ADULT CAREER CENTER
Mahoning County CTC
Post-Secondary Adult Career Center (PACE)

STUDENT CATALOG

Industry Credential Training Programs
2025-2026
September 2025

This catalog contains the school's
Annual Safety and Security Reporting and Annual FERPA Notification.

MCCTC Adult Career Center

ADMINISTRATORS

Zehentbauer, John ..... Superintendent
Mihalopoulos, Mary ..... Director

SUPPORT STAFF

Coleman, Jodi ..... Medical Training Program Coordinator
Baker, Debra ..... Financial Aid Advisor
Devlin, Christina ..... Director of Practical Nursing
Fonce, Dominic ..... Adult Diploma Specialist / Instructor
Frost, Andrew III ..... Assistant to the Director/Program Administrator
Glass, Jodi ..... Recruiting/Marketing Coordinator
Jarvis, Jim ..... Employment and Training Coordinator
Russell, DeAnn ..... Enrollment and Recruiting Assistant
Shar, Darla ..... Associate Director of Practical Nursing
Wirtz, McKenzie ..... Dean of Student Services

BOARD OF EDUCATION

Mrs. Marie Dockry
Mrs. Beth Donofrio
Atty. A Ross Douglas
Mr. Jeffery Good
Mr. Richard S. Scarsella
Mr. Ronald Shives
Mr. Michael Stanko

MCCTC Adult Career Center 7300 North Palmyra Road — Canfield, Ohio 44406 — Telephone: 330.729.4100

ANNUAL NOTIFICATION TO STUDENTS — FAMILY EDUCATION RIGHT AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford 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:

- The right to inspect and review the student's education records within 45 days after the day MCCTC Adult Career Center receives a request for access. A student should submit to the Adult Career Center office a written request that identifies the record(s) that student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes are 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 Adult Career Center Director clearly identifying 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 rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 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 MCCTC Adult Career Center as an administrative, Directory, academic, research, or support staff position; a person serving on the board of trustees; or law enforcement unit personnel and health staff. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities for MCCTC Adult Career Center.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCCTC Adult Career Center 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

Disclosure without Consent

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the student if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures of the student, 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of the disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within MCCTC Adult Career Center whom the school has determined to have legitimate educational interests;
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled in the disclosure is for purposes related to the student's enrollment or transfer;
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To parents if a health or safety emergency involves their son or daughter;
- To appropriate officials in connection with a health or safety emergency;
- To comply with judicial order or lawfully issued subpoena;
- Information the school has designated as "directory information." MCCTC directory information includes: name, program of study, attendance dates, honors/awards, and photo. To "opt out" of directory information, the student must complete the appropriate section of the "Adult Student Consent to Release Records" form or notify the ACC in writing within seven (7) days of program start date;
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

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Eric Hoffer said, "In times of change learners inherit the earth; while the learned find themselves beautifully equipped to deal with a world that no longer exists."

In an ever-changing society, we need to be learners, perpetually growing our skills for an adapting world.

WELCOME

The members of the faculty, staff and administration welcome you to the Ohio Technical Center, MCCTC Adult Career Center. As you pursue your occupational and academic study through the Adult Career Center (ACC), we will do everything possible to help you achieve your career goals. We hope you will take advantage of the many educational opportunities available to you, and that your career and technical experience will be successful.

We have high expectations for you. This catalog is intended to serve as your guide throughout your new and exciting journey. We expect you will commit to your studies and strictly adhere to the attendance requirements and the procedures outlined in this catalog as you meet new challenges and make new friends. **We recommend that you read and become familiar with the information presented in the following pages. Please keep this catalog for your future reference.**

MISSION STATEMENT

As a premier educational center, the mission of MCCTC is to create lifelong learners through dynamic, relevant curriculum that encompasses advanced technology, rigorous academics, college credit options, industry credentials and strategic partnerships.

ADULT CAREER CENTER PHILOSOPHY

The purpose of the Adult Career Center Mahoning County Career and Technical Center (MCCTC) is to meet the needs of local workers and the interests of the community through:

- Technical Career Training
- Professional Development
- Special Interest Classes
- Customized Business Training Opportunities

The Mahoning County Career and Technical Center is proud to partner with a wide range of area business, educators and organizations to provide the most current information to our adult students. All equipment and accommodations belong to the MCCTC School District and are equally shared among all students regardless of age.

COMPLIANCE WITH FEDERAL LEGISLATION

The Board of Education, Mahoning County CTC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its employment policies, personnel practices or educational programs and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mara Banfield, MCCTC, 7300 N. Palmyra Road, Canfield, OH 44406-9710; Phone: 330-729-4000.

ACCREDITATIONS, PROGRAM APPROVALS AND STUDENT COMPLAINT PROCEDURE

MCCTC Adult Career Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the U.S. Department of Education. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone: (703) 247-4212. A copy of the ACCSC Complaint Form is available at the school or a copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx

The school is designated as an Ohio Technical Center by the State of Ohio and is a member of the Ohio Department of Higher Education.

Programmatic Accreditation

Firefighter - Pursuant to Section 4765.55 of the Ohio Revised Code and having fulfilled the requirements set forth Mahoning County Career and Technical Center was issued a Fire Charter to conduct fire service training in the State of Ohio at and below the following certification levels: Volunteer Firefighter, Firefighter I, Firefighter II, Fire Safety Inspector and Public Safety Inspector. The current Fire Charter expires June 30, 2025. Students who meet completion requirements may take the appropriate Fire Level exam.

EMT - Pursuant to Section 4765.17 of the Ohio Revised Code Mahoning County Career and Technical Center is accredited to conduct Emergency Medical Services Education Programs in the State of Ohio by the Ohio Department of Public Safety EMS for the following programs: EMR and EMT. The current Certificate of Accreditation expires on June 30, 2027. Students who meet completion requirements may take the National Registry exam.

Practical Nursing - The practical nursing program at MCCTC located in Canfield, Ohio is accredited by the: Accreditation Commission for Education in Nursing (ACEN); 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is continuing accreditation. The program is accredited through the fall of 2028.

Practical Nursing - Pursuant to Section 4723-5 of the Ohio Revised Code the nursing program has full approval of the Ohio Board of Nursing until January of 2028.

Copies of the school's accreditation approval may be viewed in the Adult Career Center office upon written request.

STATE COMPLAINT PROCEDURE

A student with concerns related to administrative action or classroom situations should first work to resolve those concerns by contacting the relevant parties involved in the conflict. Students may contact their instructor or administrative staff for more information on the formal student complaint procedures *(See Student Complaint Procedure pg. 41)*.

If the student's complaint is not resolved satisfactorily, or the complaint cannot be resolved through the institution's established complaint process, the student should contact the Ohio Department of Higher Education within two years of the completion of the institution's complaint process. A complaint form can be submitted online at https://highered.ohio.gov/students/current-college-students/student-complaints

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
Phone: 614-466-600
Fax: 614-466-5866
hotline@highered.ohio.gov

According to the Ohio Department of Higher Education, submitted materials are reviewed by the Chancellor's staff, and, if needed, additional information is collected from the student submitting the complaint. A copy of the complaint will be sent to the institution against which the complaint was made for response. After reviewing all materials, the Chancellor's staff determines what additional steps, if any, will be taken. All parties are informed in writing of the review's outcome. Most state complaint procedures are complete within 4-6 weeks.

COMPLAINTS NOT UNDER THE CHANCELLOR'S JURISDICTION

- Complaints filed more than two years after the incident
- Grade disputes
- Student conduct violations
- Criminal misconduct*
- Violations of federal law*

**Complaints concerning criminal misconduct should be filed with local law enforcement.*
**Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction over the matter.*

Credit: Ohio Department of Higher Education https://www.ohiohighered.org/students/complaints

INDUSTRY CREDENTIAL PROGRAMS

- Automotive Technology
- Medical Office Specialist
- Medical Assistant
- Practical Nursing
- Welding
- Veterinary Assistant (Not Pell Eligible)
- Emergency Medical Technician (EMT) (Not Pell Eligible)
- Firefighter II (Not Pell Eligible)

ADDITIONAL INDUSTRY CREDENTIAL PROGRAMS

- Firefighter I (Not Pell Eligible; Firefighter I does not fall under the scope of ACCSC institutional accreditation.)
- Fire Inspector

INDUSTRY CERTIFICATIONS/ LICENSURE

Students successfully completing requirements within the following Industry Credential Programs may sit for the credentialing exams listed below. All industry certifications are State and/or National Certifications.

VOCATIONAL PROGRAM	CERTIFICATION TEST*
Automotive Technology	ASE (Automotive Service Excellence), A5 Hydraulic Brakes, G1 Maintenance and Light Repair, A1 Engine Repair, OSHA 10 General Industry Automotive Safety and Health
Medical Office Specialist	Certified Medical Office Assistant, Certified Medical Coding and Billing, AHA BLS Provider (CPR/AED), AHA Heartsaver First Aid
Medical Assistant	Registered Medical Assistant and Certified Phlebotomy Technician, AHA BLS Provider (CPR/AED), AHA Heartsaver First Aid
Practical Nursing	National Counsel Licensure Examination - Practical Nurse (NCLEX-PN)
Veterinary Assistant	National Association of Veterinary Technicians in America Veterinary (NAVTA) Approved Veterinary Assistant
Welding	AWS D1.1 Structural Code 3G and 4G, AWS D1.1 Structural Code 6G Pipe SMAW, AWS D1.1 Structural Code 6G Pipe GTAW, AWS D1.2 Structural Aluminum Code or ASME Section IX Boiler and Pressure Vessel Code 6G Pipe, OSHA 10 General Industry Safety and Health
Emergency Medical Technician (EMT)	National Registry for Emergency Medical Technician (EMT)
Firefighter Level I	State Certified Firefighter Level I
Fire Fighter Level II	State Certified Firefighter Level II

For educational programs at Mahoning County Career & Technical Center that are designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, successful completion of those programs would be sufficient to meet licensure requirements in the **State of Ohio.** Such programs include:

- EMT

- Firefighter Level I
- Firefighter Level II
- Practical Nursing

Individual states may have additional requirements in order to seek certification/licensure in their respective state. We advise that you contact the individual state office that oversees certification/licensure for that occupation to inquire about all certification/licensure requirements

HISTORY AND FACILITY

Mahoning County Career and Technical Center is centrally located and easily accessible from Route 224 in Canfield, Ohio. Since 1972, the Adult Career Center has been committed to education through innovative career programs that equip students for lifelong learning by transforming their passions, education, and skills to prepare them as a professional in their chosen career field. The Center is a multi-purpose facility that addresses current training needs of industry, creates new opportunities for employment of individuals, and promotes education as the crucial link between the needs of community employers and area adults.

Resources at the Mahoning County Career and Technical Center include, but are not limited to:

Computer Centers	Aspire Classes	General Meeting Facilities
Learning Resource Center	Lecture Hall	Joyce Brooks Conference Center
Assessment Center		

The success of an Adult Career Center program is enhanced by the strength of the career & technical education hands-on training. The maximum number of students in typical classroom or lab settings of instruction is between 12-20 students. The practical nursing program will enroll up to 40 in the classroom with Lab setting being 12-15 students per instructor.

Individuals who attend Adult Industry Credential Programs obtain comprehensive training that is current and responsive to the community's needs, guided by advisory boards comprised of professional leaders from business, labor and industry. Curriculum is reviewed and updated on a regular basis to reflect the changing needs of business and industry.

Career advising is available to those students who are unemployed, underemployed, or making a career change. Pre- and post-tests are administered to measure basic skill achievement.

Assistance in the application process is available. Financial aid is available for students who qualify. Funding sources include Federal Pell Grants and/or Direct Loans, Opportunities for Ohioans with Disabilities (OOD) funds, Workforce Investment Opportunities Act (WIOA) funds and Veteran GI Bill ® Benefits. (See Appendix A, Financial Aid Procedures for more information).

Learning Resource Center activities enable students to gain a higher level of skill in reading, locating information and math. The Financial Aid and Student Services Coordinator, Program Coordinators, and instructors provide employability and life skills training as well as assistance to students in the job search process.

Upon successful completion of an Industry Credential Program, students receive a Career Passport which may include a letter from the Adult Career Center Administrator, a certificate of completion stating hours attended, a transcript of grades, a resume, and credentials earned. Some programs may include additional portfolio items based on curriculum design.

A list of equipment utilized by students may be found in Addendum B, page B-1 of this Catalog.

SCHOOL POLICIES AND PROCEDURES STATEMENT

MCCTC Adult Career Center reserves the right to change or add to any of the school policies, rules or procedures whenever deemed necessary. All changes will be posted prior to their enforcement. This Student Consumer Catalog, in its entirety, can be accessed on line at https://mahoningctc.com/adult-career-center/about/. In addition to the policies and procedures printed in this catalog, the Adult Career Center adopts the policies and procedures set forth by the MCCTC District, including the School Emergency Procedures and Safety-Security Reference Plans.

SCHOOL CALENDAR/ HOLIDAY BREAKS

*Scheduled breaks may vary by program

September 1, 2025.....Labor Day
November 24 – 28, 2025.....Thanksgiving Break *(Varies by Program: Please See Class Schedule;* ***Thanksgiving Day observed for all programs****)*
December 22,2025 – January 2, 2026.....Winter Break *(Varies: Please See Class Schedule****; Christmas Day & New Year's Day Observed for all programs****)*
January 19, 2026.....Martin Luther King, Jr. Day
February 16, 2026.....President's Day *(Practical Nursing will have class)*
April 6, 2026 – April 10, 2026.....Spring Break *(Varies: Please See Class Schedule)*
May 25, 2026.....Memorial Day
June 19, 2026..... Juneteenth
July 4, 2026.....Independence Day

AUTOMOTIVE TECHNOLOGY

Total Class Hours: 700

Dates: 08/04/25 - 06/23/26	**Days/Times:** M, T, W, Th	6:00 p.m. – 10:00 p.m.

MEDICAL ASSISTANT

Total Class Hours: 945

Dates: 09/02/25 - 06/11/26	**Days/Times:** M, T, W, Th	8:30 a.m. – 3:30 p.m.

PRACTICAL NURSING

Total Class Hours: 1200

Dates: 09/02/25 – 08/06/26	**Days/Times:** M, T, W, Th	8:00 a.m. – 3:30 p.m.
	(Occasional Friday)	7:00 a.m. – 2:30 p.m. (Varies by clinical site)

VETERINARY ASSISTANT

Total Class Hours: 250

Dates: 08/04/25 – 12/19/25	**Days/Times:** M, T, W	5:00 p.m. – 8:15 p.m.
Dates: 01/12/26 – 05/29/26	**Days/Times:** M, T, W	5:00 p.m. – 8:15 p.m.

WELDING

Total Class Hours: 760

Dates: 09/02/25- 06/18/26	**Days/Times**: M, T, W, Th	5:00 p.m. – 10:00 p.m.

EMERGENCY MEDICAL TECHNICIAN (EMT)

Total Class Hours: 172

Dates: 09/03/25 -12/13/25	**Days/Times:** M, W	6:00 p.m. – 10:00 p.m.
	Sa	9:00 a.m. – 5:00 p.m.
Dates: 01/26/26 - 05/02/26	**Days/Times:** M, W	6:00 p.m. – 10:00 p.m.
	Sa	9:00 a.m. – 5:00 p.m.

FIREFIGHTER I

Total Class Hours: 184

Dates: 08/20/25 - 11/22/25	**Days/Times:** M, W	6:00 p.m. – 10:00 p.m.
	Sa	8:00 a.m. – 5:00 p.m.
Dates: 01/14/26 - 04/18/26	**Days/Times:** M, W	6:00 p.m. – 10:00 p.m.
	Sa	8:00 a.m. – 5:00 p.m.

FIREFIGHTER II

Total Class Hours: 84

Dates: 09/04/25- 11/04/25	**Days/Times:** T, Th	6:00 p.m. – 10:00 p.m.
	Su	8:00 a.m. – 5:00 p.m.
Dates: 03/05/26 - 05/05/26	**Days/Times:** T, Th	6:00 p.m. – 10:00 p.m.
	Su	8:00 a.m. – 5:00 p.m.

SCHOOL CLOSING

Occasionally school will be closed due to weather conditions or other emergency situations. If it becomes necessary to cancel adult classes, **refer to your local television and radio stations for announcements.** Instructors may use a phone call list to inform students of class adjustments. Check with your instructor. The Adult Career Center office will not call individual students with closing information. Notification will be sent via email and a campus messaging platform regarding school closing, cancellations and emergencies.

Additionally, day school closing often does not necessitate closing the building for evening classes. Listen to your radio/television for Adult Career Center updates. If inclement weather makeup days/hours are necessary, the lead instructor will notify the students of the makeup schedule in a timely manner.

PROGRAM CHANGES/CANCELLATIONS

The Adult Career Center reserves the right to cancel, discontinue, postpone, or combine classes. In the event of a canceled course, students will be notified by mail or phone.

SCHEDULED MAKEUP DAYS

Each program will have designated makeup days scheduled on their calendar in each payment period. The designated makeup days are put in place to make up class seat time in the event of a temporary school or program closure at any point during the payment period. Students are expected to be available for class on these dates. Students will be notified if the makeup day is deemed necessary prior to the scheduled date.

PARKING

Students are permitted to park anytime in the North lot (by the greenhouses, fourth driveway off of N. Palmyra Road from Route 224) or after 3p in the South lot (first driveway off of N. Palmyra Road closest to Route 224) and enter through Door 1. There is no parking in the fire lanes leading to each shop area at any time. Fire lanes are for emergency vehicles only. Parking is not permitted in the grass. Parking is available in lots and at the front of the school for persons with disabilities in designated areas for those students displaying appropriate identification in their vehicle. The school assumes no responsibilities for loss, or damage to student's personal property, for any damage to any car, for loss by theft of any vehicle, or for any of its contents in or adjacent to school property.

VISITORS

The Adult Career Center welcomes visitors to its facility. Visitors must obtain authorization from administrative staff prior to their visit in order to enter the building. All visitors must enter the building using the school's main entrance, Door 1, and must present a valid State ID at the Main Office. The school will keep a daily log of visitors, as to name, date, time in/out, and reason for visits. All school personnel have the right to exclude uninvited or unauthorized persons from the school premises. Students are not permitted to bring visitors or children to attend class or to wait on school property for the student. For reasons of safety, no visitor may confer with an Adult Career Center student in school without permission from the Adult Career Center office.

The ACC holds periodic open houses for the public. Civic groups, organizations, clubs and business groups are encouraged to visit the school. Special arrangements may be made by calling the Adult Career Center office.

TOBACCO/SMOKING, VAPING-FREE CAMPUS

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Mahoning County Career and Technical Center at any time. "Property" means the school's facilities "curb to curb," including buildings, grounds, adjacent sidewalks, parking lots/driveways, school owned vehicles, and individual owned vehicles parked on MCCTC property. Individuals found violating this policy are subject to fines by the Canfield Police Department.

HEALTH POLICY

Each student must accept responsibility for his/her own health. High levels of physical, mental, and emotional health are important factors which correlate directly to student academic achievement. All appointments with private physicians or at a clinic must be scheduled so as to avoid conflict with classes and clinical experience.

Since students are not employees of the Mahoning County Career and Technical Center, they are not entitled to Workers Compensation benefits. The student will be financially responsible for any medical treatment received while a student. Based on this, it is strongly recommended that students carry adequate medical insurance.

It is required that any illness or injury occurring while in attendance at MCCTC or an externship site be reported immediately to a member of the MCCTC Adult Career Center faculty.

VOTER REGISTRATION

Students are encouraged to register to vote and to keep their address up-to-date with the board of elections. This can be done on-line at https://www.sos.state.oh.us/elections/voters/or through the link on our website at https://mahoningctc.com/adult-career-center/financial-aid-information/. Prospective students receive a paper copy of the *Voter Registration and Information Update Form* at an Information Session/Open House/ or Orientation Event. Students may pick up an additional paper *Voter Registration and Information Update Form* in the Adult Career Center office. Completed form should be mailed to: Secretary of State, P.O. Box 2828, Columbus, OH 43216-2828.

RESPONSIBILITY OF PERSONAL PROPERTY

MCCTC assumes no responsibility or liability for theft, damage, or loss of money, valuables, or other personal property of any student or guest caused by fire, water, other causality, neglect or the actions of a third party that occur on school property or at school related events.

CONTENT DISCLAIMER

Although every effort is made to ensure the accuracy of the information contained in this Catalog, MCCTC is not be responsible for any errors or omissions and reserves the right to make changes without notice.

End of Section I

LEARNING RESOURCE SYSTEM

MCCTC Adult Career Center is committed to assisting students in the pursuit of their academic and career goals. As such, we strive to provide effective programs and support services to enhance the student learning experience. The Learning Resource System consists of the Learning Resource Center, resources for preparing for post-secondary academic classes, technology access, study tools, project research tools, career readiness & employment research tools, accessibility services, and referral of outside support services.

LEARNING RESOURCE CENTER

The Learning Resource Center, provides a classroom setting that allows students to receive individual tutoring and assistance in relation to classroom assignments such as writing, math and reading skills. For completion of classwork, the Center is also available to students for open study time, research, computer access or group work.

Access to the Learning Resource Center is available before, during and after class hours. Research materials are available in the Center as well as in individual program classrooms. The Center is equipped with computers with Microsoft Office programs and internet capability for research projects. Students may utilize the Center's computers for access to online learning resources including but not limited to the Mahoning County Public Library, Learning Express Library, WIN Learning, and Khan Academy.

ASPIRE classes will be available prior to the start of Career Training Programs to assist students needing additional help in reading, math, or language before entering a training program. If reinforcement is needed, students will be admitted into a program only after successfully completing prerequisite requirements.

TUTORING POLICY

Tutoring services are available to all current and potential students at the MCCTC Adult Career Center. These services are available Monday- Friday, on-site, and must be scheduled with a Student Success Coach in advance. Walk-ins will not be accepted unless a designated drop-in time has been established by the institution.

- Tutoring Services must be scheduled at least 24 hours in advance. Appointment times may vary and are dependent upon the schedule of our tutors.
- Tutoring sessions may be scheduled for no more than 2 hours per session.
- Our Student Success Coach commits to responding to all email communication within 48 hours of receipt. This individual will not be responsible for communicating with students during the weekend or during holiday breaks.
- If the student is not present within 15 minutes after their tutoring session was scheduled to begin, the tutoring session will become a "No-Call-No Show" and will need to be rescheduled for a later date, following the 24 hour scheduling rule.
- Out of respect for our staff members' time, students may not push their appointment times to later in the day.

In the event that a student is unable to attend their scheduled appointment:

- Students must contact the Student Success Coach directly by email, OR call the Adult Career Center Business Office (330)729-4100 to officially cancel their appointment.
- Cancelations should be made at least 12 hours in advance, except in the case of an emergency.
- Failure to show for a designated appointment time, will result in "strike" to your record.
- After two (2) "strikes," a student will no longer be permitted to utilize tutoring services.

CAREER READINESS

All Career Training Programs include a Career Readiness course to help students understand the soft skills and employability skills identified by our business and industry partners as skills needed for successful, long-term employment. Students are provided with career and academic advising and preparation for employment search including resume building, cover letter writing, and interviewing practice.

Instructors are expected to hone student employability skills over the course of the program and serve as mentors for students as they navigate through both their academic and professional careers.

Resources for career preparation are available to instructors and students through the Learning Resource Center.

SUPPORT SERVICES

Referral of support services, based on the needs of the student, includes but is not limited to financial need, counseling, and other needs. Students may consult with the Financial Aid and Student Services Coordinator or any staff on the need for information and assistance from community resources. Continued guidance and communication with staff is an integral part of developing career, educational and personal goals for the students.

Adult Career Center students in need of counseling services may be referred to local mental health agencies.

PLACEMENT ASSISTANCE SERVICES

Although student employment is the goal of the Adult Career Center for all its graduates, employment upon program completion is not guaranteed. Placement Assistance Services are available to all students who complete a Career Training Program at MCCTC and receive a Career Passport. Students are to maintain an active role in acquiring employment in their related career field. Instruction is provided to assist job seekers in finding related employment. The Career Readiness course provides students with skills in locating available jobs, preparing for interviews, and producing resumes that clearly define the applicant's qualifications and objectives. Each student is responsible for developing a resume for the placement file and Career Passport prior to completing his/her training program and for providing a current address and telephone number before and after leaving school.

To continue assistance following graduation, the Adult Career Center must have current student information to maintain contact.

When a student obtains employment, either during training or following completion, the student is requested to provide the following information to the program instructor: employer name, address and phone number, immediate Director, job title, hourly wage and hours per week, and start date.

Throughout the year, students who completed or withdrew during the previous 12-month period are contacted by mail, phone or email to determine current employment status. Students will be asked to complete an information-sharing form at the time of orientation so that post-program employment can be tracked through state employment records.

Placement data for past graduates is available on our Adult Career Center website at https://mahoningctc.com/adult-career-center/consumerinfo/, in the Adult Career Center office, and in this catalog following the descriptions of our Industry Credential Programs.

AUXILIARY AIDS AND SERVICES FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, MCCTC does not discriminate against individuals in any protected class, including those individuals with an identified disability. As such, MCCTC shall work to provide persons with disabilities equal opportunity for participation through appropriate auxiliary aids and services.

U.S Department of Education, Office for Civil Rights Guidance:

As required under Section 504 and Title II, post-secondary institutions must offer students with disabilities with appropriate academic modifications, auxiliary aids and services to provide the individual with a disability an equal opportunity to participate in the institution program (U.S DOE, 2020).
MCCTC is responsible for making appropriate non-personal auxiliary aids available for general classroom use, unless, provision of the aid would cause undue burden to the institution. (U.S DOE, 2020).
MCCTC is not responsible for providing personal services relating to individual academic activities. A student with a disability in need of a personal attendant or individually prescribed device holds the responsibility of acquiring and paying for those services (U.S DOE, 2020).

References:
U.S Department of Education. (2020, January 10). Auxiliary Aids and Services for Postsecondary Students with Disabilities. Retrieved December 14, 2020, from https://www2.ed.gov/about/offices/list/ocr/docs/auxaids.html

Requesting Auxiliary Aids and Services:

Any student or staff member wishing to request auxiliary aids or services must submit a request form to the Adult Career Center Business Office along with documented proof of disability *(See Request for Auxiliary Aids and Services form for details*). Requests will not be granted without sufficient documentation.

Upon receipt of your request, the Student Services Department will review all documentation. All accommodation requests are reviewed to determine if their access will provide the student with a documented disability an equal opportunity to participate in program activities. As such, specific auxiliary aids and service requests are not guaranteed if they are deemed inappropriate for the circumstance in review.
Testing and credentialing agencies operate separately from MCCTC. If the use of auxiliary aids or services are approved through MCCTC, students may still need to request for the use of these accommodations on a Certification Exam through another agency.

End of Section II

ADMISSION REQUIREMENTS

All industry credential students must have completed secondary education (high school* or equivalent) prior to admission. Class size is limited and students are enrolled on a first-come, first served basis. Completion of necessary paperwork determines the date of enrollment. Students are required to attend a scheduled Informational Session and Orientation and meet the following program prerequisites prior to beginning class:

- Achieve the required score in basic skills tests covering math, and/or reading or attain provisional requirements (see Industry Credential Program Details section of this catalog for required levels.);
- Complete any other program prerequisites as stated in the course outlines.

High School Evaluation Information and Foreign Diplomas

If the US DOE or the school questions the validity of the high schools' credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If the Adult Career Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

If your diploma is from a foreign country you must:

1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
3. Student must submit the credential evaluator's determination information in its original format.

A list of evaluators who belong to The National Association of Credential Evaluation Services can be found on-line at http://www.naces.org. This list is for your comparison. The Adult Career Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

If high school or High School Equivalency verification cannot be produced, mitigating circumstances will be considered at the request of the student if the student can produce an alternate transcript or proof of degree from a post-secondary institution to the Adult Career Center.

The final determination on the validity of high school credentials rests solely with MCCTC Adult Career Center.

ESSENTIAL FUNCTION REQUIREMENTS

An essential function is a fundamental duty or task that is necessary for a specific job. It refers to the core responsibilities that an employee must be able to perform, with or without reasonable accommodation. Students should be aware of the core duties and physical or mental requirements necessary for an employee to perform a specific job in their designated field of study. Specific requirements necessary for each career can be viewed at https://www.onetonline.org/

**For the practical nursing program see the Essential Functions Requirements in the Practical Nursing Student Handbook.*

ADMISSION PROCESS

1. Attend an Open House or meet with an Adult Career Center staff member to discuss your program(s) of interest, tour the school and receive general financial aid information.
2. Apply to the program by submitting your Application Form and $40.00 application fee ($75.00 application fee for practical nursing program) through the online student portal https://mcctc.axstudent.com/
3. Schedule a time to take the TABE (Test of Adult Basic Education) entrance exam. All Career Training Program students must meet required TABE scores for their desired program. Applications will not be reviewed for acceptance into the program until required TABE scores have been achieved. Students may schedule a time to take their exam by calling the ACC Office or online at https://mcctc.axstudent.com/. Practical nursing students take a separate NEX exam, and must meet the required scores for acceptance into the nursing program.
4. Submit the following documents to the school:
   - An unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport;

- Proof of U.S citizenship or eligible non-citizenship status *(Required per the interpretation of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, following the February 19, 2025, Executive Order 14218)*
- An official high school transcript, diploma or high school equivalency diploma/certificate. (For high school credential validity see High School Evaluation Information and Foreign Diplomas section above.)

5. Receive notification you have been accepted into the desired program.
6. Establish a method of payment (self-pay, interest-free payment plan, Federal financial aid, VA benefits, agency funding, etc.).
   - If your desired program is over 600 hours, complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov https://studentaid.gov/ to determine your eligibility for the Pell Grant and Federal Direct Student Loans.
     - After your FAFSA report has been received by the school our Financial Aid Administrator will schedule an appointment to review your financial aid eligibility.
7. Submit your signed Enrollment Agreement, complete any additional paperwork, submit payment if required.
8. Complete required prerequisites (ex.: background check, vaccinations, etc.) for your intended program, if applicable.

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the enrollment roster to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student termination. Enrollment in the program is complete only when: (1) all required forms and documents have been completed, submitted and reviewed by the Adult Career Center office; (2) required TABE scores have been met; (3) method of payment has been finalized; and (4) any required payment or down payment for the program has been made.

MCCTC does not allow for automatic acceptance to a program based on prior enrollment. All students must submit an application for admission to be reviewed for each new program of study in which they plan to enroll.

ELECTRONIC NOTIFICATION AND AUTHORIZATION DISCLOSURE

The Mahoning County Career and Technical Center utilizes secure electronic process to provide notices, make disclosures, and collect authorizations from Adult Career Center Students and Staff.

Information to be disclosed this year;

Financial Aid Offer	Verification Requests	Credit Balance Notice
Disbursement Notice	Enrollment Information	Other as Determined
Grade Reports	Attendance Reports	

Information regarding Federal Financial Aid will be securely disseminated by the Financial Aid and Student Service Staff via student email through Docusign.com or via the Campus Ivy Financial Aid Portal at https://solutions02.campusivy.com/Apps/Core/Account/Login. *Financial Aid Advisor Deb Baker deb.baker@mahoningctc.com; Dean of Student Services: McKenzie Wirtz; maxie.wirtz@mahoningctc.com*

Additional pertinent or secure information may be securely disseminated by the Adult Career Center Business Office Support Staff and Adult Career Center Director via student email through Docusign.com or via the Achademix Student Portal at https://mcctc.axstudent.com/ . *Adult Career Center Director: Mary Mihalopoulos; mary.mihalopoulos@mahoningctc.com*

Upon request, individuals are entitled to a paper copy of any notice, disclosure, or authorization provided by the MCCTC Adult Career Center. To request a paper copy students may contact the Adult Career Center Office at 330.729.4100.

STUDENT CHANGE OF ADDRESS OR PHONE NUMBER

Any student who changes their address or phone number during the year must report the change of address to the Adult Career Center Business Office and the Financial Aid Office if receiving aid.

TRANSFER OF CREDIT

Accepting transfer of credit for another institution is at the discretion of MCCTC Adult Career Center. There is no guarantee that transfer of credit is accepted unless met by the stated guidelines. Students wishing to transfer prior credit must submit their transcripts within 30 days of applying to the Career Center. Veteran students must submit their transcripts within 60 days of applying. Acceptance of a transfer credit for a course completed in other postsecondary institutions when comparable in scope to the coursework offered may be granted based on meeting the following factors:

- Comparability of the nature, content, and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by MCCTC Adult Career Center are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment according to the offered course module (must obtain a 2.0 or better). The assessment will reflect a valid evaluation measure to represent a student learning outcome applicable to that transfer of credit that is reflective of the coursework offered within the Industry Credential Program.
- The course should align with the curriculum and materials and topics covered in the courses offered at the Adult Career Center program.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.

The decision to accept an academic transfer of credit may include the Adult Career Center Director, Director of Nursing, Program Coordinators, and instructors of Mahoning County Career and Technical Center. No more than 10% of the total program hours can be granted as transfer credits, with the exception of Practical Nursing students being readmitted into the next enrolling cohort. See the Practical Nursing Readmission Policy for more details.

For Adult Diploma graduates, the credit of hours as designated by the approved course will be granted upon successful completion of the training program and meeting the requirements to obtain the high school diploma issued by the Ohio Department of Education. The credit of hours for Adult Diploma may only be granted for entering the full-time program at Mahoning County Career and Technical Center that correlates to the specific career pathway. tuition and fees will be prorated accordingly.

The MCCTC Adult Career Center maintains articulation agreements with the University of Akron, Tri-C Cuyahoga Community College, and Youngstown State University.

OTC DEGREE PATHWAY OPTIONS

The Ohio Technical Center (OTC) Degree Pathway allows graduates of Ohio Technical Centers to earn college credit towards an Associate of Technical Studies (ATS) degree, an Associate of Applied Science (AAS), or an Associate of Applied Business. Specifically, graduates of 900+ hour OTC programs can receive 30 technical credit hours towards an ATS or AAS degree, while those with 600-899 hour programs may receive proportional credit. This pathway aims to streamline the transition from vocational training to higher education.

The training you have received may be eligible for college credit.

- Associate of Technical Studies (formerly known as One-Year Option): Students completing a 900+ clock hour training program will receive 30 technical credit hours towards an Associate of Technical Studies. Programs with less than 900 clock hours may still be eligible for college credit. Learn more here: https://transfercredit.ohio.gov/students/student-programs/itags
- Associate of Applied Science/Associate of Applied Business: Designed to give you additional skills and knowledge on your way to completing your associate degree. Receive credit for the credential(s) you have earned. See the list here: https://transfercredit.ohio.gov/students/student-programs/otc-pathways/otc-pathways-approved

TUITION/FEES POLICY/TEXTBOOKS, WORKBOOKS AND SUPPLIES

Most program tuitions include the first-time cost of required books, supplies, uniforms, and certification fees, unless otherwise noted. Students must provide their own hand tools in some of the classes. Students in Pell-eligible

programs will determine if they would like books and supplies included in their tuition and also authorize the use of Title IV funds towards these expenses or if they would like to opt out including these in tuition and utilize their own resources to purchase these outside of MCCTC. A financial aid offer with this option to "include or opt out" will be given to students receiving Title IV funds prior to the first day of class. Lost or stolen books, tools and/or supplies will be replaced at the expense of the student. Students not passing their certification exams the first time will incur out of pocket expenses for each additional exam sitting including, but not limited to: certification fees as set by certifying body and proctoring fees of $50.00 per hour as applicable.

There will be a $35.00 charge for any checks returned for insufficient funds. Students with an excellent payment history with the ACC may set up a school payment plan to cover school-related expenses. If an employer will be making payment for a course, an original letter on company letterhead must accompany the registration form.

In order for a student to continue enrollment into the next payment period all tuition costs from the previous payment period must be paid in full. All account balances must be paid in full prior to a student beginning an externship, sitting for certifications and in order to graduate.

In regards to students utilizing Veteran benefits, MCCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

Programs requiring a minimum number of completed hours prior to certification testing, EMT and Firefighting will offer makeup hours at the student's expense at a rate of $30.00 per hour. Please note: Because of the scope of these programs, some hours cannot be made up. Please discuss any absences with your instructor prior to absence.

WITHDRAWAL AND REFUND POLICY

Students who have been accepted into the program may withdraw from the program voluntarily at any point. It is highly recommended that the student have a personal interview with an administrator upon withdrawal. Students attending classes should submit a written notification of withdrawal within seven (7) days of their last day in attendance. The day a student submits written notification of withdraw is considered their exit date. A student will cease to be enrolled (1) day after the exit date or written notification of withdraw has been provided. Beginning on the day an individual ceases to be enrolled the following policy will apply:

Practical Nursing (1200 Hours)

Timeframe	Amount Charged
Before 1st scheduled day	Withdrawal fee, registration fee, BCI/FBI fees if already administered
1-150 Scheduled Hours	25% of total program tuition and fees, plus books supplies & tools
150-300 Scheduled Hours	50% of total program tuition and fees, plus books supplies & tools
301-600 Scheduled Hours	75% of total program tuition and fees, plus books, supplies & tools
601 -1200 Scheduled Hours	100% of total program tuition and fees, plus books, supplies & tools

Career Training Programs (600-1199 hours):

Timeframe	Amount Charged
Prior to 1st scheduled day	Withdrawal fee, registration fee, BCI/FBI fees if already administered
1st day – 30 scheduled hours	25% of total program tuition and fees, plus books supplies & tools
31-60 scheduled hours	50% of total program tuition and fees, plus books, supplies & tools
61-90 scheduled hours	75% of total program tuition and fees, plus books, supplies & tools
91 or more scheduled hours	100% of total program tuition and fees, plus books, supplies & tools

Career Training Programs (below 600 hours):

Timeframe	Amount Charged
Prior to 1st scheduled day	Withdrawal fee, registration fee, BCI/FBI fee if already administered
Prior to 3rd scheduled day	50% of total program tuition and fees, plus books, supplies or tools
On or after 3rd scheduled day	100% of program tuition and fees, plus books, supplies or tools

Please Note:
- The term "withdraw" defines any reason for a student leaving school, whether it is initiated by the student or by the school.
- Student accounts are charged all related costs for the entire program (start to finish) upon initial enrollment, not per term or payment period.
- The student is responsible upon separation from the program for their account.
- Any course not attempted will not be represented on a course transcript.
- Withdrawn students who begin a course, but withdraw prior to completion of that course, will receive a mark of "W"

When calculating refunds, failure to give notification of withdrawal (unofficial drop) will result in the Adult Career Center waiting 10 calendar days from your last day in attendance to officially withdraw you from the program and defining that 10th day as your official withdrawal/exit date. A student will cease to be enrolled (1) day after the exit date. Calculations for refund purposes begins on the day an individual ceases to be enrolled.

Students withdrawn from school who have not fulfilled financial obligations to the school will not be awarded certificates until the students' accounts are paid in full. Students who withdraw will not receive a Career Passport.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who withdraw or are terminated may not have "earned" the full amount of financial assistance he/she was originally scheduled to receive. The student "earns" his or her Title IV funds by attending classes and may be required to return all or a portion of those funds upon leaving school. Therefore students planning to withdraw should schedule an appointment with the Financial Aid Officer before leaving the program to discuss their aid eligibility and financial responsibilities. **If the student is receiving Direct Student Loans, the student is required to complete federal loan exit counseling at studentaid.gov and any other federal financial aid loan requirements upon withdrawal.**

Regardless of circumstances, students receiving Title IV funds that are withdrawn or terminated from a Pell eligible program are subject to the U.S. Department of Education's Return of Title IV Funds Policy (see Addendum A, Financial Aid Procedures). Title IV eligibility is calculated based on the student's last day in attendance as determined by attendance sign-in sheets; students receiving Veterans Benefits or other third party agency (e.g., TAA, WIA, MCTA) funding are subject to the return of funds policy governing that agency. For information on policies governing Veterans Benefits call the Department of Veteran Affairs Education Customer Service Office at 1-888-442-4551. For information on the return of funds policies governing specific funding agencies contact your case manager.

The refund process of any credit balance to the student will be made within 45 days of the student's last day of attendance, without request from the student. Refund checks will be mailed to the student unless other arrangements are made in writing by the student at the time of withdrawal.

In the event a student's account maintains a balance due after the student is withdrawn and all calculations are completed, the student will have 30 days of the date of notification to make full payment. Payment will be accepted in cash, cashier's check or credit card. Payments can be made by mail, in person during normal business hours or charge by phone. Any account not paid in full within 30 days will be subject to collection through the Ohio Attorney General's Office.

In the event that a student must withdraw due to extreme mitigating circumstances, an alternative pay arrangement may be made with the institution in lieu of the standard 30-day full payment requirement. Such arrangements are subject to approval by the Adult Career Center Director. Payments via alternate arrangements will be accepted in monthly installment amounts no less than 10% of the account balance at the time of withdrawal. Failure to make payment by the agreed upon standards set forth in a Student Payment Plan Agreement Contract will be subject to collection through the Ohio Attorney General's Office.

VETERAN BENEFITS AND TRANSITIONS ACT OF 2018

The Mahoning County Career & Technical Center in accordance with the Veterans Benefits and Transition Act of 2018 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 Chapter 31 or Chapter 33 recipient borrow additional funds to cover

the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

VETERAN AFFAIRS: ISAKSON AND ROE SECTION 1018

In compliance with Isakson and Roe Section 1018 and the Principles of Excellence, found in Executive Order 13607, MCCTC will allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.

DEBT COLLECTING

Student accounts that are not paid in full after 30 days will be turned over to the Ohio Attorney General's office. The Ohio Attorney General's office serves as the chief collection agent for the Adult Career Center. The Attorney General's Office charges a collection fee that will be passed on to the student debtor. When a student account has been turned over The Attorney General's Office payment from the debtor must be made directly to the Attorney General's Office in the form of check, credit cards or the internet. A debtor's state tax refund, racino, lottery and the state's unclaimed funds may be offset to obtain payment.

LEAVE OF ABSENCE

The Adult Career Center does not grant official leave of absence. Therefore, a student who is unable to attend classes for an extended period of time must withdraw from the training program and reapply when circumstances allow for re-entry.

ENROLLMENT REPORTING

Federal regulations require MCCTC Adult Career Center to report student's campus- and program-level enrollment information to the National Student Loan Data System (NSLDS). All students who have received federal student aid either from the Adult Career Center or from another post-secondary institution will be reported. Information submitted to NSLDS is accessible by authorized agencies, lenders, and institutions.

REAPPLYING TO THE ADULT CAREER CENTER

Since Industry Credential Programs are comprehensive and not modular, students are expected to start and complete a program within the scheduled timeframe. If a student withdraws or is terminated from a program and wishes to return, he will need to wait until a new start date to reapply. Students who notified the Adult Career Center prior to exiting or were terminated due to academic or attendance requirements and have a zero-account balance are permitted to reapply to the same program one time. The student will apply for enrollment in the program in its entirety, previous hours and course work completed will not carryover. Application approval will be at the discretion of the ACC Director. Depending on the timeframe and SAP at the time of withdrawal, financial aid may not be available. The student may need to renew their FAFSA to determine Title IV eligibility. Students that reapply may be eligible for the school's interest-free payment plan only in the event the student's past payment history shows payments were made on-time and in-full. If a student did not make on-time, in-full payments the student is not eligible for a school payment plan.

Students that exited without notification prior to withdrawing or were terminated for Code of Conduct/Security violations are not permitted to enroll in any program or class at MCCTC Adult Career Center.

PRACTICAL NURSING READMISSION

The student must complete the curriculum within 66 weeks (full-time) or 132 weeks (part-time) of initial instruction, including any readmissions. The student will be readmitted into the beginning of the quarter in which they were dismissed and must repeat all the coursework, lab and clinical for the entire quarter.

In order to be considered for readmission:

- Must achieve an 78% on a comprehensive exam that includes information from the quarters/courses successfully completed
- Must achieve a satisfactory on clinical comprehensive skills validation

- Must sign and send letter of agreement with readmission fee by deadline (see below)
- Must pay any outstanding balances before readmission or enrollment
- If unsuccessful or chooses not to take comprehensive exam:
    - Can restart the program after 180 days with the next cohort start
    - Must follow all enrollment criteria

A student may exit and return to the program once with the next enrolling cohort. If a student withdraws or is dismissed again, they will have to wait a year from the time of dismissal/withdrawal to reapply to the program. They then may enroll with the next enrolling cohort. All current admission criteria apply. Placement is not guaranteed, it will be determined by seats available.

The student is financially responsible for maintaining current healthcare provider cardiopulmonary resuscitation (CPR) certification, immunizations, a two-step Mantoux tuberculosis test, and criminal background check.

The returning student will be responsible for the nonrefundable $50.00 readmission fee. The student is responsible for tuition, lab and supply fees for any portion of the pay period not yet successfully completed. The student will abide by the current Catalog/Student Handbook for the class which they are being readmitted. This includes maintaining 90% attendance. Student will be sent a letter of agreement which must be signed and returned to the school along with the $50 readmission fee by the deadline specified for readmission and class placement.

A student seeking federal financial aid may repeat coursework they failed or did not complete. However, for students repeating coursework, they must complete the program within the maximum time frame allowed.

The student who drops out and returns to school must first have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Pell Grant funds will be made. If it is determined that funds were returned under the Federal "Return to Title IV Policy" for a payment period that the student must complete upon returning to school, these funds will be re-requested. The school must also cancel any overpayments assessed the student as a result of the prior withdrawal.

Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program. For example: A student withdraws after completing 250 hours of a 900-hour program. If the student returns after 180 days and receives credit for the completed hours, the student will be paid for the remaining 650 hours as an advanced standing student. However, if the student is repeating the entire program, the student may be paid for the entire program up to the award year limits.

DRESS AND GROOMING

Students will dress in clothing appropriate to industry standards. All clothing must be clean and pressed at all times. We expect our students to be concerned with daily habits of good grooming and hygiene. Individual Industry Credential Programs may impose specific dress codes based on the program guidelines. Instructors will provide information on dress during Orientation or the first week of class. Uniforms are required in certain programs and have been included in program costs. Students are expected to dress for class as required by their program. Uniforms are also required to be worn during most externship and clinicals.

The school may impose restrictions if a student's dress or grooming is inappropriate. Repeated offenses could be subject to disciplinary procedures. The Adult Career Center Director's judgment is the final authority as to whether or not attire is considered appropriate or disruptive.

PORTABLE ELECTRONIC DEVICES

A portable electronic device (PED) is a lightweight, electrically or battery-powered piece of equipment. These devices are typically consumer electronic devices capable of communications and data processing. These devices include, but are not limited to: cell phones, smart watches, smart glasses, media players, tablets, e-readers, laptops or handheld computer games.

Use of PED on school grounds is a privilege and is not permitted in the classroom at any time, unless otherwise noted by instructor or school official. Use of a device includes not only making and receiving calls and messages, but also texting and receiving text messages, taking and receiving pictures, listening to music, watching videos, or accessing apps, software programs or social media. If devices have an internet capacity, that is also prohibited during class time. Failure to act in a responsible manner regarding these devices will result in the loss of the privilege to have any such device within the school building. Course instructors will determine whether a student's behavior is disruptive to the learning environment. **Students who continually disrupt the learning environment may be placed on disciplinary probation, asked to leave the classroom or laboratory and/or be dismissed from the program of study.** MCCTC does not assume any legal liability or responsibility for any damage or loss of PED.

*See Practical Nursing Student Handbook for Personal Communication Device policy for clinical, lab and classroom.

BREAKS/VENDING MACHINES

Appropriate break and lunch/dinner times will be assigned by the faculty. Breaks will be given at the discretion of the individual instructor. During breaks, students may remain in the classroom, use the restroom, or go to the commons area. Do not take any drinks or snacks into the classrooms or hallways. No food or drinks will be permitted in any computer labs. Soft drinks should be brought in non-breakable containers with sealable lids.

Because meal breaks offer a limited timeframe students should remain on campus for meal breaks and should eat at the tables in the commons area. A microwave and snack vending area is available for student use in the commons area during designated times.

PLAGIARISM

Plagiarism may lead to termination (see "*Student Code of Conduct"* section of this catalog) and is defined as follows: 1.) An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author; 2.) A piece of writing or other work reflecting such unauthorized use or imitation.

COPYRIGHT PROTECTION

Unauthorized copying, redistribution, republication, or peer-to-peer sharing of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150.000 per work infringed. A court can, in its discretion also assess cost and attorney's fees. For details, see Title 7, United States Code, Sections 504 and 505.

Due to copyright rules and regulations regarding the use of media downloaded from the Internet, students are not permitted to download, store, or share any copyrighted material. This includes but not limited to: MP3's, WMV's, AVI's, and MIDI's. Some examples of the copyrighted materials found in the above-mentioned formats are used for movies, CD's songs, and TV shows.

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

COMPUTER AND TECHNOLOGY RESOURCES

Computers are in labs and computer technology resource centers throughout the building. Student use of computers and other technological resources shall be in accordance with established school rules. Failure to comply will result in disciplinary action. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Use of MCCTC Net Access and telecommunications is a privilege and is restricted to school related projects and must be supervised by the teaching staff. The Area Cooperative Computerized Educational Service System (ACCESS) provides services such as electronic mail and Internet access.

Industry Credential Students will be assigned an individual school email account as well as computer log on information at the start of their program.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unauthorized distribution, including peer-to-peer sharing, may subject students to civil or criminal liabilities.

Because access to online services provides connections to other computer systems located all over the world, students must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. The District has purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited. All students must read and sign the Acceptable Use Policy and User Agreement before signing on to a computer. MCCTC and/or ACCESS reserve the right to revoke these privileges.

Unacceptable uses of the computer/network include but are not limited to the items listed below.

No student shall intentionally:

1. Use the network for illegal activity, including copying commercial software, downloading music, unauthorized peer-to-peer sharing, and/or other materials in violation of copyright law;
2. Download freeware or shareware programs;
3. Access the Internet when not directed by an instructor;
4. Access and/or view any inappropriate materials that may be on the Internet. No inappropriate material may be loaded on to school district workstations or printed from the district printers;
5. Access another individual's files or folders;
6. Vandalize another individual's computerized data;
7. Use profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
8. Access personal social networking websites for non-educational purposes;
9. Post personal communications on an electronic bulletin board without the author's consent. Any items produced by a student will not be posted to the Internet without his/her permission. If permission is granted, items will be considered fair use and available to the public;
10. Use an account owned by another user, with or without their permission;
11. Use the network for financial or commercial gains;
12. Degrade or disrupt equipment or system performance;
13. Gain unauthorized access to resources or entities;
14. Waste technology resources, including bandwidth, file space, and printers;
15. Use the network in ways that violate school policies and behavior standards; or
16. Bring food or drink into computer labs.

MCCTC STANDARDS OF ACADEMIC PROGRESS (SAP)

Note: The Institution policies on attendance and academic progress in order to remain in your program are separate and distinct policies and procedures from The Financial Aid Standards of Academic Progress, as well as the Financial Aid Appeals Process (See Addendum A: Financial Aid Procedures)

All Industry recognized credential students enrolled at MCCTC Adult Career Center must maintain satisfactory academic and attendance progress in their particular course of study to remain in school and receive a Career Passport upon graduation. Each program has distinct requirements for Satisfactory Academic Progress and certification eligibility.

Students in **programs that are 400-1199 hours in length** are required to have an academic average of 73% (2.0 GPA) or higher and maintain an attendance pace of at least 90%. Students in these programs are also required to take and pass the Career Readiness Course with a minimum 70% grade average.

Practical Nursing students must maintain an academic average of 78% (2.3 GPA) or higher in all theory courses and must satisfactorily complete all clinical/laboratory course requirements. PN students must maintain an attendance pace of at least 90%.

Emergency Medical Technician (EMT) students must maintain an academic average of 75% (2.0 GPA) or higher and 100% attendance.

Firefighter students must maintain an academic average of 70% (2.0 GPA) or higher to be eligible to sit for their certification exam and must achieve 100% attendance.

Veterinary Assistant students must maintain an academic average of 70% (2.0 GPA) or higher and must maintain an attendance pace of at least 90%.

Minimum SAP Requirements by Program:

Length	Program	Min. Grade Avg.	Pace of Attendance
1200 + Hrs.	Practical Nursing	78%	90%
400-1199 Hrs.	Automotive Technology	73%	90%
	Medical Assistant	73%	90%
	Medical Office Specialist	73%	90%
	Welding	73%	90%
0-399 Hrs.	EMT	75%	100%
	Firefighter I	70%	100%
	Firefighter II	70%	100%
	Veterinary Assistant	70%	90%

Students will be informed in writing if they are at risk for an attendance or academic termination due to lack of continuous progress for program completion. The SAP policy applies to all students attending the career programs (full- and part-time), including students who may become eligible for Title IV funding.

GRADING POLICY

Instructors will conduct periodic student conferences to review academic progress and/or attendance. Grades for each course will be calculated utilizing the following grading scale:

Percentage	Letter Grade
93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
60 - 66	D
<60	F

I -Incomplete- No Credit Given
P -Pass
W -Withdrawn, No Credit Given;

Incomplete grades will not be calculated in the overall GPA. If grades are not able to be determined within two weeks of completing a module, a grade of "F" will be given and calculated in the GPA.

Students receive attempted points, grade points and quality points for each completed course as listed in the scope and sequence of the program of study. Attempted points are equivalent to the number of hours listed in the program scope and sequence for each course. Grade points are associated to the letter grade received by the student for each course and are assigned based upon the 4.0 scale represented below. Quality points are calculated by multiplying the grade points by the attempted points for each course.

The student's final weighted grade point average (GPA) is calculated by dividing the total number of quality points earned by the student by the total number of attempted points.

Letter Grade	Scale Score Equivalent-Career Credential 400 Hours or More	Scale Score Equivalent- Career Programs Less Than 400 Hours
A	4.0	4.0
A-	3.7	4.0
B+	3.3	3.0
B	3.0	3.0
B-	2.7	3.0
C+	2.3	2.0
C	2.0	2.0
C-	1.7	2.0
D+	1.3	1.0
D	1.0	1.0
F	0	0

ACADEMICS (QUALITATIVE STANDARD)

Make-Up Work

Students are required to make up assignments missed due to late arrival, early departure, or other absence from a scheduled class. It's the student's responsibility to contact his/her instructor concerning make-up work and tests. Students must realize that make-up work does not accomplish the same objective as actual classroom or lab time. Make-up work will count toward fulfillment of satisfactory academic progress. A student will have no longer than one (1) week from the date of absence to make up work. Students with extended illnesses who require frequent or extended absences should consult with the Adult Career Center Director. *See Practical Nursing Student Handbook for make-up work policy.

ACADEMICS (QUALITATIVE STANDARD)

Firefighter

Firefighter students must maintain a 70% academic average (2.0 GPA) or higher in order to sit for their respective certification exam.

EMT

EMT students must maintain a 75% or higher academic average and complete all ride time and patient assessments to successfully complete the program. In order to sit for the NREMT certification exam, students must achieve a 75% or higher on the class final and successfully complete Practical Skills Testing.

Veterinary Assistant

Veterinary Assistant students must maintain an academic average of 70% (2.0 GPA) or higher and complete all externship requirements to successfully complete the program.

Practical Nursing

Practical Nursing students must maintain an academic average of 78% (2.3 GPA) or higher in all theory courses and must satisfactorily complete all clinical/laboratory course requirements.

Automotive Technology, Medical Assistant, Medical Office Specialist, Welding

Students must maintain a cumulative 2.0 GPA (73% academic average) or higher and achieve a minimum 70% grade average in the Career Readiness course in order to successfully complete their program of study. A satisfactory academic average is critical for a student to be eligible to take licensing/certification exams and participate in the externship *(if applicable).* Classroom performance is based upon classroom participation, lab and written work, and instructor tests and evaluations.

Evaluation Schedule

While grades are monitored by both instructors and the student services department over the course of a program, each student will be formally evaluated for Satisfactory Academic Progress at the end of each payment period. The end of a payment period is the point where the student's scheduled clock hours for the payment period have elapsed.

Academic Warning

Students whose GPA falls below the required minimum of 2.0 (or 2.3 for Practical Nursing students) will be placed on an "Academic Warning" status for one payment period following their SAP evaluation.

- The first time a student's GPA falls below the required minimum at an evaluation point, the student will be notified in writing of their warning status as well as the Academic Appeal process by the Student Services Coordinator.
- The Student Services Coordinator will meet with the student to outline action steps needed in order to be removed from warning status by the next evaluation point.
- Students placed on Academic Warning are eligible to request an Academic Appeal in writing.

Academic Appeal

1. An academic appeal form must be completed and submitted by the student.

2. The Student Services Coordinator will meet with the instructor to discuss the circumstances and develop an academic plan.

3. The academic plan will outline the process/timeline/work assignments necessary to raise their academic average.

4. The decision will then be discussed with the student and the student will agree in writing with the timeframe and responsibilities required of him/her.

5. If a student's appeal is approved, the student will be permitted to make up assignments and tests. These grades will be taken into consideration when calculating a student's grade average.

6. If the student does not meet the requirements of the academic appeal or raise their GPA to at least the required minimum by the next evaluation point, termination will result and the student will be responsible for any account balance remaining for the total program expenses based on the refund policy and return of unearned financial aid funds.

If the student is granted an academic appeal, only one academic appeal will be granted during the length of the program

Academic Probation

Students on Academic Warning who successfully appeal, will be moved to "Academic Probation" status. If a student on Academic Probation does not reach the minimum GPA requirement by the following evaluation point, they will be terminated from the program. Terminated students are responsible for any balance on their student account based on the refund policy and return of unearned financial aid funds.

Note: If, at any point, it is mathematically impossible for the student to regain good academic standing by the end of the program, the student will be terminated from the program.

ATTENDANCE (QUANTITATIVE STANDARD)

The MCCTC Adult Career Center operates clock-hour programs. Attendance and absences are recorded on a quarter-hour basis. A record of student tardiness, early departures and absences from class will be maintained and will be included as time missed when totaling attendance records. The student is responsible for properly signing in and out each class session. **Students are not permitted to sign other students in or out.**

Firefighter

Firefighter students are required to complete 100% of the program hours prior to certification testing. Makeup hours may be granted at the student's expense at a rate of $30.00 per hour. Makeup hours will not be granted for absences over 7.5% or 12 hours of the class. All hours must be made up in a structured environment. Students missing more than 7.5% or 12 hours of the program hours will be withdrawn. In addition, students are unable to make up the following courses: Car Fires, Hazmat, Driving Course (8-hour day), Auto Extrication or the Live Burn. Missing any one of these hours will result in the student being withdrawn from the program.

EMT

EMT students are required to complete 172 program instructional hours prior to certification testing. Makeup hours may be granted at the student's expense at a rate of $30.00 per hour. No more than eight (8) hours can be made-up. All hours must be made up in a structured environment. Students missing more than eight hours will be withdrawn from the program. In addition, students are required to complete 100% of

hospital- and ride-time requirements. Missing any one of these requirements will result in the student being withdrawn from the program.

Veterinary Assistant
Veterinary Assistant students are required to maintain an attendance pace of at least 90%. Additionally, students are required to complete 100% of scheduled externship hours for successful course completion.

Practical Nursing
Practical nursing students are required to complete 90% of the scheduled 1200 hours, this includes theory, lab and clinical hours. The student will be dismissed if more than 10% of the scheduled 1200 hours are missed or the student has missed more than 5 clinical experiences (whichever comes first). Clinical and lab hours missed must be made up hour for hour at a cost of $50.00 per hour. See Practical Nursing Student Handbook for details.

Automotive Technology, Medical Assistant, Medical Office Specialist, Welding
Students must maintain a cumulative theory/lab attendance pace of at least 90% to remain in school, sit for certification exams and participate in the externship *(If applicable).* Student may be excused for up to 10% of their total program hours for absences due to unforeseen life events. Students are required to successfully attend 100% of their externship hours. Externship hours do not count as theory/lab hours for attendance calculations.

Excused Absence Policy

With the exception of Firefighter and EMT participants, student may be excused for up to 10% of their total program hours, excluding externship /clinical time, for absences due to unforeseen life events. Students must complete 100% of their externship hours. It is assumed in good faith that absences are only acquired for circumstances outside of the student's control which prevent the student from being able to participate in the class as scheduled. *Practical nursing students are allotted 5 clinical absences for the program. The 4th and 5th clinical absence must be made up per the make-up policy. See the Practical Nursing Student handbook for details.

Evaluation Schedule

While attendance is monitored by both instructors and the student services department over the course of a program, each student will be formally evaluated for Satisfactory Academic/Attendance Progress at the end of each payment period. The end of a payment period is the point where the student's scheduled clock hours for the payment period have elapsed.

Attendance Warning

Students whose pace of attendance falls below 90% will be placed on an "Attendance Warning" for one payment period following their SAP evaluation.

- The first time a student's pace of attendance falls below the minimum required at an evaluation point, the student will be notified in writing of their warning status by the Student Services Coordinator.

- The Student Services Coordinator will meet with the student to outline action steps needed in order to achieve Satisfactory Academic Progress

If a student with a Warning Status does not reach at least the minimum pace of attendance requirement by the following evaluation point, they will be terminated from the program. Terminated students are responsible for any balance on their student account based on the refund policy and return of unearned financial aid funds.

Make-Up Time

In the event of an extreme mitigating circumstance, the student may have the opportunity to make up a maximum of (3) days if applicable. The term "day" is relative to the number of hours a student would typically spend in class for 1 day in their specified program of study *(i.e. 1 day is equivalent to 5 hours in a program that runs from 5pm-10pm).*

Eligibility to make-up time is contingent upon a student's ability to provide documentation as proof of mitigating circumstance. No make-up time will be granted without documented proof that a student was unable to attend their regularly scheduled class due to a circumstance outside of their control.

A request for make-up time must be submitted to the Dean of Student Services and/or Director of Nursing/Associate Director of Nursing via paper form. A unique request form must be submitted for each day. Instruction and/or assignments related to your make-up time must take place in person and will be designated by the lead program instructor and student services coordinator.

It is the student's responsibility to make a formal request for make-up time in writing to the Dean of Student Services, Director of Nursing, or Associate Director of Nursing using the designated make-up request form.

**Practical Nursing has a separate and distinct make-up policy, please see Practical Nursing Student Handbook for details.*

Defining a Mitigating Circumstance:

Make-up days are approved based on an undue hardship or mitigating circumstance which make it impossible for the student to meet the satisfactory academic progress requirement. Mitigating circumstances are defined as and limited to:

- Death in the Immediate Family
- Hospitalization of the Student
- Documented Illness
- Natural Disasters
- Weekend Military Service
- Family Emergencies

Mitigating circumstances are events outside of the student's control and are unavoidable. The request must be supported with appropriate written documentation from legitimate sources. Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor's appointments, occasional illness, etc. will not be approved for make-up time. Students must anticipate these situations and be prepared for them before they occur.

Note: If, at any point, it is mathematically impossible for the student to regain good attendance standing by the end of the program, the student will be terminated from the program.

MAXIMUM TIMEFRAME FOR PROGRAM COMPLETION – PROGRAMS OVER 400 HOURS

The maximum timeframe for program completion is 111.11% of the published length of a program (100 / 90% = 111.11%). For example, a published program length of 41 weeks must be completed in 46 calendar weeks (41 x 111.11% = 45.5551).

EXTERNSHIPS/CLINICALS/RIDE-TIME/HOSPITAL TIME

Some programs include an "in-field"/externship experience as part of the training program. EMT students complete hospital and ambulance ride-time requirements. All students follow the same guidelines set forth in this section for externships. A student earns eligibility for an externship by successfully completing classroom and lab competencies, and displaying workplace professionalism within their theory/lab environment. Each student will be evaluated prior to location determination and student placement. Upon evaluation students will be notified if they are eligible for an externship.

One hundred percent of the externship hours must be completed within the scheduled time frame to remain in the program, sit for program certifications, and receive a Career Passport (if applicable). Externships are to be viewed as job training experience, and students are expected to conduct themselves professionally throughout this experience.

Students will receive an evaluation from the externship site and a grade based on that evaluation will be recorded on the grade transcript. All externships are unpaid, learning experiences.

Your instructor will assign student externships. It is the student's responsibility to finalize their externship site with the instructor prior to the scheduled externship start date. Failure to do so will result as a "no show" to an externship (see below) and will result in termination from the program.

Once assigned, students may not change externship sites. A schedule will be determined to satisfy the hours needed and once assigned, students are expected to report as scheduled. If an emergency arises, students must report off to the work site, the school, and their instructor. The student is responsible for making up the hours reported off. Arrangements are to be made with the externship site Director and the student.

Students who do not report to an externship or fail to communicate with the Adult Business Office or their instructor within 48 hours of not reporting will be determined to be an Externship "No Show" (see "Externship No Show section) and will result in termination.

Prior to externships, students may be required to be drug tested, complete a BCI check, complete HepB shots or flu shots. Requirements vary by program and will be discussed in individual classes.

The student's account must be paid in full prior to beginning the externship for their program.

Externship "No Show"

Students identified as a "No Show" to an externship site will be terminated from their program. Students will be notified by mail of their termination.

A student will be identified as an Externship "No Show" if he/she fails to do any of the following:

1. Pay in full their student account prior to the externship start date;
2. Finalize their externship contract with their instructor;
3. Report to their externship;
4. Communicate with the instructor or Adult Business Office within 48 hours of not reporting to their externship;
5. Complete 100% of the externship hours within the scheduled timeframe.

Practical Nursing Clinical "No Show"

A practical nursing student identified as a "No Show" to a clinical experience will be at risk for termination from the program. Failure to report off (no call/no show) by the end of the assigned clinical experience is unprofessional behavior and will result in a "0" on the clinical evaluation for all SLO for the day. A second failure to report off will result in dismissal from the program.

VACCINATION POLICY

Certain immunizations may be required for students who are at an increased risk for exposure to communicable diseases including Hepatitis B and Tuberculosis. Vaccination requirements vary by program of study, and are guided by typical industry requirements. Additional immunizations may be required by externship / clinical site providers.

Emergency Medical Technician

No immunizations are required for the EMT program. Clinical and Ride Time providers may require certain vaccinations in order to participate in the experience. To successfully complete the program, all students are required to complete clinical and ride-time experiential hours.

Medical Assistant

Required for program participants:

- Negative Two-Step PPD (TB) Test (*first step completed prior to program start)*
- Hepatitis B Inoculation Series (*first appointment must be scheduled by the end of the first week of class)*
- Other vaccinations may be required by externship sites including but not limited to Influenza and COVID-19 Vaccinations

Medical Office Specialist

Required for program participants:

- Negative Two-Step PPD (TB) Test (*first step completed prior to program start)*
- Other vaccinations may be required by externship sites including but not limited to Influenza and COVID-19 Vaccinations

Practical Nursing

Required for program participants:

- Negative Two-Step PPD (TB) Test *(first step completed prior to program start), or a TB assay or Chest x-ray will be accepted*
- Hepatitis B Inoculation Series *(first appointment must be scheduled by the end of the first week of class)*
- MMR Series *(first step completed prior to program start)*
- Varicella Series *(first step completed prior to program start)*
- Tdap *(may have a Td if had Tdap previously)*
- Influenza yearly (Not to be completed before October of enrolling year)
- Other vaccinations may be required by clinical sites including but not limited to COVID-19 Vaccinations
- Titers showing immunity for Hep B, MMR, and Varicella will be accepted.

Veterinary Assistant

No immunizations are required for the Veterinary Assistant program. While not required Immunizations against Rabies, Hepatitis B and Tetanus are recommended. Externship providers may require certain vaccinations in order to participate in the experience. To successfully complete the program, all students are required to complete externship hours.

Exemptions to vaccine requirements will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. In such a scenario, students must agree to participate in program related activities at their own risk by completing a designated waiver form. Externship/ Clinical providers may decline to allow a student to participate in clinical experiences without proof of vaccination.

MEDICAL MARIJUANA

Marijuana is illegal on the federal level and is considered a Schedule I drug. Per the Student Code of Conduct, a student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia. Externship sites and clinical providers may prohibit student participation based on drug screening results. Additionally, drug use may have an impact on a student's ability to find employment in their designated field of study.

Practical Nursing - The Ohio Board of Nursing does not recognize medical marijuana as a legal substance. Clinical facilities do not allow students who have a positive drug test to practice in their facilities, this includes testing positive for marijuana. A student who tests positive for marijuana will be dismissed from the program.

TERMINATION/WITHDRAW

All students must show continuous progress toward program completion both academically and attendance in order to remain in school. Attendance and academic progress will be reviewed. Students will be informed in writing if they are at risk for an attendance or academic termination due to lack of continuous progress for program completion.

Violation on the part of a student of any one or more of the Student's Code of Conduct/Security policies may result in the termination of a student. These Student Code of Conduct/Security regulations are applicable to conduct while in school or at school-related activities. A student may, at any time, for any violation of the Code of Conduct/Security, be removed, suspended, terminated, and/or referred to law enforcement officials for legal action.

If a student is removed from class or asked to leave the building, the student will receive a letter containing information on the termination process.

Termination Process

1. Student will receive a letter regarding their termination and the termination process.

2. The student must contact the Adult Career Center office within 72 hours of notification of termination to schedule a meeting with the Adult Career Center Director.

3. The meeting will be scheduled as soon as reasonably possible to discuss reinstatement into the program.

4. If granted reinstatement, the student will be responsible for any work assigned during his/her absence.

5. The student will sign a Return to Class form outlining the violation(s) and agreeing to adhere to the Adult Career Center policies and Student Code of Conduct/Security.

6. If the requirements in the termination process are not met by the student or reinstatement is not granted, the student will be terminated from the program and will be responsible for any account balance remaining for the total program tuition based on the refund policy.

PROGRAM COMPLETION

A Career Passport will be awarded to each student who has met at least the minimum satisfactory academic progress requirements for their program of study, and completed all financial obligations including Exit Counseling for those with a loan. A Career Passport may contain as applicable: Certificate of completion, Transcript, List of career program competencies, Industry credentials and/or certificates earned during the coursework, copy of the student's resume, Portfolio of completed student projects (if applicable).

Certificates and/or Passports will not be mailed; students must make arrangements to pick up the certificates and/or Passport during regular business hours. Students may request a duplicate certificate for a fee of $5.00. Students who have not fulfilled financial obligations to the school will not be awarded Certificates and/or Career Passports until the students' accounts are paid in full. In lieu of a Passport the practical nursing students will complete a professional portfolio. Satisfactory completion of the professional portfolio is a requirement for program completion.

TRANSCRIPTS

Current and former students may request an official transcript for academic work and/or clock hours completed at the Adult Career Center. The ACC will forward a student transcript to the student, another school or employer **only upon written request by the student**. Please be aware that only students can request a transcript. An official transcript will only verify courses and clock hours completed. Students who have not fulfilled financial obligations to the ACC will not receive official transcripts until the student's accounts are paid in full. There is a charge of $5.00 for each transcript requested. Upon payment of the transcript fee the official transcript will be mailed via USPS or the student may make arrangements to pick up the transcript during regular business hours. Requests for transcripts must include name, social security number, class attended, dates attended, student signature, and the date request is being made as well as the name and address of the person(s) to whom the transcript is to be sent or a telephone number if the student should be notified when the transcript is available for pickup.

STUDENT RECORDS

Student records are maintained according to standards set forth by accrediting and regulatory bodies. Unless otherwise required by aforementioned regulatory parties, records are archived and maintained for a minimum of three (3) years, Student records are kept on file at the Adult Career Center. These records include, but are not limited

to: attendance, grade reports, transcripts, supporting financial aid information, and billing records. See the Financial Aid Addendum for the Student Financial Aid Record retention policy.

Students may request in writing copies of their records or may make an appointment to review records with the SSC in the Adult Career Center office. An appointment must be scheduled within two (2) school days of the student's request. The record must be reviewed in the presence of the SSC or designee. The student must sign a release prior to the file review. A student may have a representative review the record with him/her.

End of Section III

SAFETY

Safety is a major concern at the Mahoning County Career and Technical Center. All instructors are required to review safety procedures with their classes. This is a very important part of each course curriculum. The Mahoning County Career and Technical Center will adhere to the industrial safety standards set up by Federal Occupational Safety and Health Act (OSHA), all appropriate laws established by the State of Ohio, and local regulations. **Students may be suspended for violations of safety standards set in the individual laboratories, classrooms and on the campus.**

NOTIFICATION SYSTEM

The Adult Career Center utilizes email and phone messaging to provide school notifications to students, teachers, and staff and a messaging service for those opted in through Modern Campus. The ACC will promptly notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency.

EMERGENCY MEDICAL FORMS

All students will be requested to fill out an Emergency Medical Form providing information including whom to call in case of an emergency. This information will be kept on file in the Adult Career Center office. Without this information, the school can take no action in case of a medical emergency. **It is the student's responsibility to update the medical file as necessary during the training period.**

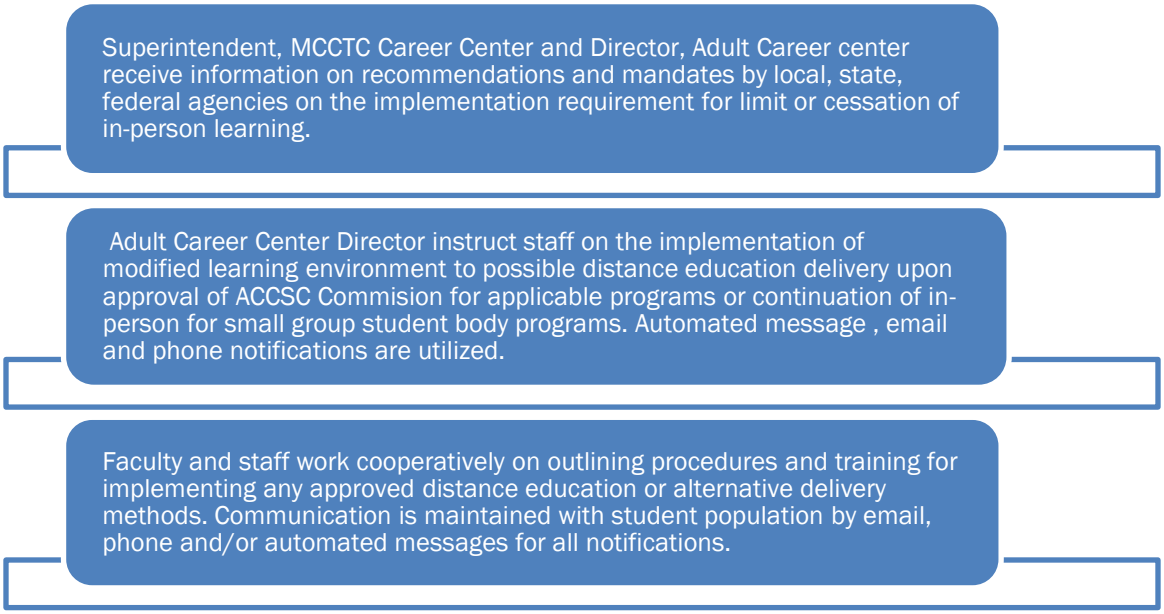
EMERGENCY CARE

All emergencies must be reported to the Business Office to the Administrator or security personnel on duty.

HEALTH AND SAFETY CRISIS

Health Threat/Crisis: an occurrence – natural, technological, or human-caused – that requires a response to protect life or property.

In the event of a Health and Safety Crisis, the MCCTC maintains an Emergency Operations Plan which outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific health hazard vulnerabilities and responses/recovery.



It is the policy of MCCTC, Adult Career Center that no guarantee is implied by this plan of a perfect incident management system utilizing quarantine and limiting in-person learning. As personnel and resources may be

overwhelmed, MCCTC can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time. After monitoring of the situation/crisis, a decision to suspend classes may be an alternative in which an extension of the program would be considered.

LOCKDOWNS

All students and staff are directed to and secured in locked rooms, out of sight and sound from persons in the hallway. Students will stay in the classroom until released by an Administrator or public safety official. In an active shooter situation, the Adult Career Center will use the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuation) program. More information about A.L.I.C.E. can be requested at the Adult Career Center office.

FIRE AND TORNADO

Periodic drills will be held during the day throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions.

In the event of a fire or fire drill, all persons must quickly gather personal belongings and exit the building. Instructions are posted above the entry door in every classroom. Please read these instructions. Each instructor will review them with his/her students. Leave all lights on. Exit the building as rapidly and as orderly as possible.

In case of a tornado drill, an announcement will be made over the PA system. This system is designed to function even in the event of a power failure. Students are requested to follow the directions of their instructors and move quickly to their assigned areas. Designated areas are posted in each classroom. **In the event of a tornado County tornado sirens** notify individuals on campus.

In the event of an energy blackout, the school is equipped with an emergency generator. There might be a 30-60 second delay in activating the system. Remain calm and patient but do not leave your room. If power is not restored, school personnel will assist students in exiting the building.

In the event of a national disaster, the district lockdown procedures will be followed. Classroom instructors will inform students of these procedures.

EARTHQUAKE

Upon the first indication of an earthquake, teachers should direct students to DUCK, COVER AND HOLD.

Follow the procedures listed below for all earthquake events:

1. Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
2. When the shaking stops, an Administrator will issue the EVACUATE BUILDING action. Use prescribed routes from the current fire drill procedures or other safe routes and proceed directly to the Assembly Area. Teachers shall notify the Student and Staff Accounting Team of missing students.
3. Avoid touching fallen electrical wires.
4. The First Aid Team will check for injuries and provide appropriate first aid.
5. An Administrator will direct the Maintenance and Utility Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
6. If the area appears safe, the Fire/Rescue Team or other personnel will make an initial inspection of school buildings.
7. An Administrator will contact the district Superintendent to determine if additional actions are deemed necessary.

PERSONAL SAFETY TIPS

The Adult Career Center encourages students and employees to be responsible for their own security and the security of others. Follow these practical safety tips to further protect yourself:

Walking on Campus

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination
- Walk assertively, without day-dreaming, and be alert to everything around you.
- If possible, always use the “buddy system” when walking on campus especially at night time.

Car Safety

- Have your keys in your hand before leaving the building, especially at night. Get into your car quickly and lock your car doors. If you see someone loitering around your vehicle, leave and notify your instructor or an administrator.
- Close all windows and sun roofs, lock all doors, and remove your key from the ignition when leaving your car parked on campus.
- Never leave your car running while unattended, even if you will only be gone for a minute.
- Don't leave valuable items, bank statements, cred card bills/statements or other personal information in your vehicle.

Personal Items

- Engrave your name on valuables such as iPods, tablets, smartphones, calculators, etc.
- Password protect your cell phone.
- Always keep your handbags, backpacks, and wallets with you at all times. Make sure your purse is closed and your wallet does not protrude from your pocket.
- Don't carry large amounts of cash or other valuables when attending class.

STUDENT CODE OF CONDUCT

The Mahoning County CTC strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

MCCTC Adult Career Center will not tolerate any form of violence, disruptive, inappropriate or criminal behavior. A violation of any rule may result in disciplinary action. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity, on or off campus, or while the student is on an externship for their program.

The Board of Education has "Zero Tolerance" for violent, disruptive, inappropriate or criminal behavior by its students.

MCCTC recognizes the basic Constitution Rights of all its students. It is emphasized to students that responsibilities accompany their rights. The administration reserves the right to review and adjust disciplinary actions on a case-by-case base. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

If the following code of conduct and/or security policies are violated the student may be processed for suspension and/or termination. The infraction may also result in prosecution by the law. Students, who are terminated may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

Rule 1 **Misconduct Off School Property:** Student shall not engage in misconduct (1) that is off of district property but that is connected to activities or incidents that have occurred on district property and (2) misconduct by a student, that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee

Rule 2 **Disruption/Major Disruption:** A student's behavior shall not cause or contribute to the disruption of any class, program, activity, function or service approved by the MCCTC Board of Education. A disturbance determined by the administration to be major may result in termination.

Rule 3 **Vandalism/Damage:** A student shall not vandalize or cause damage to public or private property. This includes defacement.

Rule 4 **Inciting a Fight/Fighting:** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A student shall not endanger another one's well-being. Depending on the severity, the student may be terminated.

Rule 5 **Tobacco/Electronic Cigarettes:** A student shall not be permitted to possess, sell, smoke or use tobacco or smoking devices in any form in the school buildings or on school property, before, during or after school.

Rule 7 **Disrespect/Insubordination/Failure to Comply:** A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school. Depending on the severity of the act, the student may be terminated. A student providing false information during the time he/she is being questioned regarding an incident will be viewed as insubordination.

Rule 8 **Harassment/Hazing:** A student shall not threaten, act to participate in any act that degrades, disgraces or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above would include: written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs. Sending abusive or threatening text or instant messages. Using camera phones to embarrass or endanger the well-being of another. Using websites to circulate gossip and rumors to other students. Cyber-bullying. Dating violence is a form of harassment, intimidation and/or bullying. If such behavior occurs at school it will be subject to punishment. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators. Any case of harassment or bullying needs to be reported to the Adult administrator immediately. If you would like to anonymously report a bullying incident, you may call the MCCTC bullying report line at 330-965-2847.

Rule 9 **Profanity:** A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personnel or visitor.

Rule 10 **Forgery/False Reporting:** A student shall not forge, alter, or misuse school records or forms. Submitting any forged or altered document or form to school personnel is a violation of this rule.

Rule 11 **Cheating/Plagiarizing:** A student shall not present someone else's work as one's own work in order to obtain a grade or credit. No student shall permit or allow another student to copy his or her work. This act is considered to be plagiarizing and cheating.

Rule 12 **Computer Policy:** A student shall not use a school computer to access the Internet without signing the school's "Acceptable Computer Use Policy". In addition, each student must abide by the classroom rules established by each teacher in the usage of the computer.

Rule 13 **Extortion:** A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion.

Rule 14 **Gang Activities:** A student shall not engage in gang-related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members.

Rule 15 **Aiding/Abetting:** A student shall not aid or abet another student that is acting in violation of any rule stated in the code of conduct. The students in violation of this rule will be subject to the same discipline.

Rule 16 **Dress Code:** A student shall not violate the dress code standards stated in the student catalog.

Rule 17 **Classroom Rules/School Rules:** It is the student's responsibility to know and understand the classroom rules (classroom plans) presented by his/her instructor. In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Rule 18 **Electronic Devices/Cell Phones/Tablets/Laptops/IPods/MP3 players/Any form of Transmitting Devices:** Are NOT permitted during class time. Any such device used during class will be

confiscated and returned at the end of the day on the first offense. On a second offense the device will not be permitted in the school building for the remaining length of the program.

Students using electronic devices on school property and who are in violation of school policy by doing so do not hold any legitimate expectation of privacy with regard to the contents of the device. Any electronic device (i.e. cell phone, iPod, MP3 player, camera or recording device) may be searched by school officials when confiscated in association with a violation of school policy. All functional parts of the device, including the battery and SIM, card must be turned over along with the device.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting…etc.) may constitute a crime under State and/or Federal Law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Rule 20 **Unauthorized recording:** A student shall not record, videotape or photograph on school property or at a school function without permission from the administration.

Rule 21 **Gambling:** Students shall not engage in card playing or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored or related functions.

Rule 22 **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.

Rule 23 **Trespassing:** A student shall not be on school property without proper school personnel authorization. A student who has been terminated, suspended out of school, or on removal from school or activity shall not enter onto school property. Such an act would be trespassing.

Rule 24 **Repeated Offender:** A student shall not be a repeated offender of the rules of student catalog.

Rule 25 **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

Rule 26 **Fraternizing with High School:** Students shall not fraternize with high school students and/or staff.

Active disciplinary action, including recommendation for termination, will be taken toward a student who violates the above rules.

SECTION II

Zero tolerance is maintained by the District. A student who is violation of the following rules will be terminated. Grounds for termination may include but are not limited to:

Rule 1 **Theft:** A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item.

Rule 2 **Drugs:** A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia.

Rule 3 **Alcohol:** A student shall not possess, use/consume, have evidence of consumption/use, transmit, sell or conceal any alcoholic beverage.

Rule 4 **False fire alarm/setting a fire:** A student shall not set off a false fire alarm or defibrillator or set a fire on school property.

Rule 5 **Explosive devices or bomb threats:** A student shall not be in possession of, set off or threaten to set off an explosive device; i.e. bomb, firecracker, etc. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Rule 6 **Knives and other weapons:** A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons.

"Knife" refers to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocketknives, and switchblades.

Rule 7 **Firearms:** Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

1. Any weapon (including a starter gun) which will, is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.

Rule 8 **Other Violent Acts:** Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that (1) would be criminal offenses, and (2) result in serious physical harm to persons or property.

Rule 9 **Laws:** A student's conduct shall not violate federal, state or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process. This shall include all above mentioned rules in Section II including but not limited to underage drinking and any sexual or lewd acts committed on campus or campus activities.

*For practical nursing program specific Code of Conduct, Professionalism and dismissal policies see the Practical Nursing Student Handbook.

PROCEDURE FOR REPORTING CRIMES

The Adult Career Center (ACC) is committed to creating and maintaining a professional, safe learning environment. To help us accomplish this, we ask anyone who is a victim or witness to **accurately and promptly report any instance of inappropriate or criminal conduct, violations of school rules and/or local, state or federal laws to the Director or Administrator on duty, campus security personnel or the Canfield Police Department (330-533-6809).**

Based on an understanding with local law enforcement authorities, crimes committed on campus or school related events/activities within the city limits of Canfield will be reported to the Canfield Police Department without unnecessary delay. If occurring during the day, the report may be made to the School Resource Officer (SRO). Crimes committed at school events/activities outside of the City of Canfield should be reported to the law enforcement agency with jurisdiction or by calling 911. The ACC will monitor and record through local police agencies any criminal activity in which a student engaged in at an off-campus location during school sponsored activity.

If a victim of a crime is unable to make a report to the appropriate law enforcement agency the Director, Administrator or security personnel will carry out prompt and accurate reporting of the crime to the appropriate law enforcement agency.

Any crime scene should be secured and evidence protected for the police. Do not disturb the scene. Upon their arrival police may want to photograph the scene and also photograph any injuries. If a weapon was used or any object was used as a weapon, leave it in position and do not touch it. All contraband must be turned over to the police.

Any person violating school policies by threatening and/or endangering a school employee or a fellow student will be immediately removed from class and reported to the Canfield Police Department (CPD).

The ACC shall make timely reports to the campus community on crimes considered to be a threat to other students and employees that are reported to security personnel or local law enforcement agencies. Such reports, that withhold the names of victims as confidential, shall be provided to students and employees to aid in the prevention of similar occurrences.

The ACC will evaluate requests for confidentiality in the context of the institution's responsibility to provide a safe and secure environment. All reports received, including confidential reports, are to be included in the annual disclosure of crime statistics. The ACC will protect the confidentiality of victims by excluding identifying information about the victim from publicly available records to the extent permissible by law.

School officials may apply sanctions in cases of criminal misconduct, which may include, but are not limited to: suspension, termination, or restitution for school property and damages.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are published annually in the Student Consumer Catalog. Adult students receive a printed copy of the Student Consumer Catalog prior to their program start each year. Students sign an Enrollment Agreement to indicate they have received, read and understand the catalog's policies and procedures. The Student Consumer Catalog is available to the public online at www.mahoningctc.com. Students and staff are notified when updates are made to the policies or crime statistics.

DRUG FREE SCHOOLS

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. The Board prohibits anyone to be under the influence of or to use, possess, manufacture, conceal or distribute any drug on school property or at any school related function.

Students could lose eligibility for financial aid, and could be denied other federal benefits, such as social security, retirement, welfare, health, disability and veteran's benefits.

"Drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited by local, state and Federal statute
- All chemicals, which release toxic vapors
- All alcoholic beverages

If the drug is found to be a controlled, dangerous substance, school officials will take appropriate action, including termination from the program and notification of the appropriate law enforcement agency. Anyone found to be in violation of the regulations regarding drug free schools shall be subject to disciplinary action including termination from the program and referral for prosecution consistent with local, state and federal law.

Drug Prevention Policy

The Adult Career Center recognizes the serious societal problem of alcohol/drug abuse and dependency. They further recognize that the dependency stage of chemical abuse is a primary illness, which is treatable.

Although health problems of society are primarily the responsibility of the home and community, schools share in the responsibility because the problems related to chemical abuse interfere with behavior, learning, and the attainment of an individual's fullest possible development.

Schools have an important role in the early detection of chemical use, abuse, and dependency. They also have a role in the protection of students from the promotion and sale of alcohol and non-prescribed drugs. A counselor is available to assist students as well as staff having difficulty with drug or alcohol abuse. Referrals will be made to agencies involved with drug or alcohol abuse rehabilitation. A listing of local and national agencies is provided in the section below titled "*Resources for Alcohol and/or Drug Counseling Treatment or Re-Entry Programs*."

Health Risks

Use of illegal drugs may result in any or all of the following: central nervous system disorder, paranoia, hallucinations, impaired memory, loss of energy, lack of concentration, increased heart rate, increased blood pressure, anxiety, insomnia, depression, and other health problems.

Legal Sanctions

All students and staff members realize that illegal possession or distribution of drugs carries with it the potential for legal action. Penalties for the possession, distribution, or manufacture of illegal substances vary. Convictions result in mandatory fines for less serious infractions to mandatory prison terms for more serious charges. Specific penalties

can be found in the Ohio Revised Code Chapter 2925, Sections 2925.01 through 2925.37. Copies are available in the Adult Career Center office or online at www.state.oh.us. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance are as follows:

21 U.S.C. 844(a)

- 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
  - (a) 1st conviction and the amount of crack possessed exceed 5 grams.
  - (b) 2nd crack conviction and the amount of crack possessed exceed 3 grams.
  - (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Resources for Alcohol and/or Drug Counseling Treatment or Re-Entry Programs

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area and nationally where you can seek advice and treatment. The yellow pages of the local telephone book are also an excellent source.

Alcoholics Anonymous Inter-Group Office 330-270-3000
Drug and AA Abuse 24 hour Helpline 800-431-5080
Drug AAAAH - An Abuse Action Addiction Hotline.....330-629-6164
Meridian Healthcare.....330-797-0070
Neil Kennedy Recovery Clinic.....330-744-1181
Urban Minority Alcoholism and Drug Abuse Outreach Program 330-743-2772
Valor Recovery Center.....330-330-8555

VIOLENCE AGAINST WOMEN ACT

On March 7, 2013, President Obama signed The Violence Against Women Reauthorization Act ("VAWA"), which focuses of improving the criminal justice response to violence against women. VAWA enhanced accountability for Colleges to educate students and prevent gender based violence. Additional rights were afforded to campus victims of domestic violence, dating violence, sexual assault, and stalking.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

SEXUAL ASSAULT, SEXUAL HARASSMENT, STALKING, DOMESTIC VIOLENCE, DATING VIOLENCE

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from incidents of sexual assault, sexual harassment, stalking, domestic violence and dating violence. Any incident, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored

social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in an incident while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures which are available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

If you are a victim of a sexual assault, sexual harassment, stalking, domestic violence or dating violence at this institution, your first priority should be to get to a place of safety. You should obtain the necessary medical treatment even if you do not intend to report the assault. Prior to medical treatment/exam it is important not to bathe, shower, change one's clothes or disturb anything at the crime scene. The Adult Career Center strongly advocates that a victim or witness of any incident report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. **An incident that took place on campus should be reported directly to security personnel or the Administrator on duty in the Adult Business Office**, who will assist the victim in reporting the incident to the Director of the Adult Career Center. All reporting is on a voluntary and confidential basis. Filing a report with the Director will not obligate the victim to notify law enforcement authorities, prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the school. When a report is filed the ACC will provide the victim with a written explanation of his/her rights, resources and options. The school will assist a victim/survivor in notifying the proper law enforcement authorities if requested. Filing a police report will:

a. Ensure that a victim receives the necessary medical treatment and tests.
b. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
c. Assure the victim has access to confidential counseling from counselors specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action and/or criminal prosecution that may result. Items that may serve as evidence include, but are not limited to: voice mails, emails, text messages, social media messaging, notes, or other correspondence that may be relevant. Depending on the situation, clothing worn by the victim and/or the accused may also be needed as evidence and should be preserved in its original state. Do not disturb the scene of the incident as police may want to photograph the scene.

If you are not sure what to do, you are encouraged to reach out to the Career Transitions Director or any of the resources identified in the "*Resources for Victims of Sex Offenses"* section later in this catalog.

Protective Order

For more information on obtaining an Order of Protection visit the Mahoning County Domestic Relations Court resource page at www.mahoningdrcourt.org/domestic_violence.htm.

Institutional Response to a Reported Sexual Assault, Sexual Harassment, Stalking, Domestic Violence or Dating Violence

Upon receiving information regarding sexual assault, stalking, domestic or dating violence, the Career Center may offer support to the victim, share options with the victim, encourage the victim to seek medical attention and/or counseling, and/or encourage the victim to file reports with the appropriate law enforcement authority. The Adult Career Center will follow up with reports of alleged misconduct that are brought to the attention of school officials in accordance with prescribed policies and the Student Code of Conduct. Alleged victims will be asked to provide information regarding the allegation. Whether the offense occurred on or off-campus, school officials will provide the victim with a written explanation of his/her rights, resources and options.

When the Director is contacted, the Director will assist the victim in notifying local law enforcement authorities if the victim so chooses. The victim may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his or her decision.

All matters in regard to an incident, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

Assistance will be made available in changing academic or externship situations after an alleged incident, if requested by the victim and if these changes are reasonably available regardless of whether or not the victim chooses to report the crime to local law enforcement. Students wishing to exercise this option should contact the Director.

In addition to any criminal or civil remedies available under the law, any act of dating violence, domestic violence or stalking is a violation of and is subject to disciplinary proceedings under the ACC's Student Code of Conduct. The range of penalties shall include, but are not limited to: alteration of program schedule and/or externship site, loss of privilege, restitution for school property and damages, suspension, and termination.

The ACC disciplinary action proceedings shall provide a prompt, fair, and impartial investigation and resolution. The Director is vested with the authority and responsibility for investigating all complaints in accordance with the procedures set forth by the MCCTC District. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. A preponderance of evidence standard is applied. Both the accuser and the accused will be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding. The accused and the accuser may appeal the results of the institutional disciplinary proceeding in writing to the CTS. Both the accuser and the accused will be informed of any change to the results that occur prior to the results becoming final and will be notified in writing when the results are final. Although discipline may be imposed against the accused upon finding guilt, retaliation is prohibited. Retaliation against a victim or any other party involved in submitting a report is prohibited and the Adult Career Center will respond to allegations of this type of behavior. Students are strongly encouraged to notify an administrator should this behavior occur.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. This is available from the Career Transitions Director. In addition, information on registered sex offenders is available at www.mahoningsheriff.com.

The CSCPA further amends the Family Educational Rights and privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

Definitions

Consent to Sexual Activity: Means actual agreement rather than merely submitting as the result of force or the threat of force.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress. In Ohio, stalking is

defined as a pattern of conduct (two or more incidents in a short period of time), that is unwanted and causes mental distress. A broader definition of stalking: stalking is willful, malicious and repeated harassing or threatening of another person through activities such as following the individual, showing up at her/his home or workplace, sending unwanted messages (including e-mail or text messages) or objects, vandalizing property or making harassing phone calls. Telecommunications harassment (sometimes called "cyber stalking") is a crime under Ohio law. It is the use of e-mail, internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

Domestic violence: Means a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Means violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Resources for Victims of Sex Offenses

Counseling can assist victims in understanding and working through their reactions to dating violence, domestic violence, and stalking, enhancing victim's coping skills and ability to deal with the events, and minimizing potential long-term effects of the events. Local and national resources exist to assist and support victims of sex offenses. Some of these include:

Mercy Health 330-480-2344

Rape Crisis and Counseling Center (24 hour hotline) .....330-782-3936 ..... www.compassfamily.org
TTY: 330-782-5664

Help Hotline Crisis Center Information Center.....330-782-5664 ..... www.helphotline.org
Mahoning County: 330-747-2696
Columbiana County:.....330-424-7767
East Palestine, Sebring, Beloit, and
Western Columbiana County:.....800-427-3606
TDD Line: 330-744-0579

Rape Crisis Center 330-782-5664

Beatitude House .....330-744-3147 ..... www.beatitudehouse.com

Burdman Group Sojourner House (24 hour).....330-747-4040 ..... www.burdmangroup.com

Rescue Mission of Mahoning Valley .....330-744-5485 ..... www.rescuemahoningvalley.org

Home Safe, Inc. (shelter).....800-95-ABUSE (2-2873)

AIDS-Ohio Hotline.....800-332-2437

National Domestic Violence Hotline 800-799-7233

Canfield Police Department 330-533-6809

Mahoning County Sheriff's Office 330-480-5020

Northeast Ohio Legal Services.....800-425-8877
TTY: 330-782-5664

Volunteer Advocacy Legal Unit.....330-742-5856

EDUCATION AND PREVENTION

MCCTC will present primary prevention and awareness programs for new students and new employees, in addition to on-going awareness campaigns related to prevention of sexual assault dating violence, domestic violence, and stalking for all students and employees.

BYSTANDER INTERVENTION

Simply put, a bystander is somebody who observes an act of violence, discrimination or other unacceptable or offensive behavior.

Who are Bystanders?

Everyone is a potential bystander. However there are different types of bystanders. A bystander may choose to ignore the situation (i.e. passive bystanders), engage in the situation in a way that stops it (i.e. active bystanders), or engage in the situation in a way that exacerbates the situation (i.e. participants) (Adopted from the Prevent Connect Wiki)

What is Bystander Intervention?

We all have an important role in preventing sexual violence when we are confronted with problematic situations. Being an active bystander can include:

- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable
- Naming and stopping situations that could lead to a sexual assault
- Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in.
- Supporting and believing others when they feel uncomfortable or hurt
- Helping others respond to problematic situations

The goals of bystander intervention are manifold. While bystanders must ultimately be equipped with skills to be effective and supportive allies before a sexual assault ever takes place, bystanders must also be taught when to intervene and why. We all have a responsibility to derail and interrupt violence and violence-condoning attitudes on campus. Research shows that bystander intervention is a promising practice to help prevent the national public health problem of sexual assault on college campuses.

A Typical Bystander…

According to Latané and Darley (1970), a bystander goes through the following five phases before determining their course of action (to intervene or not):

1. Notice the situation
2. Interpret the situation as requiring intervention
3. Assume responsibility for intervening
4. Deciding how best to help
5. Confidence in capacity to help

An Active Bystander…

Commonly refers to the individual who takes the action to intervene in response to the observed incident. Being an active bystander does not mean that you should risk your personal safety, or that you need to become a vigilante. There are a range of actions that are appropriate, depending on you and the risky situation at hand. Remember, if you are ever worried for the immediate safety of yourself or others, you can decide to leave the situation and seek outside help – that's still bystander intervention!

The Ideal Bystander…

- Approaches everyone as a friend.
- Is honest and direct whenever possible.
- Tries to de-escalate the situation before it is a crisis.
- Avoids using violence as a means of intervention.
- Refrains from antagonizing or accusatory actions when possible.
- Asks for help from others present when needed.
- Knows when to call for professional assistance (Security, 911, Ambulance, Administrator).

CAMPUS CRIME STATISTICS

Classification and Definitions

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

Destruction, Damage, or Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes: Crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

Intimidation: To unlawfully place another person n reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-theft (except motor vehicle theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious sever or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or a loss of consciousness.

The chart that follows is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The "*Criminal Awareness and Campus Security Act of 1990.*" The Clery Act requires post-secondary institutions report crimes that occur: on campus; in residence halls; in public property adjacent to and accessible from the campus; and in non-campus property. Crimes that do not occur in one of those areas are not reportable in the Annual Security Report. If a reported crime is found to be "unfounded" (determined by a sworn or commissioned law enforcement officer to be false or baseless) it will be removed from "Criminal Incidents" reporting and noted in the "Total Number of Unfounded Crimes."

Calendar Year: January - December Updated: 09/22/2025

Criminal Incidents*	Secondary Education / High School			Adult Career Center		
	2022	2023	2024	2022	2023	2024
Aggravated Assault	0	0	0	0	0	0
Alcohol (Liquor law arrests)	2	0	0	0	0	0
Alcohol (Liquor law violations referred for disciplinary action)	0	1	2	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	0
Destruction/Damage/Vandalism of Property	0	2	1	0	0	0
Domestic Violence	0	0	0	0	0	0
Drug Law Arrests	30	14	14	0	0	0
Drug Law Violations (referred for disciplinary action)	0	1	9	0	0	0
Hate Crimes	0	0	0	0	0	0
Intimidation	0	0	1	0	0	0
Larceny-theft	0	6	4	0	0	0
Manslaughter – Negligent	0	0	0	0	0	0
Menacing	0	0	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	1	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Simple Assault – Hate Crime	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Weapons Possession Arrests	1	0	1	0	0	0
Weapons Possession Violations (referred disciplinary action)	5	2	2	0	0	0
TOTAL	**38**	**26**	**38**	**0**	**0**	**0**
Total Number of Unfounded Crimes	*0*	*0*	*0*	*0*	*0*	*0*

***Incidents on record as supplied by the SRO from the Canfield Police Department (CPD).**

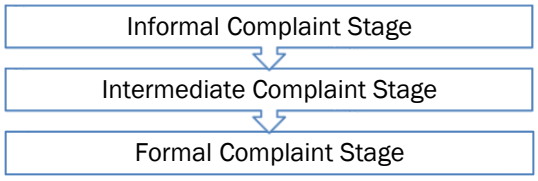
MCCTC Adult Career Center is a commuter school with daytime students attending high school and industry credential adult classes. Evening students attend industry credential and short-term adult classes.

Since the 2002-2003 school year the high school has had a Canfield police officer (SRO) assigned to the building on a full-time basis during the daytime classes. The SRO has the authority to arrest individuals. There is security personnel scheduled for duty during evening classes. Security personnel do not have the authority to arrest individuals, but work directly with the Canfield Police Department on all reportable occurrences.

End of Section IV

STUDENT COMPLAINT PROCEDURE

The process to resolve a complaint is outlined by the following chain of command:



It is the policy of the Adult Career Center to maintain a complaint process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines.

1. Informal Complaint Stage

A student of the Adult Career Center seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter orally or informally by following the chain of command. The student must first speak with his/her instructor, the Dean of Student Services, or Director of Nursing for practical nursing students.

If the matter is not resolved at that point, an intermediate complaint procedure may be followed and the student may request to meet with the Dean of Student Services or Program Coordinator as follows:

2. Intermediate Complaint Stage

The Adult Career Center will receive and respond to complaints by written notification.

Should an agreed upon resolution not be reached, a written notification of the complaint must include the following information:

1. Name of the complainant.
2. Current address and phone number.
3. Date of written notification.
4. Program in which student is enrolled.
5. Statement of the complaint.
6. Signature of the student.

In response to the written request, the Student Services Dean and/or Program Coordinator will:

1. Schedule a conference with the student filing the complaint within five (5) business days of receiving the written complaint once it has been established the proper channel have been followed;
2. Discuss the details and nature of the complaint;
3. Investigate the complaint and acknowledge the results of the inquiry/investigation and recommend action at that time or if further consideration is needed then a final decision will be given within five (5) business days following the Complaint Review Meeting.

Where this process does not result in a resolution of the complaint filed, the student may proceed to the formal complaint procedure.

3. Formal Complaint Stage

The following procedures must be completed:

1. The student must contact the Adult Career Center office within three (3) business days to schedule the meeting with the Director Adult Division.
2. All documentation in regards to the initial complaint will be provided to the Adult Career Center Director for review including recommended action and results from the Complaint Review Meeting.
3. The nature and details of the complaint will be discussed and resolution will be recommended by the Director.
4. The recommended action will be provided to the student by written notification within five (5) business days.

TITLE IX AND SECTION 504 NONDISCRIMINATORY GRIEVANCE PROCEDURES

The Board of Education has established the following procedures for the orderly settlement of complaints of students.

In order to establish a more harmonious and cooperative relationship between the Board and its students, and to enhance the educational program of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of students pursuant to established rules, regulations and policies of the District.

"Student" shall mean an individual enrolled in any formal educational program provided by the School District.

"PDA" shall mean any employee responsible for, or exercising any degree of supervision or authority over a student.

"Compliance Coordinator" shall mean the District official responsible for the coordination of activities relating to compliance with Title IX and Section 504.

Complaint Procedures

1. Informal Stage

The aggrieved student shall orally present his/her grievance to Student Services Coordinator or the Program Coordinator who shall orally and informally discuss the complaint with the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the intermediate stages.

2. Intermediate Stage

Within five (5) school days after a determination has been made at the preceding stage, the aggrieved student may, in writing, present the complaint to the Director Adult Division to whom his/her Program Coordinator is directly responsible, if such there be, who shall orally discuss the complaint with the aggrieved individual. The Director Adult Division shall render a determination to the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the formal stage.

3. Formal Stage

Within five (5) school days after a determination has been made by the Program Coordinator and Director Adult Division, the aggrieved student and Program Coordinator and Director Adult Division in the case may submit written statements to the compliance coordinator setting forth the specific nature of the complaint, the facts relating thereto, and the determinations previously rendered.

If such is requested in written statement of either party pursuant to paragraph 1 above, the Compliance Coordinator shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within five (5) school days of receipt of the written statements pursuant to paragraph 1. The preponderance of evidence standard will be applied in the proceedings.

The Compliance Coordinator shall render a determination within ten (10) school days after the written statements pursuant to paragraph one (1) have been presented to him/her, or ten (10) school days after the completion of the informal hearing.

Office of Civil Rights

If at this point, or at any time, the grievance has not been satisfactorily settled, further appeal may be made to: U.S. Department of Education - Office of Civil Rights

Plaza Nine Building, Room 300
55 Erieview Plaza
Cleveland, Ohio 44114

Inquiries concerning the nondiscriminatory policy may be directed to:
Director - Office for Civil Rights
Department of Education

Washington, D.C. 20201

The District's Coordinator, Compliance Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

End of Section V

PROGRAM HOURS AND TUITION COST

Program	Clock Hours	Tuition & Fees	Books & Supplies
Automotive Technology	700	$9,900	$702
Medical Assistant	945	$11,700	$1,203
Medical Office Specialist	740	$9,500	$1,314
Veterinary Assistant	250	$2,400	$284
Practical Nursing	1200	$15,981	$260
Welding	760	$9,900	$1,170
Emergency Medical Technician (EMT)	172	$1700	included
Firefighter I	184	$1,700	included
Firefighter II	84	$995	$150 (If applicable)

INDUSTRY CREDENTIAL INSTRUCTORS

Program	Instructor (s)
HEALTH OCCUPATIONS	
Medical Assistant	Jodi Coleman, Joyce DePaola Sandy Kerr, Martha Arnold, Cindy Cassella
Medical Office Specialist	Jodi Coleman, Joyce DePaola, Sandy Kerr, Sarah Searcy
Practical Nursing	Christina Devlin, Darla Shar, Kerstie Kenney, Rebecca Carver, Stacy Brewer, Bonnie Newton, Donna Schlarb, Emily Sevenich
Veterinary Assistant	Stacy Pierce
PUBLIC SAFETY	
Firefighter Level I	Kelsey Musch
Firefighter Level II	Chad Manchester
Emergency Medical Technician (EMT)	Frank Dispenza, Jared Kitt, William Palma, Andrew Wolfgang
TRADE AND INDUSTRY	
Automotive Technology	David Thirion, Brian Miller, Joyce DePaola, Gary Scarsella
Welding	Sony Ziobert, Matthew Kellgreen, Eric Billiter, Joyce DePaola

INDUSTRY CREDENTIAL STAFF MEMBERS

Adult Career Center Staff	Position
Baker, Deb	Financial Aid Advisor
Burnham, Taylor	Secretary
Cagliuso, Amy	Student Success Coach
Carosella, Cindy	Secretary
Coleman, Jodi	Medical Training Program Coordinator
Devlin, Tina MSN	Director of Practical Nursing
Fonce, Dominic	Adult Diploma Specialist / Instructor
Frost III, Andrew	Assistant to the Director, Program Administrator
Glass, Jodi	Recruiter and Marketing Coordinator
Jarvis, Jim	Employment and Training Coordinator
Mihalopoulos, Mary	Director
Russell, Deanna	Enrollment and Recruiting Assistant
Shar, Darla MSN	Associate Director of Practical Nursing
Wirtz, Maxie	Dean of Student Services

AUTOMOTIVE TECHNOLOGY

Total Class Hours: 700 **Weeks:** 46 **Academic Year:** 900 hrs. /59.17 wks.

Required TABE Scores: Reading – 536

Entry Level Occupations: Automobile Mechanic, Automotive Service Technician, Lube Technician, Quick Service Technician, Service Technician

Class in session: Monday – Thursday, 6:00 p.m. – 10:00 p.m.

PROGRAM DESCRIPTION

This program combines classroom study and hands-on instruction designed to train students on the principles necessary to service, repair, and troubleshoot automotive systems. Students prepare for the Automotive Service Excellence certifications in Hydraulics Brakes, Maintenance and Light Repair, and Engine Repair.

EDUCATIONAL OBJECTIVES

- Performance Skills – Demonstrate abilities in shop maintenance and safety, engine systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, heating, ventilation, and air conditioning, functions of the hydraulic brake operation and brake procedure, and communication, sales, and customer relations skills, product knowledge and shop operations for the automotive service consultant.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab
OSHA 10	2	10
Intro to Automotive Industry	4	4
Maintenance and Light Repair	20	80
Lubrication and Cooling Systems	10	20
Welding for Automotive	5	5
Engine Repair	20	80
Steering and Suspension	20	60
Brakes	10	30
Automatic Transmissions and Transaxle	20	60
Manual Drive Trains and Axles	10	30
Electrical Electronics Systems	20	40
Heating and Air Conditioning	10	30
Engine Performance	20	50
Career Readiness	20	10
TOTAL	191	509

(See Addendum B for course descriptions.)

MEDICAL ASSISTANT

Total Class Hours: 945 **Weeks:** 38 **Academic Year:** 945 hrs. /38 wks.

Required TABE Scores: Reading – 576 **Prerequisites**: HEP B Vaccine, TB Test

Entry Level Occupations: Medical Assistant in physician's office – both administrative and clinical, in an Emergency Room, in Ambulatory Surgical Centers, or any outpatient medical facility.

Class in session: Monday – Thursday, 8:30 a.m. – 3:30 p.m.

PROGRAM DESCRIPTION

The Medical Assistant program provides training to obtain entry-level employment in a clinical and/or administrative setting. Medical Assistants perform a variety of tasks such as assist in examination and treatment of patients, interview patients, measure vital signs, and record information on patient charts. They perform administrative functions such as greeting patients, updating and filing medical records, filling out insurance forms, scheduling appointments, arranging laboratory services, and handling billing.

Upon successful completion of the Medical Assistant program, students will take the National Certification Exam (Registered Medical Assistant/RMA) through AMT (American Medical Technologists). They will also take the National Phlebotomy Exam through NCCT. Background checks and/or drug screening may be required for needed clinical experiences and/or employment in the health care field.

EDUCATIONAL OBJECTIVES

- Clinical Skills – Demonstrate ability to perform a variety of tasks such as assist in examination and treatment of patients, interview patients, measure vital signs, and record information on patient charts.
- Administrative Skills – Demonstrate ability to perform administrative functions such as greeting patients, updating and filing medical records, filling out insurance forms, scheduling appointments, arranging laboratory services, and handling billing.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE*

Administrative	Theory	Lab	Extrn.
Medical Terminology	48	15	
Medical Office Procedures I	45	30	
Electronic Health Record	10	16	
Medical Office Procedures II	65	24	
HIPAA		6.5	
Simulated Chart for Medical Office/EHR	10	38	
Medical Asst. Certification Review	5	8	
Career Readiness	20	10	
Externship			80
Total	203	147.5	80

Clinical	Theory	Lab	Extrn.
Clinical Medical Assisting	16	24.5	
Human Disease	30	19	
Psychology	18	3	
Anatomy and Physiology	52	20	
Diagnostic Procedures	10	11	
Pharmacology	40	15.5	
Assisting with Medical Specialties	29.5	30	
Phlebotomy	40	53	
Friends & Family		8	
CPR/AED/First Aid	3.5	3.5	
Medical Asst. Certification Review	4	4	
Externship			80
Total	243	191.5	80

*Related and lab times may vary according to instructor's discretion.

(See Addendum B for course descriptions.)

MEDICAL OFFICE SPECIALIST

Total Class Hours: 740 **Weeks:** 38 **Academic Year:** 900 hrs. /46.22 wks.

Required TABE Scores: Reading – 576

Entry Level Occupations: Medical Receptionist in any health care facility or physician's office; Coding Specialist in any ambulatory health care facility or physician's office; Billing Specialist in any ambulatory health care facility, physician's office or insurance company.

Class in session: Monday – Thursday, 5:00 p.m. – 10:00 p.m.

PROGRAM DESCRIPTION

This program provides training to be able to compile, process, and maintain medical records of patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirement of the health care system. The student will also be able to process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry. Upon completing this class, the student will sit for National Certification in: Certified Medical Office Assistant, Certified Medical Coding & Billing Specialist.

EDUCATIONAL OBJECTIVES

- Administrative Skills – Demonstrate ability to perform skills in healthcare settings such as: communication skills, scheduling appointments, computer skills, medical records, and making patient referrals.
- Coding and Billing Skills - Students will be able to obtain insurance verification and authorizations, post insurance and patient payments to accounts, and perform medical coding and billing procedures. Students will be able to document and utilize electronic records.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab	Externship
Medical Terminology	40	23	
Medical Billing	60	20	
HIPAA	5	5	
Computers 101	25	10	
CPR/AED/First Aid		8	
Anatomy & Physiology	80	10	
Medical Office Administration *(MOA, Denials/Appeals/Adjustments, Medical Law and Ethics)*	103.5	20	
Simulated Chart for Medical Office/EHR		52.5	
Human Disease	63		
Medical Coding	86.5	18.5	
Career Readiness	20	10	
Externship			80
Total	483	177	80

(See Addendum B for course descriptions.)

WELDING

Total Class Hours: 760 **Published Weeks:** 39 **Academic Year:** 900 hrs. /46.18 wks.

Required TABE Scores: Reading – 536, Math - 537

Entry Level Occupations: Welder, Fabricator, Finishing Technician, Fitter-Welder, MIG Welder, Spot Welder

Class in Session: Monday – Thursday, 5:00 p.m. – 10:00 p.m.

PROGRAM DESCRIPTION

This program is designed for students to gain entry level employment in the welding field, as well as making each student a proficient pipe welder using SMAW and TIG processes. The program also teaches MIG and Flux core welding, while providing skills for pipe welding and manufacturing, field and shop safety, pipe fitting skills and basic blueprint reading. Throughout the program, students have the opportunity to earn up to five welding credentials. Student test pieces are sent to an American Welding Society Accredited Testing Facility for inspection. Upon successful completion of the Welding program, graduates will receive a Career Passport with any certifications earned including American Welding Society Credentials and OSHA.

EDUCATIONAL OBJECTIVES

- Performance Skills – Demonstrate abilities in blueprint reading, shop math, Stick, Mig, Tig and pipe welding.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab
Shop Math for Welders	40	
Intro to Welding	25	15
OSHA 10		10
Blueprint Reading	30	10
SMAW I (Shielded Metal Arc Welding)	20	130
Pipe/SMAW	30	170
GTAW (Gas Tungsten Arc Welding)	10	90
GMAW (Gas Metal Arc Welding)	10	55
FCAW (Flux Core Arc Welding)	10	75
Career Readiness	20	10
Totals	195	565

(See Addendum B for course descriptions.)

EMERGENCY MEDICAL TECHNICIAN (EMT)

Total Class Hours: 172 **Weeks:** 15

Required TABE Scores: Reading – 576, Math – 537 **Prerequisites**: BCI Background Check

Entry Level Occupations: Emergency Medical Technician (EMT)

Class in session: Monday & Wednesday, 6:00 p.m. – 10:00 p.m. (Sat. 9:00 a.m. – 5:00 p.m.)

PROGRAM DESCRIPTION

This course is for any person seeking to become a state certified Emergency Medical Technician (EMT). At the Emergency Medical Technician level, coursework emphasizes emergency skills, such as managing respiratory, trauma, and cardiac emergencies, and patient assessment. Formal courses are often combined with time in an emergency room and ambulance. The program provides instruction and practice in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn how to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery systems, and stretchers. All students must complete ambulance ride time and hospital patient observation time. The student must complete a set of skills performances that include the following: (5) assessments, (3) run sheets, and (1) self-evaluation. Graduates of approved Emergency Medical Technician training program must pass a written and practical exam. In order to sit for the National Registry Exam, students must successfully complete the course, achieve a 75% or higher on the Final exam, and successfully complete Practical Skills Testing.

EDUCATIONAL OBJECTIVES

- Performance Skills – Demonstrate the ability to define Emergency Medical Services (EMS) Systems. Differentiate the roles and responsibilities of the Emergency Medical Technician (EMT) from other pre-hospital providers. Describe the roles and responsibilities related to personal safety. Discuss the roles and responsibilities of the Emergency Medical Technician (EMT) towards the safety of the crew, the patient and bystanders. Define medical direction and discuss the Emergency Medical Technician (EMT)'s role in the process. State the specific statutes and regulations of the state regarding the EMS system. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care. Administer appropriate emergency medical care based on assessment findings of the patient's condition. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury. Perform safely and effectively the expectations of the job description.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab
Program Preview	4	
Wellness and Safety	4	
Anatomy, Physiology & Medical Term.	8	
Scene Size Up	2	
CPR, Safety, Legal, Ethical	2.5	3.5
Patient Assessment	8	4
Pathophysiology	4	
Life Span Vitals	4	
Lab Day/Assessment		12
Lifting and Moving Patients	2	2
Documentation, Communication	2	
Shock	3	
General Pharmacology	3.5	
Airway Mgmt., Ventilation, Oxygenation	4	
Respiratory Emergencies	4	
Seizure, Diabetic		4
Cardiovascular Emergencies	4	

	Theory	Lab
Altered Mental Status, Stroke, Anaphylactic Reaction	4	4
Abdominal, Environmental	6.5	
Toxicologic Emergencies	4	
Trauma Overview	4	
Head, Spinal Cord, Face, Neck, Abdominal Trauma	2	2
Bleeding, Soft Tissue Musculoskeletal Trauma, Burns	2	3
OB/GYN	6	
Chest	2	
The Combat Veteran	4	
Pediatrics, Geriatrics, Patients With Special Challenges	8	8.5
Ambulance Operations, Air Medical Resp.	4	
Gaining Access, Hazmat	4	
Mass Casualty, Terrorism	6.5	
Hospital Patient Observation		3
Skills Practice		4
Skills Testing, Computer Testing		6
	116	56

(See Addendum B for course descriptions.)

FIREFIGHTER I

Total Class Hours: 184 **Weeks:** 15

Required TABE Scores: Reading – 536

Entry Level Occupations: Firefighter Level I

Class in session: Monday, Wednesday 6:00 p.m. – 10:00 p.m., Saturday 8:00 a.m. -5:00 p.m.

PROGRAM DESCRIPTION

This course provides the training, knowledge and skills required to become state certified firefighter trained to the Firefighter I level. Upon completion, students must pass a State of Ohio test to become certified.

EDUCATIONAL OBJECTIVES

- Performance Skills – Rescue victims from burning buildings and accident sites. Search burning buildings to locate fire victims. Administer first aid and cardiopulmonary resuscitation to injured persons. Dress with equipment such as fire-resistant clothing and breathing apparatus. Drive and operate fire fighting vehicles and equipment. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties. Respond to fire alarms and other calls for assistance, such as automobile and industrial accidents. Assess fires and situation and report conditions to superiors to receive instructions, using two-way radios. Position and climb ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures. Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters.

SCOPE AND SEQUENCE

	Theory	Lab
Firefighter Health & Safety	5	3
Introduction & History of the Fire Service	3	
Fire Service Communications	2	1
Fire Hose and Streams	4	8
Salvage and Overhaul	2	3
Search and Rescue	2	4
Water Supply	2	4
Building Construction	3	
HazMat	16	8
Fire Suppression	6	9
Ladders	2	8
Forcible Entry	3	5
Ventilation	3	5
PPE & SCBA	4	6
Life Safety Initiatives	4	
Ropes & Knots	2	4
Fire Behavior	4	
Portable Fire Extinguishers	2	3
Firefighter Survival	2	4
Vehicle Rescue and Extrication	2	4
Live Burn		8
EMS	8	
EVOC	8	8
TOTAL	89	95

While total instructional hours will remain constant, the instructor reserves the right to change unit hours based on individual classes.

(See Addendum B for course descriptions.)

FIREFIGHTER II

Total Class Hours: 84 **Weeks:** 8

Required TABE Scores: Reading – 536

Entry Level Occupations: Firefighter Level II

Class in session: Tuesday, Thursday 6:00 p.m. -10:00 p.m., Sunday 8:00 a.m.-5:00p.m.

PROGRAM DESCRIPTION

This course provides the training, knowledge and skills required to become a state certified firefighter trained to the Firefighter II level (full-time fire fighter). Upon completion, students must pass a State of Ohio test to become certified as a Level II Firefighter.

EDUCATIONAL OBJECTIVES

- Performance Skills – Rescue victims from burning buildings and accident sites. Search burning buildings to locate fire victims. Administer first aid and cardiopulmonary resuscitation to injured persons. Dress with equipment such as fire-resistant clothing and breathing apparatus. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties. Assess fires and situation and report conditions to superiors to receive instructions, using two-way radios. Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters.

SCOPE AND SEQUENCE

	Theory	Lab
Introduction & History of the Fire Service II	1	
Establish and Transfer Command	1	2
Firefighter Health and Safety	2	
Building Construction	2	
PPE & SCBA	2	2
Fire Service Communications II	2	2
Forcible Entry	1	
Ladders	1	
Ropes & Knots	1	
Fire Behavior	2	
Portable Fire Extinguishers	1	
Ventilation	1	
Water Supply	1	
Fire Hose & Streams	2	5
Origin and Cause	1	1
Fire Prevention and Education	2	6
Search and Rescue	1	3
Firefighter Survival	1	3
Fire Protection Systems	3	
Foam	2	2
Gas Cylinder/Flammable Liquid Fire Attack	3	7
Vehicle Fires	1	
Scene Lighting Equipment	1	1
Vehicle Rescue and Extrication	2	4
Technical Rescue	0.5	0.5
Live Burn		8
TOTAL	37.5	46.5

While total instructional hours will remain constant, the instructor reserves the right to change unit hours based on individual classes.

(See Addendum B for course descriptions.)

VETERINARY ASSISTANT

Total Class Hours: 250 **Weeks:** 20

Required TABE Scores: Reading – 563, Math – 537

Entry Level Occupations: Veterinary Assistant, Animal Care Taker

Class in session: Monday, Tuesday, Wednesday 5:00 p.m. - 8:15p.m.

PROGRAM DESCRIPTION

The Veterinary Assistant program at MCCTC offers students the opportunity to prepare for a new career in the Veterinary field. Upon completion, participants can expect an entry-level position at a veterinary clinic, specialty hospital, or research facilities. Opportunities at animal shelters, pet daycares & boarding facilities, groomers, laboratories, and zoos may also be available. Students may also choose to continue their education and pursue an A.A.S. in Veterinary Technology or other animal related degrees. Courses will cover animal care, safety when working with animals, animal behavior, and assisting a veterinarian during examinations and surgeries. Veterinary Assistant program participants will learn how to assist Veterinarians and Veterinary Technicians while taking radiographs, and caring for hospitalized patients. Students will also learn medical terminology, administrative duties, communication with clients, and basic pharmacology.

This 5-month program features 150 hours of in-class learning including hands-on skills with live animals and diagnostic lab procedures. A 100-hour externship is required, which gives students real-life experiences working in veterinary hospitals, diagnostic labs, and animal shelters.

EDUCATIONAL OBJECTIVES

- Performance Skills – Office and Hospital Procedures, Communication and Client Relations, Pharmacy and Pharmacology, Examination Room Procedures, Small Animal Nursing, Surgical Preparation and Assisting, Laboratory Procedures, and Radiography and Ultrasound Imaging.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab	Externship
Introduction to Veterinary Assisting	14		
Anatomy	16		
Animal Care Procedures	12	12	
Office and Hospital Procedures	12		
Pharmacology	12		
Lab Procedures	12	12	
Radiology	12	12	
Surgical Assisting	12	12	
Externship			100
Total	102	48	100

PRACTICAL NURSING

Total Class Hours: 1200 **Published Weeks:** 44 (Full-time); 88 (Part-time)

Academic Year: 900Hrs. /32.14 Wks.

Required TABE scores: Reading – 576, Math – 537 **Prerequisites:** BCI/FBI Background check, Drug screening

Entry Level Occupations: Licensed Practical Nurse, Licensed Vocational Nurse

PROGRAM DESCRIPTION

The Practical Nursing Program provides for the student's mental, physical, social, and spiritual development in preparation for the implementation of quality nursing care in a safe, effective, and efficient manner. It is also designed to stimulate the student toward attainment of his/her nursing career goals. The clinical component of the program incorporates supervised experiences in medical, surgical, obstetric, pediatric, community, and geriatric nursing. Following completion of the program, the graduate who has met the additional State Board of Nursing requirements is eligible to take the NCLEX-PN, a national licensing exam. After successfully passing this exam, a Practical Nurse is able to provide care as a licensed practical nurse (LPN) or licensed vocational nurse (LVN) within the scope of nursing practice as defined by the licensing state. Employment opportunities for the LPN include hospitals, long-term care facilities, healthcare provider offices, clinics, schools, and home health care agencies, etc.

EDUCATIONAL OBJECTIVES

Upon successful completion of this program, the Practical Nursing graduate will demonstrate the following entry-level competencies of practical nursing (End of Program Student Learning Outcomes (EPSLO):

- Value each individual as a unique, culturally diverse, holistic being with basic human needs.
- Display clinical judgment to safely meet the basic human needs of each individual.
- Support the nursing process for individualization of nursing care in diverse health care settings.
- Initiate nursing care within the scope of practice as defined by the nurse practice act of the licensing state.
- Act as an ethical, legally responsible, and accountable member of the health care team.
- Evaluate variations in health by using the wellness-illness continuum throughout the lifespan.
- Practice effective communication principles in written, oral, and electronic modes of communication.
- Integrate informal and formal educational opportunities for continual professional growth.
- Synthesize technology in the nursing care of patients in diverse healthcare settings.
- Perform evidence-based patient teaching.

SCOPE AND SEQUENCE

	Theory	Lab	Clinical
Anatomy & Physiology	108		
Nursing Fundamentals	108	64	20
Nursing Care 1	118	20	98
Pharmacology	52	12	
Nursing Care 2	112	16	62
Maternal Child Nursing: Pediatric	43		21
Medication Administration		4	42
Nursing Care 3	84	7	112
Maternal Child Nursing: Obstetric	43	21	
Personal & Vocational Relationships	33		
	701	144	355

National Association of Licensed Practical Nurses (NALPN)

Nursing Practice Standards for the Licensed Practical/Vocational Nurse

I. "NURSE PRACTICE STANDARDS" for the LPN/LVN

"Nursing Practice Standards" for the Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) is an avenue that NALPN meets the goals of its By-Laws to address Ethical and Principle Standards and to meet "Article II Objective" of the NALPN By-Laws as well, to explicate the Standards of Practical/Vocational Nursing. In our everchanging world, LPN's and LVN's have adjusted their practice to support those changes. As LPN's/LVN's practice in expanding roles in health care, "Nursing Practice Standards" are an imperative practice for LPN's, LVN's, as well as PN and VN students and their educators; all who practice with LPN's and LVN's.

II. PREFACE

The Standards of Practice were developed and incorporated by the NALPN Board of Directors to provide an essential benchmark to deliver the quality of health services, nursing care, and nursing services given by LPN's/LVN's which

may be measured and assessed. These "Nurse Practice Standards" are applicable in all practice settings. The individual needs of the patient, the particular type of health care agency or other services, and the community resources, will vary according to the degree to which individual standards are applied. The "Scope of Practice" of the Licensed Practical Nurse/Licensed Vocational Nurse has extended into specialized nursing services. These specialized fields of nursing services are provided below.

III. CODE

The code for the Licensed Practical Nurse/Licensed Vocational Nurse
was incorporated by NALPN in 1961 with a revision in 1979. The code provides a motivation for establishing, maintaining, and elevating professional nurse standards. As set forth in this code, upon entering the profession, each LPN/LVN, has the responsibility to adhere to the standards of ethical practice and conduct.
Each are to:

1. Know the "Scope of Practice" to maximize utilization of the LPN/LVN, as specified by the Nursing Practice Act and function within this "Scope of Practice".
2. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
3. In personal appearance, language, dress, and demeanor, uphold the highest standards.
4. Accept the responsibility for safe nursing by keeping mentally and physically fit and up to date educationally to practice safely.
5. Stay informed about issues affecting the practice of nursing, the delivery of health care. Where appropriate, participate in government and policy decisions.
6. Accept responsibility of membership of NALPN, participate to maintain the "Nurse Practice Standards", and employment of policies which lead to quality patient care.
7. Safeguard confidential information about the patient acquired from any source.

IV. SCOPE

Licensed Practical Nurses/Licensed Vocational Nurses are a specialized field who represent the entry into the nursing practice profession. Practicing in places exists where different professions unite in their particular skills in a team effort. This effort is set to improve a patient's function and to protect the health and safety of the patients. Career advancement opportunities are present within the profession academic education, expansion of knowledge, expertise through both academic/continuing education and certification.

V. EDUCATION STANDARDS

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall complete an educational program approved by the state nursing authority in practical nursing.
2. Shall successfully pass the National Council Licensure Examination for Practical Nurses.
3. Shall participate in the employing institution an initial orientation.

VI. LEGAL & ETHICAL

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall recognize and have a commitment to meet the moral and ethical practice of nursing obligations.
2. Shall not perform or accept professional responsibilities/duties which (s)he knows is not competent to perform.
3. Shall take responsibility in actions should situations arise where there is unprofessional conduct by a peer or other health care provider.
4. Shall hold a current LPN/LVN license to practice nursing in accordance with the law of their employment state.
5. Shall know and practice the scope of nursing practice instated by the Nursing Practice Act in their employment state.
6. Shall have a personal commitment to conform to the legal responsibilities essential for good nursing practice.

VII. PRACTICE

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. As an accountable member of the health care team; shall accept assigned responsibilities.
2. As related to the assigned duties; shall function within the limits of educational preparation and experience.
3. With other members of the health care team; shall function in promotion of and in maintenance of good health. Shall aide in preventing disease and disability. Shall care for and rehabilitate individuals who are experiencing an altered state of health. Shall contribute to the ultimate quality of life until death.
4. For the individual patient or group; shall know and utilize the nursing process in planning, implementing, evaluating.
   a. Planning: The planning of nursing includes:
      - assessment and data collection of health status of the patient, the family, and community groups.
      - reporting information received from assessment.

- identifying health goals.

b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and this includes:

- Observing, reporting and recording significant changes which require different goals or intervention.
- Apply skills and nursing knowledge to help promote and maintain health, to help prevent disease and disability, and to optimize functional capabilities of a patient.
- Encouraging self-care as appropriate and assisting the patient and family with activities of daily living.
- Carrying out therapeutic protocols and regimens prescribed by personnel in conjunction to state law.

c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine:

- The relevancy of current goals in relation to the progress of the patient.
- The recipient's involvement of care in the evaluation process.
- The nursing action quality in implementation of the plan.
- New goal setting or changing priorities in the care plan.
- Shall participate in peer review and other evaluation processes.
- Shall participate in the development of policies concerning the health, nursing needs of society, and in the roles and functions of the LPN/LVN.

VIII. CONTINUING EDUCATION

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. Shall seek and participate in continuing education activities that are accredited and offered by the National Association of Licensed Practical Nurses (NALPN) or other accredited organizations.
2. Shall take advantage of continuing education and/or certification opportunities which will lead to professional development and personal growth.
3. Shall regularly review career goals and choose continuing education activities that help to achieve these goals.
4. Shall be responsible for maintaining the highest possible level of professional capacity at all times.

IX. SPECIALIZED NURSING PRACTICE

The "Licensed Practical Nurse/Licensed Vocational Nurse"

1. As set forth in this document, shall meet all standards of practice.
2. For practice in the chosen specialized nursing area, candidate shall present personal qualifications that demonstrate potential abilities.
3. At the staff level, shall have had at least one year nursing experience.
4. Shall provide documentation of completion of an approved agency course or program providing the knowledge and skills necessary for adequate nursing services in the specialized field.

National Association of Licensed Practical Nurses'. (2023 *Nursing Practice Standards for the Licensed Practical/Vocational Nurse.* Retrieved from National Association of Licensed Practical Nurses: https://nalpn.org/wp-content/uploads/2023/06/NURSE-PRACTICE-STANDARDS-05.30.2023.pdf

COMPLETION RATES FOR PAST INDUSTRY CREDENTIAL PROGRAMS

The *Student Right to Know Act* requires schools to disclose completion rate statistics to employees, students, and potential students. The following reflect enrollment data for Industry Credential Programs. Additional consumer information can be found on the College Navigator Website: https://nces.ed.gov/collegenavigator. An academic year runs July 1st – June 30th.

ACCSC Graduation and Employment Rates

Graduation and employment rates are reported annually in October to our accrediting body, ACCSC. Rates are based on: (1) students who started their program between the reporting dates determined by ACCSC; (2) graduate students who were employed for a reasonable period of time and considered sustainable (e.g., not a single day of employment).

ACCSC Annual Reporting – G&E Charts, October 2025

	Automotive Technology	EMT	Firefighter II	Medical Assistant	Medical Office Specialist	Welding
Program Reporting Dates	*Dec. 2022 – November 2023*	*Sept. 2023 – Aug. 2024*	*Dec. 2023 – Nov. 2024*	*Jan. 2023 – Dec. 2023*	*Jan. 2022 – Dec. 2022*	*Jan. 2023 – Dec. 2023*
Students Starting Program	11	43	31	0	4	6
Students Available for Graduation	11/100%	43/100%	31/100%	0/0%	4/100%	6/100%
Graduates within 150% Program Length	8/73%	38/88%	30/97%	0/0%	3/75%	6/100%
Graduates Furthering Education	1/13%	1/3%	2/7%	0/0%	0/0%	0/0%
Graduates Unavailable for Employment	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Graduates Available for Employment	7/88%	37/97%	28/93%	0/0%	3/100%	6/100%
Graduates Employed in Field	5/63%	26/68%	21/70%	0/0%	2/67%	5/83%
Employment Rate	71%	70%	75%	N/A	67%	83%
Graduates Employed in Unrelated Occupation	0/0%	1/3%	3/11%	0/0%	1/33%	0/0%
Graduates Unemployed	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Graduates Employment Unknown	2/29%	10/27%	4/14%	0/0%	0/0%	1/17%

Placement Rate Methodology :

Placement Rate Percentage is determined by taking the number of student graduates employed in the field of study divided by the number of graduates available for employment.

$$\frac{\text{Graduates Employed in the Field}}{\text{Graduates Available for Employment}} = \text{Employment Rate}$$

Exclusions: Students graduates meeting any of the following conditions are excluded from the "graduates available for employment" calculation: (1) graduates that continue on with education in an accredited institution of higher education on at least a half-time basis; (2) graduates unavailable for employment due to the onset of a medical condition (3) graduates employed in jobs not related to the training obtained from the school's program; (4) unemployed graduates; (5) graduates for which no information about employment or unemployment is available.

End of Section VI

ADULT CAREER CENTER
Mahoning County CTC
Post-Secondary Adult Career Center (PACE)
ADDENDUM A: Financial Aid Procedures

FINANCIAL AID PROCEDURES

2025-2026 FINANCIAL AID FISCAL YEAR
(July 1, 2025 – June 30, 2026)

GENERAL INFORMATION

In addition to the policies and procedures found in the previous pages of this Student Consumer Catalog, the following Financial Aid Policies and Procedures also apply to students in Industry Credential Programs receiving the Pell Grant and/or Direct Student Loans.

The information contained in this document was derived from: The Federal Student Aid Catalog 2023-2024, The Federal Student Aid Catalog 2024-2025, the Federal Student Aid website studentaid.gov., and the Federal Student Aid Partner Connect Knowledge Center Website https://fsapartners.ed.gov/.

The U.S. Department of Education has a toll-free number to answer questions about Federal Student Aid Programs. This number is 1-800-4-Fed-Aid (1-800-433-3243). Information is also available from the Department of Education at http://www.ed.gov.

STATEMENT OF PRINCIPLES

The primary purpose of the financial aid programs shall be to provide financial assistance to accepted students who, without such aid, would be unable to attend the Adult Career Center.

The Adult Career Center recognizes its obligation to assist in realizing the national goal of quality educational opportunity. The Adult Career Center, therefore, works with schools, community groups, and other educational institutions in support of this goal.

Parents of dependent adult students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Independent students, themselves, are expected to contribute from their own assets and earnings including appropriate borrowing against future earnings.

Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.

Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, the school will refrain from any public announcements of the amount of aid awarded, and encourage the student and others to respect the confidentiality of this information.

All documents, correspondence and conversations between and among the aid applicant, his/her family and Financial Aid Officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.

CONFIDENTIALITY

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid offers.

Students who transfer from this institution into another post-secondary institution may be required to have a Financial Aid Transcript sent to the new school. Students who apply for SNAP Benefits (food stamps) or other financial assistance must request in writing a release of financial aid information. Per FSA guidelines, Institutions of Higher Education may use FAFSA data to verify that students meet income requirements directly with the State SNAP agency, provided the IHE obtain the prior written consent of the student under the FERPA regulations (*see* 34 CFR 99.30) and any other applicable privacy law to disclose the student's FAFSA data to the State SNAP agency.

STUDENT FINANCIAL AID RECORDS

Student financial aid records are kept on file at the Adult Career Center following graduation. These records include, but are not limited to: attendance, grade reports, ISIR, supporting financial aid information and billing records. Financial aid records are archived and maintained for a minimum of four (4) years.

Students may request in writing copies of their records or may make an appointment to review records with the Financial Aid Administrator in the Adult Career Center office. An appointment must be scheduled within two (2) school days of the student's request. The record must be reviewed in the presence of the Director or designee. The student must sign a release prior to the file review. A student may have a representative review the record with him/her.

FRAUD

Students, parents, or other individuals who purposely give false or misleading information to fraudulently obtain federal funds may be fined, be sentenced to jail, or both. If misreported information or altered documentation is suspected, the submitting parties will be asked to resubmit accurate, unaltered documentation for verification. If the parties do not wish to resubmit, they must present in writing a signed letter stating the information and/or documentation they are providing is accurate, complete and without alterations. Individuals still suspected of misreporting information or altering documentation will be reported to the Office of Inspector General U.S. Department of Education and any evidence will be provided.

TYPES OF FINANCIAL ASSISTANCE

The MCCTC Adult Career Center participates in the following U.S. Department of Education student financial aid (SFA) programs:

- Federal Pell Grant (Title IV)
- Direct Student Loans
- Parent Plus Loans

Pell Grant

Provides financial aid that does not have to be repaid. The Pell Grant is awarded based on the student's financial need. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). Students with a Bachelor's Degree are not eligible for a Pell Grant.

Direct Student Loans

Direct Student Loans are borrowed money from the Federal Government that must be repaid with interest. There are two types of Direct Loans: subsidized and unsubsidized. Your school determines which ones and how much you are eligible to receive based on Federal guidelines.

- **Subsidized Direct Loan**
  This loan is offered on the basis of need. The Federal Government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Interest is paid by the Department of Education (ED) under these circumstances. Repayment will begin six months after the borrower ceases to be enrolled in the program.

- **Unsubsidized Direct Loan**
  This loan is not offered on the basis of need, and interest accrues on the borrower's account during in-school, deferment, grace and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed limits set by the Federal Government. The borrower has the option of repaying the interest during in-school, deferment or grace periods. Repayment will begin six months after the borrower ceases to be enrolled in the program.

- **Parent Plus Loans**
  Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made. A parent can change the repayment plan at any time by contacting the Loan Servicer. The parent can apply for a Parent PLUS loan by visiting https://studentaid.gov/plus-app/. The parent must also complete a Parent PLUS Loan Master Promissory Note online at this site.

Business or Agency Sponsorship

MCCTC Adult Career Center works with various businesses and agencies that fund qualified applicants for training programs. The school also works with businesses that have training dollars for their employees and various tuition

assistance plans. Students using such funding for tuition payment must meet with the Financial Aid Officer to complete the registration process.

- **Department of Veteran Affairs (VA):** Eligible veterans of the U.S. Armed Services my use the G.I Bill ®. For eligibility questions or to apply for education benefits, call the VA at 1-888-442-4551 or visit https://www.va.gov/education/about-gi-bill-benefits/. Student must apply for the use of the G.I Bill ® through the VA. Approved students must submit their Certificate of Eligibility letter, Prior Education Evaluation form, and transcripts from prior education and training (including the Joint Service Transcript) to the Financial Aid Office. The Financial Aid Administrator will evaluate prior training credit and will certify enrollment once the student has started classes.
- **Trade Adjustment Assistance (TAA):** Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer, local Ohio Bureau of Employment Services office or local Ohio Means Jobs location.
- **Workforce Investment Opportunities Act (WIOA):** Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local Ohio Means Jobs for information and eligibility requirements.
- **Opportunities for Ohioans with Disabilities (OOD):** Previously, Bureau of Vocational Rehabilitation (BVR); Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local area Bureau of Vocational Rehabilitation.

Self-Pay, Interest-Free Payment Plan

A self-pay, interest-free payment plan is available to assist those students paying all or a portion of their tuition expense. Application for the payment plan is available through the Adult Career Center office. Payments must be made on time according to the payment plan contract. The student account must be paid in full prior to any externship and in order to graduate.

STUDENT ELIGIBILITY FOR FEDERAL STUDENT AID

Under Section 484 of the Higher Education Act (HEA), to receive aid from major student aid programs, a student must meet the following eligibility criteria:

1. Have financial need for need based FSA programs;
2. Have a high school diploma or a High School Equivalency Certificate;
3. Be enrolled or accepted for enrollment in an eligible degree or certificate program.
4. Be a U.S. Citizen or an eligible non-citizen;
5. Have a valid Social Security Number;
6. Provide consent and approval to have your federal tax information transferred directly into your 2025–26 *Free Application for Federal Student Aid* (FAFSA®) form, if you're applying for aid for July 1, 2025, to June 30, 2026;
7. Not owe an overpayment on Title IV grants or loans;
8. Not be in default on a Title IV loan;
9. Have returned fraudulently obtained Title IV funds if convicted of or pled guilty or no contest to charges;
10. Not have fraudulently received Title IV loans in excess of annual or aggregate limits;
11. Have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently;
12. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on Free Application for Federal Student Aid (FAFSA);
13. Once enrolled, make satisfactory academic progress

High School Evaluation Information and Foreign Diplomas

If the US DOE or the school questions the validity of the high schools' credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list, it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, we will ask for a transcript from

the high school showing classes completed and passed. If the Adult Career Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

If your diploma is from a foreign country, you must:

1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
3. Student must submit the credential evaluator's determination information in its original format.

A list of evaluators who belong to The National Association of Credential Evaluation Services can be found on-line at http://www.naces.org. This list is for your comparison. The Adult Career Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

The final determination on the validity of high school credentials rests solely with the MCCTC Adult Career Center.

FINANCIAL NEED

Student Aid Index

Aid from most major programs is offered on the basis of financial need with the exception of Unsubsidized Direct Student Loans. When applying for Federal Student Aid, the information reported is used in a formula established by the U.S. Congress that calculates Student Aid Index (SAI). Your Student Aid Index (SAI) is a formula-based index number ranging from –1500 to 999999. Where your SAI falls within the SAI range helps your school determine how much financial support you may need.

A negative SAI indicates you have a higher financial need. For example, if you have an SAI of –1500, you'll qualify for a maximum Pell Grant award assuming you have not exhausted your lifetime amounts and meet all student eligibility requirements.

Your SAI is not

- a dollar amount of aid you'll receive,
- what your family is expected to provide, or
- your final financial aid offer.

Your SAI is an index number used by financial aid professionals when creating an aid offer. Your SAI is calculated using information that you (and other contributors, if required) provide on the *Free Application for Federal Student Aid* (FAFSA®) form.

Cost of Attendance

The school's Financial Aid Administrator calculates cost of attendance (COA). Cost of attendance calculations include: tuition, fees, books, equipment, supplies, transportation, food, housing, loan fees and some miscellaneous allowances. The cost of attendance for a student is an estimate of a student's educational expenses for the period of enrollment. COA is made up of direct and indirect costs. Direct costs are charges for which the student will be billed directly by MCCTC Adult Career Center, including tuition and fees. Tuition and fees are approved annually by the MCCTC School Board. Direct costs reflect the actual charges applied to all students' accounts. Indirect costs are estimated educational expenses the student may incur such as books and supplies, personal expenses, an allowance for transportation, living expenses and other miscellaneous expenses. While actual costs may vary from student to student, these estimates are established by researching the average costs for these items. Car payments, credit card debt and other personal debt are not included in the student's educational budget. The cost of attendance (COA) is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of Direct Loan programs, and is one of the basic components of the Pell Grant calculation.

Equation to Determine Financial Need

Financial aid administrators (FAA) determine a student's financial need using a basic formula before they can make many *Title IV* aid decisions. This basic formula is the student's Cost of Attendance (COA) minus the student's Student Aid Index (SAI) equals the student's financial need. A student cannot receive *Title IV* aid without having an official SAI that is calculated by the FAFSA Processing System (FPS).

Cost of Attendance (COA)
\- Student Aid Index (SAI)
= Financial Need

The Financial Aid Officer puts together a financial aid package that comes as close as possible to meeting a student's need utilizing the types of financial assistance the student is eligible for. However, the amount offered may fall short of the total program costs. The balance of costs is the student's responsibility.

FAFSA APPLICATION PROCESS

Students who wish to apply for Federal Student Aid should complete and submit the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA can be submitted in three (2) ways:

1. FAFSA Online: Visit studentaid.gov to find the electronic application. Implementation of the FAFSA Simplification Act and the FUTURE Act required a complete overhaul of the FAFSA® form. Students, parents, and spouses will experience a brand new FAFSA form when they complete an application online. Submitted FAFSA forms are sent directly to the FAFSA Processing System (FPS). Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).
2. Paper (PDF) FAFSA Form: The paper (PDF) FAFSA form is available on StudentAid.gov. The form can be printed and completed by hand, or by typing the data on the PDF before printing and mailing it. If needed, students can request single copies from the Federal Student Aid Information Center (FSAIC) by calling 1-800-433-3243. FSA no longer prints or mails aid-related publications, though they are available on StudentAid.gov for users to download and print.

Step 1

Gather items that will assist you in completing the FAFSA® , for example: Your social security number, 1040 tax return from 2 years prior *(for example, when submitting the 25-26 FAFSA, students would use their 2023 tax information)*, current bank statements, untaxed income (such as workers comp & disability), Child Support received, etc.

Step 2

You and each contributor on your application should create or retrieve an individual Federal Student Aid ID username and password. Visit studentaid.gov to create FSA User ID.

Step 3

Determine if you are required to have any CONTRIBUTORS to your FAFSA®, and gather the following info from them:

>Name
>Date of Birth
>Social Security Number
>Email Address

Your Contributors will receive an email to "contribute" their information to your FAFSA after you enter their information into your FAFSA.

WHO ARE YOUR CONTRIBUTORS?

Under Age 24? (Not married? Not supporting any children? Not in military?) – You are DEPENDENT

- Your Parent and their current spouse are your contributors, and they must each contribute to your FAFSA in order to receive Federal Student Aid
- If your Parents are divorced or separated, the parent who provided the most financial support in the last calendar year will complete the FAFSA with you. If that parent has remarried, you must include their current spouse as a contributor as well.
- Even if neither parent provided you support, they are required to provide their information into the FAFSA form for you to receive Federal Student Aid

Age 24 or older? (Or under age 24 and meet a condition above to be Independent)– **You are INDEPENDENT**

- Your spouse is your contributor (if married as of the date of filing FASFA®).
- If you are married as of the date of filing your FAFSA®, but did not file a joint tax return in the applicable tax year, your spouse MUST still be a contributor and provide consent and approval to access their tax information.

Step 4

Your consent and approval are needed to retrieve and disclose federal tax information (FTI). With your consent and approval, tax return information is obtained automatically from the IRS to help you complete the FAFSA® form. If you (or one of your contributors, if required) don't provide consent and approval, you will not be eligible for federal student aid, including grants and loans. You must provide consent and approval even if you didn't file a U.S. federal tax return or any tax return at all.

Step 5

You will answer questions regarding gender, race, and ethnicity. Please note that these have no effect on federal student aid eligibility and are included for statistical purposes and data collection only.

Step 6

Assets questions must be completed, if not applicable, must still enter $0:

- Enter total cash on hand, plus savings and checking account balances as of day filling out FAFSA®
- Net worth of Investments including real estate (do NOT include the value of the home you live in, and do NOT include retirement investments)
- Net worth of family farms and small businesses are now required to be reported (enter the net worth of the business or for-profit agricultural operations. Net worth is the value of the business or farms minus any debts owed against them).

Step 7

When you get to School Selection screen, please choose Mahoning County Career & Technical Center as your school by entering our federal school code which is 017282. Note: You can add up to 20 schools that you are interested in attending for the FAFSA award year, by adding a school, you are allowing their financial aid office to access your information.

Step 8

Once you have entered all your information, you will need to agree to the terms and "sign" your FAFSA. If you have any required Contributors; they will need to complete their contributor section through their email invitation. Once all your Contributors complete and approve consent and sign their portions, your FASFA will be submitted for processing.

Step 9

If there are any issues that need to be resolved we will contact you and may ask you to schedule an appointment, or you may receive a request for verification from the financial aid office. The verification paperwork will need to be completed before your financial aid can be processed.

Step 10

Once you submit an application to attend MCCTC Adult Career Center and your FAFSA has no unresolved issues, a financial aid offer will be prepared for you and you will receive contact by email or phone call from the financial aid department to schedule an appointment to go over your financial aid offer.

A student needs to apply only once each school year for Federal financial aid. Students who applied for Federal student aid for the previous school year should be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA). Those who qualify to use the Renewal FAFSA will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information previously provided (plus any corrections that were processed). Students should update any information that has changed since the date of their last application. For most of the Federal Student Aid programs, the FAFSA (or Renewal FAFSA) is the only form a student needs to file. To receive a Direct Loan, additional forms will need to be completed. Contact the Financial Aid Administrator for additional information.

Remember, applying for Federal student aid is FREE.

However, to be considered for non-Federal aid, a student may have to fill out additional forms and pay a processing fee. Read the instructions carefully when completing the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions.

Apply as soon AFTER October 1st, as possible (application cannot be made before this date). Do not sign, date or send an application before October 1st.

Re-application must be made each year for Federal aid. If changing schools, financial aid does not automatically transfer with the student. Check with the new school to find out what steps must be taken to continue receiving aid.

Following application, data will be processed when received by the processing system. A Student Aid Report (SAR) will be received in the mail approximately three (3) weeks after mailing in the paper FAFSA. The SAR will report the information from the application and, if there are no questions or problems with your application, the SAR will report Student Aid Index (SAI), the number used in determining a student's eligibility for Federal Student Aid. The results will also be sent to the schools listed on the application if the schools can receive the information electronically. **The MCCTC Adult Career Center's School Code is 017282.**

When the SAR is received, review it carefully to make certain it is correct. If any changes are necessary, the school can submit the corrections. If the student applied by using FAFSA on the Web, corrections can be made online using the student's FSA ID to access the application.

DEPENDENCY STATUS

When applying for Federal Student Aid, answers to certain questions will determine whether a student is considered dependent upon their parents. If dependent, a student must report parents' income and assets as well as their own. If independent, a student must report only their own income and assets (and those of a spouse if married).

Students are classified as dependent or independent because Federal Student Aid (FSA) programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post-secondary education. Students who have access to parental support (dependent students) should not receive need-based federal funds at the expense of students who do not have such access (independent students). Note that a student reaching the age of 18 or 21 or living apart from their parents does not affect dependency status.

A student is considered dependent if all of the following apply:

1. You are under age 24,
2. Not married, and
3. Have no dependent children.

*Not living with parents or not being claimed by them on tax forms does not make you an independent student for purposes of applying for federal student aid. *Unusual circumstances will be considered on an individual basis.*

A student is considered independent if at least one of the following statements applies to the student:

1. Were you born before January 1, 2002;
2. As of today- the day the application is signed- you are married;
3. At the beginning of the school year, you will be working on a master's or doctorate program (such as an M.A., M.B.A., M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.);
4. You are currently serving on active duty in the U.S. armed forces for purposes other than training (If you are a National Guard or Reserves enlistee, you are on active duty for other than state or training purposes);
5. You are a veteran of the U.S. armed forces*(*See Below);*
6. You now have – or will have – children who will receive more than half of their support from you between July 1, 2025 and June 30, 2026;

7. You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2026;
8. At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court;
9. It has been determined by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you (you are now an adult but were in legal guardianship or were an emancipated minor immediately before you reached the age of being an adult in your state;
10. At any time on or after July 1, 2024, you were determined to be an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless, as determined by (a) your high school or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program**(*See Below)*

Key:

*** Veteran of the U.S Armed Forces:*** *The FAFSA Simplification Act aligns the definition of veteran with the definition used by the U.S. Department of Veteran Affairs (VA) to determine veterans' benefits. The Act cites Title 38 of the U.S. Code for the definition of a veteran. Generally, a veteran is an individual who:*

- *Served on active duty in the U.S. armed forces (the Army, Navy, Air Force, Marines, Space Force, or Coast Guard) for other than training and who was discharged or released under a condition other than "dishonorable"*
- *Served on active duty for training or inactive duty for training in the U.S. armed forces and was disabled from injury incurred or aggravated in the line of duty.*

Members of the National Guard or Reserves are only considered veterans if they were called up to active federal duty by presidential order for a purpose other than training. It does not matter how long the active duty lasted or if the student returned to reserve status afterward, but, as with the other qualifying veterans, the student must have had a character of service that was not "dishonorable"

Students serving in ROTC or currently attending a U.S. military academy are not veterans. Additionally, students who attended a U.S. military academy or military academy preparatory school but were discharged prior to commission (commonly known as "early exit cadets") are not veterans

** ***If you do not have a determination that you are homeless, but you believe you are an unaccompanied youth who is homeless or self-supporting and at risk of being homeless, answer "No" to the FAFSA questions concerning being homeless****. Then contact your financial aid office to explain your situation. "Homeless" means lacking fixed or regular housing. You may be homeless if you are living in shelters, parks, motels, hotels, cars, or temporarily living with someone else because you have nowhere else to go.*

If a student under age 24 believes he/she may qualify as an independent student, the school will ask for written proof before applying for or changing the status of an application for federal student aid. If there are unusual circumstances that might classify a student as independent, even though none of the above criteria apply, the student must prove independence by providing any additional documentation requested by the Financial Aid Administrator. The required documentation must be submitted to the Financial Aid Administrator within 15 working days of the request. The Financial Aid Administrator will notify the student of his/her status within 10 business days.

VERIFICATION

Because students and parents sometimes make errors on their application, there is a process for verifying applications and making corrections. The FPS (FAFSA Processing System) selects which applications are to be verified. MCCTC Adult Career Center is also required to verify the accuracy of any FAFSA applications, whether selected by the FPS or not, believed to be inaccurate, containing conflicting and/or incomplete information. It is the policy of MCCTC Adult Career Center that all applications selected for verification must be verified and all conflicting information must be resolved before disbursing FSA funds.

The documentation needed for verification varies according to the item needing verified. All applicants selected must fill out and sign a verification worksheet provided by the school certifying the accuracy of the information being

reported. The Financial Aid Administrator (FAA) will advise students and parents on the documentation to be submitted along with the worksheet. Applicants selected for verification must submit the required forms and documentation to the FAA within fifteen (15) working days of receiving the verification worksheet. Because of the effect verification can have on a student's Pell awards and loan amounts, if the 15-day timeframe extends after the first day of class the student should make every effort to provide all required documentation prior to the program start date. All documents required for verification must remain in the student's financial aid file at the Adult Career Center. It is school policy not to disburse any Title IV funds until verification is complete.

Upon receipt of the verification documentation, the Financial Aid Administrator will compare the information in the documents with the applicant's original FAFSA. If the information on tax transcripts, verification worksheets, or other required documentation does not match the information the student or parents entered on the FAFSA, (a) the Financial Aid Administrator will use information from the verification documents to correct the FAFSA, or (b) the student may make corrections to their FAFSA under the guidance of the school's Financial Aid Administrator.

If corrections made result in a change in the student's SAI and financial aid offer amounts, the student will be notified within 14 days of the date of the FAFSA correction and presented with a revised financial aid offer.

If applicable, an applicant whose FAFSA information is selected for verification is required to complete verification before MCCTC would exercise any form of Professional Judgement to adjust the applicant's cost of attendance or the data used to calculate SAI.

If discrepancies are found after disbursing FSA funds, the conflicting information must still be reconciled and appropriate action taken to correct the FAFSA information. If corrections result in a change in the student's SAI and Title IV aid amounts, the student will be notified as stated above. The student will also be notified in writing if they are required to return any Title IV funds they may have already received.

Applicants who fail to submit the required worksheet and accompanying documentation within 15 working days of receiving the verification worksheet may forfeit aid and the following consequences may occur:

1. The student's payment status will be changed to "self-pay;"
2. The student's financial aid offer may be reduced;
3. The student's financial aid offer may be delayed causing the student to make payments for tuition and fees until financial aid can be secured;
4. The student might not receive aid from other sources.

Any credible information indicating that an applicant of Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his/her application will be referred to the Office of Inspector General of the Department of Education for investigation upon finding.

SPECIAL CIRCUMSTANCES/PROFESSIONAL JUDGMENT

If a student's income for the current year will be significantly lower than the prior-prior year due to extenuating circumstances they may wish to file for special circumstances. Some examples of special circumstances include: experiencing homelessness or being a dislocated worker, death of a parent or spouse, or separation or divorce. Special circumstances must be requested in writing to the Financial Aid Administrator. Students must schedule a meeting with the Financial Aid Administrator in order to discuss their specific situation. Supporting documentation must be provided in a timely manner for all students requesting special circumstances. The review will be based upon the documentation provided.

CHANGE OF CIRCUMSTANCES

Students are responsible to report any significant change of circumstance to the Financial Aid Administrator including enrollment status, permanent address, phone number and email.

DIRECT LOAN APPLICATION PROCESS

The William D. Ford Federal Direct Loan Program is part of the Federal Student Aid program of the U.S. Department of Education. These are low-interest loans that help students pay the cost of attending a post-secondary school.

Direct loans may pay only for education costs not covered by other sources of financial aid. Because this is not free money, students should research cost-free options such as grants, scholarships, and other sources of aid before requesting and accepting an education loan.

Students may qualify for a Direct Loan if:

1. You are a U.S. citizen, national, or eligible non-citizen, and provide your valid social security number;
2. You are enrolled at least half-time at an eligible institution, and maintain satisfactory academic progress (as determined by your school);
3. You are not in default on any federal education loan unless satisfactory arrangements to repay have been made;
4. You do not owe a refund on any Title IV grant.
5. You do not have student loans in active bankruptcy.

Students applying for a Federal Direct loan must complete the following steps:

1. Complete the **Free Application for Federal Student Aid (FAFSA)** online at https://studentaid.gov/
2. Upon acceptance for admission, your school's financial aid office determines your need for different types of financial aid using information from the FAFSA and other submitted forms. The student will be sent an Official Financial Aid Offer via email.
3. Review your financial aid offer with the financial aid administrator at MCCTC.
4. Accept or Decline Loans via the online MCCTC Financial Aid Portal
5. Complete a Master Promissory Note (MPN) online at studentaid.gov. The MPN is a contract that legally obligates you to repay your student loan. It is important that you complete and thoroughly understand the paperwork, and that you agree with the terms of the loan as described in the MPN packet. Keep a copy of all paperwork for your records.
6. Complete required Entrance Counseling session online at studentaid.gov.
7. At the end of your program, you will complete a required online Exit Counseling session at studentaid.gov for information on your responsibility as a borrower.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) DISCLOSURE

Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. *HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b)*

EARNING FEDERAL STUDENT AID

Although a student's aid is scheduled for each award year, the student earns the funds as they complete the scheduled hours in each payment period. Students earn Title IV funds by successfully attending classes. When a student is withdrawn for any reason, either by choice or by the school, the student may not have earned the full amount of Title IV funds that they were originally scheduled to receive. This means the student may end up owing money to MCCTC Adult Career Center and/or the Department of Education. (See sections "Financial Aid Standards of Academic Progress" and "Withdraws and Termination" later in this Addendum A for more information.)

AID DISBURSEMENT

If a students' FAFSA application is selected for verification, aid will not be disbursed until verification is complete and any conflicting information is corrected. Initial loan funds will not be disbursed until first-time borrowers sign a valid Master Promissory Note on file or on COD. First-time borrowers must also complete online Entrance Counseling prior to any disbursements. Aid is applied to the student's account as it is received to cover books, tuition and supplies.

When all aid is credited the same day, Pell Grant funds are considered to be credited first. Total aid received from all sources, including agency funding, cannot exceed program Cost of Attendance (see Addendum A, Financial Need/COA). Refunds are not processed until a credit balance occurs on the student account. Any resulting credit balance for the payment period is refunded to the student after processing through the Treasurer's Office. Allow up to 14 days from the date the credit balance occurred on the student account to receive a refund check.

Title IV aid for Career Training Programs of 600-899 hours in length will be prorated. Prorated aid is calculated using the decimal method using standard rounding rules. Career Training Programs 900 or more hours in length are entitled to the maximums set forth by the Federal Government.

Every eligible program must have a defined academic year. A school may have different academic years for different academic programs. The minimum requirement for defining an academic year for a clock hour program is 900 Clock Hours and 26 Weeks.

Programs that are One Academic Year or Less in Length

Career Training Programs are divided into payment periods within an academic year. The first payment period is the period in which the student successfully completes half of the clock hours and half of the weeks of instructional time in the program. The second payment period is the period in which the student completes the remainder of the program. (ex: a 900 hour program has two (2) payment periods of 450 hours each). For programs that are one Academic Year or less in length, Aid will be disbursed in two (2) equal disbursements – one (1) disbursement in the first payment period and one (1) disbursement in the second payment period. Payment periods don't always fall neatly into one award year or another. A payment period that begins before July 1 and ends on or after July 1 is called a "crossover payment period." If a program crosses over into a new award year, students may be eligible for additional aid and may need to renew their FAFSA to determine eligibility for the new award year. Crossover payment periods with less than 450 hours will have two disbursements within the same payment period.

For Programs that are Greater than one Academic Year in Length

Payment periods are defined differently for programs greater than one academic year in length. For the first academic year of the program and for any subsequent full academic year, institutions follow the same payment period rules for a program that is one academic year or less in length, substituting "academic year" for "program." For any remaining portion of a program that is more than half of an academic year (as measured in both clock hours and weeks of instructional time), but less than a full academic year—

- The first payment period is the period in which the student successfully completes half of the clock hours **and** half of the weeks of instructional time in the remaining portion of the program; and
- The second payment period is the period of time in which the student successfully completes the remainder of the program.

For any remaining portion of a program that is half of an academic year or less, the payment period is the remainder of the program.

Aid for the first Academic Year will be disbursed in two (2) equal disbursements – one (1) disbursement in the first payment period and one (1) disbursement in the second payment period. Aid for the second Academic Year will be prorated and disbursed in one (1) disbursement if the remaining portion of the program is less than half of an Academic Year. If the remaining portion of the program is more than half of an academic year (as measured in both clock hours and weeks of instructional time), but less than a full academic year— two (2) equal disbursements will be made in the defined payment periods.

Students must successfully complete the required clock hours and weeks in a payment period before receiving disbursements for a subsequent payment period. Students who have not yet successfully attended the required clock hours and weeks will delay previously established disbursement dates.

No more than 30 days prior to loan disbursements students will receive written notification of the pending disbursement. Students may cancel any or all anticipated loan disbursement amounts by notifying the Financial Aid Administrator by the required date on the notice.

MAXIMUM TIMEFRAME TO COMPLETE

The maximum timeframe of completion to remain eligible for financial aid is 111.11% of the published length of a program (100 / 90% = 111.11%). For example, a published program length of 45 weeks must be completed in 50 calendar weeks (45 x 111.11% = 49.9995).

PACE OF COMPLETION

All students must successfully complete at least 90% of their cumulative attempted clock hours to stay on pace with the maximum timeframe requirements. Attempted clock hours are the hours a student attends each payment period. Pace of progress is measured by taking the cumulative clock hours successfully completed by the student divided by the number of cumulative clock hours the student attempted through the end of the payment period or period of enrollment. Students may be excused for up to 10% of their total program hours for absences due to unforeseen life events.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

The Financial Aid Standards of Academic Progress, as well as the Financial Aid Appeals Process, are separate and distinct policies and procedures from the school's policies on attendance and academic progress in order to remain in your program.

As per federal regulations any student receiving Title IV funds such as a Pell Grant and/or a Direct Student Loan must maintain requirements regarding attendance and academic progress. Failure to maintain these requirements will place the student in jeopardy of losing federal financial aid until action is taken to regain eligibility.

Satisfactory Academic Progress (SAP) is determined by both attendance/pace of progress criteria (90% or better) and academic average criteria (73% or higher; or 78% or higher for Practical Nursing students). Students may be excused for up to 10% of their total program hours for absences due to unforeseen life events. To be considered eligible for Title IV funds, students must qualify for both quantitative (attendance) and qualitative (academic) standards.

For financial aid purposes, satisfactory progress for clock hour programs is evaluated at the point where the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them.

A student not meeting standard academic progress at the end of a payment period will be placed on Warning Status for one payment period. Students who fail to make satisfactory progress after the warning period lose their aid eligibility. A student whose financial aid eligibility is terminated may submit an appeal to the Financial Aid Office (see next section "Financial Aid Appeals Process"). A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for a maximum of one payment period. Determination of warning and/or probation is based upon a cumulative average of the academic and attendance status. Students will be sent written notification if their status changes as a result of the SAP evaluation. It is the student's responsibility to track both their attendance and grades within each payment period to ensure they are meeting FA-SAP requirements.

As per school policy, tuition and fees no longer funded due to loss of aid eligibility are the student's responsibility to pay.

Financial Aid Satisfactory Academic Progress Terms:

Warning: Status assigned to a student who fails to meet satisfactory academic progress requirements. A warning is issued at the end of a payment period. Warning status lasts for one payment period only. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

Appeal: Formal process by which a student requests a review of the circumstances that have resulted in the student not working toward successful completion of coursework and losing eligibility of Federal financial aid.

Probation: A status the school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals and is working on an academic plan. Probation period cannot exceed one payment period.

FINANCIAL AID APPEALS PROCESS

When a student loses FSA eligibility based on failure to meet satisfactory progress, he or she may appeal that result on the basis of undue hardship or mitigating circumstances (see below). A financial aid appeal can be made by the student to the Financial Aid Administrator for a review of circumstances. Each case will be reviewed on an individual basis considering attendance, hours to complete, and grades.

Financial aid appeals must be written or typed and signed by the student and include supporting documentation. The appeal must explain why the student failed to make satisfactory progress and what about their situation has changed that will allow the student to demonstrate satisfactory academic progress at the end of the next payment period. The financial aid appeal must be submitted to the Financial Aid Administrator within five (5) days of notification of ineligibility of aid. The Financial Aid Administrator will meet with the Lead Program Instructors, Adult Career Center Director, and other relevant individuals as necessary to discuss the circumstances of the appeal and develop an academic plan if the appeal will be approved. The academic plan will outline the process/timeframe/work assignments necessary for the student to regain SAP and financial aid eligibility. No more than (3) days can be made-up in the academic plan. The term "day" is relative to the number of hours a student would typically spend in class for 1 day in their specified program of study. *(I.e. 1 day is equivalent to 5 hours in a program that runs from 5pm-10pm).*

If a student's appeal is approved, the student must agree in writing to the academic plan. The student will be placed on financial aid probation status. The student will be permitted to make up assignments and tests as per the academic plan. These grades will be taken into consideration when calculating a student's academic grade average. The school will monitor the student's compliance with the plan. The student is considered eligible for Title IV funds while meeting the terms of the plan. If the student does not meet SAP (academic and attendance) requirements according to the timeframe and requirements of the academic plan, termination of aid eligibility will result and the student will be placed on "self-pay" status for their remaining tuition balance.

If the appeal is not granted or the student does not agree to the academic plan, termination of aid eligibility will result and the student will be placed on "self-pay" status for their remaining tuition balance.

If a student is granted a financial aid appeal, only one financial aid appeal will be granted during the program length.

GROUNDS FOR FINANCIAL AID APPEAL – MITIGATING CIRCUMSTANCES

A financial aid appeal must be based on an undue hardship or mitigating circumstances which make it impossible for the student to meet the satisfactory academic progress requirement. Mitigating circumstances are defined as and limited to: death in the immediate family, hospitalization of the student, documented medical problems or other special circumstances such as work-related transfers, natural disasters, weekend military service and family emergencies. Mitigating circumstances are events outside of the student's control and are unavoidable. The appeal must be supported with appropriate written documentation from legitimate sources. Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor's appointments, occasional illness, etc. will not be awarded an appeal. Students must anticipate these situations and be prepared for them before they occur.

WITHDRAWALS OR TERMINATION

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who are planning to withdraw should call or meet with the Financial Aid Administrator (FAA) before exiting from a Career Training Program. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Industry

Credential Program are subject to the U.S. Department of Education's Return of Title IV Funds Policy (see next section). Though a student's aid is determined prior to the start of each payment period, the student earns the funds as they complete the period. When a student is withdrawn, the student may not have earned the full amount of Title IV funds that they were originally scheduled to receive. The student earns their Title IV funds by successfully attending classes. If the student received less assistance than the amount earned, they may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by the school and/or the student upon leaving school. This means the student may end up owing money to MCCTC Adult Career Center and/or the Department of Education.

When calculating Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated on the classroom sign-in sheet. The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, they earned 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period, they earns all the assistance that they were scheduled to receive for that payment period.

If the student did not receive all of the funds that they earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they don't incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. The school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission for the funds to be used for other school charges, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

There are some Title IV funds that the student may have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.
If the student (or school) receives excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of their funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that the student must return, the student will repay in accordance with the terms of the promissory note. That is, the student will make scheduled payments to the holder of the loan over a period of time. It is also the student's responsibility to complete federal loan exit counseling online at studentloans.gov.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of MCCTC Adult Career Center. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. It is the student's financial responsibility to pay any remaining balance to the ACC within 30 days of notification for the total program tuition based on the school's refund policy. Please see the section titled "Withdrawal and Refund Policy" found earlier in this Student Consumer Catalog for the Adult Career Center's refund policy and procedures for officially withdrawing from the Adult Career Center.

Withdrawn students who begin a course, but withdraw prior to completion of that course, will receive a mark of "W." If a student withdraws from a program and wishes to return, he must first meet the requirements for reapplying to the Adult Career Center (see section "Reapplying to the Adult Career Center" earlier in this Student Consumer Catalog). Depending on the timeframe and SAP at the time of withdrawal, financial aid may not be available if readmitted. The student may also need to renew their FAFSA to determine aid eligibility.

Leave of Absence

The Adult Career Center does not grant official leave of absence. Therefore, a student who is unable to attend classes for an extended period of time should withdraw from the training program and reapply when circumstances allow for re-entry.

FEDERAL POLICY FOR RETURNING TITLE IV FUNDS – R2T4 POLICY

The law specifies how the Adult Career Center must determine the amount of Title IV program assistance that a student earned if they withdraw from school. The school will use the federal policy for Returning Title IV funds to determine whether any money needs to be returned to the U.S. Department of Education or disbursed. The school will use the "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program" (R2T4) worksheet. The following is a breakdown of that procedure:

- Divide clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the period. After at least 60% has been completed, 100% of Title IV aid is earned. The 60% threshold cannot be reached by rounding up.
- If 60% or less of the hours are completed, proceed with the following calculation:
  - Multiply the percentage determined by the above calculation by the Total Title IV aid disbursed and that could have been disbursed for the period.
  - Determine if the amount represents a post-withdrawal disbursement or Title IV aid to be returned.

Post withdrawal disbursements:

- Must be made from available grant funds.
- Must be disbursed within 90 days of the school's determination that the student withdrew.
- Must be credited to the student's account for outstanding current period changes. (May include minor prior academic year charges.)
- Any remaining post-withdrawal disbursement must be offered to the student within 30 days of the school's determination that the student withdrew. The school will identify type and amount of funds, explain the option to accept/decline all or part of the funds, and advise that a response from the student must be received within 14 days of the school's determination of withdrawal. If a response is received late from the student, the school may or may not disburse the remaining funds. If the school opts not to disburse funds because of the student's late response, the school must send a notice (in writing or electronically) of the outcome of request.

AMOUNT OF UNEARNED TITLE IV AID DUE FROM SCHOOL

The school returns the lesser of institutional costs x percentage unearned Title IV Aid and the amount of Title IV Aid to be returned. Institutional costs are educational expenses such as: tuition and fees, books, supplies, equipment, etc. that students must purchase from the school. If the school must return unearned aid, funds received for unsubsidized and subsidized Direct Stafford Loans are returned prior to any Pell grant funds. Federal returns required by the school will be made within 45 days of the determination date.

STUDENT RIGHTS AND RESPONSIBILITIES

As a recipient of Federal Student Aid, a student has certain rights he/she should exercise, and certain responsibilities that must be met. Knowing what they are will enable the student to make better decisions about educational goals and how to best achieve them.

Student Rights:

1. The right to know what financial aid programs are available at the school.
2. The right to know the deadlines for submitting applications for each of the financial aid programs available.

3. The right to know how financial aid will be distributed, how decisions on the distribution are made and the basis for these decisions.
4. The right to know how financial need was determined. This includes how costs for tuition and fees, books and supplies, and miscellaneous expenses are considered.
5. The right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of need.
6. The right to know how financial needs (determined by the institution) will be met.
7. The right to request an explanation of the various programs in the student aid package.
8. The right to know the school's refund policy.
9. The right to know how the school determines whether a student is making satisfactory progress and what happens if he/she is not.

Student Responsibilities:

1. All application forms must be completed accurately and submitted on time to the Financial Aid Office.
2. Correct information must be provided. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
3. All documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted an application must be provided in writing.
4. A student is responsible for reading and understanding all forms that are to be signed and for keeping copies of them.
5. Responsibility must be accepted for all agreements that are signed.
6. Be aware of and comply with the deadlines for application or reapplication for aid.
7. Be aware of the school's refund procedures.
8. Carefully consider the information which the school provides about its program and performance to prospective students before deciding to attend.
9. Attend Entrance and Exit meetings pertaining to financial aid.
10. Complete required online MPN, Entrance and Exit Counseling and submit documentation to the Financial Aid Office of your school showing successful completion.
11. Promptly respond to requests made by the Financial Aid Office.

CODE OF CONDUCT FOR EDUCATION LOANS

34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)

The Mahoning County Career & Technical Center maintains a code of conduct for education loans that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. Further all agents with responsibility for loans at the MCCTC Adult Career Center adhere to the provisions of the code established. The code of conduct for education loans prohibits the following actions / behaviors:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or a loan servicer
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call center or financial aid office staffing assistance
- Advisory board compensation

FSA STUDENT LOAN OMBUDSMAN

If after making every effort to resolve a dispute about your federal student loan with either your student loan servicer or school, the FSA Student Loan Ombudsman's Office is available to student loan borrowers for further inquiry. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Contact Information:

Via on-line assistance: https://studentaid.gov/feedback-center/
Via telephone: 1-800-433-3243

Via fax: 606-396-4821
Via mail: U.S. Department of Education
FSA Ombudsman Group
P.O. Box 1854
Monticello, KY 42633

REFERENCE INFORMATION

For answers to questions about financial student aid, call the MCCTC Adult Career Center's Financial Aid Administrator or **The Federal Student Aid Information Center**

Phone: 1-800-433-3243 (1-800-4 FED AID)
Student Aid on the Web, Website: studentaid.gov
Hours of Operation

- Monday: Open 8 a.m.– 9 p.m ET
- Tuesday/Wednesday: Open 8 a.m.– 8 p.m ET
- Thursday/Friday: Open 8 a.m.– 6 p.m ET
- Saturday/Sunday: Closed
- Closed on Federal Holidays

Federal Student Aid Contact Information: https://studentaid.gov/help-center/contact

Information may also be requested by writing to the Federal Student Aid Information Center at the following address:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

INTERNET ADDRESSES FOR FINANCIAL AID ASSISTANCE

FAFSA Form: **https://studentaid.gov/h/apply-for-aid/fafsa**

Assistance in completing the FAFSA: **https://studentaid.gov/apply-for-aid/fafsa/filling-out/help**

Financial Aid information from the U.S. Department of Education: **studentaid.ed.gov**

Access Your Title IV Aid Data via the National Student Loan Data System: **https://nsldsfap.ed.gov**

Federal School Code Search: **https://studentaid.gov/fafsa-app/FSCsearch**

VETERAN ASSISTANCE

Veteran Student's Education Call Center: **1-888-442-4551**

Veteran Website: **benefits.va.gov/gibill**

ADULT CAREER CENTER
Mahoning County CTC
Post-Secondary Adult Career Center (PACE)

ADDENDUM B: Facility Equipment and General Course Descriptions

Facility Equipment and General Course Descriptions

FACILITY EQUIPMENT AND SUPPLIES

Commons Area B/ Cafetorium
Various Round Tables & Chairs • Various Rectangle Tables & Chairs • Projector • Microwave (6) • Hand Washing Station with 4 Sinks • Vending Machines (4) • Touchless Water Bottle Refill Station (3) • Hand Washing Station with 3 Sinks • 2 Laptop Charging Stations • Hand Sanitizing Station

Computer Labs (2; each lab contains the following)
Computers A-09 (5) • Computers G-08 (24) • Printer • Smart Display • Projector • Microsoft Windows and Office Programs • Internet Access • Wireless Internet Access • Hand Sanitizing Station

Learning Resource Center
Computers (7) • Microsoft Windows and Office Programs • Internet access • Wireless Internet Access • Printer • Smart Board • Projector • Dry Erase Boards • Calculators • Study Manipulatives • Assistive Technology; Text-to – Speech • Access to Online Tutorials/Programs including: the Mahoning County Public Library, Learning Express Library, WIN Learning, and more • Resource Materials: Industry/Occupational Periodicals, Academic Content Books, Academic Skill Books, Textbook CD & DVD Tutorials • Hand Sanitizing Station

Automotive Technology
Hydraulic Lifts (5) • Alignment Rack (1) • Tool Boxes with Tool Sets (5) • Brake Lathes • Automobiles • Engines • Classroom Area with Smart Board • Computers (7) • Hand Sanitizing Station

EMT
Ambulance • 12 Lead AED • Various Medical Simulators including Manikins • Oxygen • Bandages • All equipment found on an Ambulance • Smart Board • Projector • In-class Ambulance Simulator • Variety of Cots and Stair Chairs • Various Electronic Diagnostic and Treatment Equipment • Hand Sanitizing Station • Laerdal Simulated Manikin

Fire Safety
One fire truck • Self-contained Breathing Apparatus (SCBA) • Personal Protective Equipment • All Hand Tools Associated with a Fire Engine • Fire Extinguishers • Confined Space Trailer • Burn Container for Live Burns • Mobile Burn Container • Fire Tower for Rescue Training; Ladders, High Angle, Rappelling • Jaws of Life • Fire Hose • Ground ladders of all sizes • HazMat Tools and Equipment • Smart TV with HDMI Hookup • Thermal Imaging Camera (2) • Search & Rescue Maze (2) • Pitched Roof for Ventilation (2) • Flat Roof for Ventilation • Forcible Entry Doors (2) • Prop for Flammable Gas Fire • Hose Washer & Dryer • Various Building Construction Materials & Props • Rescue Manikins (2) • Other Fire and Rescue Equipment Associated with Course Competencies • Hand Sanitizing Station

Medical
Blood Sugar Monitor (3) • Bottles of Strips (3) • Portable Autoclave • Various Phlebotomy Supplies including but not limited to Blood Tubes, Needles, Bandages, etc. • Hemoglobin/Hematocrit Testing System • Artificial Arms for Venipuncture Training (3) • Artificial Hand for Venipuncture Training (1) • Laerdal Mannequins (6) • Hospital Beds (6) • Bed linens • Exam Tables (5) • Privacy Curtains around Exam Tables • EKG Machine (1) • Simulated Doctor's Offices (1) • Hospital Gowns • Wash Cloths, Towels, Soaps, etc. to Train on Personal Care Skills • Wheelchairs (6) • Hoyer Lift (1) • Walkers (6) • Canes (6) • Crutches (4) • Foley Catheters and Bags (2) • Bedside Commodes (1) • Laundry Cart (1) • Laundry Basket (2) • Washer (1) • Dryer (1) • Gait Belts (7) • Various Needles for Injection Training • Various Simulated Injectable Medication for Training • Pulse Oximetry • Thermometers • Stethoscopes • Sphygmomanometers • Laboratory Testing Supplies i.e. Urine Dip Sticks, Clinitek Urine Analyzer, Microscopes, Microscope Slides • Dressing Supplies • Medication Cart • Laboratory Chairs • Laptops (20) • Printer • Smart Board (1) • Projector (1) • Simulated Blood Pressure Arm (1) • Portable X-Ray Machine (1) • Lightbox (1) • Electronic Blood Pressure Monitoring System (1) • Baby Scale (1) • Balance Scale (3) • Anatomical Torso (1) • Anatomy Flip Chart (1) • Urine Drug Testing Supplies • Adding Machines (15) • Administrative/Office Supplies • Hand Sanitizer Station

Welding
Hypertherm Plasma Cutter • Oxyacetylene Cutter • Tract Burner • Shear (3/8 Capacity 8ft bed) • Ironworker Shear • Hydraulic Press • Portable Grinders (30) • Bench Grinders (2) • Lincoln Electric Power MIG Machines (10) • Lincoln Electric TIG Machines (20) • Miller & Hobart Stick Machines (2) • Lincoln Electric Multi-Process Machines (10) • Miller Stick Machines (4) • Horizontal Bandsaw • Drill Press • Smart Board • Projector • Sandblasting Machine • Forklift • Hand Sanitizing Station

Practical Nursing

Nurse Anne – Mid Fidelity Simulation Manikin • Nurse Kelly – Mid Fidelity Simulation Manikin • Simbaby ® - Mid To High Fidelity Simulation Manikin • Simkid ® - Mid To High Fidelity Simulation Manikin • Simpad Plus (2) • Monitors For Simpad Plus (2) • Noelle® Birthing Manikin With 2 Articulating Birthing Infants • Newborn Resuscitation Manikin • Static Newborn Manikin With Storage Case And 3 Three Drawer Carts. (6) • Newborn Radiant Warmer • Pediatric Exam Table With Scale • Static Manikins (2) • Static Geriatric Manikins (2) • Advanced Geri ™ • Patient Care Units (Consists Of Electric Bed, 3-Drawer Night Stand – Stocked, Over Bedtable, And Trash Can) (8) • Clear Room Dividers (8) • Folding Screens - White (16) • Wheel Chairs (3- 1 Pediatric) • Motorized Mechanical Lift (2) • Sit –To – Stand • Laundry Hamper W/ Wheels (4) • Bed-Side Commode • Shower Chair • Walkers (4) • Slide Board/Transfer Board • Trach Care Trainer • Bp Arm – Task Trainer (2) • Iv Pump (2) • Iv Arms (4) • "Chester Chest"- Central Line Care, Has Picc, Triple Lumen, Tunneled Catheter And Implanted Catheter." • Feeding Pump (2) • Suction Machines (3) • Nebulizers (3) • Med Carts (2) Med Storage Cart • Male And Female Catheterization Models • Seymore Ii – Wound Model • Large Metal Shelving Unit On Wheels • Large Metal Cabinet On Wheels And Doors Lock. • Heart Models (3) • Breast Exam Model (2) • Testicular Exam Model (2) • Eye Model • Asthmatic Lung Model • Mantoux Test Models • Edema Simulator • Obesity Suit • 3-D Gestational Development Display • Doppler • Osteoporosis Vs Healthy Bone Model • Dressing Supply Cart – With 20 Bins • Wound Vac And Supplies • Stoma Display • Chest Tubes Collection Containers (3) • Glucometers (5) • Glucometer Test Strip Bottles (4) • Boxes Of Lancets (3) • Wall Mounts - Head Walls (5) • Sharps/Gloves Mounts (3) • Iv Pole (7) • Teeth W/ Cavities Demo. • Crutches (2) • Canes (2) • Quad Canes (2) • Hand Sanitizing Stations

Veterinary Assistant

Centrifuge • Hematocrit centrifuge •Microscopes •Refractometers • Blood chemistry analyzers •Incubators •Hematology analyzer • Slides, cover slips, lens paper •Grooming supplies •Anatomage anatomy table •Bandage materials •Dog and cat models •DR x-ray •Lead gowns, gloves, thyroid shields, safety glasses• Ultrasound• Ultrasonic cleaners• Autoclaves •Surgical instruments• Syringes, needles, suture materials •Pilling devices• Restraint devices (catch pole, muzzles, cat bags, etc) • Cleaning & sanitizing equipment and chemicals• Exam tables• Floor scale and baby scales• Otoscope/ophthalmoscope• Washer and dryer• Skeleton models• CPR dummy dog• Surgical pack/drape material• Surgery gowns/gloves• Surgical scrub• Stethoscopes •Rectal thermometers/thermometer covers• Dipsticks for urinalysis •Fecalyzers •Computers• Carriers and crates of various sizes • Anesthesia machines • Endoscope •Cold laser

GENERAL COURSE DESCRIPTIONS

Abdominal and Environmental Emergencies: Lecture on how to recognize and treat abdominal emergencies and injures. Lecture on environmental conditions that can be responsible for EMT and patient hazards. How to recognize and alter these conditions. (EMT)

Airway Management Ventilation and Oxygenation: Understand the bodies use of oxygen and the signs and symptoms associated with poor oxygenation. Instruct proper ventilation and oxygenation techniques and when to use them. (EMT)

Altered Mental Status, Stroke, Anaphylactic Reaction: Practical and didactic-education of how to recognize and treat the patients with altered mental status due to multiple potential causes. (EMT)

Ambulance Operations, Air Medical Response: Driving techniques and concerns while driving an ambulance with the flow of traffic and in an emergency. Calling for and landing an air medical transport. (EMT)

Anatomy: Upon completion of this course, students will have a better understanding of animal anatomy, body systems and their functions, and how organs & body systems interact. Students will also learn about common diseases of each body system. (Veterinary Assistant)

Anatomy and Physiology: Structure and organization of human body systems; Function of human body systems; Terminology related to the body system. (Medical Assistant; Medical Office Specialist)

Anatomy, Physiology & Medical Terminology: Lecture on the body's anatomical components and how they function within the body. Define medical terms commonly used in the medical field (EMT)

Anatomy and Physiology (Practical Nursing): Anatomy and Physiology is a foundation course, with related terminology, that stresses the concepts of normal body structure and function. It progresses from simple to complex in the study of the organization of the body, its functions, and how a stable internal environment is maintained. This course serves as a foundation and reference for nursing procedures, baseline data, and health deviations for the succeeding nursing courses, i.e. Nursing Care, Obstetric Nursing. (Practical Nursing)

Animal Care Procedures: This course will cover animal behavior & animal safety, restraint of dogs & cats for veterinary procedures, and basic grooming procedures. Students will also be introduced to zoonotic diseases, euthanasia & post mortem care. Also to be discussed in this course, are the topics of wound care & bandages, and administration of oral & topical medications. This course will also include a lab. (Veterinary Assistant)

Assisting With Medical Specialties: Apply critical thinking skills in performing patient care; Emergency preparedness; Ophthalmology/Otolaryngology; Dermatology; Gastroenterology; Urology; Male/Female Reproduction; Orthopedics; Neurology; Endocrinology; Pulmonary; Geriatrics/Pediatrics. (Medical Assistant)

Automatic Transmissions and Transaxle: Fundamentals and operation of a hydraulic automatic transmission including: components, service procedures, maintenance procedures and diagnostic services. (Automotive Technology)

Bleeding, Soft Tissue, Musculoskeletal Trauma, Burns: Lecture and practical education on traumatic injuries pertaining to soft tissue and skeletal components of the body. Demonstrate the proper treatment protocols with hands-on scenarios. Lecture on burns including the severity and treatment. (EMT)

Blueprint Reading: Covers the basic content and exercise to enable someone to be a competent reader of blueprints. Learn the technical skills and tools in sketching. (Welding)

Brakes: Overview of the hydraulic break system components; Description and operation of the systems. Instruction will include, but is not limited to: hydraulic disk brakes, hydraulic valves, caliper systems, drum brakes, with an introduction to the ABS system. (Automotive Technology)

Building Construction: Describe the impact of fire on common building materials; Explain the impact of fire on construction classifications; List the main types of occupancy classifications; Describe the basic construction of building components (Firefighter I; Firefighter II)

Cardiovascular Emergencies: Lecture on the signs and symptoms of lung and heart emergencies. Understand the proper course of treatment associated with the different types of cardiovascular emergencies. (EMT)

Career Readiness: Students understand the soft skills and employability skills identified by our business and industry partners as skills needed for successful, long-term employment. Students are provided with career and academic advising and preparation for employment search including resume building, cover letter writing, and interviewing practice. (Automotive Technology, Medical Assistant; Medical Office Specialist, Welding)

Chest: Lecture on the structural components and physiology of the chest. Recognize the signs and symptoms of chest injuries both internal and external. (EMT)

Clinical Medical Assisting: Preparing for a career as a medical assistant, and learning basic skills necessary to function as a medical assistant. Skills include taking vital signs, blood pressure, height and weight, and collecting a basic patient history. Emphasis is placed on the principles of infection control and scope of practice. (Medical Assistant)

Combat Veteran: Explaining the special needs of combat veterans with regard to physiological issues. These issues mostly include PTSD and how to treat and recognize the signs. (EMT)

Computers 101: Students learn introductory and intermediate elements of Microsoft Word and Microsoft Excel. (Medical Office Specialist)

CPR/AED/First Aid: Learn basic cardio resuscitation and how to use automated exterior defibrillator. Lean to handle common emergency situations. (Medical Assistant; Medical Office Specialist)

CPR, Safety, Legal, Ethical: Instructions on use and skills to preform CPR on adult, child and infant. Legal and ethical concerns while functioning as an EMT and possible consequences. (EMT)

Diagnostic Procedures: Assisting in Surgery; Diagnostic Imaging. (Medical Assistant)

Documentation and Communication: Review and practice proper documentation of a patient encounter and the different uses for a trip sheet. Communication equipment used and correct methods of use. (EMT)

Electrical Electronics Systems: Introduction to theory, terminology, identification of symbols and wire diagrams, test equipment and meters for diagnostic purposes and repair procedures. This class will also cover batter fundamentals, starting, charging and wiring systems. (Automotive Technology)

Electronic Health Record: Charting procedures to meet legal requirements, and maintaining medical records accurately and concisely. (Medical Assistant)

EMS: Learn how emergency medical services coordinate their response to emergencies. (Firefighter I)

Engine Performance: Learn the subsystems of ignition, fuel, induction, and emissions control. Testing and diagnosis of these systems will be included. (Automotive Technology)

Engine Repair: Course includes identification of all engine components, engine tear down procedures, engine measurement procedures, cleaning and inspection and engine assembly. (Automotive Technology)

Establish and Transfer Command: Describe the characteristics of the Incident Command System; Explain the organization of the Incident Command System; Describe how to function in the Incident Command System; Explain the process of initiating incident operations. (Firefighter II)

Externship: Hands-on learning opportunities provided by educational institutions partnering with companies to give students short practical experiences in their field of study. (Medical Assistant; Medical Office Specialist)

Externship: This course provides the student an opportunity to integrate theory with practice and to encourage the exchange of contemporary thinking and insights between the extern and veterinary hospital faculty and supervisors. It also provides the student an opportunity to understand how to perform the duties required of a veterinary assistant. It allows the student to strengthen their basis for making choices in relation to future jobs, areas of specialization, and/or further professional study. The student's awareness of his/her own strengths and weaknesses are revealed and strategies for improvement can be developed. This course also helps the student gain an understanding and appreciation of the role, duties, and responsibilities of a veterinary professional. (Veterinary Assistant)

EVOC: Learn procedures, rules and operations of driving a fire apparatus. (Firefighter I)

Flux Core Arc Welding (FCAW): Learn the development of the skills in all position and weld technology necessary to meet qualifications established by the American Welding Society. Emphasis is placed on thorough development of the skills required to pass certification tests with the flux core process. Students practice FCAW Uphill and GMAW Downhill. (Welding)

Fire Behavior: Explain the science of fire as it relates to energy, forms of ignition, and models of combustion; Describe the impact of thermal energy on heat, temperature, and heat transfer; Recognize the physical states of fuel; explain the relationship between oxygen content and life safety; Identify the products of self-sustained chemical reactions; Explain the factors that affect fire development; Recognize signs, causes, and effects of rapid fire development; Describe the methods through which firefighting operations can influence fire behavior. (Firefighter I; Firefighter II)

Fire Hose and Streams: Learn the basic fire hose characteristics; Describe different causes of and prevention methods for hose damage; Identify basic inspection, care, and maintenance methods for fire hose; Compare various uses for hose appliance and tools; Recognize different methods for handling hoselines; Learn various methods for advancing hoselines; Learn the basics of operating and maintaining hand-line nozzles; Identify factors impacting pressure loss or gain; Learn fire stream patterns and their limiting factors; Learn the ways vaporization and stream relate to the extinguishment properties of water; Learn the characteristics of various master stream devices and considerations when deploying , supplying, and staffing master streams. (Firefighter I; Firefighter II)

Fire Service Communications: Explain the procedures for receiving emergency and nonemergency external communications; Describe the information required to dispatch emergency services; Describe the systems used for internal communications; Explain radio limitations that may impact internal communications; Describe radio procedures used for internal communications; Handle emergency and nonemergency calls; Use portable radio for routine emergency traffic. (Firefighter I)

Fire Service Communications II: Discuss the aspects that makeup on scene communications; Define emergency traffic; Explain the information gathered by, and the importance of, post incident reports; Describe how to collect necessary information for a thorough incident report; Explain the consequences of an incomplete or inaccurate incident report; Describe how to use the National Fire Incident Reporting System Data Entry Tool. (Firefighter II)

Fire Prevention and Education: Understand the role of the firefighter in planning for and conducting private dwelling fire safety surveys; Explain the components that must be considered when developing fire and life safety presentations; Recognize considerations that must be addressed when giving presentations to young children and fire station tours; Describe the role of a firefighter in planning for and conducting pre-incident planning surveys; Describe how a pre-incident survey is preformed; List the typical target hazards that may be found in a community. (Firefighter II)

Fire Protection Systems: Describe fire alarm systems; Identify alarm initiating devices; Explain the ways automatic sprinkler systems work; Describe standpipe and hose systems; Explain the ways smoke management systems work. (Firefighter II)

Fire Suppression: Learn considerations when suppressing structure fires; Identify hazards and actions associated with suppressing Class C and Class D fires; Learn methods of fire control through exposure protection and controlling building utilities; Describe the types of motor vehicles and the characteristics of vehicle fires; Learn the influences on ground cover fires and the methods used to attack ground cover fires. (Firefighter I)

Firefighter Health & Safety: Learn the main types of job related firefighter fatalities, injuries, and illness; Describe the NFPA standards related to firefighter safety and health; Identify OSHA regulations and how they relate to firefighters; Learn the concept of risk management; Describe safe vehicle operations, riding safety on the apparatus, general guidelines for tools and equipment, and scene lighting operation; Learn accident prevention; Summarize guidelines for scene management; Describe department health and safety programs and the importance of personal accountability. (Firefighter I; Firefighter II)

Firefighter Survival: Explain firefighter survival methods; Explain what survival actions firefighters can take when needed; Describe the actions of a Rapid Intervention Team when locating a downed firefighter. (Firefighter I; Firefighter II)

Foam: Describe the methods by which firefighting foam prevents or controls a hazard; Identify foam concentrates; Explain the factors that impact foam expansion and selection; Describe methods by which foam may be proportioned; Explain the advantages and disadvantages of various foam proportions, delivery devices, and generating systems; Identify causes of poor foam production; Distinguish among various foam application techniques; Identify hazards and ways to control them. (Firefighter II)

Forcible Entry: Explain the basic principles of forcible entry; Describe the basic construction of locksets; List and describe the tools used for forcible entry; Describe considerations a firefighter must take when using a forcible entry tool; Indicate steps needed to care for and maintain forcible entry tools; Explain considerations a firefighter must take when forcing through various types of windows and covers; Describe forcible entry methods for breaching walls and floors; Indicate methods for forcing fences and gates. (Firefighter I; Firefighter II)

Friends & Family: Students bring in friends & family members to help obtain 30 successful sticks prior to their written phlebotomy examination. (Medical Assistant)

Gaining Access, Hazmat: Lecture on how to identify and manage hazardous situations. The students are educated on how to determine if immediate attention can be given at a scene and when to step back and wait for the scene to become safe. (EMT)

Gas Cylinder/Flammable Liquid Fire Attack: Learn safety precautions that should be taken at flammable/combustible liquid fire incidents; Recognize methods used when coordinating operations at a property protected by a fire suppression system; Explain ways to use water to control Class B fires; Compare methods used to suppress bulk transport vehicle fires and flammable gas incidents. (Firefighter II)

Gas Metal Arc Welding (GMAW): Learn the Gas Metal Arc Welding (GMAW) processes, advantages of GMAW, limitations of GMAW, uses of different inert gases and their effects and uses. (Welding)

Gas Tungsten Arc Welding (GTAW): Learn to develop the high level of skills required to perform GTAW welding operations in various positions according to the American Welding Society. (Welding)

General Pharmacology: Provide an overview of the common medications proscribed to patients. Understand the medications available for use by the EMT-B and those prescribed to the patient that the EMT-B can assist patient with administering. (EMT)

Haz-Mat: Discuss emergencies related to the manufacturing, transportation of, and accidental release of hazardous materials, and how to mitigate an emergency situation; Learn Hazmat regulations, standards and laws; Identify hazards, properties, effects, and potential harm; Learn safety response and prevention methods. (Firefighter I)

Heating and Air Conditioning: Basic principles of heating and cooling in an automotive application. (Automotive Technology)

Head, Spinal Cord, Face, Neck, and Abdominal Trauma: Lecture and practical education on traumatic injuries associated with the head, neck and back. Instruct the student on the recognition and treatment of these traumatic injuries. (EMT)

HIPAA: Learn protocols and proficiencies needed for the health care setting. (Medical Assistant; Medical Office Specialist)

Hospital Patient Observation: Provide observation of a clinical experience in a hospital setting. (EMT)

Human Diseases: Study of human diseases, pathophysiology concepts and terminology related to the body systems. (Medical Assistant; Medical Office Specialist)

Intro to Automotive Industry: Course will encompass employer's needs, qualifications and certifications, shop safety procedures, and soft skills associated with record keeping and collaboration with business and industry. (Automotive Technology)

Introduction & History of the Fire Service: Summarize the history of the fire service; Explain the organizational characteristics, cultural challenges, and cultural strengths that influence the fire service; Describe the mission of the fire service; Describe the organization of the fire department; Distinguish among functions of fire companies; Summarize primary knowledge and skills the firefighter must have to function effectively; Distinguish among primary roles of fire service personnel; Describe, Locate and Distinguish between fire department SOPs, rules and regulations, and Standard Code; Understand the Incident Command System(Firefighter I)

Introduction & History of the Fire Service II: Summarize the history of the fire service, organizational characteristics, primary knowledge and skills the firefighter must have to function effectively; Describe the role of the firefighter II within the organization; Distinguish among the primary roles of fire service personnel. (Firefighter II)

Introduction to Veterinary Assisting: Upon completion of this course, students will have a better understanding of medical terminology, including word parts, forming words, word analysis, defining terms, & common abbreviations. The roles of veterinary professionals, types of practices, ethics & laws, and occupational health and safety will also be discussed in this course. Students will also learn to identify common dog & cat breeds. (Veterinary Assistant)

Introduction to Welding: Learn Welding safety, basic electricity and welder components. Learn oxy-acetylene cutting and overview on GMAW, GTAW and SMAW welding. (Welding)

Lab Day/Assessment: Time to review and practice skills discussed during the didactic portion of the EMT class. (EMT)

Laboratory Procedures: Upon completion of this course, students will have a better understanding of the use & care of common laboratory equipment, laboratory record keeping, and identification of blood tubes. Also in this course, students will learn how to collect and prepare urinary & fecal samples for evaluation. Students will learn to complete a urinalysis and fecal diagnostic test. We will also cover parasites of small animals, handling rabies suspects, and the duties of a vet assistant during necropsy procedures. This course will also include a lab. (Veterinary Assistant)

Ladders: Describe different construction types of ground ladders; Identify the parts of a ladder including markings and labels; Recognize the types of ladders used in the fire service; Explain the considerations addressed by ladder inspection, cleaning, and maintenance; Describe safety guidelines used when handling ladders; Explain considerations taken when selecting, lifting, and lowering a ladder; Identify basic considerations and requirements for ground ladder placement. (Firefighter I; Firefighter II)

Life Safety Initiatives: Students learn the sixteen life safety initiatives that inform the safety culture of the United States fire service. (Firefighter I)

Life Span Vitals: Understanding how to assess medical vital signs in a patient including blood pressure, heart rate and respiratory rate. Understanding what these vital signs indicate and what measures to take for treatment. (EMT)

Lifting and Moving Patients: Proper lifting and moving techniques to safely move a patient without causing injury to the EMT. Includes equipment designed for assisting in the lifting and moving. (EMT)

Live Burn: Training exercises that involve the use of an unconfined open flame or fire in a structure or other combustibles to provide a controlled learning environment. Students practice using direct, indirect, and combination attack methods in personal protective equipment. *Additionally, Firefighter II students practice establishing incident command and coordinating interior attack methods.* (Firefighter I; Firefighter II)

Lubrication and Cooling Systems: Understand the components, maintenance and testing procedures of the lubrication and cooling systems. (Automotive Technology)

Maintenance and Light Repair: Instruction includes maintenance schedules and types of light repair needed to start as an entry level maintenance technician. (Automotive Technology)

Manual Drive Trains and Axles: Instruction on clutch operation, manual transmissions, service and diagnostics and drive line operation. (Automotive Technology)

Mass Casualty, Terrorism: Lecture on how a mass casualty is different from other calls and how to function during this type of call. Description of terrorist events and WMD that might be involved. (EMT)

Maternal Child Nursing - Obstetric: This course is designed to introduce the student to the process of identifying the basic human needs of the evolving family utilizing the nursing process. This is attained by building on the student's past knowledge of anatomy, physiology and nutrition. Obstetric clinical experiences are selected to assist the student in meeting basic human needs of the intrapartum and postpartum woman and newborn. (Practical Nursing)

Maternal Child Nursing- Pediatric:This course offers the student an opportunity to study both wellness and health alterations specific to the basic human needs of children. It is designed to build upon the student's knowledge of anatomy, physiology, and nutrition. Basic principles of growth and development from infancy through adolescence are explored, as well as the nutritional needs specific to these developmental age groups. Emphasis is placed upon the prevention of illness as well as the implementation of nursing care for children experiencing common alterations in health. Using the nursing process, students learn how to facilitate meeting the basic human needs for children and their families. Previously learned nursing skills are adapted to the child. The community settings provide clinical experiences for the student. (Practical Nursing)

Shop Math for Welders: Learn fundamental math skills including an introduction to algebra. Gain knowledge of whole numbers, fractions and decimals using both the English Standard and Metric systems, signed numbers, equations and formulas, ratios and percentages, fundamentals of algebra, measurement precision, accuracy and tolerance, and customary measurement systems. Practical workplace applications or applied math problems will be used for problems reflecting normal workplace examples. (Welding)

Medical Assistant Certification Review: Students will review coursework to prepare for the Certified Medical Assistant Certification Exam. (Medical Assistant)

Medical Billing: Roles and responsibilities of a health insurance specialist; Introduction to health insurance; Managed health care; Life cycle of an insurance claim; Legal and regulatory issues; HCFA reimbursement issues; Accurately

completing the HCFA 1500 claim form; Commercial carriers; Blue Cross and Blue Shield plans; Medicare; Medicaid; TRICARE; Workers compensation. (Medical Office Specialist)

Medical Coding: Why medical coding is necessary; Who uses medical coding; Employment opportunities; Introduction to health insurance; Life cycle of an insurance claim; Legal and regulatory consideration; Confidentiality. How to use the book; Categories within book, symbols, keys; Abbreviations; HCFA guidelines on ICD-10 coding; Primary vs. principal diagnosis codes; Numeric to definition; Clinical statements to ICD-10 code; Special ICD-10 coding for neoplasms, drugs and chemical, accidents, and special disorders. (Medical Office Specialist)

Medical Office Administration: Denials; Appeals; Adjustments; Medical Law and Ethics; Telephone skills; Greeting and processing patients; Appointment scheduling; Documentation; Office procedures; Office management; Payroll records and office expenses; Patient privacy, HIPPA and patient confidentiality. (Medical Office Specialist)

Medical Office Procedures I: Introduction to Administrative Medical Assistant; Telephone techniques; Office environment and daily operations; Greeting and processing patients. (Medical Assistant)

Medical Office Procedures II: Medical records management; Establish and organize patient records; Basics of procedural coding; Understand all aspects of medical coding and health insurance claims; Financial and practice management; Bookkeeping/Accounting; Billing/Collections; Insurance follow-up. (Medical Assistant)

Medical Terminology: Application of word elements to medical classifications; Pronunciation rules; Medical terms used in the description of diseases, General body terminology; Classification of medical terms, elements, prefixes, roots, and suffixes. Demonstrate understanding of rules for combining word parts to write medical terms correctly; Build and analyze medical terms with combining forms and suffixes; Word roots and medical terminology of bodily systems; Medical abbreviations. (Medical Assistant; Medical Office Specialist)

Medication Administration: This is the clinical component of Pharmacology. During the weeks of clinically supervised medication administration, the student will utilize the nursing process, clinical judgment skills, and culturally sensitive communication skills while safely and accurately administering a variety of medications via several routes. Students will relate the drug classifications, desired actions, adverse reactions, and individualized nursing measures for each administered medication. Prior to the clinical experience, students will have a simulation lab experience. (Practical Nursing)

Nursing Care 1 (NC 1), a theoretical course with a clinical component, explores and expands concepts related to health, illness, and the basic care of the adult and pediatric patient. It utilizes the student's knowledge of (a) anatomy and physiology, (b) normal nutrition, and (c) human development through the life cycle as a basis for assessment and nursing care of patients with alterations in health. The course provides a more in-depth use of the nursing process to present and discuss pertinent nursing interventions while studying the alterations in health of selected body systems. It also encompasses the study of common diagnostic and laboratory tests, specific manifestations of alterations in health, and treatments that include relevant medications and diet therapy.
Active learning activities enable the student to adapt clinical judgement to the human responses to individual conditions and to correlate them with evidence-based nursing practices. Procedures with related principles are taught using formal classroom presentation, demonstration by the instructor, and a graded return-demonstration by the student in the clinical simulation laboratory. Speakers from community agencies are utilized to expand the student's knowledge of available resources. The student is prepared to use a nursing process format to write basic nursing plans of care for selected patients in the clinical setting. (Practical Nursing)

Nursing Care 2 (NC 2):, a theoretical course with a clinical component, is a continuation of Nursing Care 1. It utilizes the nursing process and critical reasoning skills to determine how to meet basic human needs of adults and pediatric patients who are experiencing pathophysiologies of specific body systems. Included in the course are the related pharmacology therapies including IV therapy and therapeutic diets. (Practical Nursing)

Nursing Care 3 (NC 3): a theoretical course with a clinical component, is a continuation of Nursing Care 2. The nursing process and critical reasoning skills are utilized to learn how to meet the basic human needs of the adult and pediatric patient experiencing specific and more complex alterations in health including alterations in mental health. Related drugs, IV therapy, therapeutic diets, leadership and organizational skills are included in the course. (Practical Nursing)

Nursing Fundamentals: Introduces the nursing student to the nursing profession as a whole with emphasis on the integral role of the practical nurse. Nursing history and trends in nursing and health care are discussed. Legal aspects

of practice, ethical issues, the influences of diversity and effective communication are explored in relation to recognizing and meeting the basic human needs of individuals. It will also provide the student with the basic scientific principles and nursing techniques that form the foundations for nursing care. Nursing informatics is integrated throughout this course. Human growth and development from child to adult is introduced, along with health promotion. Gerontology/Geriatrics is looked at closely along with trends, issues and theories of aging using the National League for Nursing's ACES cases introduced in this course and the class avatar.

Clinical Simulation Lab allows time for the student to practice and perform a graded return demonstration of each procedure. The actual initial implementation of the nursing skill occurs during the assigned clinical experiences for Nursing Fundamentals and Nursing Care 1.

Informatics introduces students to the use of computers for enhancement of their study of nursing as well as to develop electronic documentation skills. Students are given basic information about the operation of the computer equipment. Supervised laboratory practice allows students to demonstrate proficiency, so they may independently complete required software programs and utilize the computer as a learning resource. Informatics is taught via lecture, demonstration, and hands-on experience in the lab and/or on the students own device. (Practical Nursing)

OB/GYN: Lecture on the female reproductive anatomy with special concentration on the delivery of newborn babies. (EMT)

Office & Hospital Procedures: Upon completion of this course, students will have a better understanding of the front office procedures in a veterinary clinic, professionalism and ethical conduct, procedures of cleanliness and sanitation, and inventory management. Students will also learn to admit and discharge patients and to use different formatting for medical records. (Veterinary Assistant)

Origin and Cause: Explain the reasoning for conducting a fire investigation; Describe the role of the firefighter, criminal investigators and insurance investigators; Explain the importance of protecting a fire scene to aid in origin and cause determination; Describe the steps needed to secure a property; Describe how the point of origin is determined; Describe how fire cause is determined; List the types of evidence that may be found at a fire scene; Explain chain of custody; Describe techniques for preserving fire scene evidence; Describe the evidential items and conditions that may be observed during fire-ground operations; Describe the crime of arson. (Firefighter II)

OSHA 10: Introduction to OSHA, StartSafe Stay/Safe, covers flammable & combustible liquids, hand/power tools, materials handling, walking working surfaces, stairway / ladders, disaster preparedness, welding & cutting, safety & health programs, fall hazards, personal protective equipment, blood borne pathogens, electrocution hazards, fire prevention & protection, machine guarding, hazard communication, ergonomics, preventing workplace violence and emergency action. (Welding, Automotive Technology)

Pathophysiology: Instruction of fundamental knowledge of the pathophysiology of the bodies multiple systems. Understand how the multiple systems work together to sustain life. (EMT)

Patient Assessment: Evaluating both a trauma and medical patient through a primary and secondary assessment to make treatment and destination Decisions. This includes hands-on scenarios in the lab. (EMT)

Pediatrics, Geriatrics, Patients with Special Challenges: Care and treatment of various age groups and related emergencies. Special challenges: dealing with developmentally disabled populations and care issues involved. Explore a wide variety of issues with all age groups and understand the special needs of these patients. The students are prepared for these issues with both lecture and hands-on scenarios. (EMT)

Personal and Vocational Relationships (P&VR): This is a capstone course in Quarter 4. The following areas are explored to prepare the graduate nurse for successful entry into the nursing profession: Leadership skills and delegation, LPN and RN safe nurse practice standards, application for NCLEX-PN, career opportunities, steps and procedures in securing the right position, maintaining currency in practice, continuing education, and professional organizations. Participation in a 3 day live review provided by the school is a requirement of this course. (Practical Nursing)

Pharmacology: Define what drugs are, identify their sources, and understand how they work; Understand the agencies and federal laws that regulate drugs; Learn origin, nature, chemistry, effect and use of drugs; Understand math skills necessary to prepare medication; Learn safety factors and administration of medications; Learn the major classes of pharmaceutical products. (Medical Assistant)

Pharmacology: This course will cover the legalities & safety of working with medications, drug categories, and reading & interpreting prescriptions. Students will also learn the importance and differences in core and non-core vaccines in small animal medicine. We will also cover the management of the inventory of medications in the veterinary hospital. (Veterinary Assistant)

Pharmacology: This course introduces the student to the theory and techniques for safe administration of medications, including IV therapy. It begins with a review of basic arithmetic needed to calculate medication dosages. The various forms of drugs, their actions, adverse reactions, legal control, and safe methods for medication administration are studied. Medication Administration, the clinical component, consists of supervised medication administration during the third quarter of the program. For the medication administration experience, the nursing process guides the student through safe nursing care of the patient in relation to medications. (Practical Nursing)

Phlebotomy: Venipuncture/Finger sticks; Specimen collection; Transportation, handling and processing of specimens. (Medical Assistant)

Pipe Welding/SMAW: Learn the development of the skills in all position weld technology necessary to meet qualifications established by the American Welding Society. Emphasis is placed on thorough development of the skills required to pass certification tests This course begins with a study of basic pipe welding techniques, manual skills required for pipe welding with the SMAW process, and develop proper welding techniques for each position according to A.S.M.E. code.

The course continues with the study of pipe welding techniques, and thorough development of laboratory skills related to low pressure systems, high pressure systems, and storage tanks and continues with a study of the actual experience in cutting pipe systems. Additionally students learn skill preparation for 6G welding with the GTAW and the option of GMAW/FCAW processes. (Welding)

Portable Fire Extinguishers: Explain portable fire extinguisher classifications; Describe types of portable fire extinguishers; Define the ratings in a portable fire extinguisher rating system; Explain the considerations taken when selecting and using portable fire extinguishers; Identify procedures used for the inspection, care, and maintenance of portable fire extinguishers. (Firefighter I; Firefighter II)

Personal Protective Equipment and Self-Contained Breathing Apparatus (PPE & SCBA): Describe the purpose of PPE; Describe characteristics of each type of PPE; Summarize guidelines for the care of personal protective clothing; Explain safety considerations for PPE; Identify respiratory hazards; Identify types of respiratory protective equipment and their limitations; Explain the methods for storing respiratory equipment; Describe donning and doffing considerations for protective breathing apparatus; Summarize considerations for breathing apparatus inspection and care; Identify safety precautions for refilling SCBA cylinders; Explain procedures for replacing SCBA cylinders; Explain safety precautions for SCBA use; Describe nonemergency and emergency exit indicators and exit techniques (Firefighter I; Firefighter II)

Program Preview: Overview of the career as an EMT. (EMT)

Psychology: Understand the psychological and social factors of patients. (Medical Assistant)

Radiology: This course will cover all safety procedures pertaining to x-rays, labeling, filing & record keeping of radiographs. Students will learn quality control measures of all equipment. Handling, preparation and positioning of patients for radiographs will also be covered. Students will be introduced to ultrasounds, MRIs, CT, and nuclear medicine. This course will also include a lab. (Veterinary Assistant)

Respiratory Emergencies: Lecture on the physiology of the respiratory system. Understand the conditions that alter proper respirations and the course of treatment for these emergencies. (EMT)

Ropes & Knots: Compare and contrast the characteristics of life safety rope and utility rope; Learn basic guidelines for rope maintenance; Explain reasons for placing rope out of service; Describe webbing and webbing construction; Describe parts of a rope and considerations in tying a knot; Describe knot characteristics and knot elements; Describe characteristics of knots commonly used in the fire service; Select commonly used rope hardware for specific applications; Understand hoisting safety considerations. (Firefighter I; Firefighter II)

Salvage and Overhaul: Philosophy of loss control; Describe the ways pre-incident planning impacts loss control; Determine appropriate salvage procedures; Compare and contrast different types of salvage covers; Explain ways to cover openings during salvage operations; Explain methods used to maintain fire safety during overhaul; Describe factors that influence locating hidden fires; Identify different overhaul procedures; Describe tools needed for overhaul and how to maintain them; Learn how a thermal imager can be used during overhaul; Learn the basic uses for an air

monitor; Describe the recognition and emergency actions to be taken upon the activation of high and low level alarms; Learn ways to recognize obvious signs of area origin; Learn the relationship between fire cause classification and cause determination; recognize signs of arson; Learn the importance of and techniques for preserving evidence. (Firefighter I)

Scene Lighting Equipment: Identify types of emergency scene lighting equipment; Describe the safety precautions to take when working with lighting equipment; Describe how to operate lighting equipment; Describe equipment maintenance procedures. (Firefighter II)

Scene Size Up: Evaluation scene for safety concerns for self, partner, patient and by-standers. (EMT)

Search and Rescue: Learn the impact of building construction and floor plans on structural search techniques; Explain size-up and situational awareness considerations during structural searches; Summarize safety guidelines for structural search and rescue; Differentiate between primary and secondary search techniques; recognize basic search methods. (Firefighter I; Firefighter II)

Seizure, Diabetic: Understand the pathophysiology of all types of seizures. Provide hands-on experiences associated with seizures. Lecture on the signs and symptoms of seizures along with the proper course of treatment. (EMT)

Service Writer Consultant: Students learn the primary principles of communications, customer relations, sales skills, and estimate writing in addition to a review of automotive industry curriculum basics. (Automotive Technology)

Shielded Metal Arc Welding (SMAW) I: Learn welding processes; advantages of SMAW, benefits of SMAW, limitations of SMAW, uses of different inert gases and their side effects. (Welding)

Shock: Lecture on the signs and symptoms of Shock including Hypovolemic, Cardiogenic, Anaphylactic, Septic and Neurogenic. Recognize the signs and symptoms as well as the proper course of treatment. (EMT)

SIM Chart for Medical Office/EHR: Overview of how to manage electronic health records (EHRs) in different healthcare settings. (Medical Assistant; Medical Office Specialist)

Skills Practice: Time spent in the lab practicing and demonstrating an understanding of emergency skills. (EMT)

Skills Testing, Computer Testing: Class and State testing to demonstrate the knowledge base of students who have completed the course. Pass\Fail grades will be assigned to these tests. (EMT)

Steering and Suspension: Students learn alignment angles, steering principles and suspension principles, as well as wheel and tire theory. (Automotive Technology)

Surgical Assisting: Upon completion of this course, students will have a better understanding of the Veterinary Assistant's duties during surgery, including patient preparation, monitoring patient recovery, and completing medical records for the hospitalized patient. Students will also learn to identify common surgical instruments and sutures, as well as how to prepare surgical packs. This course will also include a lab. (Veterinary Assistant)

Technical Rescue: Understand the role of the Firefighter II in technical rescue operations; Describe the various types of technical rescue operations; Describe how to safely approach various types of technical rescue operations. (Firefighter II)

Toxicologic Emergencies (EMT): Lecture on foreign substances that have been introduced to a patient causing that patient to require emergency care. How to recognize and treat these emergencies. (EMT)

Trauma Overview: A lecture on the anatomy and physiology of traumatic injuries. How to recognize and treat these emergencies. (EMT)

Vehicle Fires: Describe the types of motor vehicles; Understand the characteristics of vehicle fires; Describe the tactics used to suppress vehicle fires; Describe how to overhaul a vehicle fire. (Firefighter II)

Vehicle Rescue and Extrication: Describe the types of rescue tools and equipment; Explain the uses and limitations of each rescue tool; Identify the role of a fire department during vehicle extrication; Describe safety considerations that must be identified and mitigated during vehicle extrication; Explain the use of cribbing material during vehicle extrication; Describe the methods used for gaining access to victims during vehicle extrication. (Firefighter I; Firefighter II)

Ventilation: Describe reasons for ventilation; Identify considerations that affect the decision to ventilate; Explain the critical fire behavior indicators present during ventilation; Define horizontal and vertical ventilation; Explain the means of achieving horizontal and vertical ventilation; Describe the types of horizontal and vertical ventilation; Explain the effects of building systems on ventilation; List the tactical priorities in structural firefighting operations and how the

tactical priorities affect ventilation; Describe ventilation using mechanical positive and negative pressure as well as hydraulic ventilation. (Firefighter I; Firefighter II)

Water Supply: Explain the ways water supply systems components are used by firefighters; Describe types of fire hydrants and hydrant markings; Explain fire hydrant operation and inspection considerations; Explain alternative water supply sources and methods of access; Describe methods used for rural water supply operations. (Firefighter I; Firefighter II)

Welding for Automotive: Basic principles of MIG welding, including machine setup and safety. (Automotive Technology)

Wellness and Safety: Lecture on the proper techniques while approaching and treating a patient in the emergency medical environment. Educate the EMT student to recognize the potential dangers on emergency scenes. (EMT)

ADULT CAREER CENTER
Mahoning County CTC
Post-Secondary Adult Career Center (PACE)
ADDENDUM C: ADULT DIPLOMA PROGRAM

ADULT DIPLOMA

2025-2026 FISCAL YEAR
(July 1, 2025 – June 30, 2026)

GENERAL INFORMATION

In addition to the policies and procedures found in Section I, II, III, IV and V of this Student Catalog, the following policies and procedures specifically apply to Adult Diploma Program students.

The enrollment information found in this document is derived from the Ohio Department of Education and Workforce's Adult Diploma Program webpage and ADP Student Manual from https://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/Adult-Diploma-Program/Adult-Diploma-Program-Resources.

The Ohio Department of Education and Workforce provides direct contact information to Education Program Specialist, Dean Scheiderer, at dean.scheiderer@education.ohio.gov to help answer any student questions.

STATEMENT OF PURPOSE

The Ohio Adult Diploma Program, managed by the Ohio Department of Education and Workforce, offers adults age 18 or older who are Ohio residents and have not completed high school, a state-issued high school diploma paired with industry-recognized credentials in in-demand job sectors. This pathway is tuition-free and differs from traditional high school programs by using a competency-based, self-paced model focused on demonstrating mastery rather than earning classroom hours or credits.

PROGRAM COST

The Adult Diploma Program is funded by a grant from the Ohio Department of Education and Workforce (ODEW). The cost of tuition, books, uniforms, and exams are covered by the grant at no cost to the student.

ELIGIBILITY REQUIREMENTS

Eligible candidates for the Adult Diploma Program:

1. Are 18 years of age or older; and
2. Possess proof of Ohio residency (via a state-issued ID card); and
3. Possess proof of U.S citizenship or eligible non-citizenship status *(Required per the interpretation of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, following the February 19, 2025, Executive Order 14218);* and
4. Have not previously obtained or been awarded a U.S. high school diploma or high school equivalency diploma (otherwise known as General Education Development (GED) or HiSET).

Acceptance into an Adult Diploma program is contingent upon the funding available through the Ohio Department of Education and Workforce (ODEW). Individual Career Training programs may have limited enrollment capacity. Admittance into an Adult Diploma program is also contingent upon the completion of all required state and institutional documentation, achieving a satisfactory score on the Workkeys assessment, and meeting all prerequisite requirements for the designated industry credential training program of the student's choice.

For applicable career training programs, students may be subject to background check, vaccination, and drug screening requirements.

ADMISSION PROCESS

1. Attend an onboarding session with the Adult Career Center Adult Diploma Program Specialist. During this session, the student will
    a. Learn about the program
    b. Complete a MCCTC Adult Diploma Program (ADP) application
    c. Create an OHID account
    d. Complete the ODEW Adult Learner Provider and Students application
2. Pass the ACT WorkKeys exam by scoring a level 4 or higher on each of the exam's sections: Applied Math, Graphic Literacy, and Workplace Documents
3. Meet with a Program Coordinator to discuss details regarding your industry recognized credential of choice
4. Complete all received enrollment paperwork from MCCTC, including but not limited to Enrollment Agreement, Code of Conduct Acknowledgment form, and Marketing and Advertising Consent form
5. Accept the awarded offer from Ohio Department of Education and Workforce located within the student's OHID account and Adult Learner Provider and Students application
6. Attend program orientation

WORKKEYS EXAM

Day of Exam

The WorkKeys exam will be administered at MCCTC. Students should arrive at least ten minutes early to the exam to sign in and complete the Adult Career Center Registration form. Students must maintain a quiet and courteous testing environment, not impede on other students' ability to take the test, and follow all of the proctor's instructions.

Requirements to Pass

As per the Ohio Department of Education and Workforce's ADP requirements, students must earn at least a level 4 on each of the sections: Applied Math, Graphic Literacy, and Workplace Documents.

Requesting Accommodations

Accommodations for the WorkKeys exam may be granted upon the completion and submission of Request for Auxiliary Aids and Services form. This form must be submitted to the Adult Career Center office. Requests will not be granted without sufficient documentation.

Accommodations for certification exams, quizzes, and class tests should be requested as soon as possible, ideally within the first week of the start of class.

WorkKeys Prep Class

Prior to program enrollment, individuals may obtain WorkKeys preparatory assistance through MCCTC's Aspire program. Once enrolled, Aspire services will cease to be available for the student, but other tutoring services may be arranged on an as needed basis.

Scoring Policy

Test takers who earn a level score of 4 or higher on any of the three WorkKeys sections maintain that level score for up to two years after that score was originally earned. If two years pass between exams, test takers must take all three sections again.

CREDENTIAL COURSE OPTIONS FOR ADULT DIPLOMA

- Nurse Assistant
- Phlebotomy Technician
- Medical Office Assisting
- Veterinary Assistant
- Stick Welding (SMAW)
- Automotive Maintenance and Light Repair
- Emergency Medical Technician (EMT)
- Firefighter I

ACADEMICS

All students (with the exception of EMT participants) must maintain an average grade of 70% or higher in the program to be eligible to sit for the certification exam. EMT students must maintain an average grade of 75% or higher in the program to be eligible to sit for the certification exam. Approved career certification is required in order to achieve an adult diploma from the state of Ohio.

Certification Exams by Program

Program	Certification Exam
Automotive Maintenance & Light Repair	Automotive Service Excellence (ASE) G1 Maintenance and Light Repair
Emergency Medical Technician	National Registry for Emergency Medical Technicians (NREMT)
Firefighter I	State Certified Firefighter Level I
Medical Office Assisting	National Center for Competency Testing (NCCT) Medical Office Assistant
Nurse Assistant	Ohio Department of Health Certified Nurse Aide
Phlebotomy Technician	American Medical Certification Association (AMCA) Phlebotomy Technician
Stick Welding	AWS D1.1 (SMAW)
Veterinary Assistant	National Association of Veterinary Technicians in America (NAVTA) Approved Veterinary Assistant

CERTIFICATION EXAM RETEST POLICY

In the event that a student does not pass their certification exam on the first attempt, the student must follow the retest guidelines outlined by the testing provider. In some instances, the testing provider may require students to wait 30-60 days before retesting. Testing providers may also set limitations on the number of times a student may retest. See the guidelines set forth by the testing provider for more information.

For the purpose of obtaining an Adult Diploma, the Adult Career Center will allow students a maximum of three attempts at passing a certification exam. Certification must be obtained within the same fiscal year as the attended program. Under extenuating circumstances alternative testing arrangements may be considered at the discretion of the Adult Career Center Director.

ATTENDANCE

Automotive Maintenance & Light Repair, Medical Office Assisting, Phlebotomy, Stick Welding
Students must maintain 90% pace of attendance to successfully complete their program of study.

Veterinary Assistant
Veterinary Assistant students must maintain 90% pace of attendance and must complete 100% of scheduled externship hours to successfully complete their program of study.

Nurse Aide
Students must maintain 100% attendance to successfully complete their program of study.

Firefighter
Firefighter students are required to complete 100% of the program hours prior to certification testing. Makeup hours will not be granted for absences over 7.5% or 12 hours of the class. All hours must be made up in a structured environment. Students missing more than 7.5% or 12 hours of the program hours will be withdrawn. In addition, students are unable to make up the following courses: Car Fires, Hazmat, Driving Course (8-hour day), Auto Extrication or the Live Burn. Missing any one of these hours will result in the student being withdrawn from the program.

EMT
EMT students are required to complete 172 program instructional hours prior to certification testing. No more than eight (8) hours can be made-up. All hours must be made up in a structured environment. Students missing more than eight hours will be withdrawn from the program. In addition, students are required to complete 100% of hospital- and ride-time requirements. Missing any one of these requirements will result in the student being withdrawn from the program.

MAKE-UP TIME

In the event of an extreme mitigating circumstance, the student may have the opportunity to make up content missed due to absences. Eligibility to make-up time is contingent upon a student's ability to provide documentation as proof of mitigating circumstance. No make-up time will be granted without documented proof that a student was unable to attend their regularly scheduled class due to a circumstance outside of their control.

A request for make-up time must be submitted to the Dean of Student Services via paper form. Instruction and/or assignments related to your make-up time will be designated by the lead program instructor and student services staff.

Defining a Mitigating Circumstance:

Make-up days are approved based on an undue hardship or mitigating circumstance which make it impossible for the student to meet the satisfactory academic progress requirement. Mitigating circumstances are defined as and limited to:

- Death in the Immediate Family
- Hospitalization of the Student
- Documented Illness
- Natural Disasters
- Weekend Military Service
- Family Emergencies

Mitigating circumstances are events outside of the student's control and are unavoidable. The request must be supported with appropriate written documentation from legitimate sources. Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor's appointments, occasional illness, etc. will not be approved for make-up time. Students must anticipate these situations and be prepared for them before they occur.

SCHOOL CLOSING & MAKEUP DAYS

Occasionally school will be closed due to weather conditions or other emergency situations. The Adult Career Center office will not call individual students with closing information. Notification will be sent via email and a campus messaging platform regarding school closing, cancellations and emergencies. Students should contact their instructor directly with questions regarding class cancellations.

If makeup days are necessary, the lead instructor will notify the students of the makeup schedule in a timely manner.

PROGRAM CHANGES/CANCELLATIONS

The Adult Career Center reserves the right to cancel, discontinue, postpone, or combine classes. In the event of a canceled course, students will be notified by mail or phone.

ADULT DIPLOMA VACCINATION POLICY

Certain immunizations may be required for students who are at an increased risk for exposure to communicable diseases including Hepatitis B and Tuberculosis. Vaccination requirements vary by program of study, and are guided by typical industry requirements. Additional immunizations may be required by externship / clinical site providers.

Nurse Assistant

Required for program participants:

- Negative Two-Step PPD (TB) Test (*first step completed prior to program start)*

Emergency Medical Technician

No immunizations are required for the EMT program. Clinical and Ride Time providers may require certain vaccinations in order to participate in the experience. To successfully complete the program, all students are required to complete clinical and ride-time experiential hours.

Medical Office Assisting

Required for program participants:

- Negative Two-Step PPD (TB) Test (*first step completed prior to program start)*

Phlebotomy Technician

Required for program participants:

- Negative Two-Step PPD (TB) Test (*first step completed prior to program start)*
- Hepatitis B Inoculation Series (*first appointment must be scheduled by the end of the first week of class)* or titer

Veterinary Assistant

No immunizations are required for the Veterinary Assistant program. While not required Immunizations against Rabies, Hepatitis B and Tetanus are recommended. Externship providers may require certain vaccinations in order to participate in the experience. To successfully complete the program, all students are required to complete externship hours.

Exemptions to vaccine requirements will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. In such a scenario, students must agree to participate in program related activities at their own risk by completing a designated waiver form. Externship/ Clinical providers may decline to allow a student to participate in clinical experiences without proof of vaccination.

DRUG USE

Per the Student Code of Conduct, a student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia. Marijuana is illegal on the federal level and is considered a Schedule I drug. Additionally, drug use may have an impact on a student's ability to find employment in their designated field of study.

TERMINATION/WITHDRAW

All students must show continuous progress toward program completion both academically and attendance in order to remain in school. Attendance and academic progress will be reviewed. Students will be informed in writing if they are at risk for an attendance or academic termination due to lack of continuous progress for program completion.

Violation on the part of a student of any one or more of the Student's Code of Conduct/Security policies may result in the termination of a student. These Student Code of Conduct/Security regulations are applicable to conduct while in school or at school-related activities. A student may, at any time, for any violation of the Code of Conduct/Security, be removed, suspended, terminated, and/or referred to law enforcement officials for legal action.

If a student is removed from class or asked to leave the building, the student will receive a letter containing information on the termination process.

Termination Process

1. Student will receive a letter regarding their termination and the termination process.
2. The student must contact the Adult Career Center office within 72 hours of notification of termination to schedule a meeting with the Adult Career Center Director.
3. The meeting will be scheduled as soon as reasonably possible to discuss reinstatement into the program.
4. If granted reinstatement, the student will be responsible for any work assigned during his/her absence.
5. The student will sign a Return to Class form outlining the violation(s) and agreeing to adhere to the Adult Career Center policies and Student Code of Conduct/Security.

Readmission into an Adult Diploma program after a school-initiated termination or voluntary withdraw by the student is subject to review by the Adult Career Center Director. Consideration for readmission will be evaluated on a case-by-case basis and is not guaranteed.

If a student is forced to withdraw due to unforeseen mitigating circumstances, the student should contact the Adult Career Center to discuss options for continuing in the program at a later date.

EQUIPMENT RETURN POLICY

Any equipment or supplies borrowed by the student from the Adult Career Center must be returned within 30 days upon program completion, termination or withdrawal from the Adult Diploma Program.

PROGRAM COMPLETION

Upon completion of the Adult Diploma Program, the student will receive an Ohio Department of Education Issued High School Diploma, Career Certification /Credential, and Program Transcripts.

REQUESTING TRANSCRIPTS

Adult Diploma students may request additional copies of their transcript by submitting an official transcript request form to the Adult Career Center business office. Transcripts can either be picked up or mailed. The Adult Career Center does not send digital copies of transcripts.

ADULT DIPLOMA: AUTOMOTIVE TECHNOLOGY

Total Class Hours: 140

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Entry Level Occupations: Automobile Mechanic, Automotive Service Technician, Lube Technician, Quick Service Technician, Service Technician

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 90% attendance

Credentials:

- Automotive Service Excellence (ASE) G1 Maintenance and Light Repair
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

Training program combines classroom study and hands-on instruction designed to train students on the principles necessary to service, repair and troubleshoot automotive systems. Students have the opportunity to prepare for the Automotive Service Excellence certification. Upon successful completion of the course and obtaining the ASE Credential, the student will be issued a high school diploma through the Ohio Department of Education.

EDUCATIONAL OBJECTIVES

- Performance Skills – demonstrate knowledge of the skills related to maintenance and light repairs in engine systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical, and heating and air conditioning.

ADULT DIPLOMA: NURSE ASSISTANT (NA)

Total Class Hours: 88

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Prerequisites: TB Test, BCI Background Check

Entry Level Occupations: Certified Nurse Aide

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 100% attendance

Credentials:

- Certified Nurse Aide
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This program is an Ohio Department of Health (ODH) approved Nurse Aide program that upon successful completion permits the students to be eligible to sit for the state written examination and the practical skill examination. The Nurse Aide exam will be conducted by contracted testers of D&S Diversified Testing. Upon successful completion of the course and earning the industry recognized credential, the Ohio Department of Education will award a state-issued high school diploma. Successful completion of the program and successful passing of both the written and skill test (70% of each) will allow the student to be eligible for hire in long term care, hospital, home health, and assisted living as a Certified Nurse Aide.

EDUCATIONAL OBJECTIVES

- Demonstrate knowledge and ability to perform essential skills in all competency areas including:
    a. Communication and Interpersonal Skills;
    b. Infection Control;
    c. Safety and Emergency Procedures;
    d. Promoting Resident Independence;
    e. Respecting Resident Rights;
    f. Basic Nursing Skills;
    g. Personal Care Skills;
    h. Mental Health and Social Service Needs;
    i. Basic Restorative Practice; and
    j. Resident Rights

ADULT DIPLOMA: EMERGENCY MEDICAL TECHNICIAN (EMT)

Total Class Hours: 172

Required Workkeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy – 4

Prerequisites: BCI Background Check

Entry Level Occupations: Emergency Medical Technician (EMT)

Satisfactory Academic Progress:

- Students must maintain an average grade of 75% or higher in the class
- Students must maintain 100% attendance
- Students must achieve a 75% or higher on the final class exam, and successfully complete Practical Skills Testing to be eligible to take the National Registry for Emergency Medical Technicians Exam.

Credentials:

- National Registry for Emergency Medical Technician
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This course is for any person seeking to become a state certified Emergency Medical Technician (EMT). At the Emergency Medical Technician level, coursework emphasizes emergency skills, such as managing respiratory, trauma, and cardiac emergencies, and patient assessment. Formal courses are often combined with time in an emergency room and ambulance. The program provides instruction and practice in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn how to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery systems, and stretchers. All students must complete ambulance ride time and hospital patient observation time. The student must complete a set of skills performances that include the following: (5) assessments, (3) run sheets, and (1) self-evaluation. Graduates of approved Emergency Medical Technician training program must pass a written and practical exam. In order to sit for the National Registry Exam, students must successfully complete the course, achieve a 75% or higher on the Final exam, and successfully complete Practical Skills Testing.

EDUCATIONAL OBJECTIVES

- Performance Skills – Demonstrate the ability to define Emergency Medical Services (EMS) Systems. Differentiate the roles and responsibilities of the Emergency Medical Technician (EMT) from other pre-hospital providers. Describe the roles and responsibilities related to personal safety. Discuss the roles and responsibilities of the Emergency Medical Technician (EMT) towards the safety of the crew, the patient and bystanders. Define medical direction and discuss the Emergency Medical Technician (EMT)'s role in the process. State the specific statutes and regulations of the state regarding the EMS system. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care. Administer appropriate emergency medical care based on assessment findings of the patient's condition. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury. Perform safely and effectively the expectations of the job description.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab
Program Preview	4	
Wellness and Safety	4	
Anatomy, Physiology & Medical Term.	8	
Scene Size Up	2	
CPR, Safety, Legal, Ethical	2.5	3.5
Patient Assessment	8	4
Pathophysiology	4	
Life Span Vitals	4	
Lab Day/Assessment		12
Lifting and Moving Patients	2	2
Documentation, Communication	2	
Shock	3	
General Pharmacology	3.5	
Airway Mgmt., Ventilation, Oxygenation	4	
Respiratory Emergencies	4	
Seizure, Diabetic		4
Cardiovascular Emergencies	4	
Altered Mental Status, Stroke, Anaphylactic Reaction	4	4
Abdominal, Environmental	6.5	
Toxicologic Emergencies	4	
Trauma Overview	4	
Head, Spinal Cord, Face, Neck, Abdominal Trauma	2	2
Bleeding, Soft Tissue Musculoskeletal Trauma, Burns	2	3
OB/GYN	6	
Chest	2	
The Combat Veteran	4	
Pediatrics, Geriatrics, Patients with Special Challenges	8	8.5
Ambulance Operations, Air Medical Resp.	4	
Gaining Access, Hazmat	4	
Mass Casualty, Terrorism	6.5	
Hospital Patient Observation		3
Skills Practice		4
Skills Testing, Computer Testing		6
TOTAL	116	56

(See Addendum B for course descriptions)

ADULT DIPLOMA: FIREFIGHTER I

Total Class Hours: 184

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Prerequisites: Completion of Test-taking and Study Skills course

Entry Level Occupations: Firefighter Level I

Satisfactory Academic Progress:

- Students must maintain an average grade of 75% or higher in the class
- Students must maintain 100% attendance

Credentials:

- State Certified Firefighter Level I
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This course provides the training, knowledge and skills required to become state certified firefighter trained to the Firefighter I level. Upon completion, students must pass a State of Ohio test to become certified.

EDUCATIONAL OBJECTIVES

- Performance Skills – Rescue victims from burning buildings and accident sites. Search burning buildings to locate fire victims. Administer first aid and cardiopulmonary resuscitation to injured persons. Dress with equipment such as fire-resistant clothing and breathing apparatus. Drive and operate fire fighting vehicles and equipment. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties. Respond to fire alarms and other calls for assistance, such as automobile and industrial accidents. Assess fires and situation and report conditions to superiors to receive instructions, using two-way radios. Position and climb ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures. Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters.

SCOPE AND SEQUENCE

	Theory	Lab
Firefighter Health & Safety	5	3
Introduction & History of the Fire Service	3	
Fire Service Communications	2	1
Fire Hose and Streams	4	8
Salvage and Overhaul	2	3
Search and Rescue	2	4
Water Supply	2	4
Building Construction	3	
HazMat	16	8
Fire Suppression	6	9
Ladders	2	8
Forcible Entry	3	5
Ventilation	3	5
PPE & SCBA	4	6
Life Safety Initiatives	4	
Ropes & Knots	2	4
Fire Behavior	4	
Portable Fire Extinguishers	2	3
Firefighter Survival	2	4
Vehicle Rescue and Extrication	2	4
Live Burn		8
EMS	8	
EVOC	8	8
TOTAL	89	95

While total instructional hours will remain constant, the instructor reserves the right to change unit hours based on individual classes. *(See Addendum B for course descriptions.)*

ADULT DIPLOMA: MEDICAL OFFICE ASSISTING

Total Class Hours: 149

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Prerequisites: TB Test

Entry Level Occupations: Medical Receptionist in any health care facility or physician's office

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 90% attendance

Credentials:

- National Center for Competency Testing (NCCT) Medical Office Assistant
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This program provides training to be able to compile, process and maintain medical records of patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirement of the health care system. The student will also be able to process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry. Upon completing this class, the student will sit for National Certification in: Certified Medical Office Assistant with National Center for Competency Testing (NCCT).

EDUCATIONAL OBJECTIVES

- Define HIPAA vocabulary that the Medical Office Assistant may encounter in their work
- Demonstrate ability to work independently through this course at times
- Understand the role of the Front Office in a medical facility
- Demonstrate Technology, Administrative skills, Communication, Critical Thinking and Problem Solving, Human relations, Coding and Billing Skills
- Medical Terminology – Define, pronounce, and spell medical terms with the use of medical references as resource tools; To divide medical terms into component parts; Build and analyze medical terms; Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols. Interpret and understand complex medical terms; Acquire a foundation of knowledge for the language of medicine; Participate with the audiovisual presentation of each known lesson; Complete the modules and quizzes following each lesson

ADULT DIPLOMA: PHLEBOTOMY TECHNICIAN

Total Class Hours: 149

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Prerequisites: HEP B Vaccine, TB Test

Entry Level Occupations: Phlebotomist

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 90% attendance
- Students must attend 100% of schedule Friends and Family days

Credentials:

- American Medical Certification Association (AMCA) Phlebotomy Technician
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This course will provide the fundamental education for the Phlebotomist in a healthcare environment. The program teaches the required knowledge for the Phlebotomist and the skills required to perform the procedures required by this job. It will provide opportunities to practice the Phlebotomy skills in both a classroom and clinical setting. The individual completing and passing all requirements of this course will be allowed to take the certification exam and pass it. The individual meeting the above requirements should be able to perform the primary duties of a phlebotomist. Upon successful completion of the course and earning the industry recognized credential, AMCA Phlebotomy Technician, Certification, the Ohio Department of Education will award a state-issued high school diploma.

EDUCATIONAL OBJECTIVES

- The student should be able to confidently perform venipuncture/dermal puncture and blood/other specimen collections.
- The student will have knowledge of how to perform arterial puncture
- The student will be aware of proper requisitioning and specimen transport
- The student will be aware of Legal Issues that exist with this profession
- Understand and perform universal precautions/PPE/Hand washing
- Know general medical abbreviations and common laboratory abbreviations
- Know vital signs
- Have knowledge of the microscope
- Know circulatory system and blood/blood disorders
- Medical Terminology – Define, pronounce, and spell medical terms with the use of medical references as resource tools; To divide medical terms into component parts; Build and analyze medical terms; Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols. Interpret and understand complex medical terms; Acquire a foundation of knowledge for the language of medicine; Participate with the audiovisual presentation of each known lesson; Complete the modules and quizzes following each lesson

ADULT DIPLOMA: STICK WELDING (SMAW)

Total Class Hours: 150

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Entry Level Occupations: Welder

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 90% attendance

Credentials:

- AWS D1.1 (SMAW) certification
- Ohio Department of Education issued High School Diploma

PROGRAM DESCRIPTION

This course covers introductory and advanced welding concepts of design, set-up, trouble shooting, and the techniques to produce acceptable fillet and groove welds. Focus is on flat, horizontal, vertical, and overhead positions using the SMAW process

EDUCATIONAL OBJECTIVES

- Students will learn to use the SMAW process to safely join various types of metal.
- Performance of welds in various positions: Students will be able to perform fillet and groove welds in all positions
- Students will learn and apply fundamental welding principles, including electrode selection, equipment setup, operating procedures, welding inspection, and testing.
- Students will learn and apply fundamental welding principles, including electrode selection, equipment setup, operating procedures, welding inspection, and testing.
- Emphasis is placed on welding safety.
- Students will learn about equipment maintenance.

ADULT DIPLOMA: VETERINARY ASSISTANT

Total Class Hours: 250

Required WorkKeys Scores: Workplace Documents - 4, Applied Math - 4, Graphic Literacy - 4

Entry Level Occupations: Veterinary Assistant, Animal Care Taker

Satisfactory Academic Progress:

- Students must maintain an average grade of 70% or higher in the class
- Students must maintain 90% attendance
- Students must complete 100% of externship hours

Credentials:

- National Association of Veterinary Technicians in America (NAVTA) Approved Veterinary Assistant
- Ohio Department of Higher Education High School Diploma

PROGRAM DESCRIPTION

The Veterinary Assistant program at MCCTC offers students the opportunity to prepare for a new career in the Veterinary field. Upon completion, participants can expect an entry-level position at a veterinary clinic, specialty hospital, or research facilities. Opportunities at animal shelters, pet daycares & boarding facilities, groomers, laboratories, and zoos may also be available. Students may also choose to continue their education and pursue an A.A.S. in Veterinary Technology or other animal related degrees. Courses will cover animal care, safety when working with animals, animal behavior, and assisting a veterinarian during examinations and surgeries. Veterinary Assistant program participants will learn how to assist Veterinarians and Veterinary Technicians while taking radiographs, and caring for hospitalized patients. Students will also learn medical terminology, administrative duties, communication with clients, and basic pharmacology.

This 5-month program features 150 hours of in-class learning including hands-on skills with live animals and diagnostic lab procedures. A 100-hour externship is required, which gives students real-life experiences working in veterinary hospitals, diagnostic labs, and animal shelters.

EDUCATIONAL OBJECTIVES

- Performance Skills – Office and Hospital Procedures, Communication and Client Relations, Pharmacy and Pharmacology, Examination Room Procedures, Small Animal Nursing, Surgical Preparation and Assisting, Laboratory Procedures, and Radiography and Ultrasound Imaging.
- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Professionalism - Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

SCOPE AND SEQUENCE

	Theory	Lab	Externship
Introduction to Veterinary Assisting	14		
Anatomy	16		
Animal Care Procedures	12	12	
Office and Hospital Procedures	12		
Pharmacology	12		
Lab Procedures	12	12	
Radiology	12	12	
Surgical Assisting	12	12	
Externship			100
Total	102	48	100