classroom, lab and clinical settings.

CAREER CONNECTION

License or Certification Information: Arizona State Board of Nursing Certified Nursing Assistant License Certification and licensure available through the Arizona State Board of Nursing. All nursing assistant applicants for certification must have legal presence in the United States, as defined in A.R.S. 32-1606 (B)(17), and will not be issued a nursing assistant certificate if they have one or more felony convictions and have not yet received an absolute discharge from the sentences for all felony convictions three or more years before the date of filing an application for certification. Applicants will be fingerprinted to permit the Department of Public Safety to obtain State and Federal criminal history information. All applications with a positive history or investigation may be ineligible for certification All testing will be conducted on-site at EVIT. For more information on the Arizona State Board of Nursing Licensure requirements, visit www.azbn.gov . www.azbn.gov/licensure-certification/applications-forms

Career Pathway: Nursing Assistant, Licensed Practical Nurse, Registered Nurse, Nurse Practitioner, Physician's Assistant, Doctor

Occupational Profile: www.onetonline.org/link/summary/31-1014.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Intro to Nursing Assistant - 2 Semesters - 3 credits (Optional) Nursing Assistant I - 1 semester - 1.5 credits Nursing Assistant II - 1 semester - 1.5 credits
Pre/Co Requisite	• 6 high school credits (required) and a 2.0 GPA (recommended). • Proficiency in Basic Reading and Math • **Seniors only** – successful completion of Intro to Nursing Assistant, or 1 credit of Biology, or 1 credit of Anatomy & Physiology, or 1 credit of Chemistry
Length of Program	2 - 4 Semesters
College Credit	College credit may be available

Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $85 Year 2 - estimated supply fee $210
Adult Tuition* Blended Program	Year 1 - $4,885.00 (Adult Blended Program students have the option to skip Year 1) Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main, Power

Pet Grooming

DESCRIPTION

The Pet Grooming program prepares individuals with an interest in pet care with knowledge in Canine anatomy, pet health and safety, pet behaviors, pet grooming techniques, and pet grooming business planning skills. After completing this program students will have the skills needed to work in a pet grooming facility and possibly to start their own pet grooming business.

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Pet Grooming I - 1 semester - 1.5 Credits Pet Grooming II - 1 semester - 1.5 Credits
Length of Program	2 Semesters
Supply Fees	Year 1 - estimated supply fee $TBA

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main, Power

Pharmacy Technician

DESCRIPTION

The **Pharmacy Technician** program prepares individuals to prepare medications, provide medications and related assistance to patients, manage pharmacy clinical and business operations. The program includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceutics, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, recordkeeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations.

CAREER CONNECTION

License or Certification Information: Pharmacy Technician Certification available through the Pharmacy Technician Certification Board (PTCB). Students must be 18 years of age and within 60 days of high school graduation to apply to take the test and obtain a fingerprint clearance card. For more information on the PTCB, visit www.ptcb.org. Students who successfully pass the PTCB exam can apply for a Pharmacy Technician License with the State of Arizona at pharmacy.az.gov.
Career Pathway: Pharmacy Technician, Pharmacist
Occupational Profile: https://www.onetonline.org/link/summary/29-2052.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Pharmacy Technician I - 1 semester - 1.5 credits Pharmacy Technician II - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $125

Adult Tuition* Blended Program	Year 1 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.			
Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Physical Therapy Technician

DESCRIPTION
The **Physical Therapy Technician** program prepares individuals to assist doctors of physical therapy or doctors of chiropractic in the treatment of patients with medical conditions and functionally-limiting injuries. The program includes instruction in medical terminology, principles of rehabilitation and physical therapy, outpatient care, long term care, home health care, personal training, patient communication and education. Students will participate in job shadowing and/or clinical practicum in physical therapy or chiropractic offices or clinics.

CAREER CONNECTION
License or Certification Information: Completion of Chiropractic Assistant Course, OSHA 10 - Healthcare, Certified Personal Trainer, Bloodborne Pathogen Certificate **Career Pathway:** Physical Therapy Technician, Physical Therapy Assistant, Chiropractic Assistant, Athletic Trainer, Personal Trainer, Certified Strength and Conditioning Specialist **Occupational Profile:** https://www.onetonline.org/link/summary/31-2021.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Physical Therapy Technician I - 2 semesters - 3 credits Physical Therapy Technician II - 1 semester - 1.5 credits Physical Therapy Technician III – 1 semester – 1.5 credits
Pre/Co Requisite	• 6 high school credits (required) and a 2.0 GPA (recommended) • **Seniors only** – successful completion of Physical Therapy Technician I, or a Sports Medicine program, or 1 credit of Anatomy and Physiology
Length of Program	2 - 4 Semesters
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $85 Year 2 - estimated supply fee $145

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 (Adult Blended Program students have the option to skip Year 1) *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Plumbing Service and Repair Technician

DESCRIPTION
The **Plumbing Service and Repair Technician** program will provide individuals with technical understanding and skills development and integrates theory with practical experience. Through the program, the student develops skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading and isometric interpretation.

CAREER CONNECTION
License or Certification Information: OSHA 10, CPR/First Aide **Career Pathway:** Plumbing Apprentice, Plumbing Specialist, Public or Private Water Treatment Engineer, Waste-Water Engineer **Occupational Profile:** www.onetonline.org/link/summary/47-2152.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Plumbing I - 1 semester - 1.5 credits Plumbing II - 1 semester - 1.5 credits Plumbing Internship - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $67 Year 2 - estimated supply fee $67

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Radio/Audio Production

DESCRIPTION

The Radio/Audio Production program prepares individuals to apply technical knowledge and skills to the production of sound recordings as either finished products or as components of traditional or emerging music productions, film and video productions, live sound productions, broadcasts, video game productions, or mixed media productions. The program includes instruction in the setup, operation, and maintenance of specialized audio equipment, including microphones, speakers, recording equipment, mixing boards, cables and connectors, and related electronic equipment; audio recording and editing techniques; sound engineering; and working with producers, editors, directors, artists, and production managers. Students will also explore the history and societal and economic impact of the music and audio production industry and will examine legal and ethical considerations and business best practices unique to music and audio production and related industries. Throughout the program, students learn and practice valuable real world skills using industry standard audio editing software to create professional grade media products.

*Note: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION

License or Certification Information: Society of Broadcast of Engineers – Radio Operator Certification, Pro Tools User
Career Pathway: On-Air Talent, Sound Engineering, Marketing and Promotions professional, Commercial Production, Radio Journalism, Public Relations, Music Business Professional, Digital Media, Sales and Marketing Professional, Voice Over Artist, Broadcast Engineer, Recording Engineer, Radio Program Director and many more.
Occupational Profile: https://www.onetonline.org/link/summary/27-4011.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Radio and Audio Production I - 1 semester - 1.5 credits Radio and Audio Production II - 1 semester - 1.5 credits Radio and Audio Production III - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

Supply Fees	Year 1 - estimated supply fee $80 Year 2 - estimated supply fee $45
Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Software & App Design

DESCRIPTION
The **Software & App Design** program prepares individuals to apply basic engineering principles and technical skills to support engineers in developing, implementing, and evaluating computer software and program applications. Throughout the program, students learn how to program, programming languages, databases, user interfaces, networking and warehousing, encryption and security, software testing and evaluation, and customization.

CAREER CONNECTION
License or Certification Information: Certified IT Specialist, Unity Certified Uses (UCU) Programmer **Career Pathway:** Software Engineering, Computer Programming, Information Technologies, Mobile Application Designer **Occupational Profile:** https://www.onetonline.org/link/summary/15-1255.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Software and App Design I - 1 semester - 1.5 credits Software and App Design II - 1 semester - 1.5 credits Software and App Design Internship - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $27 Year 2 - estimated supply fee $27

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Technology Device Maintenance

DESCRIPTION
The **Technology Device Maintenance** program prepares individuals to design, develop, install, implement, use, and manage computers and various computer devices. Students will develop effective methods to troubleshoot problems using effective communication skills by asking key questions, listening for technical problems and, in turn, explaining problems in an understandable way. Throughout the program, students learn and use appropriate diagnostic tools to assess and diagnose problems on computers, laptops, iPads, printers and/or cellphones. Advanced critical thinking skills will be developed with applied interpersonal relations, life skills, business, economic, and leadership skills as well as workplace employability skills. **Note*: This is a dual enrollment program. For more information, please visit the Dual Enrollment page.

CAREER CONNECTION
License or Certification Information: Comp TIA A+ Certification; TestOut PC Pro **Career Pathway:** IT Technician, Computer Repair Technician, Help Desk, Network Technician **Occupational Profile:** https://www.onetonline.org/link/summary/15-1231.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Technology Device Maintenance I - 1 semester - 1.5 credits Technology Device Maintenance II - 1 semester - 1.5 credits Technology Device Maintenance III A - 1 semester - 1.5 credits Technology Device Maintenance III B - 1 semester - 1.5 credits or Technology Device Maintenance Internship - 1 semester - 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 - 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $110 Year 2 - estimated supply fee $110

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Veterinary Assistant

<table>
<tr><td colspan="2" style="background:#6a3299;color:#fff;text-align:center">**DESCRIPTION**</td></tr>
<tr><td colspan="2">The **Veterinary Assistant** program prepares students to provide assistance in patient management, care, and clinical procedures. The program includes instruction in anatomy, physiology, medical terminology, nutrition, animal behavior and restraint, client communication, office administration, animal growth and development, animal diseases, infection control, animal reproduction, pharmacology procedures, surgical assisting procedures, diagnostic imaging procedures and dental assisting procedures.</td></tr>
</table>

CAREER CONNECTION

License or Certification Information: NAVTA Approved Veterinary Assistant, Burn Out Certificate
Career Pathway: Entry Level Careers: Veterinary assistant, Kennel attendant, Receptionist, Pet sitter, Groomer's assistant, Military, and Assistant laboratory animal technician (ALAT). Technical Level Careers: Veterinary technician, Animal control officer, Livestock officer, Laboratory animal technician (LAT), Groomer. Farrier, Field technician, Lab technician, Emergency animal medical technician (EAMT), Certified veterinary practice manager (CVPM), Animal trainer, Zoo guest services and Wildlife rehabilitation. Professional Level Careers: Pharmaceutical sales, Animal law, Veterinarian, Management, Research, Zoo keeper, Pathologist, and Epidemiologist
Occupational Profile: https://www.onetonline.org/link/summary/31-9096.00

PROGRAM & COURSE INFORMATION

Program Courses & Course Sequence	Veterinary Assistant I - 2 Semesters - 3 credits Veterinary Assistant II - 1 Semester - 1.5 credits Veterinary Assistant III - 1 Semester – 1.5 Credits
Pre/Co Requisite	High School Students: Completed 6.0 credits (required) & 2.0 GPA (recommended) Adult Students: Completion of high school, GED, or HiSET
Length of Program	4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $145 Year 2 - estimated supply fee $105

Adult Tuition* Blended Program	Year 1 - $4,885.00 Year 2 - $4,885.00 (Adult Blended Program students have the option to skip Year 1). *This program does not qualify for Federal Financial Aid. Affordable payment plans are available. This program is not approved under COE Accreditation, and is not eligible for post-secondary credit.

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Power
July 24, 2025	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Power

Video Production Program

DESCRIPTION
The **Video Production** program prepares individuals to produce digital films and videos (including news broadcasts, commercials and public service announcements, feature films and documentaries, episodic serials, music videos, educational videos, and others) and to work in a variety of on- and off-camera positions within traditional and emerging video production industries. Students also explore the history and societal and economic impact of the video production industry and will examine legal and ethical considerations and business best practices unique to film and TV production and related industries. Throughout the program, students learn and practice valuable real-world skills using professional-grade video production equipment and industry standard video and audio editing software and visual effects, motion graphics, and compositing applications to create high-quality media products.

CAREER CONNECTION
License or Certification Information: Adobe Certified Associate (ACA) Premiere Pro, ACA Visual Design using Photoshop, ACA Visual Effects and development of a professional portfolio **Career Pathway:** Cinematographer, Editor, Director, Script Writer, Independent Filmmaker, Producer, Film/Video Production Crew E.g. Grip, Gaffer, Sound Mixer, Camera Operator, Production Assistant, Script Supervisor **Occupational Profile:** https://www.onetonline.org/link/summary/27-4031.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Video Production I - 1 semester - 1.5 credits Video Production II - 1 semester - 1.5 credits Video Production III - 2 semesters - 3 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 to 4 Semesters
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $42 Year 2 - estimated supply fee $129

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main

Welding Technologies Program

DESCRIPTION
The **Welding Technologies** program prepares individuals to acquire welding techniques and be product verified with weldment testing. They will develop a working knowledge of blueprint reading, and the welding processes for Shielded Metal ARC Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored ARC Welding (FCAW), and Gas Tungsten ARC Welding (GTAW) with the use of thermal cutting equipment. Students will learn about the tools and equipment for the welding trade.

CAREER CONNECTION
License or Certification Information: https://www.aws.org/certification/page/home AWS Certifications – D1.1, SMAW, GMAW, GTAW, FCAW and OSHA 10. Students have the opportunity to become members of the American Welding Society and test for industry certification.   **Career Pathway:** Apprenticeships, Cutter, Arc Welder, Combination Welder, Fitter Welder, Helper, MIG Welder, Pipe Welder, TIG Welder, Welder, Weld inspection, Sales   **Occupational Profile:** www.onetonline.org/link/summary/51-4121.00

PROGRAM & COURSE INFORMATION	
Program Courses & Course Sequence	Welding I - 1 Semester - 1.5 credits Welding II - 1 Semester - 1.5 credits Welding III A - 1 Semester - 1.5 credits Welding III B - 1 Semester - 1.5 credits or Welding Internship - 1 Semester 1.5 credits
Pre/Co Requisite	6 high school credits (required) and a 2.0 GPA (recommended)
Length of Program	2 to 4 Semesters. In the 4th semester, students may take Welding III B or Welding Internship
College Credit	College credit may be available
Technology Requirements	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
Supply Fees	Year 1 - estimated supply fee $82 Year 2 - estimated supply fee 82

Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)	8:00am - 10:35am	Main, Power
July 24, 2024	May 20, 2025	Monday - Friday, daily (afternoon)	12:00pm - 2:35pm	Main, Power

Program Faculty

Programs EVIT faculty members for all programs are listed below. Faculty credentials are available through the Human Resources department. This list will be updated as needed throughout the year.

Faculty (Last name, First Name)	Email	Program
Allen, Noah	nallen@evit.edu	Radio & Audio
Amadee, Louis	lamadee@evit.edu	Aviation
Anzar, Alex	aanzar@evit.edu	Engineering
Ballard, Kathleen	kballard@evit.edu	Cosmetology
Bernasek, Steve	sbernasek@evit.edu	Diesel
Bessler, Mary Ann	mbessler@evit.edu	Cosmetology
Black, Armour	ablack@evit.edu	Culinary
Bodine, Jared	jbodine@evit.edu	Technology Device Repair
Bomkamp, Debra	dbomkamp@evit.edu	Medical Assisting
Bray, Jen	jbray@evit.edu	Nursing
Burghart, Bronwyn	bburghart@evit.edu	Behavioral Health
Carver, Ryan	rcarver@evit.edu	Veterinary Assitant
Chapman, Daniel	dchapman@evit.edu	Cosmetology
Chappell, Alma	achappell@evit.edu	Nursing
Cook, Eric	ecook@evit.edu	Welding
Crook, John	jcrook@evit.edu	Automotive
Dama, Tyler	tdama@evit.edu	Electrical
Davis, Michael	mdavis@evit.edu	Plumbing
Deemer, Woody	wdeemer@evit.edu	Welding
Diana, John	jdiana@evit.edu	Culinary
Dimas, Ron	rdimas@evit.edu	Culinary
Downey, David	ddowney@evit.edu	Welding
Dunton, Garrett	gdunton@evit.edu	Cosmetology
Erwin, Tina	terwin@evit.edu	Pharmacy
Escobedo, Mary	mescobedo@evit.edu	Cosmetology
Fenwick, Brenda	bfenwick@evit.edu	Cosmetology
Ferrell, White, Derina	dwhite-ferrell@evit.edu	Barbering
Finegold, Dolores	dfinegold@evit.edu	Dental
Foreman, Kimberly	kforeman@evit.edu	Practical Nursing
Gaytan, Israel	igaytan@evit.edu	Welding
Glon, Michael	mglon@evit.edu	Graphic Design
Gornall, Olivia	ogornall@evit.edu	Medical Assisting
Gowdy, James	jgowdy@evit.edu	Welding
Grantham, Kelly	kgrantham@evit.edu	Digital Animation
Harper, Raymond	rharper@evit.edu	Welding

Hatch, Paula	phatch@evit.edu	Aesthetics
Hayhome, Laurel	lhayhome@evit.edu	Cosmetology
Herman, Charles	cherman@evit.edu	Fire Science
Hilton, Laura	lhilton@evit.edu	Medical Assisting
Hirata, Albert	ahirata@evit.edu	Welding
Hoeprich, paul	phoeprich@evit.edu	Video Production
Honeycutt, Jerry (Ron)	jhoneycutt@evit.edu	Aviation
Jaimes, Yvette	yjaimes@evit.edu	Aesthetics
Juday, Dave	djuday@evit.edu	Radio & Audio
Julian, Christopher	cjulian@evit.edu	Medical Assisting
Kelly, Amy	akelly@evit.edu	Aesthetics
Kennedy, Pallas	pkennedy@evit.edu	ITEC
LaFond, Cherish	clafond@evit.edu	Fashion
Lambeth, Jeanea	jlambeth@evit.edu	Engineering
Langland, Edith	elangland@evit.edu	Dental
Lantz, Dustin	dlantz@evit.edu	EMT
Leonard, Lanna	lleonard@evit.edu	Fire Science
Lindstrom, John	jlindstrom@evit.edu	Automotive
Liu, Sarah	sliu@evit.edu	Cosmetology
Lloyd, Lorie	lloyd@evit.edu	Cosmetology
Lopez, Carlos	clopez@evit.edu	Collision
Macormac, Breanne	bmacormac@evit.edu	Veterinary Assitant
Mansueto, Lisa	lmansueto@evit.edu	Aesthetics
Mariner, Tawny	tmariner@evit.edu	Dental
Maron, Jacqueline	jmaron@evit.edu	Cosmetology
Martin, Roger	rmartin@evit.edu	Cosmetology
Martinez, Alfred	amartinez@evit.edu	Diesel
Mata Tinoco, Carlos	cmatatinoco@evit.edu	Automotive
McKinley, Laura	lmckinley@evit.edu	Medical Assisting
McNamara, James	jmcnamara@evit.edu	Fire Science
Menger, Mandy	mmenger@evit.edu	EMT
Meyer, Scott	smeyer@evit.edu	Culinary
Montella, Gerald	gmontella@evit.edu	Fire Science
Morris, Jaylene	jmorris@evit.edu	Massage Therapy
Morris, Michael	mmorris@evit.edu	Physical Therapy
Mota, Ricardo	rmota@evit.edu	Automotive
Mulhorn, Carol	cmulhorn@evit.edu	Medical Assisting
O'Brien, Christina	cobrien@evit.edu	Practical Nursing
Olguin, Emily	eolguin@evit.edu	Medical Assisting
Olney, William	wolney@evit.edu	ITEC
Overholt, Briana	boverholt@evit.edu	Cosmetology
Palmisano, Victoria	vpalmisano@evit.edu	Aesthetics
Pearsall, Kasey	kpearsall@evit.edu	Cosmetology

Perez, Eric	eperez@evit.edu	Graphic Design
Powers, Tamara	tpowers@evit.edu	Medical Assisting
Price, Julie	jprice@evit.edu	Nursing
Primosch, Karla	kprimosch@evit.edu	Digital Animation
Rexroad, George	grexroad@evit.edu	Cosmetology
Rice, Peter	price@evit.edu	Culinary
Roberts, Becky	rroberts@evit.edu	Criminal Justice
Rod, Jason	jrod@evit.edu	Criminal Justice
Ruiz, Bryan	bruiz@evit.edu	Aviation
Rutherford, Jacob	jrutherford@evit.edu	Construction
Saar, Dana	dsaar@evit.edu	ITEC
Sanchez, Amy	asanchez@evit.edu	Cosmetology
Sandground, Bruce	bsandground@evit.edu	Culinary
Schmitz, Erin	eschmitz@evit.edu	Early Childhood Education
Schrowang, Timothy	tschrowang@evit.edu	Welding
Schumacher, Shelby	sschumacher@evit.edu	Cosmetology
Schwister, Jack	jschwister@evit.edu	Welding
Sieczkowski, Natalie	nsieczkowski@evit.edu	Practical Nursing
Smith, Kerry	ksmith@evit.edu	Nursing
Starr, Devon	dstarr@evit.edu	Aviation
Storlie, Lydia	lstorlie@evit.edu	Medical Assisting
Strauss, Lindsay	lstrauss@evit.edu	Cosmetology
Stutzman, Justin	jstutzman@evit.edu	EMT
Tate, Suzanne	state@evit.edu	Interior Design
Taylor, Shele	staylor@evit.edu	Medical Assisting
Tellez, Katelyn	ktellez@evit.edu	Medical Assisting
Thompson, Robert	rthomspon@evit.edu	Automotive
Tomory, Amber	atomory@evit.edu	Veterinary Assitant
Trimble, Mary	mtrimble@evit.edu	Nursing
Varga, Hailey	hvarga@evit.edu	Digital Animation
Vega, Brenda	bvega@evit.edu	Medical Assisting
Wheeler, Stacey	swheeler@evit.edu	Barbering
Wilkerson, Mary	mwilkerson@evit.edu	Medical Assisting
Winstead, Brian	bwinstead@evit.edu	Medical Assisting
Wood, Jonathan	jwood@evit.edu	HVAC