

# evit

COLLEGE AND CAREER

## Secondary Catalog 2024-2025

Updated on 2024.7.26

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# Leadership

## Board Members

Peter Boyle	District 1
William R. Hobson	District 2
Robert T. Covington- President	District 3
Shane Ellison	District 4
Dr. Laura Metcalfe	District 5
David Lane	District 6
Amber McAfee- Clerk	District 7
LaMar Watkins	District 8
Shelli Boggs	District 9

## Board Secretary

Tammy Norris	480-461-4150	<a href="mailto:tnorris@evit.edu">tnorris@evit.edu</a>
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## Executive Leadership

Dr. Chad Wilson, Superintendent	480-461-4102	<a href="mailto:cwilson@evit.edu">cwilson@evit.edu</a>
Dr. Ronda Doolen, Chief Academic Officer	480-461-4040	<a href="mailto:rdoolen@evit.edu">rdoolen@evit.edu</a>
Dr. Tracy Schreiner, Chief Operations Officer	480-461-4059	<a href="mailto:tschreiner@evit.edu">tschreiner@evit.edu</a>
Edith Perez, Chief Financial Officer	480-461-4104	<a href="mailto:edperez@evit.edu">edperez@evit.edu</a>
CeCe Todd, Public Information Officer	480-461-4032	<a href="mailto:ctodd@evit.edu">ctodd@evit.edu</a>
Dr. Stephaine Frimer, Associate Chief Academic Officer	480-461-4175	<a href="mailto:sfrimer@evit.edu">sfrimer@evit.edu</a>
John Corsaro, Associate Chief Operations Officer	480-461-4605	<a href="mailto:jcorsaro@evit.edu">jcorsaro@evit.edu</a>
Kevin Koelbel, Director of Legal Services	480-461-4106	<a href="mailto:kkoelbel@evit.edu">kkoelbel@evit.edu</a>

## 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

## Campus Support Contacts

### **Receptionist/Attendance**

*General questions/attendance*

Attendance: 480-461-4026

[attendance@evit.edu](mailto:attendance@evit.edu)

Main Campus: 480-461-4002

Power Campus: 480-308-4602

### **Registration/Registrar**

*General advisement & student records*

480-461-4108

[registration@evit.edu](mailto:registration@evit.edu), [registrar@evit.edu](mailto:registrar@evit.edu)

### **Cosmetology Building, Main Campus**

480-461-4033

### **Cosmetology Building, Power Campus**

480-308-4680

### **Health Building, Main Campus**

480-461-4001

### **Emergencies/Issues after 3:00 PM**

480-612-5787

## Special Education & Tech Support Contacts

### **Special Education (SPED)**

480-461-4155, 480-461-4165, [ess@evit.edu](mailto:ess@evit.edu)

### **Tech Support (Help Desk line)**

480-461-4074, [support@evit.edu](mailto:support@evit.edu)

## EVIT Social Media

### **Facebook**

<https://www.facebook.com/EVITnews>

### **Instagram**

<http://instagram.com/evitnews>

### **X, Formerly Twitter**

<https://twitter.com/EVITNews>

### **YouTube**

<http://www.youtube.com/user/EVITNews>

### **Linked In**

<https://www.linkedin.com/school/east-valleyinstitute-of-technology>

### **Tik Tok**

[https://tiktok.com/@evitnews\\_](https://tiktok.com/@evitnews_)

### **Pinterest**

<https://www.pinterest.com/evitnews/>

### **Podcast**

<https://anchor.fm/evitnews>

## Academic Leadership

<b>Lisa French</b> , Dean of Cosmetology Arts	480-461-4075	<a href="mailto:lfrench@evit.edu">lfrench@evit.edu</a>
<b>Brian Bannon</b> , Counselor	480-461-4159	<a href="mailto:bbannon@evit.edu">bbannon@evit.edu</a>
<b>Victoria Tonemaker</b> , Instructional Specialist	480-461-4099	<a href="mailto:vtonemaker@evit.edu">vtonemaker@evit.edu</a>
<u>Programs</u> : Aesthetics, Barbering, Cosmetology		

<b>Jon Howell</b> , Dean of Culinary & Industrial Trades	480-461-4030	<a href="mailto:jhowell@evit.edu">jhowell@evit.edu</a>
<b>Monica Benson</b> , Counselor	480-461-6710	<a href="mailto:mbenson@evit.edu">mbenson@evit.edu</a>
<b>Nikki Micale</b> , Instructional Specialist	480-461-4030	<a href="mailto:nmicale@evit.edu">nmicale@evit.edu</a>
<u>Programs</u> : Bistro 13, Collision Repair, Commercial Baking, Construction Technologies, Culinary Arts, Electrical and Power Transmission, HVACR, Plumbing, Welding		

<b>Paula Corbin</b> , Dean of Interdisciplinary Studies	480-461-4173	<a href="mailto:pcorbin@evit.edu">pcorbin@evit.edu</a>
<b>Courtney Conroy</b> , Counselor	480-461-4166	<a href="mailto:cconroy@evit.edu">cconroy@evit.edu</a>
<b>Eric Stevens</b> , Instructional Specialist	480-461-4031	<a href="mailto:estevens@evit.edu">estevens@evit.edu</a>
<u>Programs</u> : Dental Assisting, Digital Animation, Early Childhood Education, Fashion Design, Graphic Design, Interior Design, Mental & Social Health Technician, Pet Grooming, Pharmacy Technician, Radio and Audio Production, Veterinary Assistant, Video Production		

<b>Eric Middleton</b> , Dean of Applied Sciences and Technology	480-461-4011	<a href="mailto:emiddleton@evit.edu">emiddleton@evit.edu</a>
<b>Jennifer Johnson</b> , Counselor	480-308-4633	<a href="mailto:jjohnson@evit.edu">jjohnson@evit.edu</a>
<b>Rebecca Thorpe</b> , Instructional Specialist	480-461-4615	<a href="mailto:rthorpe@evit.edu">rthorpe@evit.edu</a>
<u>Programs</u> : Auto Technology, Aviation, Diesel, Engineering, Network Security, Software & App Design, Technical Device Maintenance		

<b>Jennifer Schwartz</b> , Dean of Health Sciences	480-461-4610	<a href="mailto:jschwartz@evit.edu">jschwartz@evit.edu</a>
<b>Lorna Jones</b> , Counselor	480-461-4607	<a href="mailto:ljones@evit.edu">ljones@evit.edu</a>
<b>Sharon Black</b> , Instructional Specialist	480-461-4058	<a href="mailto:sblack@evit.edu">sblack@evit.edu</a>
<u>Programs</u> : Intro to Health, Massage Therapy, Medical Assisting, Physical Therapy Technician		

<b>Audree Lawrence</b> , Dean of Health and Public Services	480-461-4015	<a href="mailto:alawrence@evit.edu">alawrence@evit.edu</a>
<b>Lorna Jones</b> , Counselor	480-461-4607	<a href="mailto:ljones@evit.edu">ljones@evit.edu</a>
<b>Kelsey Rowe</b> , Instructional Specialist	480-461-4187	<a href="mailto:krowe@evit.edu">krowe@evit.edu</a>
<u>Programs</u> : Criminal Justice, Emergency Medical Technician, Fire Science, Nursing Assistant		

## 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 individuals 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

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>.

## 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 EVIT admissions office receives all required documentation. All records received become property of EVIT.

### **Basic Admission Requirements**

High School Students\*

- 2.0 GPA
- Turning 16 years of age during the school year or older
- No suspensions during the school year prior to attending EVIT

\*Students who do not meet the above requirements are still 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.

### **Refusal to Readmit**

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**

EVIT will not enroll and will unenroll any student expelled from the student's home school district.

### **Schedule Changes**

Before changing EVIT programs, students must meet with an EVIT counselor. Minors must have parental or guardian permission to change programs. Students will remain in their current program until notified by the counselor.

### **Withdrawal Process**

If withdrawal from a program is necessary, the student must meet with the counselor and notify the registrar two days in advance. Notifying the instructor is not enough. If the student is an unemancipated minor, parental or guardian permission is required. Parents or guardians may complete the withdrawal paperwork at the school office during regular school hours.

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.

## Policies & Procedures

### Attendance

#### 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.

#### 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. Please see "Missed Assignment/Exam Policy" regarding eligible make up work.

Students are considered tardy when they are not in the proper class with all materials necessary for that class period when the bell rings. Every fifth tardy will be counted as an absence and contribute to the student's potential to enter audit status.

Students are considered late when arriving 35 minutes after the bell rings. Every late will be counted as an absence and contribute to the student's potential to enter audit status.

#### Early Release

To be released early from class a minor student's parent or guardian must call the Attendance Office. Students 18 years of age and older may release themselves early 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. Students are considered to have "Left Early" when leaving 35 minutes or more before the final bell rings. Every "Left Early" even will be counted as an absence and contribute to the students' risk to enter audit status. Students will not be dismissed early from class 15 minutes or less from their scheduled class dismissal time.

#### Attendance/ Absentee / Credit Procedures

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. In an effort to meet this challenge, EVIT uses the following policy:

- High school students are expected to attend all of their scheduled classes to receive credit. Grades or credit can be withheld if the student is absent fifteen (15) or more excused or unexcused days in a semester. Home School Activities (HSA) and suspensions count as excused absences. If a student is absent for five (5) days (excused/unexcused), a truancy letter will be sent home. If the student is absent for ten (10) days (excused/unexcused), a second letter will be sent home with a warning that the student's ability to pass the program could be threatened by the student's lack of hands-on training. Fifteen (15) absences in a semester (excused/unexcused) 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 student is absent for ten (10) consecutive days (excused/unexcused), the student will be dropped from the program. This may put the student in jeopardy of graduating from high school later than the expected time.
- 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 HSA. Examples of an HSA include but are not limited to: athletic event or practices, field trips at home school, mandatory testing, or other mandatory home school events.
- Within five (5) school days of the HSA absence, the home-school attendance clerk or administration must email [attendance@evit.edu](mailto:attendance@evit.edu) 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.

### **Chronic Illness Information**

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 Health Office. Any absences prior to having a chronic illness form on file are not eligible to be coded as a chronic illness. 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 and send it to EVIT's School Nurse or obtain a Chronic Health Form from EVIT's Admissions Office. Please allow two weeks for the approval process.
- Homework and class assignments shall be made available to students with chronic health problems so they can complete coursework. Individual instructional arrangements shall be made 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 or assignments. Additionally, CTE programs are required to have 51% hands-on learning. Therefore, a student could receive a failing grade if work is incomplete.

- Absences related to chronic illness may impact a student’s ability to receive an industry certification. They can receive credit for high school graduation, but the certification associated with the program is not guaranteed as student’s ability to sit for certification in some programs is dependent on attendance.

## Regular Bell Times

<b>Class Schedule</b>	<b>Start of Class Bell</b>	<b>End of Class Bell</b>
Regular AM Session	8:00 AM	10:35 AM
Regular PM Session	12:00 PM	2:35 PM
4-hour AM Session	7:00 AM	11:00 AM
4-hour PM Session	12:00 PM	4:00 PM

## Additional Class Times

Some classes at EVIT start and end on a different schedule (i.e., Cosmetology, Cosmetology, Accelerated Massage Therapy Course, Accelerated Medical Assisting Course, etc.) Students enrolled in these classes are responsible for making appropriate arrangements to avoid tardiness.

## Alternate Class Schedules

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/data> for further information.

## Arizona State Adopted Competencies

To view competencies for a particular program, go to <https://www.azed.gov/cte/programs>.

## Academic Load

### Credits

Credit can be earned each session provided attendance requirements are met and a passing grade is achieved. High school credits are reported to home school registrars at the end of each quarter.



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.

## Transcripts

Official transcripts are available to students. There is no charge for the first transcript. Subsequent official transcript requests can be purchased via FOCUS for \$5.00 each. 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.

## Schedule Changes

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

## Dual Enrollment

Secondary students have the unique opportunity to participate in dual enrollment. This program allows students to earn college credits while still in high school, giving them a head start on their postsecondary education. By enrolling in select EVIT courses, students can simultaneously gain hands-on career training and academic credits that count toward both their high school diploma and a college degree. This collaboration provides a seamless transition to higher education and a significant cost savings on college tuition, making it an excellent pathway for ambitious students aiming to further their education and career prospects.

## Prior Learning Assessment

Many EVIT programs offer instructional content that allows students to receive credit for knowledge and skills they have already acquired from various educational institutions. This opportunity, known as Prior Learning Assessment (PLA), enables students to demonstrate their proficiency in specific subjects or technical areas, potentially earning advanced standing or college credits. PLA recognizes the value of students' previous experiences, whether gained through work, military service, or independent study, and can accelerate their educational and career goals. By taking advantage of PLA, students can save time and money, making their educational journey more efficient and tailored to their individual needs.

## Grading

### 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	

Grade	Percentage	Brief Description	GPA	Note(s)
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
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 and will not be eligible for completion

All grades are as earned. EVIT does not round grades.

### 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, Fire Sciences and Nursing Assistant 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.

### Grades/Report Cards

Report cards are published 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. Reporting periods may differ based on the program. All student grades are available via FOCUS.

### Missed Assignment/Exam Policy

- Students must make-up any work that is missed due to an excused absence within as many days as the student was absent, plus one. Make-up work for assignments will only be allowed for an excused absence. It is the responsibility of the student to have the absence excused (a parent or 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. There will be no makeup opportunity for missed labs.
- If a student was unable to submit 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 or 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 or 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 excused 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 Dean approves the request, the Dean 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.

## Audit Status

Involuntary audit status at EVIT is a designation applied to secondary students who do not meet the attendance standards required. Students placed on involuntary audit status are allowed to attend classes and participate in learning activities but do not receive credit for the coursework.

Voluntary audits (taking the class, but not receiving credit) must be approved through the program Dean.

## General Information

### Dress Code

EVIT students must dress appropriately for their program industry standard and according to EVIT policy. Class and industry uniforms, safety shoes, or other professional dress are required for all courses. Students are not permitted to participate in lab or shop activities when out of uniform.

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 or blouse and the top of pants, skirts, or shorts);
- bare shoulders, spaghetti straps, halter-tops, and tops deeply or narrowly cut in the front, back, or under the arms. Shoulder straps on shirts or 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 or 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 an EVIT Uniform;
- bare feet;
- anything that presents 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.

### Student ID Cards

An initial student ID will be issued to students at no cost. Students are required to wear photo identification at all times while on campus. Each student must properly identify themselves when asked to do so by school personnel. Failure to do so may result in disciplinary action.

Replacement IDs are available in admissions office for an additional fee. Fee payments are as follows:

- First Replacement ID cost is \$5.00
- Second Replacement ID cost is \$10.00
- Third Replacement ID cost is \$15.00
- Any additional replacements will need a Dean's approval and will cost \$25.00

### 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 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 or clinical experience where applicable.
- Students must have paid all fees prior to program completion to be eligible for a Certificate of Program 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 or 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. If food is delivered, it will not be accepted or it will be disposed of. Disciplinary action will be imposed for violations.

## Student Counseling & Enrollment Services

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 daytime and evening programs.

## 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 valid ID. Social or “unstructured” visits are not allowed. High school students who are interested in enrolling at EVIT are encouraged to arrange a technical class visitation through EVIT Counseling. Visitors may be restricted from lab areas for safety reasons.

Clients utilizing one of EVIT’s program services such as Auto, Cosmetology, Massage, 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.

## Job Placement Services

Mark McCann, Director of Recruitment	<a href="mailto:mmccann@evit.edu">mmccann@evit.edu</a>	480-461-4168
Kelly Harris, Work-based Learning	<a href="mailto:kharris@evit.edu">kharris@evit.edu</a>	480-461-4167
Ciara Gilbert, Workforce Development Coordinator	<a href="mailto:cgilbert@evit.edu">cgilbert@evit.edu</a>	480-461-4096
Kristen Wilcox, Apprenticeships	<a href="mailto:kwilcox@evit.edu">kwilcox@evit.edu</a>	480-461-6762
Elizabeth Sharkey, Alumni and Partnerships	<a href="mailto:esharkey@evit.edu">esharkey@evit.edu</a>	480-461-4176

EVIT offers comprehensive job placement services for secondary students enrolled in its programs. These services include resume building, interview preparation, and access to a network of local employers seeking skilled candidates. Students may receive career counseling to help them identify job opportunities in their field of study and secure employment after completing their courses. EVIT's strong industry connections and partnerships provide students with valuable resources and support to transition smoothly from education to the workforce.

## Health & Safety

### Immunizations\*

A form, with immunization dates for Measles, Mumps, and Rubella (MMR), Poliomyelitis, and Tetanus-Diphtheria must be completed and in home school files before students can enroll. 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 “Program-Specific Expectations” section in this catalog.

## Medication

A student who needs medication while on campus has the following options:

1. Prescription or over-the-counter medication may be distributed by the Health Office located on campus, providing that the following requirements are met:
  - a. The parent or guardian has provided written permission to allow the District to administer the medication to the student. The medication must be in the original container. If the medication is prescription, the container must have an appropriate label identifying the student, the medication, the route, the dosage, and the time to be given.
  - b. Students may also self-carry and administer medication, providing the parent or guardian has written permission on the correct form. The form to self-carry and administer medication is available through the Health Office. Students are only allowed to self-carry medicines in the original container and only the amount needed for that day.
2. The District reserves the right to circumscribe or disallow the use or administration of any medication on District premises if the threat of abuse or misuse of the medication poses a risk of harm to others.

## 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 of 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 any staff or faculty, and an administrator, confirm a student's risk for impairment, local law enforcement may be contacted to assess the situation. The parent of a minor student will be notified.

## Vehicles & Transportation

### Buses

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.

- All students must register their vehicles.
- The fee for a parking permit is \$60.00 per school year (July 1 to June 30).
- The fee may be waived in appropriate cases of need or economic hardship.
- Students who drive vehicles to school and park on District premises must follow all state laws and District guidelines.
- Parking on District premises is a privilege and may be revoked at any time for violations of District policy.
- Vehicles parked on District premises must display a current and valid student parking permit on the inside lower right-hand corner of the windshield and may only park in the assigned parking areas.
- If a student requires a Temporary Parking Pass for temporary use of another vehicle, The student must obtain a Temporary Parking Pass for the specific dates needed prior to parking. Students will need their student ID and a copy of the vehicle registration to obtain a Temporary Parking Pass, which may be obtained at the front desk in the District Office (Building 3). The Temporary Parking Pass must be displayed in the vehicle.
- Parking on District premises without a parking pass or visitor parking pass is prohibited.
  - First offense will be a written warning and the vehicle's license plate, make and model will be recorded.
  - Second offense will result in the vehicle being booted.
  - Third offense will result in the vehicle being towed at the owner's expense.
- Parking on District premises outside of your designated parking area, speeding, or driving recklessly will result in the following:
  - First offense will be a written warning.
  - Second offense will be a citation and a \$15 fine attached to the student account.
  - Third offense will result in a \$25 fine attached to the student account.
  - Fourth offense will result in a parking boot being placed on the vehicle.
    - A fine of \$50 will be imposed to remove the boot.
    - Booted vehicles left on District premises for more than 48 hours will be towed at the owner's expense.



- Additional violations will result in the suspension of driving privileges on District premises.
- Grades, transcripts, and certificates of completion can be withheld if parking fines are not paid
- All fines will be recorded as discipline.
- Violations may be appealed to a Director of Safety and Student Support whose decision is final.
- The District is not responsible for property damage or expenses caused by booting or towing or to vehicles left on campus overnight whether voluntarily or because of booting.
- The District may visually inspect the interiors of a student’s vehicle whenever a District official has reasonable basis to believe illegal or unauthorized material or evidence of conduct in violation of District policy or the law is inside the vehicle.
  - Visual inspections may be conducted without notice, without student consent, and without a search warrant.
  - If a visual inspection provides a reasonable basis to believe that the student is in possession of illegal or unauthorized material or has violated the law or District policy, the District may conduct a physical search of the vehicle without a search warrant. A student who fails to provide access to the interior of the car upon request by a District official will lose parking privileges and be subject to school disciplinary action.

### Skates (Roller or In-Line), Skateboards, Scooters, and HoverBoards

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 or scooters once they reach school property. When using skates of any kind, students must stop at the first available seat or bench on campus and remove the skates.

### Public Transportation

EVIT is fortunate to have various public transportation options to help students commute conveniently. Valley Metro provides bus and light rail services with routes that connect to EVIT's campuses. Several bus lines have stops near the Main Campus, making it accessible from different parts of the East Valley. Additionally, the light rail has nearby stations that can be used in conjunction with bus services for a seamless commute. For students who are unable to take their home school bus, students can use the Valley Metro website or app to plan their trips and find the most efficient routes to reach EVIT.

## 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. Secondary and post-secondary 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. 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 or 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 electronic devices, headphones, cameras, musical instruments, or other distracting items is prohibited and should not be visible during instructional times. 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.

## Cell Phones

Cell phones may NOT be used during class time. EVIT is a cell phone free zone bell to bell.

## School and Public Safety

### Emergency/Fire Drills

In the event of a fire drill: follow staff directions who have been trained for such emergencies. Proceed to the assigned area as instructed. Not following staff instructions and fire drill procedures can endanger everyone's safety. 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 Constitutional right to privacy and against unreasonable search and seizure of property. 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 and 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 and Secret Societies

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

### Harassment, Bullying, and 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.edu/about/governing\\_board](http://www.evit.edu/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
- Threats
- Intimidation
- Stalking
- Cyberstalking
- Cyberbullying
- Physical Violence
- Theft
- Public Humiliation
- Destruction of Property
- Sexual, religious, or racial harassment

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 positive behavioral interventions up to and including suspension or expulsion.

## **Procedure for Reporting**

Any person who feels they have been the victim of bullying or harassment or has witnessed bullying or harassment should file an incident report with the Dean. The student may also report concerns to faculty and other school staff who will be responsible for notifying the appropriate administrator. If the Dean 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.

False reports may be cause for discipline.

## **Timelines**

The student 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 Dean will investigate and administer discipline according to EVIT policy.

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 five (5) business days.

## **Parent Notification**

Administration shall report the occurrence of an incident of bullying as defined by District policy to the parent or guardian of all minor students known to be involved in the incident on the same day an investigation of the incident is initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with FERPA. 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, 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**

The District will automatically refund tuition to any tuition-paying student for the following reasons at the following rates:

One-hundred percent (100%) refund if:

- The course is cancelled.
- The student withdraws before the start of the course, or
- The student is called to active military duty.

Any course less than 8 weeks, no refund after the course starts.

Time	100% Refund	Prorated Refund Due to Hardship
8 week course	Student withdraws within five (5) calendar days of start of course	Based on number of course days
Semester-length course	Student withdraws within ten (10) calendar days of start of course	
Hours-based course	Student withdraws prior to 10% of the course hours	Based on number of course hours

Failing to attend class does not entitle a student to a refund.

Any amounts student may owe the District will be deducted from the refunded amount.

## Withdrawals

To withdraw for any reason a student must complete a Withdrawal Request Form and submit it to their Dean with supporting documentation, if necessary. The Withdrawal Request Form is available from the Executive Assistant to the Deans, and from the Dean 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, will only be refunded for new and unused supplies and uniforms, if a student submits a Request to Withdraw Form before the 10<sup>th</sup> calendar days 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.

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.

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 charge is disputed inaccurately, then the following procedures shall apply:

1. The initial charge, including a \$25 NSF Fee, will be added to the account.
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.*

## Technology Requirements & Usage

### Minimum Computer Requirements

Computer access with Windows OS, Adobe Reader, webcam, microphone, and anti-virus protection.

### Educational Purpose

The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research. The *Network* has been established for a limited educational purpose. The *Network* has not been established as a public access service or a public forum.

EVIT 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 (6) 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 through the intranet or Canvas.

## Student Electronic Access

EVIT students will receive an EVIT-issued student email account and access to the Network when they enroll in an EVIT program. All students will follow the Governing Board policies and acceptable use guidelines while using electronic resources, including the internet.

## Student Email

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

## Unacceptable Uses

### 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 not authorized by the faculty member.
- 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 Information Systems Director.

### **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 Resource 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 your instructor.

### **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 Support Leadership**

<b>John Zuccato</b> , Director of Safety and Student Support	480-461-4090	<a href="mailto:jzuccato@evit.edu">jzuccato@evit.edu</a>
<b>Tiffany Lawrence</b> , Student Conduct and Support Coordinator	480-461-4156	<a href="mailto:tlawrence@evit.edu">tlawrence@evit.edu</a>
<b>Kenneth Peterson</b> , Student Conduct and Support Coordinator	480-461-4149	<a href="mailto:kpeterson@evit.edu">kpeterson@evit.edu</a>

### **Student Success Plan (SSP)**

#### **Student Success – a progressive intervention opportunity**

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

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 program Dean and the Student Conduct and Success Coordinator. 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 or Coaching**– A discussion will be held with a student if the student 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 a copy of the success plan will be submitted to email addresses on file.

**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: Final 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, the student will meet with administration 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.

### **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**

The student is informed that the student 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. 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**

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. 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. While awaiting Due Process, 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 and Descriptions

<b>Disciplinary Offense/Description</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
<p><b>Academic Misconduct or Cheating</b></p> <p>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.</p>	Parent involvement/ zero grade	Expulsion
<p><b>Alcohol Violation</b></p> <p>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.</p>	Short-term suspension	Expulsion
<p><b>Arson</b></p> <p>Damaging or attempting to damage property by fire or incendiary device.</p>	Short-term suspension	Expulsion
<p><b>Assault</b></p> <p>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.</p>	Short-term suspension	Expulsion
<p><b>Automobile Violation</b></p> <p>Misuse of an automobile on school property, including unauthorized parking.</p>	Informal talk	Expulsion
<p><b>Bullying</b></p> <p>See section on Non-Permissible Activity.</p>	Parent/Student Conference	Expulsion
<p><b>Bus Violation</b></p> <p>Violation of bus rules.</p>	Informal talk	Expulsion
<p><b>Dangerous Weapon or Instrument</b></p> <p>Use, display, or possession of a knife, ice pick, CO<sub>2</sub> - 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,</p>	Short-term suspension	Expulsion

<p>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.</p>		
<p><b>Deadly Weapon or Firearm</b></p> <p>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, displaying, or knowingly carrying or possessing a weapon as defined above.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Defiance of Authority</b></p> <p>Failure to comply with reasonable requests of school officials. This includes leaving campus or class without permission and ditching. Physical resistance to school officials may result in expulsion regardless if such resistance is a first occurrence.</p>	<p>Informal talk</p>	<p>Expulsion</p>
<p><b>Discrimination</b></p> <p>Mistreatment based upon race, ethnicity, gender, religion, or disability. This violation includes false accusations of discrimination or harassment.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Disorderly Conduct</b></p> <p>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.</p>	<p>Informal talk</p>	<p>Expulsion</p>
<p><b>Dress Code</b></p> <p>Failure to comply with district &amp; school dress standards.</p>	<p>Informal talk</p>	<p>Short-term suspension</p>

<p><b>Drug Violation</b></p> <p>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).</p> <p>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).</p> <p>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.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Fighting</b></p> <p>Mutual participation in a physical altercation involving violence against a person or persons.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Forgery</b></p> <p>Using the signature or initials of another person.</p>	<p>Informal talk</p>	<p>Long-term suspension</p>
<p><b>Gambling</b></p> <p>Participating in games of chance for money.</p>	<p>Informal talk</p>	<p>Long-term suspension</p>
<p><b>Gang Activity or Association</b></p> <p>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 Policy Chapter 7 § 14).</p>	<p>Informal talk</p>	<p>Expulsion</p>
<p><b>Harassment and Bullying</b></p> <p>See section on Harassment and Bullying.</p>	<p>Parent/Student Conference</p>	<p>Expulsion</p>
<p><b>Horseplay</b></p> <p>Any rough and/or boisterous play that disrupts the classroom or campus.</p>	<p>Informal talk</p>	<p>Long-term suspension</p>

<p><b>Information Systems and Electronic Devices Violation</b></p> <p>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.</p>	<p>Parent/ Student Conference</p>	<p>Expulsion</p>
<p><b>Lying or False Accusation</b></p> <p>Knowingly giving false or misleading information, information calculated to mislead, including false accusations against others.</p>	<p>Informal talk</p>	<p>Long-term suspension</p>
<p><b>Medication or Dietary Supplement (Unauthorized Possession)</b></p> <p>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.</p>	<p>Parent/Student Conference</p>	<p>Expulsion</p>
<p><b>Profane Language/Disrespect</b></p> <p>Verbiage, tone, and language deemed inappropriate in the classroom, on school property, or at school functions.</p>	<p>Parent/ Student Conference</p>	<p>Expulsion</p>
<p><b>Robbery/Extortion</b></p> <p>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.”</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Safety Issues</b></p> <p>Violations of campus, classroom, and/or shop safety rules, policies, and procedures. Violations beyond what would be considered horseplay.</p>	<p>Parent/ Student Conference</p>	<p>Long-Term Suspension</p>
<p><b>Sexual Abuse</b></p> <p>Sexual contact without consent.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Sexual Harassment</b></p> <p>Unwanted or unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>
<p><b>Sexual Offense</b></p> <p>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.</p>	<p>Short-term suspension</p>	<p>Expulsion</p>



<p><b>Student Speech</b></p> <p>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.</p>	Short-term suspension	Expulsion
<p><b>Tardiness</b></p> <p>Late arrival to a scheduled class or appointment.</p>	Informal talk	Short-term suspension
<p><b>Threats</b></p> <p>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.</p>	Informal talk	Expulsion
<p><b>Tobacco Violation</b></p> <p>The use, distribution or possession of a tobacco product. This includes vapor pens and E-cigarettes.</p>	Parent/ Student Conference	Expulsion
<p><b>Trespassing</b></p> <p>Unauthorized presence on district property.</p>	Informal talk	Long-term suspension
<p><b>Truancy or Unexcused Absence</b></p> <p>Any absence that is not excused by the student’s parent or legal guardian and approved by the appropriate school official.</p>	Informal talk	Expulsion
<p><b>Vandalism</b></p> <p>Destroying or defacing property of the district, staff or students, including graffiti. Students may be liable for destruction of school property.</p>	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, or counselor, who will meet with grievant within five (5) class days. If a resolution is not achieved at this level the grievant should then meet with the appropriate Dean, 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.

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.

### Formal Grievance

The formal grievance process must be submitted within ten (10) calendar days of the outcome of the informal process. The Dean will provide the form for submitting a formal grievance. The form must be submitted to the Dean who will convene a grievance committee. The grievance committee will consist of another instructor, staff member, and a different Dean. 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 receiving the formal grievance. The Superintendent will render a final decision, in writing, to the grievant within five (5) work days.

- 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 (10) 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 the grievant is still dissatisfied with the outcome of the grievance process, the grievant can contact the following agency:

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

## Legal Notices

### Accommodations for Disabled Students

EVIT will provide accommodations and support services as required by the Individuals with Disabilities Education Act ("IDEA"), the Americans with Disabilities Act ("ADA"), and Section 504 of the Rehabilitation Act ("Section 504"). High school students seeking accommodations should contact their home school. Postsecondary students seeking accommodations should apply through FOCUS.

### Anti-Discrimination Policy

EVIT does not discriminate on the basis of race, color, national origin, sex, disability, age, or sexual orientation in its programs or activities. CTE program offerings include: Arts, Audio/Video Technology & Communications; Auto & Transportation Services; Construction Technologies; Culinary Arts & Hospitality; Education; Engineering; Health Sciences; Human Services; Information Technology; Manufacturing Trades; and Public Safety. For a full listing of programs, go to [evit.edu/programs](http://evit.edu/programs). The lack of English language skills will not be a barrier to admission and participation in EVIT CTE programs. The following employees have been designated to handle inquiries regarding non-discrimination policies: Title IX/Title VII/EEOC Coordinator, EVIT Superintendent, 1601 W. Main St., Mesa, AZ 85201 or call (480) 461-4000, or by email at [Superintendent@evit.edu](mailto:Superintendent@evit.edu); IDEA Coordinator, Tony Niccum, STEPS, 1601 W. Main St., Mesa, AZ 85201, or call (480) 461-4154 or by email [tniccum@evit.edu](mailto:tniccum@evit.edu). Postsecondary ADA or 504 accommodations are submitted through FOCUS.

### 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 enrolled in a secondary program regardless of age. In accordance

with state and federal law, however, parents or guardians must be included in decisions related to minors.

## EVIT Course Catalog

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 FOCUS.

## 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 Secondary Classes

Career technical education districts may offer CTE programs to adult students. At EVIT, Students over twenty-two (22) years of age may attend CTE programs (other than massage therapy) during regular school hours on any of EVIT's central campuses, if the CTE program has additional student capacity after the enrollment of persons who are twenty-two (22) years of age or younger. A person over twenty-two 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 or 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 student 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.

Parents and guardians 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 Dean 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 Dean 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-Specific Expectations

Many EVIT programs have specific requirements that students must meet to ensure compliance with industry standards and certification requirements. These include drug screenings, immunization compliance, and clinical practicum requirements. These measures are essential to prepare students for their future careers, ensuring they meet the professional standards required for certification in their chosen fields. Students should be prepared to fulfill these requirements as part of their training at EVIT.

### Emergency Medical Technician

#### Academic Grading

Students must pass all quarters of the Emergency Medical Technician (EMT) Course with a 75% or greater, pass all National Registry of Emergency Technicians (NREMT) Practical Exam skills, or pass the Arizona Department of Education Technical Skills Assessment (high school students only) to receive a Certificate of Completion.

Students must pass all segments/quarters of their EMT course with a 75% or greater, pass the midterm exam with a 75% or greater, and have a 75% assessment average each segment/quarter to be eligible for the National Registry of Emergency Technicians (NREMT) Practical Skills and Certification Exam.

#### Exams

The Arizona Department of Health Services Bureau of Emergency Medical Services & Trauma System determined that all students must achieve at least 75% on all major exams. The EVIT standard for EMT students is that students maintain a 75% average each segment/quarter in the assessment category. Students scoring less than 75% on the midterm or the final exam are considered to have failed and may petition the instructor to retake the exam one time, the next day. The maximum score obtained on the retake exam is 75%. Students with less than 75% on the midterm exam retake or 75% on the final are not eligible to take the credentialing exams.

#### Chapter Tests

Failed chapter tests cannot be retaken. Passing on chapter tests is considered 75% or higher. Chapter tests missed due to an excusable absence with a physician's note can be made up. Excused absences without a physician's note will result in an essay exam. Students with a Home School Activity (HSA) are expected to complete assignments/exams before their HSA event. Eligible students will take the make-up chapter test the next day.

#### Skills Evaluation

Skills evaluations are based on clinical objectives and guidelines. EMT instructors have the responsibility of evaluating a student's clinical performance and will complete evaluations for students enrolled in their clinical assignment. Students must pass each skill to receive credit. This is a pass or fail grade. A failing grade for any skill will result in a failing grade for the segment/quarter in which the skill was assigned.

To complete a clinical skills assignment, EMT students are required to demonstrate competence in an entry-level set of skills for their program area. If a student demonstrates unsatisfactory or unsafe clinical performance, the student will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the skills laboratory with an instructor
- Evaluation of clinical performance by another clinical instructor
- Clinical probation
- A failing grade if remediation attempts fail

Before registering for the National Registry of Emergency Technicians (NREMT) Certification Exam, students are required to pass a skills final exam. If the student does not pass this exam, they will get a chance for one retake exam. The maximum score they can obtain is 75%.

### **Physical Fitness & Readiness Training**

Physical Training (PT) is a fundamental aspect of our Emergency Medical Technician (EMT) program, ensuring students maintain optimal physical fitness essential for the demanding challenges of emergency response. Throughout the week, students will engage in a variety of exercises and activities designed to enhance strength, endurance, and agility, equipping them with the physical readiness required in the field.

### **EMT Immunization Requirement**

All students entering the Emergency Medical Technician (EMT) course must meet all immunization requirements to participate in the clinical practicum portion (if applicable) of the course.

Students must have an immunization record with documentation of:

- MMR
- DPT
- Current tetanus
- Chickenpox (Varicella) titer from your doctor showing immunity OR vaccination
- TB test (must be completed annually)
- Hepatitis B vaccination/signed declination form
- Annual flu vaccination (if required by clinical facility site)
- COVID vaccination/COVID booster (if required by clinical facility site)

Students unable or unwilling to provide documentation of compliance with the immunization requirements will not be eligible to participate in the clinical practicum experience.

EXEMPTIONS, for any reason, are not accepted (except signed declination form for Hepatitis B vaccination).



## Health Sciences Program

### Grading

Students must pass all quarters of their Health Sciences Course with a 70% (C, average) or greater and complete a clinical internship (if applicable) to receive a Certificate of Completion.

### Professional Appearances

The Health Science department at EVIT believes in preparing students for postsecondary education and the workforce. Professionally presenting oneself is an employability skill and will be graded. Students shall comply with the following rules every day:

- Students should be in full uniform every day. Full uniform is defined as EVIT-provided scrubs/uniform, close-toed shoes, working watch with a second hand, pen, EVIT-issued ID, professional appearance, and home school district-issued laptop.
- A complementing, solid color, long sleeve shirt may be worn under EVIT scrubs/uniform if needed. If a sweatshirt is needed, this can be purchased through the EVIT bookstore at an additional cost.
- Closed-toe, completely enclosed medically appropriate, flat, nonslip shoes, such as tennis shoes or medical clogs with an enclosed back are the only approved EVIT Health Science footwear.
- Uniforms should be clean and well-kept.
- No jewelry is to be worn with the uniform except wedding rings, engagement rings, one thin, simple chain necklace with a single discreet charm, and a wristwatch. Smartwatches are not allowed in the classroom, lab, or clinical setting.
- Bluetooth, AirPods, and wireless headphones are prohibited.
- One pair of earrings, not hanging below the lobe, may be worn; one pair of small plain posts may be worn along the external perimeter of the ear; a small hoop daith piercing may be worn in the cartilage of the inner portion of the ear, but may not protrude outside of the ear. A small nose ring stud, not larger than 3mm, may be worn in one nostril. Other facial piercings may have a clear or flesh-toned piercing retainer, or must not be visible.
- Hair shall be worn neatly and professionally. Hair and bangs that are longer than shoulder length should be pulled back off the face or put completely up. Facial hair should be kept neat and trimmed.
- Nails should be a clean and manageable length. Nails longer than ¼” are not permitted. Fake nails are prohibited as they can harbor infectious agents.
- Personal hygiene shall be maintained. Students will bathe regularly and use deodorant. Offensive body odors, cigarette odor, or similar are prohibited. Cologne, after-shave, or perfumes are not permitted while attending a clinical practicum.

There will be occasions when students will be asked to wear professional dress.

## **Professional Conduct**

Professionalism is an employability skill and will be graded. Points are earned by being on time, prepared for class each day, and following the policies and procedures outlined in the EVIT Catalog. In addition, students are expected to show respect for the classroom and the program and treat all EVIT personnel, patrons, patients, and equipment with respect and dignity. Students are expected to perform their duties inside and outside of the classroom. Inappropriate behavior will result in the loss of employability points and possible disciplinary action for all students involved. Students subjected to disciplinary action for violating the EVIT code of conduct may be ineligible to participate in a clinical practicum experience.

## **Clinical Practicum Opportunity**

Work-based Learning Experiences:

- Qualified students will participate in a work-based clinical practicum experience at a private medical office or other designated facility.
  - Students must pass a clinical skills assessment to qualify for a clinical practicum experience.
  - Students must maintain a 70% or greater in each segment/quarter to be eligible for the clinical practicum experience. If the student's grade drops below 70% while on their clinical practicum experience, the student will no longer be able to continue at the site until their grade is above 70%.
  - Students must maintain a 70% average assessment score each quarter to participate in a work-based clinical practicum experience. If the student's assessment score drops below 70% while on their clinical practicum experience, the student will no longer be able to continue at the site until their score is above 70%.
  - Students must maintain an 80% average lab/practicum score each quarter to participate in a work-based clinical practicum experience. If the student's lab/practicum score drops below 80% while on their clinical practicum experience, the student will no longer be able to continue at the site until their score is above 80%.
  - Only students with good attendance records will be placed at a work-based learning clinical practicum site; this includes excessive absence and tardiness concerns. Absences (excused, unexcused, Home School Activity/HSA, suspension) cannot exceed 10% of the total class sessions offered each semester to remain eligible to attend a clinical practicum experience. Tardiness cannot exceed 10% of the total class sessions offered each semester to remain eligible to attend a clinical practicum experience in the second semester.
- Students subjected to disciplinary action for violating the EVIT code of conduct may be ineligible to participate in a clinical practicum experience.

- EVIT will secure a shadowing/clinical practicum site for students. Students are NOT to contact sites individually unless they are specifically requested to do so by their instructor. If it has been found that a student contacted a site without prior authorization they will be in violation of this handbook and the student will not be able to complete a clinical practicum experience.
- Transportation is not provided to the clinical practicum site. The student must arrange transportation. Students should anticipate up to a 30-minute/15-mile drive to their site. There are a limited number of clinical sites available for shadowing/clinical experiences. Placement of students will be based on classroom attendance, on-time performance, classroom grade, employability skill grade, maturity level, and timely completion of required paperwork.
- Unsafe or unethical conduct, including, but not limited to, consistent unsatisfactory work-based evaluations, violation of principles of confidentiality, failing to respect client/patient rights and dignity, soliciting, borrowing, or removing property or money from clients and/or the facility, assuming care tasks for which the student lacks the education or competence to perform, removing drugs, supplies, equipment, or medical records from the medical setting, abandonment (leaving the clinical site or patient without notification), absence from a clinical assignment without proper notification to the agency, EVIT instructor, and EVIT attendance office, lying about any incident that occurs or hours of participation at a clinical practicum site, will become the basis for suspension and/or immediate dismissal from the program. The clinical practicum site/and or classroom instructor has the right to revoke at any time the student's clinical practicum experience.
- Medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law. Students may never discuss or review any information regarding a patient at a clinical site with anyone other than the medical staff of the clinical site. Students are obligated to know and adhere to the privacy policies and procedures of the clinical site they are assigned.
- Students are supervised by the staff at the private offices/hospitals/facilities. It is the responsibility of the student to report to the classroom instructor any problems, including experiences that do not meet learning objectives.
- Medical insurance is not provided should the student become injured at EVIT or the work-based learning clinical practicum site. The student should carry health care insurance.
- Uniform expectations for the clinical practicum experience are the same as those for in-classroom and lab instruction. Students who arrive at the clinical site in violation of the dress code will be sent home, (this day will be recorded as an absence), and will be removed from the clinical practicum experience – this includes no name badge.
- Clinical sites have program/site-specific health and safety requirements (e.g., vaccinations, background checks, fingerprint clearance cards). Documentation of clinical

requirements (immunization record, fingerprint clearance card, background check, etc.) must be on file by one week before the end of the second quarter. Students unable or unwilling to provide documentation of compliance will not be eligible to participate in a clinical practicum.

- EVIT may share personal information, including name, date of birth, and documentation of health-related information, including drug screen results, immunization records, titer results, and verification of a TB disease state to clinical agencies requesting this information.
- Clinical sites have the same expectations of students that they have from employees. Students who have more than three absences at the clinical site may be removed from the site.
- If a student fails to notify their clinical practicum site of an absence (no call, no show) they will be removed from the site.
- Early departure from a clinical site without the permission of the clinical instructor is considered to be abandonment of patient care and is strictly prohibited. Students who voluntarily leave clinical early for any reason will be placed on clinical attendance probation and could be dismissed from the program.

### **Health Declaration**

It is essential that Health Sciences students be able to perform a number of physical activities in the clinical/extern portion of their program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition that necessitates ongoing treatment must be able to meet all program objectives/expectations relative to direct patient care. The Health Sciences clinical/extern experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making an application.

### **Guidelines Regarding Exposure to Bodily Fluids**

All students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV.

#### **Standard Precautions**

- All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Students will follow OSHA Blood-borne Pathogens Section 1910.1030 Exposure Guidelines.
- Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
- Contaminated sharps must be placed in the appropriate container as soon as possible.

- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.

Any direct exposure to body fluids occurring while functioning as a student must be reported immediately to the Instructor.

### **Illness and/or Disabilities**

Students are expected to participate fully in activities required by the program. This includes, but is not limited to, lifting patients, standing for several hours a time and bending. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.

- Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, they may be withdrawn.
- Should the student require any type of special accommodation, the student must notify the instructor before clinical arrangements are made.
- Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

### **Insurance**

The student should carry health care insurance while participating in any academic or clinical learning experience. Student accident insurance, which covers the student while in school, is available for purchase if you have no primary insurance.

- If a student is injured during clinical, the student should notify the instructor, fill out an incident form at the clinical site, and also one at EVIT Health Sciences Office or the campus instructor's office.

### **Emergency Contacts**

It is essential for students to complete the proper forms with up-to-date emergency contact information i.e. parent's full name, place of work and telephone numbers, home telephone number, home address, cell phone number, and who to contact if a parent cannot be reached.

### **Drug Screening Guidelines and Consent**

All students are required to submit to a random urine drug screening during the fall semester as a condition of continued enrollment, and clinical placement, in the Health Science programs.

1. EVIT's contracted outside vendor will conduct the screening and will mail negative results to the EVIT Program Dean. If a student tests positive, the lab will contact the EVIT Program Dean who will check for prescription drug use on the Emergency Medical

Card on file. The Program Dean will contact the student and parent to discuss the results and consequences of the positive result.

2. Only students receiving negative drug screens as reported by EVIT's designated contracted outside vendor may be permitted to remain enrolled in health science courses. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the Instructor and/or Program Dean will not be permitted to attend the Health Science courses including the required clinical rotation.
3. Students will not be allowed to use previous drug screens requested by any person or agency outside the East Valley Institute of Technology.

### **Absent Students on the Day of Drug Screening**

Any student who is absent on the day the drug screening is conducted will have 24 hours to have this screening performed. Students will be given information on what clinic to go to for drug testing.

\*\* Students who are under 18 years of age must have a parent or legal guardian present at the clinic, if testing is missed at EVIT. Guidelines

- All students are required to submit to a random urine drug screening during the fall semester as a condition of continued enrollment, and clinical placement, in the health sciences program.
- Students will submit a permission form signed by parents if the student is under the age of 18.
- An EVIT approved third party contractor will conduct the screening and will send results to the Program Dean.
- Only students receiving negative drug screens as reported by EVIT's chosen third party contractor are permitted to remain enrolled in health science courses.
- Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the Instructor will not be permitted to attend health science courses. The Instructor will contact the student and parent to discuss the results and consequences of the positive result.
- Students will not be allowed to use previous drug screens requested by any person or agency outside the East Valley Institute of Technology.

## Program Offerings

<b>Certificate Programs</b>	<b>Campus</b>
Aesthetics	Main & Power
Automotive Technologies	Main
Aviation	Power
Barbering	Main
Collision Repair	Main
Commercial Baking	Main
Construction	Main
Cosmetology	Main & Power
Criminal Justice	Main & Power
Culinary Arts	Main
Dental Assisting	Main
Diesel Technologies	Main
Digital Animation	Main
Early Childhood Education	Main
Electrical & Power Transmission	Main
Emergency Medical Technician	Main
Engineering	Power
Fashion Design & Merchandising	Main
Fire & Emergency Services	Main
Graphic Design	Main
HVACR	Main
Interior Design	Main
Massage Therapy	Main
Medical Assistant	Main & Power
Mental & Social Health Technician	Main
Network Security	Main
Nursing Assistant	Main & Power
Pet Grooming	Power
Pharmacy Technician	Main
Physical Therapy Technician	Main
Plumbing	Main
Radio & Audio Production	Main
Software & App Design	Main
Technology Device Maintenance	Main
Veterinary Assistant	Power
Video Production	Main
Welding	Main & Power

## Secondary Programs

### Aesthetics

DESCRIPTION	
<p>The <b>Aesthetics</b> 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.</p> <p>Additional information is located in the program handbook.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Arizona Board of Cosmetology Aesthetics Licensure</p> <p><b>Career Pathway:</b> Aesthetician, Makeup Artist, Manufacturer or Product Representative, Salon Receptionist, Medical Aesthetician, Salon Manager entrepreneur or Owner.</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/39-5094.00">www.onetonline.org/link/summary/39-5094.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	Aesthetics I - 1 semester - 2 credits Aesthetics II - 1 semester - 2 credits
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 semesters (600 clock hours). **Students attend 4 hours each day & may be required to provide their own transportation.
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$250
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$7,400



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

DESCRIPTION	
<p>The <b>Automotive Technologies</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Automotive Service Excellence (ASE) is the primary industry certification (ASE.com), 5 Student Certifications are offered.</p> <p><b>Career Pathway:</b> Automotive Technician, Mechanic Technician, Parts Technician, Service Writer</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/49-3023.00">https://www.onetonline.org/link/summary/49-3023.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Automotive Technologies IA - 1 quarter- 0.75 credits</p> <p>Automotive Technologies IB – 1 quarter – 0.75 credits</p> <p>Automotive Technologies II - 1 quarter - 0.75 credits</p> <p>Automotive Technologies III - 1 quarter - 0.75 credits</p> <p>Automotive Technologies IVA - 1 semester - 1.5 credits</p> <p>Automotive Technologies IVB or Automotive Internship - 1 Semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended).
<b>Length of Program</b>	2 - 4 semesters. In the 4th semester, students will take either Automotive Technologies IVB or Automotive Internship.
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$107</p> <p>Year 2 - estimated supply fee \$107</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>

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

DESCRIPTION	
<p>The <b>Aviation</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Federal Aviation Administration (FAA) Ground School, Unmanned Aircraft Systems Pilot, Private Pilot.</p> <p><b>Career Pathway:</b> Airline Pilot, Air Traffic Controller, Unmanned Aircraft Systems Operations, Flight Attendant, Aircraft Maintenance Technician, Airport Manager</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/49-3011.00">https://www.onetonline.org/link/summary/49-3011.00</a></p>	
PROGRAM & COURSE INFORMATION	
<p><b>Program Courses &amp; Course Sequence</b></p>	<p>Aviation I - 1 semester - 1.5 credits            Aviation II - 1 quarter - 0.75 credits            Aviation III - 1 quarter - 0.75 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</p>
<p><b>Pre/Co Requisite</b></p>	<p>6 high school credits (required) and a 2.0 GPA (recommended)</p>
<p><b>Length of Program</b></p>	<p>2 - 4 semesters</p>
<p><b>College Credit</b></p>	<p>College credit may be available through Dual Enrollment and/or PLA.</p>
<p><b>Technology Requirements</b></p>	<p>Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.</p>
<p><b>Supply Fees</b></p>	<p>Year 1 - estimated supply fee \$175            Year 2 - estimated supply fee \$45</p>

<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550
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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

DESCRIPTION				
<p>The <b>Barbering</b> 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.</p> <p>Additional information is located in the program handbook.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> Arizona Board of Barbering Barber Licensure</p> <p><b>Career Pathway:</b> Barber, Barber Shop Operator, Master Barber, Stylist, Platform Artist, Product/tool representative, Barber Instructor</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/39-5011.00">https://www.onetonline.org/link/summary/39-5011.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		Barbering I - 1 semester - 2 credits Barbering II - 1 semester - 2 credits Barbering III - 2 semesters - 4 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		4 semesters (1200 clock hours)		
<b>College Credit</b>		College credit may be available through PLA.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$395 Year 2 - estimated supply fee \$555		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$7,400 Year 2 - \$7,400		
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

DESCRIPTION	
<p>The <b>Collision Repair</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Automotive Service Excellence (ASE) Student Certification</p> <p><b>Career Pathway:</b> Automotive Painter, Collision Repair Technician, Light Assembler, Damage Appraiser</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/49-3021.00">www.onetonline.org/link/summary/49-3021.00</a></p>	
PROGRAM & COURSE INFORMATION	
<p><b>Program Courses &amp; Course Sequence</b></p>	<p>Collision Repair I - 1 semester - 1.5 credits</p> <p>Collision Repair II - 1 quarter - 0.75 credits</p> <p>Collision Repair III - 1 quarter - 0.75 credits</p> <p>Collision Repair IV A - 1 semester- 1.5 credits</p> <p>Collision Repair IV B - 1 semester - 1.5 credits or Collision Repair Internship - 1 semester - 1.5 credits</p>
<p><b>Pre/Co Requisite</b></p>	<p>6 high school credits (required) and a 2.0 GPA (recommended)</p>
<p><b>Length of Program</b></p>	<p>2 - 4 semesters</p>
<p><b>College Credit</b></p>	<p>College credit may be available.</p>
<p><b>Technology Requirements</b></p>	<p>Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.</p>
<p><b>Supply Fees</b></p>	<p>Year 1 - estimated supply fee \$105</p> <p>Year 2 - estimated supply fee \$132</p>

<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550
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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



## Commercial Baking & Pastry Arts

DESCRIPTION				
<p>The <b>Commercial Baking &amp; Pastry Arts</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> ServSafe Manager, ACF Certification</p> <p><b>Career Pathway:</b> Hotel, Restaurant, Bake and Pastry Shop, Apprentice Cooks, Bakers, Decorators, Assistants and Stewards</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/51-3011.00">https://www.onetonline.org/link/summary/51-3011.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		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		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 - 4 semesters		
<b>College Credit</b>		College credit may be available through PLA.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$218 Year 2 - estimated supply fee \$40		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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				
<p>The <b>Construction Technologies</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> OSHA 10, NCCER Construction Technology  <b>Career Pathway:</b> Electrician, Plumber, Frammer, Mason, Blueprint Reader, Apprentice/Helper  <b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/47-3019.00">https://www.onetonline.org/link/summary/47-3019.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		Construction I - 1 semester - 1.5 credits Construction II - 1 semester - 1.5 credits Construction Internship - 2 semesters - 3 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 - 4 semesters		
<b>College Credit</b>		College credit may be available through PLA.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$65 Year 2 - estimated supply fee \$95		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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	
<p>The <b>Cosmetology</b> 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.</p> <p>Additional information is located in the program handbook.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> AZ State Board of Barbering and Cosmetology certifications</p> <p><b>Career Pathway:</b> Cosmetologist, Hair Stylist, Salon Owner, Platform Artist, Manager, Entrepreneur, Sales Distributor, Educator, and More.</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/39-5012.00">www.onetonline.org/link/summary/39-5012.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Cosmetology Fundamentals - 1 semester - 2 credits</p> <p>Cosmetology Clinical- 1 semester - 2 credits</p> <p>Cosmetology Clinical II- 2 semesters- 4 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	4 semesters - 4 hours/day (total of 1500 clock hours)
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$425</p> <p>Year 2 - estimated supply fee \$510</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$7,400</p> <p>Year 2 - \$7,400</p>

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	
<p>The <b>Criminal Justice</b> 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</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Psychological First Aide Certification</p> <p><b>Career Pathway:</b> Police Officer, Police Aide, Corrections Officer, Probation Officer, Federal Agent, Attorney, Crime Scene Specialist, Forensics Scientist, Public Safety Telecommunications</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline/link/summary/33-3021.02">https://www.onetonline/link/summary/33-3021.02</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Criminal Justice I - 1 semester - 1.5 credits</p> <p>Criminal Justice II - 1 semester - 1.5 credits</p> <p>Criminal Justice III - 2 semesters - 3 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment and/or PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$65</p> <p>Year 2 - estimated supply fee \$65</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>

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	
<p>The <b>Culinary Arts</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> ServSafe Manager, ACF Certification  <b>Career Pathway:</b> Banquet Cook, Prep Cook, Server, Chef, Restaurant Management  <b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/11-9051.00">https://www.onetonline.org/link/summary/11-9051.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Culinary I - 1 semester - 1.5 credits            Culinary II - 1 semester - 1.5 credits            Culinary IIIA - 1 quarter - 0.75 credits            Culinary IIIB - 1 quarter - 0.75 credits            Culinary IIIC – 1 quarter – 0.75 credits            Culinary IIID – 1 quarter – 0.75 credits or Culinary Internship - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment and/or PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$215            Year 2 - estimated supply fee \$123</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550            Year 2 - \$5,550</p>

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	
<p>The <b>Dental Assistant</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Radiation Health and Safety (RHS) (DANB), American Heart Association Basic Life Support (CPR and AED) Certified, Bloodborne Pathogen Certificate</p> <p><b>Career Pathway:</b> Dental Assistant, Dental Receptionist, Dental Lab Technician, Dental Hygienist, Dentist in any of the nine dental specialties</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-9091.00">https://www.onetonline.org/link/summary/31-9091.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Intro to Dental Assisting - 2 semesters - 3 credits</p> <p>Dental Assisting I - 1 semester - 1.5 credits</p> <p>Dental Assisting II - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	<p>6 high school credits (required) and a 2.0 GPA (recommended).</p> <p><b>Seniors only</b> - Successful completion of Intro to Dental Assisting, or 1 credit of Biology, or 1 credit of Anatomy &amp; Physiology</p>
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$85</p> <p>Year 2 – estimated supply fee \$165</p>

<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550
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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	
<p>The <b>Diesel Technologies</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> ASE Student Certification and OSHA 10  <b>Career Pathway:</b> Diesel Technician, Heavy Assembler, Field Operator  <b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/49-3031.00">https://www.onetonline.org/link/summary/49-3031.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>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 IVA - 1 semester - 1.5 credits            Diesel Technologies IVB or Diesel Internship - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters. In the 4th semester students may take Diesel Tech IVB or Diesel Internship.
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$107            Year 2 - estimated supply fee \$107</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550            Year 2 - \$5,550</p>

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	
<p>The <b>Digital Animation</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> 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</p> <p><b>Career Pathways:</b> 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</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-1014.00">https://www.onetonline.org/link/summary/27-1014.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Digital Animation I - 1 Semester - 1.5 Credits</p> <p>Digital Animation II - 1 Semester - 1.5 Credits</p> <p>Digital Animation III A - 1 Semester - 1.5 Credits</p> <p>Digital Animation III B - 1 Semester - 1.5 Credits or Digital Animation Internship - 1 Semester - 1.5 Credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and 2.0 GPA (recommended)
<b>Length of Program</b>	<p>2 – 4 semesters</p> <p>In the 4th semester, students may take Digital Animation IIIB or Digital Animation Internship</p>
<b>College Credit</b>	College credit may be available Dual Enrollment and/or PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

<b>Supply Fees</b>	Year 1 - estimated supply fee \$170 Year 2 - estimated supply fee \$60
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550

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

## Early Childhood Education

DESCRIPTION	
<p>The <b>Early Childhood Education</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> 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</p> <p><b>Career Pathway:</b> Preschool or Child Care Assistant Teacher, Recreation/Activities/Party Coordinator, Nanny, Family Care Provider, Elementary Education Aide, Certified Elementary Education Teacher (Early Childhood Endorsement)</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/25-9042.00">https://www.onetonline.org/link/summary/25-9042.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Early Childhood I - 1 semester - 1.5 credits</p> <p>Early Childhood II - 1 semester - 1.5 credits</p> <p>Early Childhood III - 1 semester – 1.5 credits</p> <p>Early Childhood Internship – 1 semester – 1.5</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$160</p> <p>Year 2 - estimated supply fee \$40</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>

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				
<p>The <b>Electrical and Power Transmission</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> Occupational Safety &amp; Health Administration (OSHA) 10, Lock Out Tag Out certification, NCCER</p> <p><b>Career Pathway:</b> Electrician, Power Line Worker</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/49-9051.00">https://www.onetonline.org/link/summary/49-9051.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		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 or Electrical Apprenticeship - 2 semesters - 3 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 semesters		
<b>College Credit</b>		College credit may be available through PLA.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$67		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550		
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	
<p>The <b>Emergency Medical Technician</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> 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 <a href="http://nremt.org">nremt.org</a> <b>**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.</b></p> <p><b>Career Pathway:</b> Emergency Medical Technician, Emergency Room Tech, Firefighter, Paramedic</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/29-2042.00">https://www.onetonline.org/link/summary/29-2042.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Intro to Emergency Medical Technician - 2 semesters - 3 credits</p> <p>Emergency Medical Technician I - 1 semester - 1.5 credits</p> <p>Emergency Medical Technician II - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	<p>6 high school credits (required) and 2.0 GPA (recommended)</p> <p><b>Seniors only</b> – successful completion of Intro to Emergency Medical Technician, or 1 credit of Biology, or 1 credit of Anatomy &amp; Physiology</p>
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

<b>Supply Fees</b>		Year 1 - estimated supply fee \$85 Year 2 - estimated supply fee \$170		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
<b>Start Date</b>	<b>End Date</b>	<b>Days</b>	<b>Times</b>	<b>Campus</b>
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

## Engineering

DESCRIPTION	
<p>The <b>Engineering</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Certified SolidWorks Associate (CSWA) and National Institute for Metal Workings Skills (NIMS)</p> <p><b>Career Pathway:</b> Environmental Engineering, Biomechanical Engineering, Electrical and Electronics Engineering, Industrial Engineering, Manufacturing Engineering and Technology, Mechanical Engineering, Specialties and Emerging Technologies</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/17-2199.00">https://www.onetonline.org/link/summary/17-2199.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Engineering I - 1 semester - 1.5 credits</p> <p>Engineering II - 1 quarter - 0.75 credits</p> <p>Engineering III - 1 quarter - 0.75 credits</p> <p>Engineering IVA - 1 semester - 1.5 credits</p> <p>Engineering IVB - 1 semester - 1.5 credits or Engineering Internship - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment and PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$80</p> <p>Year 2 - estimated supply fee \$85</p>

<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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	
<p>The <b>Fashion Design and Merchandising</b> 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 1 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> National Retail Federation (NRF); NRF RISE UP Certification in Retail Industry Fundamentals, NRF RISE UP Certification in Customer Service &amp; Sales (1st year); NRF RISE UP Certification in Business of Retail, Warehouse, Inventory &amp; Logistics, and Personal Portfolio</p> <p><b>Career Pathway:</b> Visual Merchandiser, Fashion Designer, Sales and Distribution, Fabric/Textile Designer, Fashion Journalist, Retail Management</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-1022.00">https://www.onetonline.org/link/summary/27-1022.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Fashion Design &amp; Merchandising I - 1 semester - 1.5 credits</p> <p>Fashion Design &amp; Merchandising II - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 semesters
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$117
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550

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				
<p>The <b>Fire and Emergency Services</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> CPR, Wildland Fire Fighter Certificate, National Emergency Medical technician (NREMT), Fire 1 &amp; Fire 2 certification, HAZMAT</p> <p><b>Career Pathway:</b> Firefighter, EMT, Fire Inspector, Wildland Firefighter, Paramedic</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/33-2022.00">https://www.onetonline.org/link/summary/33-2022.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		Fire Science I - 1 semester - 1.5 credits Fire Science II - 1 semester - 1.5 credits Fire Science III - 2 semesters - 3 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 - 4 semesters		
<b>College Credit</b>		College credit may be available.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$300 Year 2 - estimated supply fee \$180		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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



## Graphic Design

DESCRIPTION	
<p>The <b>Graphic Design</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Adobe Certified Associate (ACA) Visual Design using Photoshop and development of a professional portfolio</p> <p><b>Career Pathway:</b> Photographer, Videographer, Graphic Designer, Web Designer, Social Media Designer, Commercial Printer or Digital Pre-Press Artist</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-1024.00">https://www.onetonline.org/link/summary/27-1024.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	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
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$85 Year 2 - estimated supply fee \$80
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550

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				
<p>The <b>Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> OSHA 10, HVAC EPA 608, NCCER</p> <p><b>Career Pathway:</b> HVAC Technician, Wholesale Factory Representative, Installer, Sales Representative</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/49-9021.00">www.onetonline.org/link/summary/49-9021.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>	HVACR I - 1 semester - 1.5 credits HVACR II - 1 semester - 1.5 credits HVACR Internship - 2 semesters - 3 credits or HVACR Apprenticeship - 2 semesters - 3 credits			
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)			
<b>Length of Program</b>	2 - 4 semesters			
<b>College Credit</b>	College credit may be available.			
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.			
<b>Supply Fees</b>	Year 1 - estimated supply fee \$67 Year 2 - estimated supply fee \$67			
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550			
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	
<p>The <b>Interior Design</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> National Retail Federation (NRF) RISE-Up Retail Industry Fundamentals, Customer Service and Sales and Chief Architect Certified Apprentice</p> <p><b>Career Pathway:</b> 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</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-1025.00">https://www.onetonline.org/link/summary/27-1025.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	Interior Design I - 1 semester - 1.5 credits Interior Design II - 1 semester - 1.5 credits
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 semesters
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$112
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550

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				
<p>The <b>Massage Therapy</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> AZ Board of Massage, Massage Therapy Licensure, NCBTMB</p> <p><b>Career Pathway:</b> Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice owner</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/31-9011.00">www.onetonline.org/link/summary/31-9011.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>	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			
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)			
<b>Length of Program</b>	4 semesters			
<b>College Credit</b>	College credit may be available.			
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.			
<b>Supply Fees</b>	Year 1 - estimated supply fee \$130 Year 2 - estimated supply fee \$85			
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550			
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				
<p>The <b>Massage Therapy 4 hour Accelerated Program</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> AZ Board of Massage, Massage Therapy Licensure, NCBTMB</p> <p><b>Career Pathway:</b> Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice owner</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/31-9011.00">www.onetonline.org/link/summary/31-9011.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		Massage Therapy I - 1 semester - 2 credits Massage Therapy II - 1 semester - 2 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 semesters		
<b>College Credit</b>		College credit may be available.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		1 year program - estimated supply fee \$130		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$7,400		
Start Date	End Date	Days	Times	Campus
July 24, 2024	May 20, 2025	Monday - Friday, daily (morning)  *Saturdays once a month for clinical	7:00am -11:00am  *Saturday 8:00am - 2:00pm	Main

## Medical Assistant

DESCRIPTION	
<p>The <b>Medical Assistant</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Certifications include Bloodborne Pathogens, Clinical Medical Assistant (CCMA), Certified EKG Technician, Certified Phlebotomy Technician</p> <p><b>Career Pathway:</b> 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</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-9092.00">https://www.onetonline.org/link/summary/31-9092.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Intro to Medical Assisting - 2 semesters - 3 credits</p> <p>Medical Assisting I - 1 semester - 1.5 credits</p> <p>Medical Assisting II - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	<p>At least 6 high school credits (required) and a 2.0 GPA (recommended).</p> <p><b>Seniors only</b> - Successful completion of Intro to Medical Assisting, or enrolled in the 4-hour Accelerated Program.</p>
<b>Length of Program</b>	<p>4 semesters</p> <p><b>Note:</b></p> <p>Students may be required to obtain a fingerprint clearance card for a clinical practicum.</p> <p>Students will need a negative TB test for a clinical practicum.</p>
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.

<b>Supply Fees</b>		Year 1 - estimated supply fee \$85 Year 2 - estimated supply fee \$295		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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	
<p>The <b>Medical Assistant 4-Hour Accelerated Program</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Medical Assistant (CCMA), Certified EKG Technician, Certified Phlebotomy Technician</p> <p><b>Career Pathway:</b> 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</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-9092.00">https://www.onetonline.org/link/summary/31-9092.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Medical Assisting I Block - 1 semester - 2 credits</p> <p>Medical Assisting II Block - 1 semester - 2 credits</p>
<b>Pre/Co Requisite</b>	<p><b>Seniors Only</b></p> <p>At least 6 high school credits (required) and a 2.0 GPA (recommended).</p>
<b>Length of Program</b>	<p>2 Semesters</p> <p>Note: Students may be required to obtain a fingerprint clearance card for a clinical practicum.</p> <p>Students will need a negative TB test for a clinical practicum.</p>
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	1 year program - estimated supply fee \$295
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$7,400

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	
<p>The <b>Mental &amp; Social Health Technician</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Mental Health Technician, Article 9 Certification, Psychological First Aid</p> <p><b>Career Pathway:</b> Behavioral Health Technicians, Case Manager, Parent Aides, Family Advocates, Respite Care Worker and Paraprofessional Counselors</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/21-1023.00">https://www.onetonline.org/link/summary/21-1023.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Mental and Social Health Technician I - 1 semester - 1.5 credits</p> <p>Mental and Social Health Technician II - 1 semester – 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	<p>2 semesters.</p> <p>In the 4th quarter, students may complete Mental &amp; Social Health Clinicals.</p> <p><b>Note:</b> Students will be required to obtain a fingerprint clearance for their internship.</p>
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$195
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550

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

## Network Security

DESCRIPTION	
<p>The <b>Network Security</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> CompTIA Network+, CompTIA Security +, CCNA  <b>Career Pathway:</b> Network Technician, Network Administrator, Wireless Network Engineer, Networking Security Engineer, Network Architect, etc., Computer Network Support Specialists.  <b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/15-1231.00">https://www.onetonline.org/link/summary/15-1231.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Network Security I - 1 semester - 1.5 credits            Network Security II - 1 semester - 1.5 credits            Network Security Internship - 2 semesters - 3 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$107
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550            Year 2 - \$5,550</p>

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	
<p>The <b>Nursing Assistant</b> 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 &amp; instruction is facilitated in the classroom, lab and clinical settings.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> 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</p> <p>All testing will be conducted on-site at EVIT. For more information on the Arizona State Board of Nursing Licensure requirements, visit <a href="http://www.azbn.gov">www.azbn.gov</a> . <a href="http://www.azbn.gov/licensure-certification/applications-forms">www.azbn.gov/licensure-certification/applications-forms</a></p> <p><b>Career Pathway:</b> Nursing Assistant, Licensed Practical Nurse, Registered Nurse, Nurse Practitioner, Physician’s Assistant, Doctor</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-1131.00">https://www.onetonline.org/link/summary/31-1131.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Intro to Nursing Assistant - 2 semesters - 3 credits (Optional)</p> <p>Nursing Assistant I - 1 semester - 1.5 credits</p> <p>Nursing Assistant II - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	<p>6 high school credits (required) and a 2.0 GPA (recommended).</p> <p><b>Seniors only</b> – successful completion of Intro to Nursing Assistant, or 1 credit of Biology, or 1 credit of Anatomy &amp; Physiology, or 1 credit of Chemistry</p>
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through PLA.

<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$85 Year 2 - estimated supply fee \$210		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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				
<p>The <b>Pet Grooming</b> program will provide students 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> Cat and Dog First Aide Certification (through the Red Cross) <a href="https://www.redcross.org/take-a-class/first-aid/cat-dog-first-aid">https://www.redcross.org/take-a-class/first-aid/cat-dog-first-aid</a></p> <p><b>Career Pathway:</b> Pet Groomer, Veterinary assistant, Kennel attendant, Receptionist, or a Pet sitter</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/39-2021.00">https://www.onetonline.org/link/summary/39-2021.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>	Pet Grooming I - 1 semester - 1.5 credits Pet Grooming II - 1 semester - 1.5 credits			
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended).			
<b>Length of Program</b>	2 semesters			
<b>College Credit</b>	College credit may be available through PLA.			
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.			
<b>Supply Fees</b>	Year 1 - estimated supply fee \$235			
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550			
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

## Pharmacy Technician

DESCRIPTION	
<p>The <b>Pharmacy Technician</b> 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 pharmaceuticals, 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> 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 <a href="http://www.ptcb.org">www.ptcb.org</a>. Students who successfully pass the PTCB exam can apply for a Pharmacy Technician License with the State of Arizona at <a href="http://pharmacy.az.gov">pharmacy.az.gov</a>.</p> <p><b>Career Pathway:</b> Pharmacy Technician, Pharmacist</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/29-2052.00">https://www.onetonline.org/link/summary/29-2052.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	Pharmacy Technician I - 1 semester - 1.5 credits Pharmacy Technician II - 1 semester - 1.5 credits
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 semesters
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$125
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550

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	
<p>The <b>Physical Therapy Technician</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Completion of Chiropractic Assistant Course, Certified Personal Trainer, Bloodborne Pathogen Certificate</p> <p><b>Career Pathway:</b> Physical Therapy Technician, Physical Therapy Assistant, Chiropractic Assistant, Athletic Trainer, Personal Trainer, Certified Strength and Conditioning Specialist</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-2021.00">https://www.onetonline.org/link/summary/31-2021.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	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
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended) <b>Seniors only</b> – successful completion of Physical Therapy Technician I, or a Sports Medicine program, or 1 credit of Anatomy and Physiology
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	Year 1 - estimated supply fee \$85 Year 2 - estimated supply fee \$145
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550

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				
<p>The <b>Plumbing Service and Repair Technician</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> OSHA 10, CPR/First Aide, NCCER</p> <p><b>Career Pathway:</b> Plumbing Apprentice, Plumbing Specialist, Public or Private Water Treatment Engineer, Waste-Water Engineer</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/47-2152.00">www.onetonline.org/link/summary/47-2152.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>	Plumbing I - 1 semester - 1.5 credits Plumbing II - 1 semester - 1.5 credits Plumbing Internship - 2 semesters - 3 credits or Plumbing Apprenticeship - 2 semesters - 3 credits			
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)			
<b>Length of Program</b>	2 - 4 semesters			
<b>College Credit</b>	College credit may be available.			
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.			
<b>Supply Fees</b>	Year 1 - estimated supply fee \$67 Year 2 - estimated supply fee \$67			
<b>ESA &amp; Out-of-Boundaries Tuition</b>	Year 1 - \$5,550 Year 2 - \$5,550			
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	
<p>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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Society of Broadcast of Engineers – Radio Operator Certification, Pro Tools User</p> <p><b>Career Pathway:</b> 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 Dean and many more.</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-4011.00">https://www.onetonline.org/link/summary/27-4011.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Radio and Audio Production I - 1 semester - 1.5 credits</p> <p>Radio and Audio Production II - 1 semester - 1.5 credits</p> <p>Radio and Audio Production III - 2 semesters - 3 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual Enrollment.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$80</p> <p>Year 2 - estimated supply fee \$45</p>

<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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				
<p>The <b>Software &amp; App Design</b> 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.</p>				
CAREER CONNECTION				
<p><b>License or Certification Information:</b> Certified IT Specialist, Unity Certified Uses (UCU) Programmer</p> <p><b>Career Pathway:</b> Software Engineering, Computer Programming, Information Technologies, Mobile Application Designer</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/15-1255.00">https://www.onetonline.org/link/summary/15-1255.00</a></p>				
PROGRAM & COURSE INFORMATION				
<b>Program Courses &amp; Course Sequence</b>		Software & App Design I - 1 semester - 1.5 credits Software & App Design II - 1 semester - 1.5 credits Software & App Design Internship - 2 semesters - 3 credits		
<b>Pre/Co Requisite</b>		6 high school credits (required) and a 2.0 GPA (recommended)		
<b>Length of Program</b>		2 - 4 semesters		
<b>College Credit</b>		College credit may be available through PLA.		
<b>Technology Requirements</b>		Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.		
<b>Supply Fees</b>		Year 1 - estimated supply fee \$27 Year 2 - estimated supply fee \$27		
<b>ESA &amp; Out-of-Boundaries Tuition</b>		Year 1 - \$5,550 Year 2 - \$5,550		
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	
<p>The <b>Technology Device Maintenance</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Comp TIA A+ Certification; TestOut PC Pro  <b>Career Pathway:</b> IT Technician, Computer Repair Technician, Help Desk, Network Technician  <b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/49-2011.00">https://www.onetonline.org/link/summary/49-2011.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Technology Device Maintenance I - 1 semester - 1.5 credits                      Technology Device Maintenance II - 1 semester - 1.5 credits                      Technology Device Maintenance IIIA - 1 semester - 1.5 credits                      Technology Device Maintenance IIIB - 1 semester - 1.5 credits                      or Technology Device Maintenance Internship - 1 semester - 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available through Dual enrollment and/or PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$110                      Year 2 - estimated supply fee \$110</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550                      Year 2 - \$5,550</p>

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

DESCRIPTION	
<p>The <b>Veterinary Assistant</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> NAVTA Approved Veterinary Assistant, Burn Out Certificate, Fear Free</p> <p><b>Career Pathway:</b> 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</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/31-9096.00">https://www.onetonline.org/link/summary/31-9096.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Veterinary Assistant I - 2 semesters - 3 credits</p> <p>Veterinary Assistant II - 1 semester - 1.5 credits</p> <p>Veterinary Assistant III - 1 semester – 1.5 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	4 semesters
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$145</p> <p>Year 2 - estimated supply fee \$105</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>

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

## Video Production

DESCRIPTION	
<p>The <b>Video Production</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> Adobe Certified Associate (ACA) Premiere Pro, ACA Visual Design using Photoshop, ACA Visual Effects and development of a professional portfolio</p> <p><b>Career Pathway:</b> Cinematographer, Editor, Director, Script Writer, Independent Filmmaker, Producer, Film/Video Production Crew E.g., Grip, Gaffer, Sound Mixer, Camera Operator, Production Assistant, Script Supervisor</p> <p><b>Occupational Profile:</b> <a href="https://www.onetonline.org/link/summary/27-4031.00">https://www.onetonline.org/link/summary/27-4031.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Video Production I - 1 semester - 1.5 credits</p> <p>Video Production II - 1 semester - 1.5 credits</p> <p>Video Production III - 2 semesters - 3 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters
<b>College Credit</b>	College credit may be available.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$42</p> <p>Year 2 - estimated supply fee \$129</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>

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

DESCRIPTION	
<p>The <b>Welding Technologies</b> 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.</p>	
CAREER CONNECTION	
<p><b>License or Certification Information:</b> <a href="https://www.aws.org/certification/page/home">https://www.aws.org/certification/page/home</a> 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.</p> <p><b>Career Pathway:</b> Apprenticeships, Cutter, Arc Welder, Combination Welder, Fitter Welder, Helper, MIG Welder, Pipe Welder, TIG Welder, Welder, Weld inspection, Sales</p> <p><b>Occupational Profile:</b> <a href="http://www.onetonline.org/link/summary/51-4121.00">www.onetonline.org/link/summary/51-4121.00</a></p>	
PROGRAM & COURSE INFORMATION	
<b>Program Courses &amp; Course Sequence</b>	<p>Welding I - 1 semester - 1.5 credits</p> <p>Welding II - 1 semester - 1.5 credits</p> <p>Welding IIIA - 1 semester - 1.5 credits</p> <p>Welding IIIB - 1 semester - 1.5 credits or Welding Internship - 1 semester 1.5 credits or Structural Metal Fabricator Apprenticeship - 2 semesters - 3 credits</p>
<b>Pre/Co Requisite</b>	6 high school credits (required) and a 2.0 GPA (recommended)
<b>Length of Program</b>	2 - 4 semesters. In the 4th semester, students may take Welding IIIB or Welding Internship.
<b>College Credit</b>	College credit may be available through PLA.
<b>Technology Requirements</b>	Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection.
<b>Supply Fees</b>	<p>Year 1 - estimated supply fee \$82</p> <p>Year 2 - estimated supply fee \$82</p>
<b>ESA &amp; Out-of-Boundaries Tuition</b>	<p>Year 1 - \$5,550</p> <p>Year 2 - \$5,550</p>



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.

<b>Faculty (Last name, First Name)</b>	<b>Email</b>	<b>Program</b>
Ahlgrim, Tye	<a href="mailto:tahlgrim@evit.edu">tahlgrim@evit.edu</a>	Aviation
Allen, Noah	<a href="mailto:nallen@evit.edu">nallen@evit.edu</a>	Radio & Audio
Amadee, Louis	<a href="mailto:lamadee@evit.edu">lamadee@evit.edu</a>	Aviation
Anzar, Alex	<a href="mailto:aanzar@evit.edu">aanzar@evit.edu</a>	Engineering
Baldwin, Tana	<a href="mailto:tbaldwin@evit.edu">tbaldwin@evit.edu</a>	Cosmetology
Ballard, Kathleen	<a href="mailto:kballard@evit.edu">kballard@evit.edu</a>	Cosmetology
Barcewski, Mark	<a href="mailto:mbarcewski@evit.edu">mbarcewski@evit.edu</a>	HVACR
Bernasek, Steve	<a href="mailto:sbernasek@evit.edu">sbernasek@evit.edu</a>	Diesel
Bessler, Mary Ann	<a href="mailto:mbessler@evit.edu">mbessler@evit.edu</a>	Cosmetology
Black, Armour	<a href="mailto:ablack@evit.edu">ablack@evit.edu</a>	Culinary
Bomkamp, Debra	<a href="mailto:dbomkamp@evit.edu">dbomkamp@evit.edu</a>	Medical Assisting
Bray, Jen	<a href="mailto:jbray@evit.edu">jbray@evit.edu</a>	Nursing
Burghart, Bronwyn	<a href="mailto:bburghart@evit.edu">bburghart@evit.edu</a>	Behavioral Health
Carver, Ryan	<a href="mailto:rcarver@evit.edu">rcarver@evit.edu</a>	Veterinary Assistant
Chapman, Daniel	<a href="mailto:dchapman@evit.edu">dchapman@evit.edu</a>	Cosmetology
Chappell, Alma	<a href="mailto:achappell@evit.edu">achappell@evit.edu</a>	Nursing
Cloward, Megan	<a href="mailto:mcloward@evit.edu">mcloward@evit.edu</a>	Barbering
Coni-Diener, Malissa	<a href="mailto:mconti-diener@evit.edu">mconti-diener@evit.edu</a>	Pet Grooming
Cook, Eric	<a href="mailto:ecook@evit.edu">ecook@evit.edu</a>	Welding
Crook, John	<a href="mailto:jcrook@evit.edu">jcrook@evit.edu</a>	Automotive
Dama, Tyler	<a href="mailto:tdama@evit.edu">tdama@evit.edu</a>	Electrical
Davis, Michael	<a href="mailto:mdavis@evit.edu">mdavis@evit.edu</a>	Plumbing

<b>Faculty (Last name, First Name)</b>	<b>Email</b>	<b>Program</b>
Deemer, Woody	<a href="mailto:wdeemer@evit.edu">wdeemer@evit.edu</a>	Welding
Delima, Edward	<a href="mailto:edelima@evit.edu">edelima@evit.edu</a>	Aviation
Diana, John	<a href="mailto:jdiana@evit.edu">jdiana@evit.edu</a>	Culinary
Dimas, Ron	<a href="mailto:rdimas@evit.edu">rdimas@evit.edu</a>	Culinary
Downey, David	<a href="mailto:ddowney@evit.edu">ddowney@evit.edu</a>	Welding
Dunton, Garrett	<a href="mailto:gdunton@evit.edu">gdunton@evit.edu</a>	Cosmetology
Edwards, Paul	<a href="mailto:pedwards@evit.edu">pedwards@evit.edu</a>	Aviation
Ellison, Nicholas	<a href="mailto:nellison@evit.edu">nellison@evit.edu</a>	Aviation
Erwin, Tina	<a href="mailto:terwin@evit.edu">terwin@evit.edu</a>	Pharmacy
Escobedo, Mary	<a href="mailto:mescobedo@evit.edu">mescobedo@evit.edu</a>	Cosmetology
Fenwick, Brenda	<a href="mailto:bfenwick@evit.edu">bfenwick@evit.edu</a>	Cosmetology
Ferrell, White, Derina	<a href="mailto:dwhite-ferrell@evit.edu">dwhite-ferrell@evit.edu</a>	Barbering
Finegold, Dolores	<a href="mailto:dfinegold@evit.edu">dfinegold@evit.edu</a>	Dental
Foreman, Kimberly	<a href="mailto:kforeman@evit.edu">kforeman@evit.edu</a>	Practical Nursing
Gaytan, Israel	<a href="mailto:igaytan@evit.edu">igaytan@evit.edu</a>	Welding
Glon, Michael	<a href="mailto:mglon@evit.edu">mglon@evit.edu</a>	Graphic Design
Gowdy, James	<a href="mailto:jgowdy@evit.edu">jgowdy@evit.edu</a>	Welding
Grantham, Kelly	<a href="mailto:kgrantham@evit.edu">kgrantham@evit.edu</a>	Digital Animation
Hayhome, Laurel	<a href="mailto:lhayhome@evit.edu">lhayhome@evit.edu</a>	Cosmetology
Herman, Charles	<a href="mailto:cherman@evit.edu">cherman@evit.edu</a>	Fire Science
Hilton, Laura	<a href="mailto:lhilton@evit.edu">lhilton@evit.edu</a>	Medical Assisting
Hirata, Albert	<a href="mailto:ahirata@evit.edu">ahirata@evit.edu</a>	Welding
Hoeplich, Paul	<a href="mailto:phoeplich@evit.edu">phoeplich@evit.edu</a>	Video Production
Jaimes, Yvette	<a href="mailto:yjaimes@evit.edu">yjaimes@evit.edu</a>	Aesthetics
Juday, Dave	<a href="mailto:djuday@evit.edu">djuday@evit.edu</a>	Radio & Audio
Julian, Christopher	<a href="mailto:cjulian@evit.edu">cjulian@evit.edu</a>	Medical Assisting

<b>Faculty (Last name, First Name)</b>	<b>Email</b>	<b>Program</b>
Kelly, Amy	<a href="mailto:akelly@evit.edu">akelly@evit.edu</a>	Aesthetics
Kennedy, Pallas	<a href="mailto:pkennedy@evit.edu">pkennedy@evit.edu</a>	Software & App Design
Lambeth, Dr. Jeanea	<a href="mailto:jlambeth@evit.edu">jlambeth@evit.edu</a>	Engineering
Langland, Edith	<a href="mailto:elangland@evit.edu">elangland@evit.edu</a>	Dental
Lantz, Dustin	<a href="mailto:dlantz@evit.edu">dlantz@evit.edu</a>	EMT
Leonard, Lanna	<a href="mailto:lleonard@evit.edu">lleonard@evit.edu</a>	Fire Science
Lindstrom, John	<a href="mailto:jlindstrom@evit.edu">jlindstrom@evit.edu</a>	Automotive
Liu, Sarah	<a href="mailto:sliu@evit.edu">sliu@evit.edu</a>	Cosmetology
Lloyd, Lorie	<a href="mailto:lloyd@evit.edu">lloyd@evit.edu</a>	Cosmetology
Lopez, Carlos	<a href="mailto:clopez@evit.edu">clopez@evit.edu</a>	Collision
Lynch, Greg	<a href="mailto:glynch@evit.edu">glynch@evit.edu</a>	Electrical and Power Transmission
Mansueto, Lisa	<a href="mailto:lmansueto@evit.edu">lmansueto@evit.edu</a>	Aesthetics
Mariner, Tawny	<a href="mailto:tmariner@evit.edu">tmariner@evit.edu</a>	Dental
Maron, Jacqueline	<a href="mailto:jmaron@evit.edu">jmaron@evit.edu</a>	Cosmetology
Martin, Roger	<a href="mailto:rmartin@evit.edu">rmartin@evit.edu</a>	Cosmetology
Martinez, Alfred	<a href="mailto:amartinez@evit.edu">amartinez@evit.edu</a>	Diesel
Mata Tinoco, Carlos	<a href="mailto:cmatatinoco@evit.edu">cmatatinoco@evit.edu</a>	Automotive
McKinley, Laura	<a href="mailto:lmckinley@evit.edu">lmckinley@evit.edu</a>	Medical Assisting
McNamara, James	<a href="mailto:jmcknamara@evit.edu">jmcknamara@evit.edu</a>	Fire Science
Medina, Franceen	<a href="mailto:fmedina@evit.edu">fmedina@evit.edu</a>	Aesthetics
Menger, Mandy	<a href="mailto:mmenger@evit.edu">mmenger@evit.edu</a>	EMT
Meyer, Scott	<a href="mailto:smeyer@evit.edu">smeyer@evit.edu</a>	Culinary
Montella, Gerald	<a href="mailto:gmontella@evit.edu">gmontella@evit.edu</a>	Fire Science
Morales, Daniel	<a href="mailto:dmorales@evit.edu">dmorales@evit.edu</a>	Aviation
Morris, Jaylene	<a href="mailto:jmorris@evit.edu">jmorris@evit.edu</a>	Massage Therapy

<b>Faculty (Last name, First Name)</b>	<b>Email</b>	<b>Program</b>
Morris, Michael	<a href="mailto:mmorris@evit.edu">mmorris@evit.edu</a>	Physical Therapy
Mota, Ricardo	<a href="mailto:rmota@evit.edu">rmota@evit.edu</a>	Automotive
Mulhorn, Carol	<a href="mailto:cmulhorn@evit.edu">cmulhorn@evit.edu</a>	Medical Assisting
O'Brien, Christina	<a href="mailto:cobrien@evit.edu">cobrien@evit.edu</a>	Practical Nursing
Olguin, Emily	<a href="mailto:eolguin@evit.edu">eolguin@evit.edu</a>	Medical Assisting
Olney, William	<a href="mailto:wolney@evit.edu">wolney@evit.edu</a>	Network Security
Overholt, Briana	<a href="mailto:boverholt@evit.edu">boverholt@evit.edu</a>	Cosmetology
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#### Version Actions

2024.7.19 – Posted Catalog (2024.7.18 version) to website

2024.7.26 – The following updates (2024.7.26 version) were made

- Updated EVIT logo
- Updated Paula Corbin’s phone number
- Updated the Early Release information