

# **ADULT CAREER CENTER Mahoning County CTC**

*Post-Secondary Adult Career Center (PACE)*

## **STUDENT CONSUMER HANDBOOK/CATALOG**

### **Career Certification Training Programs 2016-2017**

*Published: August 2016 Updated: October 2016*



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**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 the Adult Career Center MCCTC 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 Supervisor 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 the Adult Career Center MCCTC as an administrative, supervisory, 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 the Adult Career Center MCCTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Adult Career Center MCCTC 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 the Adult Career Center MCCTC 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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### Tale of Two Wolves

*One evening an old Cherokee told his grandson about a battle that goes on inside people. He said, "My son, the battle is between two wolves inside us all. One is evil. It is anger, envy, jealousy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego. The other is good. It is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion, and faith."*

*The grandson thought about it for a minute and then asked his grandfather: "Which wolf wins?"*

*The old Cherokee simply replied, "The one you feed."*

## **WELCOME**

The members of the faculty, staff and administration welcome you to the Post-Secondary Adult Career Center MCCTC. As you pursue your occupational and academic study through the Adult Career Center (ACC) this year, 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 handbook/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 handbook/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 handbook/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 Adult Career Center is an integral part of the Mahoning County Career & Technical Center. Mahoning Valley residents help comprise a workforce in one of the leading manufacturing areas in the nation as well as the forthcoming oil and shale industry and are interested in learning new workplace skills. To answer these needs, the Mahoning County Career & Technical Center Board of Education provides a program of classes for adults through the Adult Career Center MCCTC.

The aim of the Adult Career Center is to meet the vocational/technical training and retraining needs of the local workforce as well as offering academic, cultural, and hobby-based classes for the community.

The Adult Career Center is staffed by well-qualified, certificated instructors. The Adult administrator invites the participation of representatives of the community, cooperates with local organizations and agencies, and assesses the needs of the community to develop relevant programs.

There is strong cooperation between high school administration and staff members and the Adult Career Center's administration and staff. 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: Jane Hogan, MCCTC, 7300 N. Palmyra Road, Canfield, OH 44406-9710, phone: 330-729-4000.

## **ACCREDITATIONS, PROGRAM APPROVALS AND STUDENT COMPLAINT PROCEDURE**

Adult Career Center Mahoning County Career and Technical 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, website: [www.accsc.org](http://www.accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Mary Mihalopoulos, Career Transitions and Curriculum Supervisor or online at [www.accsc.org](http://www.accsc.org).

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

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763, 727-210-2350, [www.caahep.org](http://www.caahep.org). Students who meet accreditation requirements may take the National credentialing exams for Certified Medical Assistant (AAMA) and Phlebotomy (NCCT).

STNA - Mahoning County Career and Technical Center/Adult Division is in compliance with the provisions of the Ohio Administrative Code Chapter 3701-18 for the Nurse Aide Training and Competency Evaluation Program (NATCEP). The program is reapproved through February 1, 2017. Students who meet completion requirements may take the State Tested Nurse Aide exam.

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, 2016. Students who meet completion requirements may take the appropriate Fire Level exam.

EMT-Basic - 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 October 20, 2016. Students who meet completion requirements may take the National Registry exam.

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

**CAREER CERTIFICATION PROGRAMS – ONE YEAR OPTION**



- Machining – Certified Industrial Technology
- Welding – Certified Industrial Technology
- Culinary and Restaurant Management
- Medical Office Specialist (formerly HIMOM)
- Medical Assistant
- Pharmacy Technician (not Pell eligible)
- Emergency Medical Technician (EMT) (not Pell eligible)
- Firefighter II (not Pell eligible)

**ADDITIONAL CAREER CERTIFICATION PROGRAMS**

- Firefighter I (not Pell eligible; Firefighter I does not fall under the scope of ACCSC institutional accreditation.)

**INDUSTRY CERTIFICATIONS**

Students successfully completing the following Career Certification programs will sit for the credentialing exams listed below. All industry certifications are State and/or National Certifications.

**VOCATIONAL PROGRAM**

**CERTIFICATION TEST\*\***

Machining – Certified Industrial Technology.....	National Institute Metalworking Skills, OSHA and ACT National Career Readiness
Welding – Certified Industrial Technology.....	American Welding Society, OSHA and ACT National Career Readiness
Culinary and Restaurant Management .....	ServSafe® Food Safety, Responsible Alcohol Service and ManageFirst: Nutrition, Human Resources, Food Service Costs, Restaurant Management, Menu Marketing
Medical Office Specialist (formerly HIMOM) .....	Certified Medical Office Assistant, Certified Professional Coder, and Certified Medical Billing Specialist
Medical Assistant .....	Certified Medical Assistant and Certified Phlebotomy Technician
Pharmacy Technician .....	PTCB National Certification – Certified Pharmacy Technician
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



## **HISTORY AND FACILITY**

The Adult Career Center Mahoning County CTC is centrally located and easily accessible from Route 224 in Canfield, Ohio. The school earned the designation of Adult Full Service Center from the Ohio Department of Education in 1988. 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.

The Adult Full Service Center has been committed to continuing education since 1972. Education is recognized as the economy's most stable resource.

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

Computer Centers	Assessment Center	Lecture Hall
Reading Center	Guidance Center	General meeting facilities
Math Center	Conference Center	Large, well-lighted parking
Learning Resource Center	ABLE and GED Programs	Joyce Brooks Conference Center

The success of the Adult Career Center (ACC) 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 ACC does not offer distance education/online learning/correspondence courses.

Individuals who attend Adult Career Certification 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 Assessment and counseling help those students who are unemployed, underemployed, or making a career choice or 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, Bureau of Vocational Rehabilitation (BVR) funds, Workforce Investment Act (WIA) funds and Veterans Benefits. (See Appendix A, Financial Aid Procedures for more information).

Lab activities enable students to gain a higher level of skill in reading, locating information and math. The Career Transitions and Curriculum Supervisor, Program Development Administrators, and instructors provide employability and life skills training as well as assistance to students in the job search process.

Upon successful completion of a Career Certification program, students receive a Career Passport which may include a letter from the superintendent, a certificate of completion stating hours attended, a transcript of grades, a resume, a list of competencies and a National Career Readiness Certificate. 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 Handbook/Catalog.

## **SCHOOL POLICIES AND PROCEDURES STATEMENT**

The Adult Career Center MCCTC 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 Handbook/Catalog, in its entirety, can be accessed on line at <http://www.mahoningctc.com/mcctc-adult-career-center/>. In addition to the policies and procedures printed in this handbook/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 – VACATION AND HOLIDAYS**

Program Schedules include the following days off:

September 5, 2016.....	Labor Day
November 23 – 27, 2016.....	Thanksgiving Break
Dec. 21, 2016 – Jan. 2, 2017.....	Winter Break
January 16, 2017.....	Martin Luther King, Jr. Day
February 20, 2017.....	President's Day
April 14 – 23, 2017.....	Spring Break
May 29, 2017.....	Memorial Day
July 4, 2017.....	Independence Day

## **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.

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 Program Development Administrator will notify instructors and 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.

### **PARKING**

**All students are to park in front of the greenhouses on Palmyra Road and enter through Door 4.**

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 for persons with disabilities in designated areas for those students displaying appropriate identification in their vehicle. The school assumes no responsibilities for loss, for 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. All visitors must enter the building using the Adult Career Center entrance (Door 4) and must present a valid State ID at the Adult Career Center 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 a 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-FREE CAMPUS**

The use of all forms of tobacco, including chewing tobacco, and/or any form of smoking devices are prohibited at the Adult Career Center MCCTC campus. **There is no smoking or tobacco use at any time in the building or on the grounds.** Students 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 and is expected to maintain high standards of mental, physical and emotional health. 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 Adult Career Center MCCTC faculty or to a Program Development Administrator.

### **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 <http://www.sos.state.oh.us/SOS/elections/Voters.aspx> or through the link on our website at <http://www.mahoningctc.com>. Prospective students receive a paper copy of the *Voter Registration and Information Update Form* in their folder at an Information Session/Open House. Students may pick up an additional paper *Voter Registration and Information Update Form* in the lobby outside the Adult Career Center office. When completed this 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 Handbook/Catalog, MCCTC is not be responsible for any errors or omissions and reserves the right to make changes without notice.

### **End of Section I**

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**LEARNING RESOURCE CENTER**

The Adult Career Center is committed to providing the most effective programs and supporting services to enhance student learning experience and develop the full potential of each student. The Learning Resource Center (room H-07) consists of the Learning Lab, resources for preparing for post-secondary academic classes, computer access, project research, employment research, and referral of outside support services.

Access to the Learning Resource Center is available before, during and after class hours (see posted hours for specific times). Research materials are available in the Center as well as in individual program classrooms. The Center is equipped with 14 computers with Microsoft Office programs and internet capability for research projects. Students may utilize the Center's computers for intranet access to: Info Ohio Digital Library – accesses the Advanced World Book and the Mahoning County Public Library (students may apply for a library card and have books delivered to the Adult Career Center). Students may also access the WIN on-line program to improve their reading, math and locating information skills needed for the WorkKeys® NCRC certification.

**LEARNING LAB**

Adult Basic and Literacy Education classes will be available prior to the start of Career Certification 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.

The Learning lab, located within the Learning Resource Center (room H-07), 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 lab is also available to students for open study time, research, computer access or group work.

**TRANSITIONS LAB**

All Career Certification Training programs have a Transitions class which includes soft skills, employability skills, and the monitoring of progress and development of an individual learning plan, career and academic advising, and preparation for employability. These skills have been identified by our business and industry partners as skills needed for successful, long-term employment.

**COUNSELOR**

A counselor is available for the Adult Career Center students. Please contact the Adult Career Center office to schedule an appointment with the counselor.

**SUPPORT SERVICES**

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

**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 Certification 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 Transitions Lab 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 supervisor, 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 [www.mahoningctc.com](http://www.mahoningctc.com), in the Adult Career Center office and in this handbook/catalog following the descriptions of our Career Certification Programs.

### **ADMISSION REQUIREMENTS**

All Career Certification students must have completed secondary education (high school\* or equivalent) prior to admission to the Adult Career Center. 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 G.E. (grade equivalent) in basic skills tests covering math, reading, and language (see Career Certification Program Details section of this handbook/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 online at <http://www.naces.org>. This list is for your comparison and 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 Adult Career Center Mahoning County Career and Technical Center.

### **ADMISSION PROCESS**

1. Attend an Open House or scheduled appointment to receive a packet containing program information, sources of financial assistance and information about the pre-admission orientation program.
2. Complete and pass the required assessment testing and prerequisites for the program. (Required TABE assessment scores and program prerequisites are listed with Career Certification Program Details section in this Handbook/Catalog.)
3. Schedule and attend the required program Orientation session and complete the New Student Packet.
4. Arrange for an official high school transcript to be forwarded to the school or give evidence of graduation from high school or GED by presenting a diploma/certificate. The high school diploma validity will be evaluated based on the FAFSA information, acceptable documentation submitted and/or inquiries to the State as needed.
5. Submit to the Adult Career Center office all completed forms, including the Registration form and Enrollment Agreement, along with a picture ID and any required financial arrangement documents. The registration fee is due when the Registration Form is submitted to the Adult Career Center office.
6. Complete required background check for programs where applicable. (ex: Emergency Medical Technician (EMT))
7. Registration is complete only when all required forms and documents have been completed and turned in to the ACC office along with any required down payment or first payment for the program.

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 list for admission 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.

All program tuition costs must be paid before students will be permitted to sit for certifications or begin an externship experience if such an experience is required for program completion.

### **STUDENT CHANGE OF ADDRESS OR PHONE NUMBER**

Any student who changes his/her 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 the Adult Career Center MCCTC. 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 the Adult Career Center MCCTC 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 75% or better). The assessment will reflect a valid evaluation measure to represent a student learning outcomes applicable to that transfer of credit that is reflective of the coursework offered within the Career Certification 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 Supervisor Adult Division, Career Transitions and Curriculum Supervisor, Program Development Administrator, and instructors of Mahoning County Career and Technical Center. No more than 10% of the total program hours can be granted as transfer credits.

### **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. An award letter 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 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 programs costs must be paid in full prior to a student beginning an externship and in order to graduate.

Programs requiring a minimum number of completed hours prior to certification testing, EMT (160 hours) and Firefighting (100% of scheduled hours), will offer makeup hours at the student’s expense at a rate of \$25.00 per hour. No more than eight (8) hours can be made-up. Please note: Because of the scope of these programs, some hours cannot be made up. Please discuss any absences with your instructor prior to calling off.

### **WITHDRAWAL AND REFUND POLICY**

Students who have been accepted into the program may withdraw by notifying an Administrator. Students attending classes should submit a written notification of withdrawal within seven (7) days of their last day in attendance. Upon notification of withdrawal the following prorated refund policy will apply:

#### **Full-Time Credential Programs (600 hours or more):**

<u>Timeframe</u>	<u>Amount Charged</u>
Prior to 1 <sup>st</sup> Day	Withdrawal fee, plus registration fee
1 <sup>st</sup> Day – 30 Scheduled Hours	25% of total program tuition and fees, plus books supplies or 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

#### **Credential Programs (below 600 hours):**

<u>Timeframe</u>	<u>Amount Charged</u>
Prior to 1 <sup>st</sup> Scheduled Day	Withdrawal fee, plus registration fee
Prior to 3 <sup>rd</sup> Scheduled Day	50% of total program tuition and fees, plus books, supplies or tools
On or after 3 <sup>rd</sup> 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.
- The term “total program tuition and fees” defines the program in its entirety (start date to end date), not per payment period.
- The only mark given for withdrawing from a certification program after classes have begun is a “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 10<sup>th</sup> day as your official withdrawal date.

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 withdrawal 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 Administrator 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 [www.studentloans.gov](http://www.studentloans.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. 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 tuition 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 to the Adult Career Center Business Office. 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.

### **DEBT COLLECTING**

Student tuition accounts that are not paid in full as per the allotted payment timeframe 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 tuition 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 the Adult Career Center MCCTC 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. Enrollment by students with subsidized loans subject to the 150% Direct Subsidized Loan Limit who exceeds the 150% limit may lose interest subsidy on existing Direct Subsidized Loans. Information submitted to NSLDS is accessible by authorized agencies, lenders, and institutions.

### **REAPPLYING TO THE ADULT CAREER CENTER**

Since Career Certification 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 that notified the Adult Career Center in writing prior to exiting or were terminated due to academic or attendance requirements and have a zero tuition 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 worked completed will not carryover. Application approval will be at the discretion of the Supervisor Adult Division. 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 eligibility. Students that

reapply may be eligible for the school's interest-free payment plan only in the event that 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 written notification or were terminated for Code of Conduct/Security violations are not permitted to enroll in any program or class at the Adult Career Center MCCTC.

### **DRESS AND GROOMING**

Students will dress in clothing appropriate to industry standards. Body piercings are not permitted. Only appropriate ear piercings are permitted. No unnatural hairstyles or colors are permitted. 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 Career Certification Programs may impose specific dress codes based on the program curriculum. 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.

The school may impose restrictions if a student's dress or grooming is inappropriate. Repeated offenses could be subject to disciplinary procedures. The Supervisor Adult Division'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, 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.** 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.

### **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. All food and drink items must be kept in the Adult Career Center 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.

### **PLAGIARISM**

Plagiarism may lead to termination (see "*Student Code of Conduct*" section of this handbook/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 the 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.

Career Certification students will have computer access through their classroom teacher's password.

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.



**STANDARDS OF ACADEMIC PROGRESS (SAP)**

**All Career Certification students enrolled at the Adult Career Center MCCTC must maintain satisfactory academic and attendance progress in their particular course of study to remain in school** and receive a Career Passport upon graduation. Students are required to have an academic average of 75% (72% EMT) or higher and at least 90% attendance. Students will be informed 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 student who may become eligible for Title IV funding.

**Grading Policy**

Instructors will conduct periodic student conferences to review academic progress and/or attendance.

**Grades will be calculated as follows:** (Please note: EMT program has a slightly different scale for C and D)

A	92-100	=	Highly recommended for employment, additional training and/or rapid advancement.
B	84-91	=	Strongly recommended for employment.
C	75-83	=	Recommended for employment. (EMT: C = 72-83)
D	70-74	=	Not Passing, will be placed on Academic Probation. (EMT: D = 71-70)
F	69 or less	=	Failing.
I		=	Work incomplete, no credit given.
P		=	Pass
W		=	Withdrawn

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.

**Academics**

Students must maintain a 75% (72% EMT) or higher academic average in order to remain in school. A satisfactory academic average is critical for a student to be eligible to take licensing/certification exams and participate in the externship. Classroom performance is based upon classroom participation, lab and written work, and instructor tests and evaluations.

**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 a Program Development Administrator (PDA).

**Academic Probation**

Students whose academic average falls below 75% will be placed on an Academic Probation or Academic Warning. Students on Academic Warning will be moved to probation status if their average does not improve with the next two completed courses. Students remain on academic probations until successfully completing the appeal process or achieving an academic average of 75% or higher within 45 days of the probation date. The Probation Process is as follows:

1. Student will receive a probation notice when their average falls below 75%, because they are at risk for academic termination.
2. If the student chooses to file an academic appeal it must be filed by the student and approved by the Career Transitions and Curriculum Supervisor (CTS) and a Program Development Administrator.
3. If the academic appeal is not approved, the appeal requirements are not met or the student does not bring their grade average to 75% or higher within 45 days of the probation date, the student will be terminated. Terminated students are responsible for any tuition balance remaining on their account based on the refund policy.

**Academic Appeal**

1. An academic appeal must be written by the student in the form of a letter.
2. The CTS will meet with the PDA and instructors 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 academic average to 75% or above, termination will result and the student will be responsible for any account balance remaining for the total program tuition based on the refund policy.

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

### **Attendance**

Attendance during student training programs is carefully monitored. **Each student has primary responsibility for tracking his/her own absences and tardiness.** Every student is expected to establish an excellent attendance record that will be an asset in a job search. Students are expected to attend class each day and be on time. Doctor's visits and other appointments should be scheduled outside class time.

The Adult Career Center Mahoning County CTC 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. Students must maintain a cumulative theory/lab attendance average of 90% or better to remain in school, sit for certification exams and participate in the externship. The student is responsible for properly signing in and out each class session. **Students are not permitted to sign other students in or out.** Attendance sheets will be initialed weekly by both students and instructors. Students are required to successfully attend 100% of their externship hours. Culinary and Restaurant Management students are required to successfully attend 100% of the scheduled Bistro hours.

### **Attendance Warning**

Students will receive an attendance warning notice when their pace of attendance meets or exceeds 50% of excusable theory/lab hours.

### **Attendance Probation**

Students will be placed on attendance probation when their pace of attendance meets or exceeds 70% of excusable theory/lab hours. Students will remain on attendance probation until successfully completing the appeal process or until exceeding 100% of excusable theory/lab hours, at which time the student will be terminated. Externship hours do not count as theory/lab hours for attendance calculations.

#### Probation Process:

1. Student will receive an attendance probation notice when they exceed 70% of the excusable hours. The student will be notified of the attendance appeal process with the probation notice.
2. If the student chooses to file an attendance appeal it must be filed by the student and approved by the Career Transitions and Curriculum Supervisor and the Program Development Administrator.
3. If the attendance appeal is not approved, the appeal requirements are not met or the student exceeds 100% of excusable hours without an appeal, the student will be terminated. Terminated students are responsible for any tuition balance remaining on their account based on the refund policy.

### **Attendance Appeal**

1. An attendance appeal is only available up to 85% of the scheduled theory/lab clock hours of the program (ex: a student in a program with 740 theory/lab hours would be able to file an appeal up to 629 [740\*.85] scheduled theory/lab hours.)
2. An attendance appeal must be written by the student in the form of a letter, along with supporting documentation, describing any undue hardship or mitigating circumstances (see below) which may have caused a failure to meet the attendance standards required.
3. The attendance appeal and supporting documentation must be submitted to the Career Transitions and Curriculum Supervisor prior to exceeding 85% of the scheduled theory/lab clock hours.
4. The CTS will meet with the PDA and instructors to discuss the circumstances and develop an attendance appeal plan.
5. The attendance appeal plan will outline the process/timeline/work assignments necessary to receive make-up hours towards their program. No more than 40 hours can be made-up.
6. 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.
7. If the student does not meet the requirements of the attendance appeal, the student will be terminated.

### **Grounds for an Attendance Appeal – Mitigating Circumstances**

An attendance 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.

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

## **EXTERNSHIPS**

Some programs include an externship experience as part of the training program. In lieu of an externship, Culinary and Restaurant Management students open and operate the Bistro Restaurant. Culinary students follow the same guidelines set forth below for externships in regard to their scheduled Bistro hours. 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 or Bistro scheduled hours must be completed within the scheduled timeframe to remain in a Career Certification program.** sit for program certifications, and receive a Career Passport. 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.

The PDA will assign the student externships. It is the student's responsibility to finalize their externship site with the PDA 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 Career Certification 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 the Program instructor. The student is responsible to make up the hours reported off. Arrangements are to be made with the externship site supervisor and the student.

Students who do not report to an externship or fail to communicate with the PDA within 48 hours of not reporting will be determined to be an Externship "No Show" (see below) 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 tuition 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 the Career Certification 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 tuition account prior to the externship start date;
2. Finalize their externship contract with the Program Development Administrator;
3. Report to their externship;
4. Communicate with the Program Development Administrator within 48 hours of not reporting to their externship; or
5. Complete 100% of the externship hours within the scheduled timeframe.

## **TERMINATION**

All Career Certification students must show continuous progress toward program completion and have an academic average of 75% or higher and at least 90% attendance in order to remain in school. Attendance and academic progress will be reviewed. Students will be informed 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. The student will receive a letter containing the information 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 Supervisor Adult Division.
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 the satisfactory academic progress requirements of at least 90% classroom attendance and a C (75%; 72% EMT) or better grade average for their program, and completed all financial obligations including Exit Counseling for those with a loan. A Career Passport contains: Certificate of completion, Grades and attendance review sheet, 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; student 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.

**MAXIMUM TIMEFRAME FOR PROGRAM COMPLETION**

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 45 weeks must be completed in 50 calendar weeks (45 x 111.11% = 49.9995).

**TRANSCRIPTS**

Current and former students, as well as alumni, can 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 at the ACC MCCTC. Students who have not fulfilled financial obligations to the ACC will not receive 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**

Students may request in writing copies of their records or may make an appointment to review records with the CTS 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 CTS 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**

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## **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.**

## **ONE CALL NOW – NOTIFICATION SYSTEM**

The Adult Career Center utilizes the One Call Now automated school notification systems to send recorded voice messages to students, teachers, and staff. 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.

## **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.

The Adult Career Center MCCTC 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 handbook/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 handbook/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.

### **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 Supervisor 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 Supervisor, 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 Handbook/Catalog. Adult students receive a printed copy of the Student Consumer Handbook/Catalog prior to their program start each year. Students sign an Enrollment Agreement to indicate they have received, read and understand the handbook/catalog's policies and procedures. The Student Consumer Handbook/Catalog is available to the public online at [www.mahoningctc.com](http://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](http://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
Clinical Services and Assessment .....	330-797-0070
Meridian Community Care – Men’s Center.....	330-259-4685
Meridian Community Care – Women’s Center Hotline.....	330-424-7767
Neil Kennedy Recovery Clinic.....	330-744-1181

### **VIOLENCE AGAINST WOMEN ACT**

On March 7, 2013, President Obama signed The Violence Against Women Reauthorization Act (“VAWA”), which focuses on 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 Career Transitions and Curriculum Supervisor (CTS). All reporting is on a voluntary and confidential basis. Filing a report with the CTS 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 and Curriculum Supervisor or any of the resources identified in the “*Resources for Victims of Sex Offenses*” section later in this handbook/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](http://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 CTS is contacted, the Supervisor 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 their Program Development Administrator.

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 CTS 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 and Curriculum Supervisor. In addition, information on registered sex offenders is available at [www.mahoningsheriff.com](http://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](http://www.compassfamily.org)  
 TTY: .....330-782-5664
- Help Hotline Crisis Center Information Center .....330-782-5664 ..... [www.helphotline.org](http://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](http://www.beatitudehouse.com)
- Burdman Group Sojourner House (24 hour) .....330-747-4040 ..... [www.burdmangroup.com](http://www.burdmangroup.com)
- Rescue Mission of Mahoning Valley .....330-744-5485 ..... [www.rescuemahoningvalley.org](http://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 PreventConnect 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 in 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 severe 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: 9/30/2016

Criminal Incidents*	Secondary Education / High School			Adult Career Center		
	2013	2014	2015	2013	2014	2015
Aggravated Assault	0	0	0	0	0	0
Alcohol (Liquor law arrests)	1	1	3	0	0	0
Alcohol (Liquor law violations referred for disciplinary action)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
Domestic Violence	0	1	0	0	0	0
Drug Law Arrests	4	8	5	0	0	0
Drug Law Violations (referred for disciplinary action)	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Larceny-theft	0	0	1	0	0	0
Manslaughter – Negligent	0	0	0	0	0	0
Menacing	3	0	0	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	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Simple Assault	0	2	0	0	0	0
Stalking	0	0	0	0	0	0
Weapons Possession Arrests	1	0	0	0	0	0
Weapons Possession Violations (referred disciplinary action)	0	0	0	0	0	0
<b>TOTAL</b>	<b>9</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Total Number Of Unfounded Crimes</i>	0	0	0	0	0	0

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

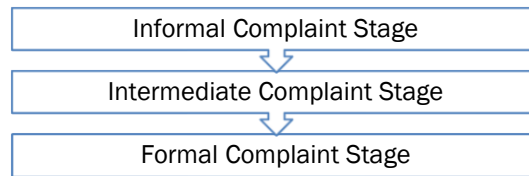
The Adult Career Center MCCTC is a commuter school with daytime students attending high school and career certification adult classes. Evening students attend career certification and short-term adult classes.

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 or the CTS.

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 CTS or PDA 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 CTS & PDA 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 Supervisor Adult Division (SAD).
2. All documentation in regards to the initial complaint will be provided to the SAD 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 SAD.
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.

“SAD” shall mean the Supervisor to whom the PDA is directly responsible.

“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 his/her PDA 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 SAD to whom his/her PDA is directly responsible, if such there be, who shall orally discuss the complaint with the aggrieved individual. The SAD 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 PDA and/or SAD, the aggrieved student and PDA and/or SAD 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**

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**PROGRAM HOURS AND TUITION COST – ACADEMIC YEAR 2016-2017**

Program	Clock Hours	Tuition/Books/Fees
Machining - Certified Industrial Technology	900	\$10,700.00
Welding - Certified Industrial Technology	900	\$9,900.00
Culinary & Restaurant Mgmt.	903	\$10,900.00
Medical Assistant	945	\$9,999.00
Medical Office Specialist (formerly HIMOM)	900	\$9,380.00
Emergency Medical Technician (EMT)	168	\$1,300.00
Firefighter I	156	\$1,250.00
Firefighter II	104	\$670.00
Pharmacy Technician	432	\$4,000.00

**CAREER CERTIFICATION INSTRUCTORS**

Program	Instructor (s)
<b>HEALTH OCCUPATIONS</b>	
Medical Assistant	Jodi Coleman
Medical Office Specialist (formerly HIMOM)	Gina Dermotta, Frank Dispenza, Jessica Franceschelli
Pharmacy Technician	Hayleigh Watson, Julie Evancho, Jessica Franceschelli
<b>PUBLIC SAFETY</b>	
Firefighter Level I	John Lightly, Donald Waldron
Firefighter Level II	William Opsitnik
Emergency Medical Technician (EMT)	Margie Davison, Frank Dispenza, Jaime Jones
<b>TRADE AND INDUSTRY</b>	
Certified Industrial Technology–Welding	James Miller, Robert Kulchar, Brent Kitelinger, Kim Haley, Larry McDevitt
Certified Industrial Technology–Machining	Larry McDevitt, Kim Haley, Keith Book
Culinary Arts/Restaurant Management	Sean Kushma, Quinn Meechan, Joanna Forbes

**CAREER CERTIFICATION STAFF MEMBERS**

Adult Career Center Staff	Position
Kim Chaney	Supervisor Adult Division (SAD), Financial Aid Administrator
Mary Mihalopoulos	Career Transitions Supervisor (CTS)
Andrew Frost	Fire & Public Safety Administrator (FPSA)
Jodi Glass	Recruiter/Marketing Specialist
Michael Robinson	Placement Coordinator /Counselor
Cindy Carosella	Secretary
Sandi Henchar	Secretary

**MACHINING – CERTIFIED INDUSTRIAL TECHNOLOGY**

**Total Class Hours:** 900      **Weeks:** 40      **Academic Year:** 900 hours/37 weeks

**Required TABE Scores:** Reading – 9, Math – 9

**Entry Level Occupations:** Gear Machinist, Journeyman Machinist, Machine Operator, Machine Repair Person, Machinist, Maintenance Machinist, Production Machinist, Set-up Machinist, Tool Room Machinist.

**Class in Session:** Monday – Thursday, 4:00 p.m. – 10:00 p.m. (plus some Fridays)

**PROGRAM DESCRIPTION**

This program is designed to train individuals as entry level machinists. The machine shop program includes courses that cover such topics as math, blueprint reading, manual lathes and milling machines, drill presses, surface grinders, CNC lathes and MasterCAM programming. Upon successful completion graduates will receive certifications including National Institute for Metalworking Skills (NIMS), National Career Readiness Certificate and OSHA.

**EDUCATIONAL OBJECTIVES**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career-related tasks. Students should demonstrate proficiency in the use basic computer skills.
- Performance Skills – Demonstrate abilities in blueprint reading, applied math, manual machines, CNC, and MasterCAM.

**SCOPE AND SEQUENCE**

	<u>Theory</u>	<u>Lab</u>
Transitions	10	14
Math I (Basic Math to Basic Algebra)	40	
Math II (Geometry)	30	
Math III (Trigonometry)	39	
Blueprint I (Basic to Tools)	40	
Blueprint II (Molds, Dies, Fabrications)	28	
Shop Theory I	20	18
Shop Theory II	50	62
Machine Shop I	10	65
Machine Shop II	10	104
OSHA 10		10
CNC Theory	10	8
CAD (AutoCAD) Training	15	15
MasterCAM-Milling	20	20
Metallurgy	15	5
CNC Machining	0	82
Internship		160
Total	337	563

(See Addendum B for course descriptions.)

Consumer Information can be found at: <http://www.mahoningctc.com/machining/gedt.html>

**WELDING – CERTIFIED INDUSTRIAL TECHNOLOGY**

**Total Class Hours:** 900      **Weeks:** 40      **Academic Year:** 900 hours/37 weeks

**Required TABE Scores:** Reading – 9, Math - 9

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

**Class in Session:** Monday – Thursday, 4:00 p.m. – 10:00 p.m. (plus some Fridays)

**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. Upon successful completion of the Certified Industrial Technology for Welding, graduates will receive certifications including American Welding Society, Forklift Certification, National Career Readiness Certificate, and OSHA.

**EDUCATIONAL OBJECTIVES**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career- related tasks. Students should demonstrate proficiency in the use of basic computer skills.
- Performance Skills – Demonstrate abilities in blueprint reading, shop math, Stick, Mig, Tig and pipe welding.

**SCOPE AND SEQUENCE**

	<u>Theory</u>	<u>Lab</u>
Transitions	10	14
Math I (Basic Math to Basic Algebra)	40	
Blueprint Reading I (Basic to Tools)	40	
Intro to Welding	40	20
OSHA 10		10
MIG Welding I	20	76
Stick Welding I	20	142
Stick Welding II	20	100
Pipe Welding I	10	103
TIG Welding	10	65
MIG Welding II	10	62
Pipe Welding II	10	71
Forklift	3	4
<b>Totals</b>	<b>233</b>	<b>667</b>

(See Addendum B for course descriptions.)

Consumer Information can be found at: <http://www.mahoningctc.com/welding/gedt.html>

## CULINARY & RESTAURANT MANAGEMENT

**Total Class Hours:** 903      **Weeks:** 42      **Academic Year:** 903 hours/40 weeks

**Required TABE Scores:** Reading – 9, Math – 10

**Occupations/Entry Level:** Kitchen Manager, Sous Chef, Executive Chef, Restaurant Manager, Lead Cook, Kitchen Supervisor, Business Owner/Caterer, Cook, Food Prep

**Class in session:** Monday – Thursday, 3:00 p.m. – 9:30 p.m.

### PROGRAM DESCRIPTION

This 10-month program combines classroom study and hands-on instruction. Students are also required to open the Bistro Restaurant to the public to broaden their exposure to the multiple facets of the foodservice industry, and to network with local professionals.

Topics include basic and advanced cooking, basic baking, nutrition, culinary math, purchasing, kitchen management, menu planning and design, customer service and more. Students will receive a certificate of completion from MCCTC and will be encouraged to pursue an ACF (American Culinary Federation) certification and membership.

In addition, upon successful completion of the course and exam, students will receive industry-mandated ServSafe® Food Safety and Responsible Alcohol Service certification. ServSafe® the industry standard in food-safety training provides food service employees with the latest information on all aspects of food handling, from receiving and storing to preparing and serving. Accepted by the Ohio Restaurant Association and Ohio Department of Health, the course is designed for all employee levels.

You can apply your skills in a variety of industry settings such as restaurants, catering, banquets, cruise lines, resorts/private clubs, corporate food service establishments, research & development and more.

In lieu of an externship, Culinary and Restaurant Management students open and operate the Bistro Restaurant. Culinary students follow the same guidelines set forth in this Handbook/Catalog for externships in regard to their scheduled Bistro hours. One hundred percent of the Bistro scheduled hours must be completed within the scheduled timeframe to remain in a program, sit for program certifications, and receive a Career Passport.

### EDUCATIONAL OBJECTIVES

- To develop a personal sense of pride and professionalism necessary for success in the hospitality industry.
- To achieve a knowledge of the history, evolution, and international diversity of the culinary arts.
- To develop basic principles of nutrition, dietetics, and food and beverage composition.
- To understand the requirements for proper sanitation in the food service equipment.
- To become acquainted with the organization of the professional kitchen and bakeshops and effectively practice basic and advanced skills in food preparation.
- To develop a personal philosophical base that builds a successful culinary career and leads to employment.

### SCOPE AND SEQUENCE

	<u>Theory</u>	<u>Lab</u>
Teambuilding	4	2
ServSafe Food Safety	20	4
Knife Skills & Professionalism	10	20
Culinary Math	69	
Pantry	10	20
Nutrition	59	10
Breakfast	4	20
Soups, Stocks, Sauces, Potatoes/Grains	10	50
Human Resources	48	
Food Service Costs	54	
Meats/Poultry	16	50
Seafood/Charcuterie	13	50
Restaurant Management	60	
Menu Marketing	42	
Bake Shop	16	50
International/Advanced Kitchens	16	50
ServSafe Alcohol	12	
Bistro Restaurant	16	80
Transitions/Resumes/Mock Interviews	10	8
<b>TOTAL</b>	<b>489</b>	<b>414</b>

(See Addendum B for course descriptions.)

Consumer Information can be found at: <http://www.mahoningctc.com/culinary/gedt.html>

**MEDICAL OFFICE SPECIALIST (FORMERLY HIMOM)**

**Total Class Hours:** 900      **Weeks:** 42      **Academic Year:** 900 hours/40 weeks

**Required TABE Scores:** Reading – 11, Applied Math – 8

**Occupations/Entry Level:** 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, 4:00 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 Professional Coder, Certified Medical Billing Specialist.

**EDUCATIONAL OBJECTIVES**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career-related tasks. Students should demonstrate proficiency in the use of basic computer skills.
- 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.

**SCOPE AND SEQUENCE**

	<u>Theory</u>	<u>Lab</u>	<u>Externship</u>	
Beginning Medical Terminology	16	16		
Medical Office Assisting	233.5	80		
HIPAA		6		
Advanced Medical Terminology	39			
Anatomy, Physiology and Pathophysiology	120			
Medical Coding	166			
SIM Chart for Medical Office/EMR		60		
Computers 101	13	25		
Transitions/Resumes/Mock Interviews	5	5		
CPR/AED/First Aid		3.5		
Office Practice Certification Review	3	3		
Coding/Billing Certification Review	3	3		
Externship			100	(See Addendum B for course descriptions.)
<b>Total</b>	<b>598.5</b>	<b>201.5</b>	<b>100</b>	

Consumer Information can be found at: <http://www.mahoningctc.com/himom/gedt.html>

**MEDICAL ASSISTANT**

**Total Class Hours:** 945      **Weeks:** 38      **Academic Year:** 945 hours/36 weeks

**Required TABE Scores:** Reading – 11, Math – 10      **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, 9:00 a.m. – 4:00 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 (Certified Medical Assistant/CMA) through AAMA. 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**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career- related tasks. Students should demonstrate proficiency in the use of basic computer skills.
- 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.

**SCOPE AND SEQUENCE\***

<u>Administrative</u>	<u>Theory</u>	<u>Lab</u>	<u>Extrn.</u>	<u>Clinical</u>	<u>Theory</u>	<u>Lab</u>	<u>Extrn.</u>
Beginning Medical Terminology	18	15		Anatomy/Physiology/Terminology	57	18	
Medical Office Procedures I	60	27		Clinical Medical Assisting	16	14	
Medical Office Procedures II	103	38		Assisting with Medical Specialties	30	30	
Transcription	6	15		Electrocardiology (ECG/EKG)	14	14	
Medical Software	10	44		Medical Documentation	7	6	
Medical Asst. Certification Review	2	4		Pharmacology	30	33	
Transitions/Resumes/ Mock Interviews	5	5		Psychology	20	8	
Externship-Administrative			80	Diagnostic Procedures	9	9	
<b>Total</b>	<b>204</b>	<b>148</b>	<b>80</b>	Phlebotomy	45.5	45.5	
				Friends & Family		8	
				Medical Asst. Certification Review	2	4	
				HIPAA		6	
				Externship-Clinical			80
				CPR/AED/First Aid	3.5	3.5	
				<b>Total</b>	<b>234</b>	<b>199</b>	<b>80</b>

Consumer Information can be found at:  
<http://www.mahoningctc.com/medical-assistant/gedt.html>

\*Related and lab times may vary according to instructor's discretion.  
 (See Addendum B for course descriptions.)



**PHARMACY TECHNICIAN****Total Class Hours:** 432      **Weeks:** 25**Required TABE Scores:** Reading – 10, Math – 10**Entry Level Occupations:** Pharmacy Tech in any retail pharmacy, hospital pharmacy, compounding pharmacy, or medical facility that has a pharmacy.**Class in session:** Monday – Thursday, 6:00 p.m. – 9:00 p.m.**COURSE DESCRIPTION**

The Pharmacy Technician program prepares the student to perform technical duties related to the preparation and dispensing of medication under the supervision of registered licensed pharmacists. Certification testing (through PTCB) upon successful completion of course.

**EDUCATIONAL OBJECTIVES**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career- related tasks. Students should demonstrate proficiency in the use basic computer skills.
- Pharmacy Practice Skills – Perform technical duties related to the preparation and dispensing of medication under the supervision of registered licensed pharmacist. Maintain patient profiles, prepare insurance claim form, stock and take inventory of prescription and over the counter medications.

**SCOPE AND SEQUENCE**

	<u>Theory</u>	<u>Lab</u>	<u>Externship</u>	
Transitions/Resume/Mock Interviews	10	10		
Customer Service	18	6		
Computers 101	12	24		
Beginning Medical Terminology	28			
Anatomy and Physiology	36			
Pharmacology	64			
Pharmacy Math	44			
Pharmacy Practice	31	9		
Pharmacy Computer		36		
Pharmacy Certification Review	4			
- Instructor led				
<u>Externship</u>			<u>100</u>	
Total	247	85	100	(See Addendum B for course descriptions.)



**EMERGENCY MEDICAL TECHNICIAN (EMT)****Total Class Hours:** 168**Weeks:** 17**Required TABE Scores:** Reading – 11, Applied Math – 9**Prerequisites:** BCI Background Check**Entry Level Occupations:** Emergency Medical Technician (EMT)**Class in session:** Monday & Wednesday, 6:00 p.m. – 10:00 p.m. (plus some Sat. 8:00 a.m. – 4:00 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 10 hours of combined ride and hospital 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.

EMT students must maintain an 72% or higher academic average and have submitted their completed ride time logbook in order to sit for the National Registry exam.

**EDUCATIONAL OBJECTIVES**

- Personal Responsibility – Demonstrate the ability to be on time daily, show responsibility of completing assignments, and be motivated in learning new and traditional aspects of chosen career.
- Human Relations – Work in groups effectively. Recognize diversity of cultural influences and values of peers.
- Critical Thinking and Problem Solving – Critically analyze basic functions and techniques needed based on teachings of the course. Demonstrate evidence of reflections and integration from prior learning.
- Information Literacy – Access and evaluate information from a variety of resources, including research from library, website searches, reading technical information and from peer discussion.
- Communication – Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
- Technology – Select and apply appropriate technology tools for personal, academic, and career- related tasks. Students should demonstrate proficiency in the use of basic computer skills.
- 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.

**SCOPE AND SEQUENCE**

	<u>Theory</u>	<u>Lab</u>		<u>Theory</u>	<u>Lab</u>
Program Preview	4		Toxicologic Emergencies	4	
Wellness and Safety	4		Submersion, Behavioral	4	
Anatomy, Physiology & Medical Term.	8		Trauma Overview	4	
Scene Size Up	4		Head, Spinal Cord, Face, Neck		
CPR, Safety, Legal, Ethical	4	4	Abdominal Trauma	2	2
Patient Assessment	8		Bleeding, Soft Tissue Musculoskeletal		
Pathophysiology, Life Span Dev.	4		Trauma, Burns	3	5
Lab Day		12	OB/GYN	4	
Lifting and Moving Patients	2	6	Chest	4	
Documentation, Communication	4		The Combat Veteran	4	
Shock	4		Pediatrics, Geriatrics, Patients		
General Pharmacology	4		With Special Challenges	4	4
Airway Mngt., Ventilation, Oxygenation	4		Ambulance Operations, Air Medical Resp.	4	
Respiratory Emergencies	4		Gaining Access, Hazmat	4	
Seizure, Diabetic		4	Mass Casualty, Terrorism	4	
Cardiovascular Emergencies	4		Skills Practice, Computer Test		4
Altered Mental Status, Stroke			Skills Testing, Computer Test	2	6
Anaphylactic Reaction	4	4	<b>Total</b>	<b>117</b>	<b>51</b>
Abdominal, Environmental	4				

(See Addendum B for course descriptions.)

**FIREFIGHTER I****Total Class Hours:** 156      **Weeks:** 13**Required TABE Scores:** Reading – 9, Applied Math – 9**Entry Level Occupations:** Firefighter Level I**Class in session:** Varies. Please call the Fire & Public Safety Administrator for class times.**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**

	<u>Theory</u>	<u>Lab</u>
Firefighter Safety	12	
Fire Department Organization	4	
Fire Alarm and Communications	4	
Fire Appliances and Hose Streams	4	4
Fire Cause and Origin	4	
Water Supplies	4	12
Building Constructions	8	
HazMat	4	12
Ladders	3	15
Driving	8	8
Evolutions		8
Forcible Entry	3	10
Tools/Ventilation	4	4
Truck Company	2	6
SCBA/Ropes	2	3
<u>Live Burn</u>		<u>8</u>
<b>TOTAL</b>	<b>66</b>	<b>90</b>

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:** 104      **Weeks:** 17**Entry Level Occupations:** Firefighter Level II**Class in session:** Varies. Please call the Fire & Public Safety Administrator for class times.**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**

	<u>Theory</u>	<u>Lab</u>
Fire Department Organization/Safety	6	
Fire Alarms/Communications	4	
Fire Cause and Origin	5	4
Building Construction/Forcible Entry	4	4
Fire Alarm Systems	3.5	
Fire Suppression Systems	3.5	
Rescue, Extrication, Tools and Equipment	3	3
Auto Extrication	2	6
Search and Rescue	2	4
Technical Rescue Incidents	3	3
Fire Hose Streams and Appliances	3	5
Water Supply	1	3
Fire Control	2	2
Fire Control Propane Tree		4
Foam and Operations	3	11
Fire Prevention Education	3	
<u>Live Burn Fire Training</u>	<u>1</u>	<u>7</u>
TOTAL	49	56

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.)

**COMPLETION RATES FOR PAST CAREER CERTIFICATION 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 in Title IV eligible Career Certification Programs only. Additional consumer information including Median Loan Debt, CIP and SOC Codes and Occupations available on the Program page on our website at [www.mahoningctc.com](http://www.mahoningctc.com) or by accessing the links listed at the bottom of this page. An academic year runs from July 1<sup>st</sup> – June 30<sup>th</sup> of years listed below.

**ACADEMIC YEAR 2014-2015** — Student Body Population = Male: 44%, Female: 56%, Pell Grant Recipients: 74%

<u>CERTIFICATE PROGRAM</u>	<u>PROGRAM LENGTH IN MONTHS</u>	<u>INDUSTRY CERTIFICATION</u>	<u>ON-TIME COMPLETION</u>	<u>EMPLOYMENT RATES</u>
Culinary and Restaurant Management	12	100%	100%	*
Health Information Medical Office Mgt.	10	100%	100%	*
Machining	10	100%	100%	*
Medical Assistant	10	100%	100%	
Multi-skilled Medical Technician	10	100%	100%	*
Welding	10	100%	100%	40% (4/10)**

**ACADEMIC YEAR 2013-2014** — Student Body Population = Male: 41%, Female: 59%, Pell Grant Recipients: 80%

<u>CERTIFICATE PROGRAM</u>	<u>PROGRAM LENGTH IN MONTHS</u>	<u>INDUSTRY CERTIFICATION</u>	<u>ON-TIME COMPLETION</u>	<u>EMPLOYMENT RATES</u>
Culinary and Restaurant Management	12	100%	100%	*
Health Information Medical Office Mgt.	10	100%	100%	70% (7/10)**
Machining	10	100%	100%	*
Medical Assistant	10	100%	100%	*
Multi-skilled Medical Technician	10	100%	100%	*
Welding	10	100%	100%	*

**ACADEMIC YEAR 2012-2013** — Student Body Population = Male: 52%, Female: 48%, Pell Grant Recipients: 52%

<u>CERTIFICATE PROGRAM</u>	<u>PROGRAM LENGTH IN MONTHS</u>	<u>INDUSTRY CERTIFICATION</u>	<u>ON-TIME COMPLETION</u>	<u>PLACEMENT RATES</u>
Culinary and Restaurant Management	12	100%	*	*
Health Information & Medical Office Mgt.	10	100%	*	*
Machining	10	100%	*	*
Medical Assistant	9	100%	100%	83%
Multi-skilled Medical Technician	10	100%	*	*
Welding	10	100%	*	*

**\* For privacy reasons, not reported for Programs with less than 10 completers.**

**\*\* Placement information based on program completers who were employed within 180 days of completion and were employed for a reasonable amount of time in the field of study.**

**Additional Consumer Information Links:**

Culinary: <http://www.mahoningctc.com/culinary/gedt.html>

Medical Office Specialist (formerly HIMOM): <http://www.mahoningctc.com/himom/gedt.html>

Machining: <http://www.mahoningctc.com/machining/gedt.html>

Medical Assistant: <http://www.mahoningctc.com/medical-assistant/gedt.html>

Welding: <http://www.mahoningctc.com/welding/gedt.html>

**ACCSC GRADUATION AND EMPLOYMENT RATES**

The graduation and employment rates listed below are as reported in the 2016 Annual Report to ACCSC, reporting dates: July 1, 2015 – June 30, 2016.

<u>PROGRAM</u>	<u>NUMBER OF STUDENTS STARTING PROGRAM</u>	<u>NUMBER/% OF GRADUATES</u>	<u>NUMBER/% OF GRADUATES EMPLOYED IN FIELD</u>
Culinary and Restaurant Management	11	6/55%	6/100%
	9	8/89%	7/88%
Emergency Medical Technician (EMT)	28	23/82%	12/55%
Firefighter II	21	20/95%	20/100%
Medical Office Specialist (formerly HIMOM)	9	9/100%	8/89%
Machining	5	5/100%	4/80%
Medical Assistant	13	11/85%	8/73%
Welding	10	10/100%	5/50%

***End of Section VI***

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

**ADDENDUM A**

**Financial Aid Procedures**

**2016-2017 FINANCIAL AID FISCAL YEAR**  
**(July 1, 2016 – June 30, 2017)**



## **GENERAL INFORMATION**

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

The information contained in this document was derived from: **The Federal Student Aid Handbook/Catalog 2014- 2015-2016 and 2016-2017**. 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" (See Addendum A, Cost of Attendance) 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 Administrator 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 awards.

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 food stamps or other aid awards must request in writing a release of financial aid information.

## **STUDENT FINANCIAL AID RECORDS**

Student financial aid records are kept on file at the Adult Career Center for one (1) following graduation. These records include, but are not limited to: attendance, grade reports, ISIR, supporting financial aid information and billing records. After four (4) years, the financial aid records are archived and maintained for a minimum of four (4) additional years.

Students may request in writing copies of their records or may make an appointment to review records with the CTS 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 Supervisor 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.

## **STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS**

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid or if the student has been denied federal benefits for drug trafficking by a federal or state judge. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

## **TYPES OF FINANCIAL ASSISTANCE**

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

- Federal Pell Grant (Title IV)
- Direct Student 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 awarded 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.

First-time borrowers on or after July 1, 2013 are subject to the 150% subsidized loan limitation. When a student has received subsidized loans for 150% of the published time of the current or upcoming educational program the student may not receive any additional subsidized loans for that program or any program of equal or lesser length. A student who loses eligibility for additional subsidized loans may also lose subsidy on previous unsubsidized loan(s).

- **Unsubsidized Direct Loan**

This loan is not awarded 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.

### **Business or Agency Sponsorship**

The Adult Career Center MCCTC 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 Administrator to complete the registration process.

- **Department of Veteran Affairs (VA)**

Federal training monies available to veterans of the U.S. Armed Services. For eligibility or to apply contact the Mahoning Veterans Service Office at 330-740-2451, call 1-888-442-4551 or visit [www.gibill.va.gov](http://www.gibill.va.gov). Student must complete the appropriate application, submit their Certificate of Eligibility letter to the Financial Aid Office and then the Financial Aid Office 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 One Stop location.

- **Workforce Investment Act (WIA)**

Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local One Stop for information and eligibility requirements.

- **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 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. Student tuition account must be paid in full at the end of each payment period, prior to any externship and in order to graduate.

### **STUDENT ELIGIBILITY FOR FEDERAL STUDENT AID**

To receive aid from major student aid programs, a student must:

1. Have financial need;
2. Have a high school diploma or a General Education Development (G.E.D.) Certificate;
3. Be enrolled or accepted for enrollment as a full-time student working toward a certificate;
4. Be a U.S. Citizen or eligible Non-citizen;
5. Have a valid Social Security Number;
6. Make satisfactory academic progress;
7. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on Free Application for Federal Student Aid (FAFSA); and
8. Register with the Selective Service (males only).

### **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 and 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 Adult Career Center Mahoning County Career and Technical Center.

### **FINANCIAL NEED**

Aid from most major programs is awarded 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 Expected Family Contribution (EFC), (an amount a student and his/her family are expected to contribute toward education). If the EFC is below a certain amount, a student will be eligible for a Federal Pell Grant, assuming he/she meets all other eligibility requirements. The EFC is used in an equation to determine financial need:

$$\begin{array}{r}
 \text{Cost of Attendance (COA)} \\
 - \quad \text{Expected Family Contribution (EFC)} \\
 \hline
 = \quad \text{Financial Need}
 \end{array}$$

The school's Financial Aid Administrator (FAA) calculates cost of attendance (COA). Cost of attendance calculations at the ACC include: tuition, fees, books, supplies and a transportation allowance. The cost of attendance sets the limit on the total aid that a student may receive for purposes of the Direct Loans and is one of the basic components of the Pell Grant calculation. The amount a student and his/her family are expected to contribute toward that cost is subtracted from COA. If there is an amount left over, a student is considered to have financial need. In determining need for aid from the Student Financial Aid Programs, the FAA must first consider other aid that a student might receive.

The Financial Aid Administrator 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 awarded may fall short of the total program costs. The balance of costs is the student's responsibility.

A publication called the **EFC Formula Book**, which describes how a student's EFC is calculated, may be requested by writing to:

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

### **FAFSA APPLICATION PROCESS**

Students who wish to apply for Federal student aid should complete and submit the **Free Application for Student Aid (FAFSA)**. Submit a FAFSA:

- through the internet by using FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); or
- by completing a paper FAFSA and mailing to the address listed on the application.

Students and parents should answer application questions as it pertains to them on the day they are filling out the FAFSA. Pay special attention to any questions on income because most errors occur in this area. When completing the FAFSA on the Web students and parents are strongly encouraged to use the IRS Data Retrieval Tool, if available, to import data from their Federal tax return and not change it. The IRS Data Retrieval Tool allows students and parents who are using FAFSA on the Web and who have already submitted their federal tax return to electronically transfer their tax data from the IRS database. The IRS Data Retrieval Tool is the fastest, easiest, and best way to document tax return data.

When applying, certain records must be available. These records are listed on the application. All records and other materials used in completing the application should be saved. These materials may be needed later to prove that the information reported is correct. This process is called **verification** (see Addendum A, Verification).

Check that the reported information is accurate. Make a photocopy of the application (or print out a copy of the FAFSA Express or FAFSA on the Web application) before it is submitted. A copy of the data submitted should be kept for personal records.

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 given in previously (plus any corrections that were processed). A student will only have to write in some new information and information that has changed since last applying.

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 January 1<sup>st</sup>, as possible (application cannot be made before this date). It is easier to complete the application with your tax return, so consider completing the tax return as early as possible. Do not sign, date or send an application before January 1<sup>st</sup>.

**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 or the signature page that can be printed from FAFSA on the Web. The SAR will report the information from the application and, if there are no questions or problems with your application, the SAR will report Expected Family Contribution (EFC), 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 Adult Career Center Mahoning County CTC'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 PIN number 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 his/her parents. If dependent, a student must report parents' income and assets as well as his/her own. If independent a student must report only his/her 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 his/her parents does not affect dependency status.

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

1. He/she is under age 24,
2. Not married, and
3. Has no dependent children.

*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. Was born before January 1, 1993;
2. Married as of the date the FAFSA was submitted;
3. Enrolled in a graduate or professional educational program (beyond a bachelor's degree);
4. Has legal dependents other than a spouse that receive 51% or more of their support from the student;
5. An orphan, foster child or ward/dependent of the court at any time since the age of 13;
6. Is an emancipated minor or in legal guardianship or was when the student reached the age of majority in his state;
7. Was determined at any time since July 1, 2014 to be an unaccompanied youth who was homeless or self-supporting and at risk of being homeless;
8. Currently serving on active duty in the U.S. Armed Forces (other than training); or
9. A veteran of the U.S. Armed Forces. ("Veteran" includes a student who attended a U.S. military academy who was released under a condition other than dishonorable).

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 make errors on their application, there is a process for verifying applications and making corrections. The CPS (Central Processing System) selects which applications are to be verified. The Adult Career Center MCCTC is also required to verify the accuracy of any FAFSA applications, whether selected by the CPS or not, believed to be inaccurate, containing conflicting and/or incomplete information. It is the policy of the Adult Career Center MCCTC 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 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 EFC and award amounts, the student will be notified within 14 days of the date of the FAFSA correction and presented with a revised award letter.

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 EFC 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 award may be reduced;
3. The student's financial aid award 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.



**SPECIAL CIRCUMSTANCES/PROFESSIONAL JUDGMENT**

If a student's income for the current year will be significantly lower than the previous year due to extenuating circumstances he may wish to file for special circumstances. Keep in mind, if your Expected Family Contribution (EFC) is already zero, Special consideration is not necessary. Some examples of special circumstances include: being homeless or 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 changes of circumstances 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. File a FAFSA. You may complete the **Free Application for Federal Student Aid (FAFSA)** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. School determines and certifies eligibility. 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.
3. Complete a Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.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.
4. Complete required Entrance Counseling session online at [www.studentloans.gov](http://www.studentloans.gov).
5. Student submits printed proof of completed MPN and Entrance Counseling to the Financial Aid Office at MCCTC.
6. Notice of loan guarantee sent, loan disbursed. After the loan is guaranteed, A Notice of Guaranty and Disclosure will include all loan information such as amount of the loan, interest rate, origination fee, and an anticipated disbursement schedule. If money remains after the bills are paid, the school will credit the difference to the student.
7. Complete required online Exit Counseling session at [www.studentloans.gov](http://www.studentloans.gov) for loan repayment regarding their responsibility.

**150% DIRECT SUBSIDIZED LOAN LIMIT**

The Federal Register implementing the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) added a new provision to the Direct Loan statutory requirements that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program ("the 150% limit"). Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans. The 150% limit applies only to students who have no outstanding balance on a FFEL or Direct Loan when receiving a Direct Loan on or after July 1, 2013.

Student enrollment data at both the campus- and program-level will be reported to the National Student Loan Data System (NSLDS). NSLDS will perform analysis by calculating a borrower's maximum and remaining eligibility



period based on program-level information that schools report to NSLDS and the subsidized usage period data calculated by the Common Origination and Disbursement (COD) System. If the student-borrower's remaining eligibility period is zero or less and certain other criteria are met, the student will lose interest subsidy on all outstanding Direct Subsidized loans that have not had their interest subsidy protected based on the borrower's prior, timely completion of a program.

If a student who is subject to the 150% limit regulations completes a program before losing interest subsidy (exceeding 150% limit), the "graduated" status will protect the interest subsidy on any outstanding Direct Subsidized Loan(s) that have not lost interest subsidy because of the 150% limit.

### **EARNING FEDERAL STUDENT AID**

Although a student's aid is scheduled for each award year, the student earns the funds as he completes 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 he was originally scheduled to receive. This means the student may end up owing money to the Adult Career Center MCCTC 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 student's 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 the student has completed the on-line Entrance Counseling and Master Promissory Note. 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 cannot exceed program Cost of Attendance (see Addendum A, Financial Need/COA). 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 an overage check.

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

Career Certification Programs are divided into payment periods within an academic year (ex: a 900 hour program has two (2) payment periods of 450 hours each). Aid will be disbursed in two (2) equal disbursements – one (1) disbursement in the first payment period and one disbursement in the second payment period. If a program crosses over into a new award year, students may be eligible for additional aid and will 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.

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 ( $45 \times 111.11\% = 49.9995$ ).

### **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.

### **FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS**

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 (75% or higher). To be considered eligible for Title IV funds, students must qualify both quantitative (attendance) and qualitative (academically).

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 because he failed to make satisfactory progress he 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 he failed to make satisfactory progress and what has changed in his situation that will allow him 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 Program Development Administrator, Career Transitions and Curriculum Supervisor and others 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 40 clock hours can be made-up in the academic plan.

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 Certification Program. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Career Certification 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 he completes the period. When a student is withdrawn, the student may not have earned the full amount of Title IV funds that he was originally scheduled to receive. The student earns his Title IV funds by successfully attending classes. If the student received less assistance than the amount that he earned, he may be able to receive those additional funds. If the student received more assistance than he 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 the Adult Career Center MCCTC 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 he completed 30% of the payment period, he earned 30% of the assistance he was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he earns all the assistance that he was scheduled to receive for that payment period.

If the student did not receive all of the funds that he 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 he doesn'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 he would have received had he remained enrolled past the 30<sup>th</sup> 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 his 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 [www.studentloans.gov](http://www.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 the Adult Career Center MCCTC. 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 Handbook/Catalog for the Adult Career Center's refund policy and procedures for officially withdrawing from the Adult Career Center.

The only mark given for withdrawing from a Career Certification Program once classes have begun is a "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 Handbook/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 he withdraws 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 charges. (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, room and board, 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.

### **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: <http://studentaid.gov/repay-loans/disputes/prepare>  
Via telephone: 877-557-2575 (toll free)  
Via fax: 606-396-4821  
Via mail: FSA Ombudsman Group  
P.O. Box 1843  
Monticello, KY 42633

### **REFERENCE INFORMATION**

Source: ***The Federal Student Aid Handbook/Catalog*** (2014-2015; 2015-2016) from the U.S. Department of Education

For answers to questions about financial student aid, call the Adult Career Center Mahoning County CTC's Financial Aid Administrator or **The Federal Student Aid Information Center** between 8:00 a.m. - Midnight (Eastern Time) Monday through Friday: **Toll-Free 1-800-4-FED-AID (1-800-433-3243)**. Counselors at this number can:

- Assist in completing the FAFSA
- Indicate whether a school participates in the Federal student aid programs and provide the school's student loan default rate
- Explain Federal student aid eligibility requirement
- Explain the process of determining financial need and awarding aid
- Send Federal student aid publications to you
- Find out if a student's Federal student financial aid application has been processed
- Request a copy of a student's Student Aid Report (SAR)
- Provide notification of a change in address
- Have a student's application information sent to a specific school

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 on the Web: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Assistance in completing the FAFSA: [www.ed.gov/prog\\_info/SFA/FAFSA](http://www.ed.gov/prog_info/SFA/FAFSA)

Financial Aid information from the U.S. Department of Education: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Student Loan Information from the U.S. Department of Education: [www.studentloans.gov](http://www.studentloans.gov)

Access Your Title IV Aid Data via the National Student Loan Data System: [www.nslds.ed.gov](http://www.nslds.ed.gov)

Title IV School Codes list: [www.ed.gov/offices/OPE/t4\\_codes.html](http://www.ed.gov/offices/OPE/t4_codes.html)

### **VETERAN ASSISTANCE**

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

Veteran Website: [www.gibill.va.gov](http://www.gibill.va.gov)

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

**ADDENDUM B**

**Facility Equipment and  
General Course Descriptions**



## **FACILITY EQUIPMENT AND SUPPLIES**

### **Learning Resource Center**

Computers (14) • Microsoft Windows and Office programs • Internet access • Printer • Smart Board • Projector • Calculators • Wireless internet access • Access to tutorials/programs including: PLATO Tutorial, WIN Software, INFOhio Digital Library • Access to Advanced World Book and the Mahoning County Public Library, Learning Library Express • Resource materials: industry/occupational periodicals, academic content books, academic skill books, textbook CD tutorials.

### **Computer Labs (2; each lab contains the following)**

Computers (24/16) • Printer • Smart Board • Projector • Microsoft Windows and Office programs • Internet access • Wireless internet access.

### **Culinary**

Commercial Exhaust Hood, with Fans, and Fire System • Walk in Cooler • Walk in Freezer • Two Door Cooler • Two Door Freezer (2) • Ice Machine • Hot Boxes (2) • SS Food Sinks (2) • Three Compartment Kettle Sink • Hand Sinks (3) • Speed Racks (5) • SS 6 ft. Work Tables (4) • SS 8 ft. Table with Kettle Rack • 20 qt. Floor Mixers (2) • Kitchen Aid Table Mixers (10) • SS Storage Racks (10) • Coated Shelving units for Walk In Units (10) • Double Stack Convection Ovens (2) • 48 inch Char-Grill- • 10 Burner Stoves w/Convection Ovens (2) • 50# Deep Fat Fryer • Oil Filter Machine • Conveyer Dish Machine • Side tables for Dish Machine (2) • Commercial Garbage Disposal • Tilt Stock Pot • Commercial Broiler • Combination Oven Cooker • Soup Warmer • All Small Ware and Utensils • All Storage Containers • All SS Hotel Pans (various sizes) • Full and Half size Sheet Pans • Stock, and Soup Kettles- • Sautee Pans • Dishes, Glasses, and Flatware • Schaffer Units • Utility Carts (5) • Fully equipped steam table, and cooler line • Smart Board • Projector.

### **EMT**

Ambulance • 12 Lead AED • Various props re-air ways, bleeding, and CPR • Oxygen • Bandages • Ambulance • All equipment found on an Ambulance • Smart Board • Projector.

### **Fire Safety**

Two fire trucks • Self-contained Breathing apparatus (SBA) • Personal protective clothing • All hand tools associated with a Fire Engine • Fire extinguishers • Confined space trailer • Burn Containers used for live Burns • Jaws of Life • Three different types of Fire Hose • Ground ladders of all sizes • Aerial Ladder • Rescue truck • Haz Mat tools and equipment • Smart Board • Projector • Thermal • Imaging Camera • Rescue Maze • Roof for Ventilation • Simulated Crash Door

### **Machining**

HAUS CNC 3 Axis Mill • HAUS CNC Lathe • Cincinnati Milacron Hawk CNC lathe 150 • Emco Concept CNC lathe • Emco Concept CNC Mill • Service Diamond Hardness tester • Pedistol grinders (4) • Vertical Band Saws (2) • Clasing Metosa lathe • Bridgeport mills (7) • Horizontal cut off saw • Greaves Cincinnati Horizontal Mills (2) • Surface grinders (4) • Disc grinder • EDM • Heat treat furnace • Parts washer • Granite layout tables with height gages • Sand blaster • Monarch lathes (4) • Turnado lathes (2) • Nardini lathe • Smart Board • Projector.

### **Medical**

Blood sugar monitor (5)/strips • Cholesterol monitor/strips • Portable Autoclave • Various phlebotomy supplies including but limited to blood tubes, needles, bandages, etc. • Hemoglobin/hematocrit testing system • Artificial arms for venipuncture training (2) • Laerdal Mannequins (2) • Hospital beds (10) • Bed linens • Privacy curtains around beds • EKG machines (2) • Simulated doctor's offices (2) • Examination tables (4) • Hospital gowns • Wash cloths, towels, soaps, etc. to train on personal care skills • Wheelchairs (2) • Walkers (6) • Canes (3) • Foley catheters and bags • Bedside commodes • Gait Belts • Various needles for injection training • Various simulated injectable medication for training • Pulse Oximetry • Thermometers • Stethoscopes • Sphygmomanometers • Laboratory testing supplies i.e. urine dip sticks, petri dishes, microscope slides • Dressing supplies • Medication cart • Laboratory chairs • Computers (20) • Printer • Smart Boards (4) • Projectors (4).

### **Welding**

Hypertherm Plasma Cutter • Oxyacetylene Cutter • Oxyacetylene Pipe Beveler • 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.

### **Commons Area**

Couches (2) • Round Tables • Microwave • Sink • Vending Machines (4).

## **GENERAL COURSE DESCRIPTIONS**

Abdominal and Environmental Emergencies: Lecture on signs and symptoms along with treatment.

Administrative Skills: Telephone skills; greeting and processing patients; appointment scheduling; documentation; office procedures; office management; payroll records and office expenses; patient privacy, HIPPA and patient confidentiality.

Advanced Medical Terminology: 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.

Airway Management Ventilation and Oxygenation: Describing the mechanics of oxygenation and ventilation by the body.

Airway/Ventilation/Oxygenation: Applies knowledge of general anatomy and physiology to patient assessment and management in order to assure a patient airway, adequate mechanical ventilation and respiration for patients of all ages.

Altered Mental Status, Stroke, Anaphylactic Emergencies: Lecture on signs and symptoms along with treatment.

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

Anatomy, Physiology and Pathophysiology: Structure and organization of human body systems; function of human body systems; terminology related to the body system, and physiology of abnormal states.

Anatomy, Physiology and Terminology: Structure and organization of human body systems; function of human body systems; terminology related to the body system.

Anatomy and Physiology (EMT): Overview for body structure, body systems and how they work.

Assessment Practical: How to determine whether the patient is injured or has a medical illness.

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.

Auto Extrication: The process of removing a vehicle from around a person who has been involved in a motor vehicle accident, when conventional means of exit are impossible or inadvisable.

Bake Shop: Focus on preparing the types of breads and desserts usually found in a small retail shop or restaurant along with the importance to follow a written formula, measure ingredients precisely and combine them accurately.

Basic Cooking: Understand the cooking methods used to transfer heat: broiling, grilling, roasting and baking, sautéing, pan-frying, deep-frying, poaching, simmering, boiling, steaming, braising and stewing. Each method is used for many types of food, so you will be applying one or more of them every time you cook.

Beginning 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.

Bistro Restaurant: Culinary students open the MCCTC Bistro Restaurant to the public as part of their Culinary and Restaurant Management program. Students are supervised and instructed by Chef Instructors.

Bleeding, Soft Tissue, Musculoskeletal Trauma, Burns: Lecture on signs and symptoms along with treatment.

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

Blueprint Reading II (Molds, Dies, Fabrications): Topics covered include geometric dimensioning and tolerancing, machining specifications, numerical control documents, and specialty print reading for machine trades, sheet metal and plastics. Prerequisite: Blueprint I.

Breakfast: This course will focus on the preparation of breakfast foods including eggs, dairy products, and meats, along with pancakes, waffles and crepes. Basic bakeshop principles as they relate to an assortment of foods and breads, will also be explored.

Building Construction & Components: Knowledge of building construction and materials to be able to anticipate fire spread and monitor building for structural instability.

Building Construction/Forcible Entry: Learn how the type of materials used indicates the strength of a buildings support structure.

CAD (AutoCAD) Training: This introductory course will enable students to create a basic 2-D drawing using AutoCAD. Core topics are covered with the intent to teach the most essential tools and concepts. Assignments related to each topic are designed to give brief hands-on experience with each skill.

Cardiovascular Emergencies: Lecture on signs and symptoms along with treatment.

Chest: Lecture on signs and symptoms along with treatment.

Clinical Medical Assisting: Preparing for a career as a medical assistant, and learn basic skills necessary to function as a medical assistant. Skills include taking vital signs, blood pressure, heights and weights, and taking a basic patient history. Emphasis is placed on the principles of infection control and scope of practice.

Clinical Skills: Learn the basic skills of taking vital signs including blood pressure, pulse and temperature, height and weight.

Clinicals: Students work directly under the supervision of a Registered Nurse instructor and get the opportunity to shadow Certified Nurse Aides during the training with the opportunity to provide direct care in a real-world environment.

CNC Machining: Learn to run various CNC machines in a lab environment. This class will concentrate on the machine control panels, machine set up, and proper programming techniques.

CNC Theory: Designed for the machinist/machine operator, this course provides an introduction to numerical control machinery and systems and discusses tooling for numerical control, programming coordinates, two and three axis programming, interpolation and loops.

Coding/Billing Cert. Review: Students will review coursework to prepare for the Medical Coding and Billing Certification Exams.

Combat Veteran: Unique care issues for the veteran.

Communication: Develop writing skills; review core principles for writing and revising; mechanics and grammar or writing; editing for clear and concise writing; minor elements of punctuation and number usage.

Communication (Welding & Machining): Provides information and practice designed to enhance the written communication skills. Practice and apply various writing strategies to become effective and professional written communicators. Also includes understanding writing as a process, the importance of proper spelling, punctuation and basic grammar, and specific items to avoid in professional writing.

Community Clinic: Students provide blood pressure, cholesterol and sugar level tests as part of a Family and Friends event.

Computers 101: Introductory and intermediate elements of Windows, Microsoft Word, Excel, Publisher and PowerPoint.

Computers 101 (Machining & Welding): Learn the basic functions and application of Microsoft Windows 7, Word and Excel 2010.

CPR: Learn basics for cardio resuscitation.

CPR/AED/First Aid: Learn basic cardio resuscitation and how to use automated exterior defibrillator. Learn to handle common emergency situations.

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

Culinary Math: Reviews basic addition, subtraction, multiplication, and division; presents the units of measure used in most professional kitchens in the United States; and offers simple methods for converting weight and volume measures.

Customer Service: Displaying courtesy, respect, and acting ethically; communications with clear and cohesive speaking; active listening; building a good relationship with customers/clients/patients; skillful handling of clients face to face or on the phone; how to satisfy an upset or difficult client.

Diagnostic Procedures: Assisting in surgery; diagnostic imaging.

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.

Driving: Learn procedures, rules and operations of fire apparatus.

Duties and Authority: Outline the legal responsibilities, rights and authority of an inspector.

EKG: Identify the anatomical structures of the cardiac and circulatory system; diagram the electrical conduction pathway of the heart; develop skills for patient preparation and administration of the EKG exam; recognize normal and abnormal heart rhythms.

Electrocardiology (ECG/EKG): Expanded cardiac anatomy; operate EKG machine; basic rhythm interpretation.

EMS Operations: Learn how emergency medical services coordinate their response to emergencies.

Externship: Hands-on learning opportunities, provided by educational institutions partnering with companies to give students short practical experiences in their field of study.

Evolutions: Operation of fire service training or suppression covering one or several aspects of firefighting.

Fire Alarm and Communications: Learn how fires, medical calls and other emergencies are dispatched.

Fire Alarm Systems: Devices used to detect and alert occupants and fire departments of an emergency.

Fire Appliances and Hose Streams: Stream selection is dictated by fire situations and capabilities of nozzle.

Fire Behavior: Understanding the combustion process and how fires behaves.

Fire Cause and Origin: Know how, where and why a fire started.

Fire Control: Methods used to extinguish a fire.

Fire Control Propane Tree: Extinguishing propane fires with water and dry chemicals.

Fire Department Communications: Learn the chain of command.

Fire Department Organization: Structure of a fire department and its chain of command.

Fire Detection, Alarms, & Suppression Sys.: Devices used to detect and alert occupants and fire departments of an emergency.

Fire Hazard Recognition: Any material, condition or act that contributes to start or increases extent of fire.

Fire Hose Streams and Appliances: Study and knowledge of different types of hose and the streams to use.

Fire Prevention and Education: Learn how to teaching the public the dangers of fire and how to prevent them.

Fire Safety Inspector Skills: Skill testing from all chapters.

Fire Suppression Systems: Learn the chemical system designed to extinguish fires over cooking systems.

Firefighter Safety: Describe measures that may be taken to protect firefighters. Learn how a firefighters' protective clothing functions.

Firefighter and Fire Scene Safety: Firefighter personnel safety at the fire scene.

First Aid: Learn how assistance is given to any person suffering a sudden illness or injury with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available.

Foam and Operations: Extinguish Class B flammable liquids.

Foam Fire Streams: Proper use of chemical foam and water through a fire hose.

Food Service Costs: The basic cost control standards utilized by foodservice operations to maintain profitability and success. Students will gain an understanding of food costs as well as labor costs and ways to ensure prosperity and increased sales for a foodservice operation.

Forcible Entry: Techniques used by fire personnel to gain entry to buildings, vehicles or other areas of confinement.

Forklift: Access to the proper materials for safe operation and maintenance of a forklift. Learn about the lift truck, fork lift physics, lift truck operation, lift truck safety, maintenance, and refueling / recharging.

Fundamentals of Clinical Medical Assisting: Infection control/hazards management; taking a medical history; measuring height and weight, and vital signs; patient positioning and draping; assisting with physical examinations; sterile techniques.

Gaining Access, Hazmat: Overview of getting to an entrapped patient and over view of hazmat situations and concerns.

Haz-Mat: Discuss emergencies related to the manufacturing, transportation of, and accidental release of hazardous materials.

Haz-Mat Description and Identification Methods: Guide to determining what a material is and its specific dangers.

Head, Spinal Cord, Face, Neck, and Abdominal Trauma: Lecture on signs and symptoms along with treatment.

HIPAA: Learn protocols and proficiencies needed for the health care setting.

Human Resources: Learn the principles of managing human resources in the culinary industry. Students will learn the characteristics of an effective manager and leader and how their abilities affect their employees. Also included is the hiring process, recruitment, selection, orientation and training employees' ongoing performance.

Identification Methods (Fire Inspector): Determine operational readiness of fixed suppression system; use test documentation to determine operational readiness; use field observations to determine operational readiness; verify documentation of maintenance and testing; identify and document deficiencies according to policies; report deficiencies in accordance with the policies of the jurisdiction.

Inspection Procedures: Shows what an inspector needs to look for, how to perform an inspection, and any necessary paperwork that might be compiled.

Internship: Hands-on learning opportunities, provided by educational institutions partnering with companies to give students short practical experiences in their field of study.

International/Advanced Kitchens: Different International plates will be prepared by the students along with advanced kitchen techniques not covered in the basic cooking course. Some of the areas include Italian, Mexican, and Greek.

Introduction to Diseases and Symptoms: Basic knowledge of common diseases; signs and symptoms associated with certain system disorders; common diagnostics used to determine the causes of system disorders; aging effects on the body system.

Introduction to ICD-9: How to use the book; categories within book, symbols, keys; abbreviations; HCFA guidelines on ICD-9 coding; primary vs. principal diagnosis codes; numeric to definition; clinical statements to ICD-9 code; special ICD-9 coding for neoplasms, drugs and chemical, accidents, special disorders.

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

Knife Skills and Professionalism: Learning how to use a knife correctly, safe handling, cleaning and sharpening knives and how to properly cut foods to prevent accidents.

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

Ladders: Carrying, raising, deploying ladders for various fire ground needs.

Life Span Development: Applies fundamental knowledge of life span development to patient assessment and management.

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.

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.

Live Fire Training: 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.

Machine Shop I, and II: Learn to operate basic machinery (Mill, Lathe, Drill Press, Grinder, Sand Blaster, and Vertical Band Saws) and develop skills to the advanced level of machining. Class projects from basic to ability to hold high tolerances at the advanced level.

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.

MasterCAM: Learn to graphically to verify the intended machine behavior before actually cutting parts and generate a program output for a machine-specific controller. Learn to create machine and tool parameters, create two and three dimensional milling and drilling part geometry, create turning and threading, apply tool paths and manipulate the software to behave as necessary given the situation.

**Math I (Basic Math to Basic Algebra):** Learn basic math skills to basic algebra. Gain knowledge of whole numbers, fractions and decimals using both the English and metric systems. Signed numbers, equations and formulas, ratios and percents and fundamentals of algebra, measurement precision, accuracy and tolerance and customary measurement systems will also be included. Practical workplace applications or applied math problems will be used for problems reflecting normal workplace examples.

**Math II (Geometry):** Covers principles and focus of plane geometry, precision, accuracy, and tolerance in both customary and metric measurement units using steel rules, calipers, and micrometers, and topics such as geometric principles, angular measures, triangles and circles. Practical workplace applications will be used for problems reflecting normal workplace examples. Prerequisite: Math I.

**Math III (Trigonometry):** A continuation of technical math and focus on Trigonometry principles. Prerequisite: Math I and Math II.

**Means of Egress and Occupancy Loads:** Determining how many exits are necessary and how many people can be in various rooms of a building.

**Meats/Poultry:** Learn how to determine the quality of meat, how to purchase meat in the form that best suits their needs and combination cooking methods.

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

**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 Bee Shield plans; Medicare; Medicaid; TRICARE; workers compensation.

**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.

**Medical Documentation:** Charting procedures to meet legal requirements; maintain medical records accurately and concisely.

**Medical Law & Ethics:** Practice professional protocol with medical community; practice professional responsibilities; practice professional protocol with patient issues; comply with state and federal law; maintain medical records.

**Medical Office Practice:** Focuses on telephone techniques, office environment and daily operations, greeting and processing patients, and medical records management.

**Medical Office Procedures I:** Introduction to Administrative Medical Assistant; telephone techniques; office environment and daily operations; greeting and processing patients.

**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 Software – Coding /Billing:** Computerized medical account management; efficiently enter patient information; accurately enter office charges into accounts; posting payments to accounts for both insurance and general payments; balancing day sheets; bank deposits; collection procedure.

**Medical Software:** Become proficient in the use of medical software.

**Medical Transcription:** Perform transcription to various medical documents; recognize the importance of documentation; develop editing skills; develop proof reading skills; enhance active listening skills.

**Medicine:** Apply fundamental knowledge to provide basic emergency care and transportation based on assessment finding for an acutely ill patient.

**Menu Marketing:** Study the factors involved in planning effective menus for a variety of food service operations. Course content includes basic menu planning principles, layout and design, factors that impact menu items selection, menu pricing, menu sales performance and mix analysis, and menu planning resources.

**Metallurgy:** Instruction on the practical applications of metallurgy, mechanical and physical properties of various materials. Topics include fundamental metallurgy, mechanical properties, types of strengths, nonferrous metals, and metallurgy and heat treating.

**MIG Welding I:** Learn the MIG Welding processes, advantages of GMAW, limitations of GMAW, uses of different inert gases and their effects and uses

MIG Welding II: 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.

Mock Interviews/Resumes: Students participate in mock interviews with local Human Resource Professionals that help them practice their interviewing skills, professional dress and resume.

NIMS: This course provides the opportunity to certify an individual's skills as measured against the NIMS (National Institute for Metalworking Skills) standards. The credential is awarded on satisfactory completion of both performance test and related theory exam.

Nutrition: An introduction to modern knowledge and the basic principles of nutrition: functions, needs, and sources of nutrients in food.

OB/GYN: Description of body structures, GYN emergencies and care, delivering a baby and possible complications, care of the newborn.

Occupancy Classification: Structures are classified by their intended use or occupancy. Occupancy classification as defined by the Building Code and Life Safety Code.

Office Practice Cert. Review: Students will review coursework to prepare for the Medical Office Assistant Certification Exam.

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.

Pantry: Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres, molds, pats and terrines.

Pathophysiology and Life Span Development EMT: Apply fundamental knowledge of the pathophysiology of respiration and perfusion to patient assessment. What to expect from a patient at various stages of development and adjusting your assessment to fit the age and ability of the patient.

Patient Assessment: Evaluating both a trauma and medical patient through a primary and secondary assessment to make treatment and destination.

Patient Care Tech: Differentiate the role and responsibilities of the patient care tech in each health care skills; understand all aspects of infection control; know what measures are needed to keep the patient environment safe; have good communication skills with patients and other health care personnel; have good observation, recording and reporting skills; know all basic patient care skills.

Pediatrics, Geriatrics, Patients with Special Challenges: Care and treatment of various age groups, related emergencies. Special challenges: dealing with developmentally disabled populations and care issues involved.

Pharmacology: Define what drugs are, identify their sources, and understand how they work; be familiar with the agencies and federal laws that regulate drugs; learn origin, nature, chemistry, effect and use of drugs; math knowledge to prepare medication; safety factors and administration of medications; learn the major classes of pharmaceutical products.

Pharmacology (EMT): Medications available for use by the EMT-B and those prescribed to the patient that the EMT-B can assist patient with administering.

Pharmacy Computer/Software: How to enter a prescription, patient data and physicians into the computer.

Pharmacy Math: Understanding and converting fractions; knowledge of decimals; solving for X using ratios and proportions; converting between metric, household and apothecary measures; IV flow rates; children dosages.

Pharmacy Practice: Understand FDA, DEA, and OSHA and their involvement in the pharmacy; National Drug Code; dosage forms and routes of administration; roman numerals and converting Arabic and the difference between the two systems; converting military time and temperature; AWP in business and compounding.

Pharmacy Technician Certification Review: Students will review coursework to prepare for the Pharmacy Technician Certification Exam.

Phlebotomy: Venipuncture/finger sticks; specimen collection; transportation, handling and processing of specimens.



Pipe Welding I: This course begins with a study of basic pipe welding techniques, manual skills required for pipe welding, and develop proper welding techniques for each position according to the A.P.I. and A.S.M.E. codes.

Pipe Welding II: This 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 layout, cutting, assembly and installation of pipe systems.

Plan Review: Learn how architectural plans to determine building safety for occupants.

Practicum: Mock physician's office set up to prepare students in both clinical and clerical fields before starting externships.

Preparatory and Public Health: Apply fundamental knowledge of the EMS System, safety/well-being of the EMT, medical/legal and ethical issues to the provision of emergency care.

Program Preview (EMT): Overview of the career as an EMT.

Psychology: Psychological and social factors of patients.

Respiratory Emergencies: Lecture on signs and symptoms along with treatment.

Rescue, Extrication Tools and Equipment: Removal of a victim from a vehicle using Jaws of Life and various hand tools.

Rescue Fire, Ground Search and Rescue: Learn how to enter a burning structure, search the building and make a rescue.

Rescue, Technical Rescue Incidents: Discussion focuses on confined space incidents and high angle rescue.

Rescue Vehicle Extrication: Learn how to properly remove a victim from a vehicle.

Restaurant Management: This course is designed to prepare students for the transition from employee to supervisor in a food service operation. Students will learn to identify and evaluate various leadership styles and develop skills in human relations and personnel management. Course content also includes employee training, motivation and evaluation techniques, laws and regulations that affect restaurant and foodservice operations, and employee benefits.

SCBA/Ropes: (Self Contained Breathing Apparatus); Learn the proper operation of SCBA, the donning and doffing of SCBA and all parts. Learn knots and types of ropes.

Scene Size Up: Evaluation scene for safety concerns for self, partner, patient and by-standers.

Seafood/Charcuterie: Identify assortments of fish and shellfish as well as how to properly purchase and store them, fabricate or prepare them for cooking and cook them by a variety of dry-heat and moist-heat cooking methods.

Search and Rescue: Learn the proper procedures in safety. Search the structure and rescue victims from hazardous situations using proper tools and methods.

Seizure, Diabetic: Lecture on signs and symptoms along with treatment.

ServSafe Alcohol: The ServSafe Alcohol program prepares bartenders, servers, hosts, bussers, valets, bouncers and all front-of-house staff to effectively and safely handle difficult situations in public restaurants that serve alcohol.

ServSafe Food Safety: ServSafe is a food and beverage safety training and certificate program administered by the *National Restaurant Association*.

Shock: Lecture on signs and symptoms along with treatment.

Shock Resuscitation: Apply fundamental knowledge of the causes, pathophysiology and management of shock, respiratory failure or arrest, cardiac failure or arrest and post resuscitation management.

Shop Theory I and II: Course provides an introduction to machine tool technology and basic understanding of safety in machining shops. Learn the evolution of machining and machine tools. All manual machines used, and gain knowledge of measurement and inspection tools, materials, safety, quality, maintenance, heat treating, drilling, turning, milling, and grinding. Gain understanding of operating basic machinery and continue with understanding and knowledge of milling machine operations.

SIM Chart for Medical Office/EMR: an overview of how to manage electronic medical records (EMRs) in different healthcare settings.

Site Access (Fire Inspector): Inspect emergency access for a site. Determine if required emergency access is being maintained; identify deficiencies according to codes, standards, policies; document deficiencies according to codes, standards, policies; correct deficiencies according to codes, standards, policies.

Skills Practice/Skills Testing, Computer Test: Skills practice computer test assessment to demonstrate understanding of emergency skills. Skills testing, computer test assessment to demonstrate ability to define Emergency Medical Services (EMS) systems and practice assessment in preparation for the National Registry certification.

Soups/Stocks/Sauces/Potatoes/Grains: Making stocks, thickening liquids, using a liaison and skimming impurities, techniques such as clarifying consommés and thickening soups with vegetable purees. Also, you will identify variety of potatoes, cooking methods, variety of grains and pasta products and learn the five mother sauces.

Special Agent Fire Extinguishing Systems: Extinguishing systems are broken down to seven categories: water, carbon dioxide, foam, clean agent, dry chemical, wet chemical and dry powder.

Special Patient Populations: Apply fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.

Standards Codes and Permits: Acquiring proper permits from cities, townships, counties for building a structure. What is needed to make sure all codes are enforced.

Stick Welding I: Learn welding processes; advantages of SMAW, benefits of SMAW, limitations of SMAW, uses of different inert gases and their side effects and uses.

Stick Welding II: 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.

STNA: Understand the health care setting; know the STNA role; know the members of the care team and their roles; be proficient in infection control; know safety and body mechanics; understand human needs and human development; be able to position, transfer and ambulate residents; be proficient in personal care skills of residents; know the basic nursing skills; understand nutrition and hydration needs of residents; know common chronic and acute conditions of the elderly; understand confusion, dementia, and Alzheimer's disease; understand rehabilitation and restorative care; understand dying, death, and hospice.

Submersion, Behavioral Emergencies: Lecture on signs and symptoms along with treatment.

Teambuilding: Teach students to recognize the value of teamwork, identify the characteristics of an effective team, understand the qualities of a productive team member, and help build successful teams to achieve important goals.

Technical Rescue Incidents: Rescue incidents of high angle, swift water, and confined space.

TIG Welding: Learn to develop the high level of skills required to perform GTAW welding operations in various positions according to the American Welding Society.

Tools/Ventilation: Classification of rescue tools based: power source, use, manual or power operated. How air exchanges inside a building or compartment with air outside the building or compartment.

Toxicology: Covered in ServSafe Alcohol Course.

Toxicologic Emergencies (EMT): Lecture on signs and symptoms along with treatment.

Trauma Overview: Description of trauma and the effects on the body.

Transcription: Master editing and proof reading skills; become proficient in transcribing medical records.

Transitions/Resumes/Mock Interviews: Focus on identifying student learning styles, appropriate strategies and study skills; successful completion of the ACT WorkKeys; develop competency on Ohio Career Information System.

Trauma: Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.

Truck Company: Learn what makes up a truck company, usually a rescue company.

Water Supplies: Adequate water supply and distribution system is an essential tool firefighters need to control and extinguish fires.

Water Supply and Distribution: Water distribution systems consist of a network of pipes, storage tanks, isolation and control valves, and hydrants throughout the community or service area.

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Wellness and Safety: Overview of healthy lifestyle and recognizing signs and symptoms of stress with care and treatment suggestions.