



## Adult Education

### Course Catalog & Student Handbook



**Lenape***Tech*



Adult Education

Get in. Get trained. Get to work!

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

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

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

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

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

*Publication Date September 2024*

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# Mission Statement

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

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## *Family Education Rights & Privacy Act*

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

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

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

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

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

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

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

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

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

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

**The name and address of the Office that administers**

**FERPA is:**

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202**

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

### **Non-Discrimination**

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

### **Surveys and Other Data Collection**

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

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

### **Privacy Policy**

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



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

**Academic Calendar:** Two 17-week semesters:

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

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

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

### **Accuracy Policy**

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

### **Grievance Policy & Procedure**

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

### **Professional Standards**

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

### **School Closing**

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



## ***Job Placement Assistance***

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

## ***Registration/Enrollment/Admission Requirements***

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

### ***Veterans Benefits and Transition Act of 2018 §.2248 Section 103.1(b)***

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

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

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

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

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

## ***Credit For Prior Learning***

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

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



### ***Tuition & Fees***

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

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

- All **programs** are subject to a non-refundable \$25.00 program application fee in addition to the tuition amount published. This application fee does not apply to individual classes.
- All returned check will be subject to a \$50 return check fee.

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

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

### ***Student Assessment***

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

### ***Academic Failure Return Policy***

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



### ***Cancellation of Start Date***

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

### ***Clearances and Other Required Documentation***

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

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

### ***Certificates of Completion***

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

### ***Lenape Adult Education Grading Scale***

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

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



## **Financial Assistance**

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

PA CareerLink of Armstrong County 724-548-5693

• CareerT.R.A.C.K., Inc. [www.tricountyct.com](http://www.tricountyct.com)

• Trade Readjustment Act [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact)

Office of Vocational Rehabilitation 724-656-3070

(Armstrong, Butler Counties)

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

**Financial assistance may also be obtained through:**

SallieMae [www.sallieMae.com/CTSmartloan](http://www.sallieMae.com/CTSmartloan)

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

School ID:02282500

Application for these loans will include a credit check.

Armstrong Associates Federal Credit Union 724-543-2848

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

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

## **Refund Policy & Attendance**

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

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

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

## ***Refund Policy & Attendance con't***

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

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

## ***Tobacco Use***

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

## ***Student Conduct***

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



## Trade & Industry—Campus

### Entry Level HVACR Fast Track

Like working with your hands? Have a mechanical aptitude? Becoming an entry level HVACR technician could be a perfect fit. As the world shifts to an increasingly energy-efficient, technology-based focus, tremendous opportunities for people with the right HVACR training continue to emerge. According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of heating, air conditioning, and refrigeration mechanics and installers is expected to grow by 9%, from 2023-2033, much faster than the national average for all occupations.

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



Program Courses:	Hours
Electrical Fundamentals	30
Applied Math for Industry	24
Interpreting & Understanding Electrical Schematics	18
Fundamentals of HVACR	33
Workplace Culture & Environment	12
OSHA 10 General Industry	10
ESCO EPA 608 Certification Review & Exam	12
<b>TOTAL PROGRAM HOURS</b>	<b>139</b>
<b>Program Tuition</b>	<b>\$3299.00</b>
<b>Program Application Fee</b> (non-refundable)	<b>\$25.00</b>
<b>Program Total</b>	<b>\$3324.00</b>

## Trade & Industry—Campus

### Entry Level Welding Fast Track

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

The U.S. Bureau of Labor Statistics (BLS) reported employment of welders is projected to grow 2% from 2023-2033 ([www.bls.gov](http://www.bls.gov)). Basic skills of welding are similar across industries, so welders can easily shift from one industry to another. Median annual wage for welders, cutters, solderers, and brazers was \$48,940 in May 2023. † *Basic Weld Certification testing: Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing. Subsequent tests are subject to testing fee.*



Program Courses:	Hours
Blueprint Reading	27
Basic Welding	48
Applied Math for Industry	24
Workplace Culture & Environment	12
Advanced Welding	48
OSHA 10 General Industry	10
Welding II: TIG & MIG	30
Basic Weld Inspection	12
Basic Weld Certification testing	1 attempt†
<b>TOTAL PROGRAM HOURS</b>	<b>211</b>
<i>Program Tuition</i>	<i>\$3999.00</i>
<i>Program Application Fee (non-refundable)</i>	<i>\$25.00</i>
<b>Program Total</b>	<b>\$4024.00</b>



## Trade & Industry - Campus

### Entry Level Electrical Courses:

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

### Program Highlights:

In this program, we will provide you with the foundational knowledge and training methods to make you more valuable in the workplace. Additionally, learn skills and techniques required for entry level career opportunities. Students will have the opportunity to earn their OSHA 10 General Industry Certification.



<b>Program Courses:</b>	<b>Hours</b>
Electrical Fundamentals	30
Applied Math for Industry	32
Interpreting & Understanding Electrical Schematics	18
Workplace Culture & Environment	12
OSHA 10 General Industry	10
<b>TOTAL PROGRAM HOURS</b>	<b>94</b>
<i>Program Tuition</i>	<i>\$1517.00</i>
<i>Program Registration Fee (non-refundable)</i>	<i>\$25.00</i>
<b>Program Total</b>	<b>\$1542.00</b>





## Health Occupations - Campus

### Clinical Medical Assistant Program:

This program is intended for students who want to prepare for a career in healthcare. Students will learn to assist physicians in a medical setting by preparing patients for examination & treatment, performing routine lab procedures and diagnostic testing. Students will learn about important topics including, but not limited to, phlebotomy, pharmacology, proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. Includes 140 hours of classroom lecture/hands on labs plus clinical externship opportunity at a local healthcare provider. To be eligible for the clinical externship, students must successfully complete core training, submit to a thorough background check, drug screening and meet other requirements. **Note:** Upon successful completion of program, students will sit for the National Healthcareer Association (NHA) or AMCA Certified Clinical Medical Assistant national certification examination. Instructor-Facilitated Learning Programs bring the best of proven, instructor-led learning strategies and traditional in-class opportunities for hands-on, face-to-face labs and activities.



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

### Program Courses/Hours:

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

### Tuition and Fee Schedule:

Program Tuition <sup>†</sup>	\$3399
Program Application Fee*	\$25
Total:	\$3424
<b><u>Additional Fees:</u></b>	
Health Insurance	Varies
Clearances	Varies
Physical - Including immunizations	Varies
Uniforms/Lab Coat	Varies
Drug Screen	\$30



## Health Occupations—Campus

### Phlebotomy Technician Certification Training

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

#### Program Schedule:

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

- Phlebotomy Core Training 48 hours
- Medical Law & Ethics 18 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation 100 hours



#### **Tuition and Fee Schedule:**

Program Tuition <sup>†</sup>	\$2299
Program Application Fee*	\$25

#### ***Additional Fees May Apply:***

Health Insurance	Varies
Clearances	Varies
Physical - <i>Including immunizations</i>	Varies
NHA Certification Exam	\$125







## Trade & Industry

### CDL Driver's Training\*\*

Classes Run Monthly



### High Pay & High Demand

- The trucking industry has more than 200,000 available truck driver jobs, and professional drivers with a CDL and the right skills are constantly in high demand. The shortage of qualified truck drivers is expected to continue for years to come.
- Truck drivers get paid very well – much better than many other jobs available today – especially considering you do not need a college degree.
- The U.S. Department of Labor estimates that the median annual wage for heavy and tractor-trailer truck drivers in Pennsylvania in 2024 is \$65,005.
- Experts predict that the trucking industry will need to recruit nearly 1.1 million new drivers by 2026 to keep pace with demand.
- Truck drivers have a great deal of freedom – the freedom to choose the jobs they want, the companies they want to work for, and the type of equipment they want to drive. Truck drivers also have the ability to become an owner-operator.

**Students receive classroom training and drive time  
in tractor trailer trucks with experienced,  
professional driving instructors.**

**Call 724-763-5916 for enrollment details.**

**CDL - 160 Hour Program:** \$5500.00      **CDL - 200 Hour Program:** \$6500.00

For more information about the Lenape Adult Education CDL Driver's Training Program, please call our office at 724-763-5916

**\*\* STUDENTS ARE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH PERMITTING, CDL ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL**

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

**Entrance Requirements:** Individual must be at least 18 years of age, have an acceptable Motor Vehicle Record, pass a DOT physical and DOT drug screen.

A proud partner of PA Pride, LLC  
Serving the rural regions of  
Northwest Pennsylvania



## Trade & Industry Certifications\*

<p><b>PA State Inspection Mechanic:</b></p> 	<p>Learn rules and regulations involved with written and tactile exams for passenger cars &amp; light trucks. Detailed instruction &amp; demonstrations. Category 1, 2, 3 &amp; 4 offered. Must be 18 years of age and have a current/valid drivers license. Attendance is mandatory. Class size is limited.</p> <p style="text-align: right;">\$195.00</p>
<p><b>OSHA 10 General Industry:</b></p> 	<p>Provides general industry workers information about employment rights, employers' responsibilities, how to file a complaint and identify/prevent job-related hazards and injuries on a job site. Instruction on a variety of general industry safety and health standards, in accordance with 29CFR1910.</p> <p style="text-align: right;">\$199.00</p>
<p><b>EPA 608 Certification:</b></p> 	<p>The Clean Air Act requires EPA 608 certification for anyone who works with equipment that contains refrigerants; to ensure that refrigerants are not released into the environment.</p> <p style="text-align: right;">\$189.00</p>
<p><b>ServSafe:®</b></p> 	<p>The FDA and Department of Agriculture requires that food service personnel be trained and certified in proper food handling, storage and overall management, to aid in the prevention of food borne illnesses.</p> <p style="text-align: right;">\$195.00</p>
<p><b>BLS/CPR Certification:</b></p> 	<p>Students learn how to provide basic life support in response to an obstructed airway. American Safety &amp; Health Institute's (ASHI) Basic Life Support (BLS) course for Healthcare Providers and Professional Rescuers has been approved for training for Emergency Medical Services personnel and is accepted by the National Registry of Emergency Medical Technicians (NREMT).</p> <p style="text-align: right;">\$69.00</p>

*\*Other credentials/certifications include: NHA Certified Phlebotomy Technician (CPT); NHA Medical Assistant (CCMA) Certification Exam; AWS Welding Certification; various certifications offered in conjunction with our online programs.*



## Online Health/Business Occupations

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

### Pharmacy Technician Certification Training

This 400-hour program is self-paced and must be completed within 12 months. Students who successfully complete the program can opt to participate in the 130-hour clinical externship (*optional*)\* to gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program through Lenape Tech's Adult and Continuing Education are: affordability, short program, small class sizes and employers actively recruit from our programs.

Outcomes include: competent entry-level pharmacy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain, professionalism, ethical and legal boundaries, communication, proper labeling, storing & packaging of medications.

Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board.

Tuition and Fee Schedule:	
Program Tuition†	\$2995
Program Application Fee*	\$25
	\$3020



### Certification Requirements:



- Reside in the United States of America or its territories (US)
- Completion of a PTCB-Recognized Education/Training Program or equivalent Practicum Experience
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions
- Compliance with all applicable PTCB Certification policies
- Passing score on the Pharmacy Technician Certification Exam® (PTCE®)



# Online Career Training Programs

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

## Professional Bookkeeping w/ QuickBooks Online w/ Payroll Practice & Management

200 Hrs. \$3,870.00



### **ONLINE Bundle**

This online professional bookkeeping course bundle covers all the essential areas of bookkeeping and payroll management. The professional bookkeeping training helps you learn the principles of payroll management. Payroll practice and management provides a foundation for classifying workers, calculating overtime pay, and overseeing payroll functions.

## Medical Billing and Coding

370 Hrs. \$3,020.00

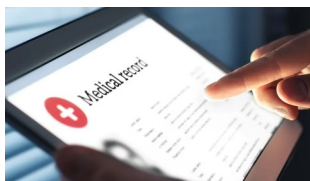


### **ONLINE Series**

Our Medical Billing and Coding course will prepare you for success as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will come to understand all phases of the revenue cycle—from patient registration through medical coding, claims

## Certified Electronic Health Records Specialist (CEHRS)

134 Hrs. \$2,000.00



### **ONLINE Program**

This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing.



[careertraining.ed2go.com/lenape](https://careertraining.ed2go.com/lenape)

- \* Microsoft Office 2019 Master Certification Training - 245 Hours
- \* Certified Medical Admin. Assistant w/ Medical Billing & Coding - 530 hours
- \* Residential Electrician - 125 hours
- \* Certified Bookkeeper with Microsoft Excel - 210 hours

**Visit the full catalog online to see ALL available programs**

**NO TIME TO GO TO CLASS ON CAMPUS? LENAPE'S [ONLINE](#)  
CAREER TRAINING PROGRAMS ARE THE ANSWER!**



## Online Education - Instructor Led Courses



[ed2go.com/lenape](http://ed2go.com/lenape)

LOOKING TO BRUSH UP ON SKILLS? WITH OVER 300  
INSTRUCTOR-LED COURSES AVAILABLE,  
LENAPE'S **ONLINE CLASSES** ARE THE SOLUTION:

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

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



Instructor Led Courses

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

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## Lenape Adult Education Instructor Opportunities

*We are always accepting applications for Program Instructors for various training programs in our Trade & Industry departments. Those individuals who are interested in developing courses and programs, while providing professional instruction in the following areas should apply: Industrial Mathematics, Machining Technology, Basic Plumbing and Carpentry, Blueprint Reading, Milling/Lathing, Industrial Safety, Computer Networking, and Cybersecurity.*

*Credentials validating expertise in a field should accompany resume/cover letter. Review of applications are ongoing. Please call the Adult Education office with any questions.*

**Resumes and/or cover letters, specifying area of interest, can be mailed to:**

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





## Lenape Adult Education Administration & Staff:

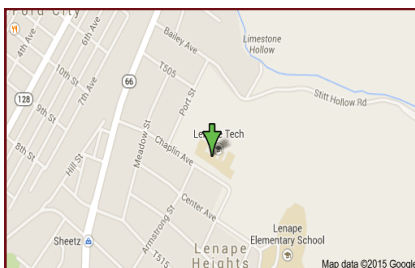
Wesley Kuchta  
Lynette Evans  
Amber Snyder

Administrative Director  
Adult Education Coordinator  
Adult Education Secretary

### Contact Us:

2215 Chaplin Avenue  
Ford City, PA 16226

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



[www.lenapeadulthoodeducation.com](http://www.lenapeadulthoodeducation.com)  
[www.facebook.com/LenapeTechAdultEducation/](http://www.facebook.com/LenapeTechAdultEducation/)



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

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

**Call our office for details!  
724-763-5915**



**LenapeTech**  
Education at Work

**[www.lenapetech.net](http://www.lenapetech.net)**  
**Click on Adult Ed**

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724-763-5916