Lenape Tech

Adult Education

Course Catalog

& Student Handbook



LenapeTech

Adult Education

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

Table of Contents

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

Mission Statement

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

Family Education Rights & Privacy Act:

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

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

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

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

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

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

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Lenape Technical School in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Lenape Technical School who performs an institutional service of 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 a instructor. Evaluations may be the beginning of a grievance procedure, although students need not wait until the end of a course to voice a concern.

Privacy Policy:

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

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

Academic Calendar:

Two 17-week semesters:
FALL: 3rd week of August through Third week of December
SPRING: 3rd week of January through 3rd week of May;
Classes are conducted weekdays Monday—Thursday, evenings, and online, depending on the program the student is enrolled in.

Accuracy Policy:

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

Grievance Policy & Procedure:

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

Professional Standards:

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

School Closing:

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

Job Placement Assistance:

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

Registration/Enrollment/Admission Requirements:

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

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

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

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

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

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

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

Credit For Prior Learning:

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

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

Tuition & Fees:

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

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

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

Cancelation of Start Date:

In the case that insufficient enrollment for a program at Lenape Tech Adult Education results in a cancelation 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
- Trade Readjustment Act www.doleta.gov/tradeact

Office of Vocational Rehabilitation 724-656-3070

(Armstrong, Butler Counties)

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

Financial assistance may also be obtained through:

SallieMae www.sallieMae.com/CTSmartloan

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

School ID:02282500
Application for these loans will include a credit check.

Armstrong Associates Federal Credit Union 724-543-2848

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

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

Refund Policy & Attendance:

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

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

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

Refund Policy & Attendance (continued):

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. Polices 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.

Online Education - Instructor Led Courses



ed2go.com/lenape

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

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

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

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

ed2go®
Instructor Led Courses
ed2go.com/lenape

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









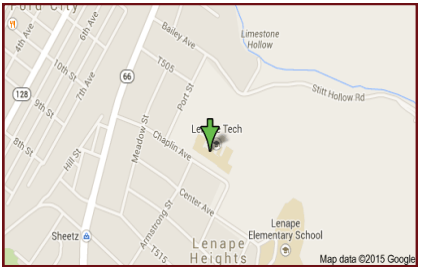
Lenape Adult Education Administration:

Wesley Kuchta	Administrative Director
Lynette Evans	Adult Education Coordinator

Contact Us:

2215 Chaplin Avenue
Ford City, PA 16226

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



www.lenapeadulteducation.com
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
Click on Adult Ed
2215 Chaplin Ave. Ford City, PA 16223
724-763-5916