



Adult Workforce Development Catalog

Ashtabula County Technical & Career Campus

1565 State Route 167

Jefferson, Ohio 44047

(440) 576-6015 - phone

(440) 576-5258 - fax

www.atech.edu

2018-2019

Revised 1/24/18

Mission statement:

“The Ashtabula County Technical & Career Center in partnership with the wider educational, economic and civic community – provides innovative, personalized education/training opportunities within a safe, supportive environment to enhance the quality of student and community life.”⁴

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I. WORKFORCE DEVELOPMENT STAFF CONTACT NUMBERS

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Workforce Development Hours: Monday – Thursday 8:00 a.m. to 9:30 p.m. & Friday 8:00 a.m. to 4:30 p.m.

II. HISTORY AND INCEPTION

The Ashtabula County Technical & Career Campus (A-Tech) is located in a rural setting in Northeast Ohio and has been an integral part of Northeast Ohio in providing skill training for area youth and adults since 1969. Since 1969 more than 31,000 high school students and 35,500 adult students have received training at A-Tech.

The school is recognized and respected for its diversified programs, qualified and caring staff, and successful placement and re-training of individuals in the workforce. Independent Community surveys conducted have clearly demonstrated that the parents, community, and industry within Northeast Ohio, and specifically Ashtabula County, have a high regard for the quality of training given within our facilities.

A-Tech has had a rich tradition of cooperation/collaboration of providing quality career-technical programs since its inception. A group of Ashtabula County Superintendents met one day in July 1962 to begin to develop the now Ashtabula County Technical & Career Center (A-Tech) formerly known as the Ashtabula County Joint Vocational School. Our district name was officially changed to Ashtabula County Technical & Career Center (A-Tech) on July 19, 2011. The physical location of the school is called the Campus. In 1964 interested school districts approved five curricular activities for a vocational school. In February 1965 the Superintendents, then consisting of Mr. Morar, Conneaut; Dr. Gephart, Geneva; Mr. Musgrave, Ashtabula City and Mr. Finley of the Ashtabula County Board of Education, elected Dr. Gephart to prepare and write the application report for the school district. In April 1965, the Superintendents approved the application report developed by Dr. Gephart. Subsequently, Mr. Finley, Ashtabula County Superintendent, wrote to Dr. E. Holt, then Superintendent of Public Instruction, a formal application for the State Board of Education to approve the proposed School District as outlined in the plan. On May 10, 1965, the Board of Education for the State of Ohio officially approved the Ashtabula County Joint Vocational School District, now A-Tech. In July 1965, the first meeting of the Board of Education was held and elected Bill Springer, President, and Charles Meister, Vice President. In May 1966, the citizens of Ashtabula County passed the multi-purpose levy to provide the funding to begin the construction of the facilities. In 1969, the facilities were complete and the first classes were held in the newly constructed facilities. Currently owned by the Ashtabula County Technical & Career Center Board of Education.

III. DESCRIPTION OF THE SCHOOL'S FACILITY AND EQUIPMENT

A-Tech Campus is located on a 200-acre site adjacent to residential housing. It is comprised of 6 individual complexes, A, B, Meister Hall, Clark, Automotive and Building Maintenance/Career Readiness. Complex A is a single story, 26,789 square foot brick school building and has 11 classrooms/labs, three of which are computer labs, two are healthcare labs, and one is a library. We also have a conference room. WFD holds the following classes in this complex: LPN to RN, Licensed Practical Nursing, Certified Patient Care Technician, Medical Administrative Assistant, and Business Office Specialist. Complex B is a single story; 78,492 square foot brick school building and has 44 classrooms/labs. WFD holds our Cosmetology program in B complex. Meister Hall is a single story; 30,193 square foot brick school building and has 10 classrooms/labs. WFD holds our Industrial Maintenance, Industrial Welding, Industrial Electricity, and H.V.A.C. in this complex. Each of the industrial labs contains adequate equipment that meets the industry standards for the specific training program. Clark Hall is a single story; 20,580 square foot brick school building and has 7 classrooms/labs. Auto Technology is a single story, 17,128 square foot brick building and has 1 classroom and a large lab for our Automotive Technology program. Each lab meets the industry standards with regards to acceptable and required equipment for their prospective training programs.

See Attachment A: Campus Map

IV. ADULT WORKFORCE DEVELOPMENT TRAINING PROGRAMS

The Adult Workforce Development department offers over twelve (12) workforce development programs for adults who are interested in obtaining a skill and/or re-training for career advancement. Each year more than 300 adults take advantage of skill training and skill enhancement offerings extended through our Workforce Development Office. Adult students can select career development programs, career enhancement programs, personal enrichment programs, or customized specialty programs. A high employment placement rate for our Business Office Specialist program in 2014 with 86% of our graduates obtaining training related employment, and 100% of our graduates in our Industrial Electricity program make A-Tech Adult WFD a valuable asset to residents, employees and employers in Ashtabula County and Northeast Ohio.

The Adult program includes full and part-time offerings in Health Occupations, Business and Medical Office Training, Auto Technology, Trade and Industrial Education, and other fun Personal Enrichment programs. We have a very popular Licensed Practical Nursing program that have consistently over the past fifteen years, starting in 2001, maintained a near 100% pass rate for our graduates on the Ohio NCLEX Licensing Exam. For the last fifteen years, starting in 2001, our Adult Cosmetology graduates have a 100% pass rate at state boards.

Granting Credit for Previous Education and Training:

The Director and Program coordinator will evaluate official transcripts and documentation of previous education and training and appropriate credit will be given.

Clock Hour to Credit Hour Conversion

A clock hour is defined as 50 minutes of instruction in a 60-minute period of time.

1 Semester Credit Hours (SCH) = 45 Units	1 Quarter Credit Hour (QCH) = 30 Units
1 Clock Hour Didactic = 2 units	1 Clock Hour Didactic = 2 units
1 Clock Hour Supervised Lab = 1.5 units	1 Clock Hour Supervised Lab = 1.5 units
1 Clock Hour Externship = 1 unit	1 Clock Hour Externship = 1 unit
1 Clock Hour Outside Work = .5 units	1 Clock Hour Outside Work = .5 units

Total QCH Equivalent Credits

LPN to RN	77
Licensed Practical Nursing	84
Certified Patient Care Technician	34
Medical Administrative Assistant	35
Business Office Specialist	30.5
Cosmetology	83
Automotive Technology	63.5
Industrial Maintenance	36
Industrial Welding	14.5
Industrial Electricity/HVAC	29
Industrial Electricity	11.5
HVAC	17.5

*** Next to the Training program indicates this program is approved for veterans funding.**

Licensed Practical Nurse (LPN) to Registered Nurse (RN) Diploma Program *

The LPN to RN Diploma training program will transition the LPN student for an entry level position as an RN. The program is a total of 1403 hours completed in 12 months (49 weeks) which consists of 4 Levels. The courses of study are: Computer Technology, Transitions, Mental Health, Maternal Infant Nursing, Nursing Adults I, II & III, Nursing of the Child, Community Nursing, and Nursing Management. The program includes nursing theory and planned clinical experience in a variety of health agency settings. Future employment opportunities could include: Extended Care Facilities, Out-Patient Care Clinics, Hospitals, Nursing Homes, Home Healthcare Agencies, Community Service Clinic, Private Duty, Mental Health facilities and Camp Nurse.

Equipment Available:

AED Simulator	GI disorder model	Ophthalmoscope – 2
Ambu bags	Headwall with suction, simulated O ₂	Phlebotomy chair
AV equipment	Heart Model	Portable Oxygen Units – 2
Bassinet	High Fidelity Simulator Adult	Printer – 2
Beds – 8	High Fidelity Simulator Child	Privacy curtains – 4
Bedside stands – 8	Hoyer lift -1	Projection screens – 2
Bedside tables – 8	Infant mannequin	Pulse Oximeter
Blood pressure cuffs – 4 wall mounted	Injection simulator	Scale
BP arm – 2	Intradermal Simulators – 3	Skelton
Chester Chest	IV Arms – 4	Skin Burn model
Computers & tables – 15	IV Pump - 2	Stretcher – 1
Copier – 1	Linen Carts – 2	Stump bandaging simulator
CPR Mannequins	Mannequins – 8	Suctioning mannequin
Crash Cart, EKG Simulator	Medication Carts - 2	Temporal thermometers - 3
Diabetic change model	Media Carts – 3	Tube feeding pump
Dissection supplies	Microphone & speaker	Vein/Artery model
Doppler EKG Machine	Microscope	Washer & dryer
Edema Trainer	Noelle Birthing Simulator	Wheelchairs -2
Educational posters	OB model	Whiteboards in classrooms
GI anatomical model	Oral Thermometers	Working Sink in lab

Upon completion of the program, the student receives a diploma from A-Tech and is eligible to take the National Council Licensure Examination (NCLEX) for certification as a registered nurse. Licensure as a registered nurse is dependent upon successful completion of the nursing program and passing the State Board of Ohio Nursing examination. In order to take NCLEX, you must maintain at least a 78% grade average in each course during the program and complete required clinical hours.

Admission Requirement: Pre-admission testing, application and essay are required. Must be a Licensed Practical Nurse (LPN) with an IV certification. Complete procedures regarding admission, attendance, grading, conduct, make-up work, graduation requirements and other pertinent information is available in the RN student handbook. Please request a copy if you would like to review this information prior to your acceptance into the program

A maximum of 20 students will be accepted into the program.

The admission policy of the Registered Nursing Program assists the Admission Committee to select candidates who will be successful in the program. The following is the procedure for being accepted as a candidate for the RN Program:

1. Proof of licensure as a LPN with IV certification.
2. Complete all prerequisites with a minimum grade of “C” at a college of your choice. A-Tech has an articulation agreement with Franklin University. Prerequisites include College Algebra or Statistics – 3 credit hours, Microbiology – 4 credit hours, Anatomy & Physiology – 5 credit hours, Intro to Chemistry – 4 credit hours, Intro to Psychology – 3 or 4 credit hours, Intro to Sociology – 3 credit hours and English Composition – 4 credit hours.
3. Take and pass the pre-entrance test. All those with the minimum acceptable score or higher will be eligible to apply for admission into the A-Tech RN program. Passing the pre-entrance test does not mean you have been admitted, only that you can proceed to the next step in the selection process.
4. Request an application packet. The packet contains an application, reference forms and one copy of the admission policy. Complete the application form (received with this informational packet) and submit it to the school with the \$40 application fee. (Ashtabula County Technical & Career Campus RN Program, 1565 State Route 167, Jefferson, OH 44047).

Licensed Practical Nurse (LPN) to Registered Nurse (RN) Diploma Program continued *

5. Pick up the student catalog and complete a one to two-page essay on Nursing (must be completed at A-Tech).
6. Have three professional references complete the forms enclosed and send them to the nursing school. References should be sent by the person completing the reference, not by the applicant himself/herself. References should not be family members. Strong references include work references such as head nurses if you have been previously working in the health care setting.
7. Request and submit an official copy of your LPN school transcript and prerequisite courses to A-Tech Nursing Department.
8. Selection for the school of nursing is a competitive process. Points will be given to applicants in each of the following areas:
 - a. Pre-entrance examination
 - b. LPN transcript (majority of the grades are A's is 4 points, majority B's is 3 points, majority C's is 2 points)
 - c. Grade point average from prerequisites
 - d. Essay (Points based on grammar, neatness, clarity, logic and spelling)
 - e. References (must be able to speak to academic ability and/or work ethic)
9. A total score is then calculated by adding together points in each of the five areas. The 20 applicants with the highest total scores will then be admitted into the program. Others, in order of total points, will be placed on a waiting list in case a vacancy should become available.
10. If there is a tie in a score which would make one applicant on the waiting list and the other in the program, an interview will be conducted with those applicants.
11. An applicant will not be considered for admission until all forms have been received by the nursing office.
12. The applicant is informed in writing of the decision from the Admission Committee.
13. Applicants who have not been accepted by the first day of school are asked to notify the school after January of the following year should they wish to be reconsidered. A new waiting list is started each year and includes those applicants who have currently tested and those from the previous year who have notified us in writing to reactivate their file.
14. Applicants must confirm their intention to attend the program by paying the \$150 deposit if accepted for admission into the program within 30 days.
15. After accepted into the program and before the first day of school, students must pass a background check and a drug screen. Students should be aware that:
 - i. A felony conviction may affect ability to attain licensure.
 - ii. Criminal background checks and drug screens are required by many clinical sites providing clinical experiences. If any clinical site refuses to allow a student to complete their required clinical assignment due to the results of their criminal background check and drug screen, the student will be unable to successfully complete the nursing program.

Transfer of Credit:

Any person who previously was enrolled in another nursing program or in the armed forces of the United States, or in the National Guard or in a reserve component and would like to be admitted into the RN Diploma Program with advanced standing must notify the school as soon as possible with this intent. The applicant must have taken and passed (with at least a "C") courses that can correlate with courses offered or provide the Administrator with documentation of the military education and/or skills training. This documentation will be used to determine whether any of the military education or skills training is substantially equivalent to the course offered at A-Tech. The amount of credit granted to the applicant shall be determined by the Program Administrator. Written exams and a clinical test-out can be used to aid the Administrator in granting this advanced credit. What has been granted as advanced credit will be indicated as such on the student's transcript. The advanced credit applicant must spend at least two levels within the nursing program. A student admitted with advanced standing must meet the program's curriculum requirements for currently enrolled students. Admission of an applicant with advanced standing will always be dependent upon whether a vacancy in the program exists at the time of the student's petitioning for admittance.

Licensed Practical Nurse (LPN) to Registered Nurse (RN) Diploma Program continued *

LPN TO RN COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Clinical Hours
Computer Technology - Basic computer concepts are covered with an emphasis on computer user skills within the Windows environment. The student will learn basic Windows Operating System concepts and commands, how to organize data files using folders, and usage of My Computer and Windows Explorer for file management. All overview of the personal computer hardware and applications software is presented. Prior knowledge of computers is helpful, but not required.	10	20	0
Transitions – The course assists the student in the transition from licensed practical nurse to registered nurse. Students will be introduced to the history of nursing, the standards and the State Nurse Practice Act. The student integrates the nursing process into this expanded role. The concepts of critical thinking, nursing process, therapeutic interventions, communication, teaching-learning, accountability and leadership are examined within the roles and responsibilities of the registered nurse. Laboratory and clinical experiences provide the student with opportunities to review and demonstrate competence in previously learned skills, as well as to expand assessment and other skills to assist clients to reach optimum health.	86	86	40
Mental Health Nursing - Through the use of the nursing process, students utilize a model of psychodynamics in the restoration, maintenance, and promotion of mental health. Therapeutic communication is included with appropriate clinical experiences.	77	0	24
Maternal Infant Nursing - Concentrating on women of childbearing age, pregnant women and infants, this course provides an introduction to the health needs of women and infants and to the delivery of services designed to meet these needs. The course aims to provide students with a comprehensive knowledge base of programs addressing the health and welfare of women and infants and establishes the foundation for maternal and child health practice. Critical areas in maternal and infant health are examined from several perspectives. Students learn the biological, social, political and economic context within which maternal and infant health problems arise. The students will develop specific cognitive and psychomotor competencies which will be demonstrated in an effective performance in the clinical area. Pharmacology used throughout the pregnancy, delivery and post partum for both mother and baby is addressed. Nutrition for mother and baby is also reviewed.	80	16	16
Nursing of Adults I - Nursing of Adults I combines theory and clinical to prepare the student to apply physiological, biological and sociological principles in conjunction with the nursing process to meet selected adult client needs. Topics for study are patient and family teaching, pain management, visual and auditory problems, integumentary problems, problems with oxygenation, hematologic problems and cardiovascular problems. Pharmacology and nutrition involving these patient problems are addressed. Nursing care of individuals with these problems is the focus of this course.	60	68	104
Nursing of the Child - The purpose of this theoretical and clinical course is to explore childhood diseases and child care from infancy through adolescence. The focus is on the care of the well and ill child utilizing the nursing process. The effects of acute and chronic illness on growth and development are studied. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical issues are discussed regarding the relationship to the child and family, including issues such as child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family. Pharmacology and nutrition, both for the well child and the ill child, are addressed.	80	32	24
Nursing of Adults II - Nursing of Adults II combines theory and clinical to prepare the student to apply physiological, biological and sociological principles in conjunction with the nursing process to meet selected adult client needs. Pharmacology and nutrition concerning the following patient problems are interwoven through the course. Topics for study are gastrointestinal problems, nutritional problems, problems with the urinary system, endocrine problems, reproductive problems, breast disorder, sexually transmitted diseases, genetics, altered immune responses and transplantation. Nursing care of individuals with these problems is the focus of this course.	60	68	112

Licensed Practical Nurse (LPN) to Registered Nurse (RN) Diploma Program continued *

LPN TO RN COURSE DESCRIPTION			
Subject	Subject	Subject	Subject
Community Nursing - Nursing takes place in a variety of settings and the RN must realize that the surroundings of the patient may not be brick and mortar. One of those settings may be the community. The community at large could be the nurse's patient or it could be the environment of the patient. This course focuses on practice areas within the community caring for individuals, families and groups. Topics for study include the history of public and community health nursing, health promotion and disease prevention, ethical issues, cultural influences, environmental health, government and economic influences, epidemiology, community assessment and evaluation, case management, disaster management, outbreak investigation, family nursing, vulnerable populations, faith community nursing, hospice nursing, school nursing and occupational nursing.	72	28	16
Nursing Management - The expectations of a RN are that he/she will not only care for patients and their families, but also lead and manage people in the care of these patients and families. This course focuses on the skills needed to successfully lead and manage people. Topics for study are the leadership/management role, legal and ethical issues, making decisions, solving problems, organizational structures, costs and budgeting, staffing and scheduling, hiring, developing and evaluating staff, planning and goal setting, leading change, building teams, managing quality and risk, managing conflict and delegation.	56	0	16
Nursing of Adults III - Nursing of Adults III combines theory and clinical to prepare the student to apply physiological, biological and sociological principles in conjunction with the nursing process to meet selected adult client needs. Pharmacology and nutrition concerning the following patient problems are interwoven through the course. Topics for study are nervous system problems, musculoskeletal problems, critical care nursing, community based nursing, complementary and alternative therapies, perioperative care, nursing management of shock, systemic inflammatory response syndrome, multiple organ dysfunction syndrome, respiratory failure, acute respiratory distress syndrome and emergency and disaster nursing. Nursing care of individuals with these problems is the focus of this course.	80	0	72
TOTAL = 1403	661	318	424

Hours: 1403
Tuition: \$14,000 - includes books and supplies
Days: Tuesday to Friday
Level I-III: 32 hours weekly (16 classroom / 16 lab/clinical)
Level IV: 24 hours weekly (16 classroom / 8 clinical)
Time: 7:00 a.m. - 3:30 p.m.
Dates: September 2018 – August 2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
RN – PP1	09/11/2018	12/19/2018	400	13	09/11/2018	10/11/2018
RN – PP2	12/20/2018	04/05/2019	400	13	12/20/2018	12/20/2018
RN – PP3	04/06/2019	06/08/2019	403	12	07/05/2018	
RN – PP4	06/09/2019	08/29/2019	203	11	07/06/2018	07/06/2018
			1,403	49		

*PP = Payment Period

Licensed Practical Nurse (LPN) to Registered Nurse (RN) Diploma Program continued *

READMISSION POLICY

Readmission is defined as coming back into the program once a student has dropped out for whatever reason and at whatever time during the school year. No student having failed or dropped out during or at the end of first level will be automatically readmitted. They must attempt the selection process again. The student must request readmission at least two months prior to the date they would like to reenter. The request will be considered at a staff meeting.

Readmittance will be based upon student standing at the time of departure, if a vacancy exists within the program, time limit from leaving (no longer than 1 year) and passing the final exams from the level preceding the one they plan to reenter (failure results in needing to take entire program). No student will be readmitted if dismissed for behavior reason, have had 2 previous attempts, or failed clinical for any reason.

If several students are petitioning to reenter and only a limited number of positions exist, priority will be given to the person who was strongest in both their theory and clinical work. A \$100 reentry fee will be charged. Tuition and attendance will be prorated beginning with the level the student needs to repeat. Physical exam and background check must be current. Liability and health insurance must be in place in order for the student to attend clinical. Upon readmittance the student shall meet curriculum requirements for currently enrolled students.

Licensed Practical Nursing *

The Licensed Practical Nursing program will prepare the student for an entry level position as an LPN. The programs of study are: Allied Nurse Science, Professional/Vocational Relationships, Nursing Fundamentals, Psychology and Sociology, Medical/Surgical Nursing, Maternal/Child, Rehabilitation, Community Health, Geriatrics, Pharmacology and IV Therapy. The program includes nursing theory and planned clinical experience in a variety of health agency settings. Future employment opportunities could include: Extended Care Facilities, Out-Patient Care Clinics, Hospitals, Nursing Homes, Home Healthcare Agencies, Community Service Clinic, Private Duty, Mental Health facilities and Camp Nurse.

Equipment Available:

AED Simulator	GI disorder model	Ophthalmoscope – 2
Ambu bags	Headwall with suction, simulated O ₂	Phlebotomy chair
AV equipment	Heart Model	Portable Oxygen Units – 2
Bassinet	High Fidelity Simulator Adult	Printer – 2
Beds – 8	High Fidelity Simulator Child	Privacy curtains – 4
Bedside stands – 8	Hoyer lift -1	Projection screens – 2
Bedside tables – 8	Infant mannequin	Pulse Oximeter
Blood pressure cuffs – 4 wall mounted	Injection simulator	Scale
BP arm – 2	Intradermal Simulators – 3	Skelton
Chester Chest	IV Arms – 4	Skin Burn model
Computers & tables – 15	IV Pump - 3	Stretcher – 1
Copier – 1	Linen Carts – 2	Stump bandaging simulator
CPR Mannequins	Mannequins – 8	Suctioning mannequin
Crash Cart, EKG Simulator	Medication Carts - 2	Temporal thermometers - 3
Diabetic change model	Media Carts – 3	Tube feeding pump
Dissection supplies	Microphone & speaker	Vein/Artery model
Doppler	Microscope	Washer & dryer
Edema Trainer	Noelle Birthing Simulator	Wheelchairs -2
Educational posters	OB model	Whiteboards in classrooms
EKG Machine	Oral Thermometers	Working Sink in lab
GI anatomical model		

Upon completion of the program, the student receives a certificate from A-Tech and is eligible to take the National Council Licensure Examination (NCLEX) for certification as a licensed practical nurse. Licensure as a practical nurse is dependent upon successful completion of the practical nursing program and passing the State Board of Ohio Nursing examination. In order to take NCLEX you must maintain at 78% grade average in each course during the program and complete all clinical hours.

Admission Requirement: Pre-admission testing, application and interview are required. Previous healthcare experience is helpful but not required. Complete procedures regarding admission, attendance, grading, conduct, make-up work, graduation requirements and other pertinent information is available in the LPN OR RN student handbook. Please request a copy if you would like to review this information prior to your acceptance into the program.

A maximum of 44 students will be accepted into the program.

The following is the procedure for being accepted as a candidate for the LPN Program:

- 1) Take and pass the pre-entrance test. All those with the minimum acceptable score or higher will be eligible to apply for admission.
- 2) Complete the application form (received with informational packet) and submit it with the \$25 application fee.
- 3) Have three references. References should be sent by the person completing the reference, not by the applicant himself/herself. References should not be family members.
- 4) High School Transcript/GED Certification: Please have your high school transcript forwarded to the school. Transcripts from any other school or program should be forwarded to the school. If you hold a GED certificate, a copy must be submitted.
- 5) When all the above has been completed make an appointment for an interview by calling the nursing office at 440-576-5545.

Selection for the school of nursing is a competitive process. Points will be given to applicants in each of the following five areas:

- Pre-entrance examination (individual areas totaling 35 points)
- High school grade point average (4 points total)
- Interview (20 points total)
- Previous medical experience – direct care (2 points total) or previous education (1-point total)
- References (10 points total)

Licensed Practical Nursing continued*

Transfer of Credit:

Any person who previously was enrolled in another nursing program or in the armed forces of the United States, or in the National Guard or in a reserve component and would like to be admitted into the LPN Program with advanced standing must notify the school as soon as possible with this intent. The applicant must have taken and passed (with at least a “C”) courses that can correlate with courses offered or provide the Administrator with documentation of the military education and/or skills training. This documentation will be used to determine whether any of the military education or skills training is substantially equivalent to the course offered at the Knoedler School of PNE. The amount of credit granted to the applicant shall be determined by the Administrator of this program. Written exams and a clinical test-out can be used to aid the Administrator in granting this advanced credit. What has been granted as advanced credit will be indicated as such on the student’s transcript. The advanced credit applicant must spend at least one entire level (trimester) within the practical nursing program. A student admitted with advanced standing must meet the program’s curriculum requirements for currently enrolled students. Admission of an applicant with advanced standing will always be dependent upon whether a vacancy in the program exists at the time of the student’s petitioning for admittance.

LPN COURSE DESCRIPTION				
Subject	Theory Hours	Lab Hours	Clinical Hours	Other Hours
Level 1				
A&P - Anatomy and Physiology is designed to give the beginning nursing student a basic knowledge of the structure and function of the normal human body. Upon this foundation the student can acquire the nursing skills required to provide safe, rewarding nursing care, and provide a healthful environment for himself/herself and all those he/she influences.	103.5	0	0	
PVR I – Professional Vocational Relations is designed to aid the student in becoming a member of the health care team. Included are segments on nursing past, present, and future to acquaint the students with the profession they are entering; a description of various members of the nursing team and the LPN’s role on this team; a unit on personal health and professionalism needed in the health care profession, communication techniques necessary for good patient and peer relationships; a unit acquainting the student with the hospitalized patient and what needs to be considered in caring for him; also a unit on ethical and legal responsibilities both as a student and as a licensed practical nurse. Material to be presented will be given mainly in lecture form, supplemented by films, handouts, class discussion, and guest speakers.	22	0	0	
ANS - Allied Nurse Science includes the study of microbiology, chemistry, basic nutrition, and medical terminology. These subjects are an integral part of the curriculum and establish a base for subsequent knowledge in the areas of basic nursing, anatomy, physiology, and medical/surgical nursing. Nursing is a science and a creative process in which the basic facts, principles, and concepts of chemistry, physics, and microbiology are essential to a nurse's understanding of patient care and maintenance of healthful living.	45	0	0	
Pharm I - Pharmacology, which is the study of drugs and their actions in the body, is an integral part of the practical nursing student’s education. Taught in three parts (one in each level of education), pharmacology begins with preliminary concepts necessary for the student’s understanding of medication administration. Following this will be units on specific classifications of medications together with a thorough knowledge of the classification including drugs therein, effects, side effects, and nursing responsibilities. Also included will be actual administration of medications—oral, parenteral, (I.M., subcutaneous), topical, and eye and ear drops. Safe administration practices will be emphasized together with the LPN’s responsibilities in medication administration, first in lab practice and then in actual clinical administration of selected medications.	30	0	0	

Licensed Practical Nursing continued*

Level 1 (continued)			
<p>Funds. - Nursing Fundamentals is a basic course designed to introduce the beginning practitioner to skills needed for patient care. The course begins with simple procedures and progresses to the more complex. Each procedure will be presented to students via lecture, video and/or instructor demonstrations. Objectives of each procedure will be made known to the student. In the laboratory each student is provided with an opportunity to practice skills until approved by the instructor. Patient comfort and safety is stressed. Students function in a role-playing situation. Hopefully, the student role-playing the patient has valuable learning experience and can interact with the “nurse”. Students enter the laboratory within a few days of the beginning of class so they may be prepared to enter the clinical area early in the program with increased confidence and performance.</p>	63	101.5	110.5
Level 2			
<p>Med./Surg. - Nursing skills, theory and supervised lab, clinical experience caring for patients having medical-surgical illnesses, and the normal and abnormal conditions will be stressed, together with nursing care, medical treatment, and the pharmacological and nutritional aspects of care. Clinical experience will include supervised care of selected patients exhibiting a malfunctioning of systems (as discussed in class) together with observational experiences in such areas as Operating Room, Respiratory and Physical Therapy and X-ray. Emphasis will be placed on allowing the student to see the total hospital experience so they can best interact therapeutically with the rest of the health care team.</p>	145.5	6.5 lab 6.5 obs.	104
<p>Pharm II - Pharmacology, which is the study of drugs and their actions in the body, is an integral part of the practical nursing student’s education. Taught in three parts (one in each level of education), pharmacology begins with preliminary concepts necessary for the student’s understanding of medication administration. Following this will be units on specific classifications of medications together with a thorough knowledge of the classification including drugs therein, effects, side effects, and nursing responsibilities. Also included will be actual administration of medications—oral, parenteral, (I.M., subcutaneous), topical, and eye and ear drops. Safe administration practices will be emphasized together with the LPN’s responsibilities in medication administration, first in lab practice and then in actual clinical administration of selected medications.</p>	47	13	6.5
<p>Peds. - Pediatrics is offered in order to guide the student in the special nurse-patient relationship peculiar to the pediatric service. Emphasis is placed on the normal growth and development of the child so that abnormalities when encountered will be readily recognized. The values and methods of preventative pediatrics will also be stressed. Common childhood illnesses and medical and surgical processes will also be studied. This course will attempt to show growth and development as a life-long process with emphasis on the developmental tasks of each group. In addition, physical, psychological, and social aspects of development will be taught.</p>	70	13 obs.	13
<p>IV Therapy - This course prepares the student with the knowledge and skills required to perform intravenous therapy on adult patients. Consisting of classroom, laboratory and clinical experience, this course teaches the student how to safely perform IV therapy within the laws of the State of Ohio and the rules of the Ohio Board of Nursing.</p>	18.5	6.5	0

Licensed Practical Nursing continued*

LPN COURSE DESCRIPTION				
Subject	Theory Hours	Lab Hours	Clinical Hours	Other Hours
Level 3				
Therapeutic Communication - This course is a continuation of the student's study of therapeutic communication. In this course the student will learn how to effectively and therapeutically communicate with patients who show maladjustment in the area of mental health. Characteristics of mental health disorders together with treatment, nursing care and therapeutic communication techniques will be discussed.	21	6.5 (obs.)	0	
Community Health - Community Health Nursing takes the student to another facet of nursing: The Community. The course includes a look at health organizations on the local, state and national levels. Community Health Nursing will show the student how health care is brought to consumers via home and clinic visits and through various community health agencies. Also included within this course are community health threats such as AIDS and the most recent area of concern--terrorism.	17.5	13 (obs.)	0	
PVR II - This course will aid the student in the transition from student to licensed practical nurse. Included in this course will be discussion on the ethics and legalities involved in practical nursing, on-the-job stress and how to cope, the patient experience, and discussions of current events of interest and concern to practical nurses. Also included will be how to apply for a job, resumes, and interviews.	50	0	0	
Maternal & Newborn - The course introduces the student to the fundamental concepts of nursing care based on the physiological, psychological, and social changes associated with the maternity cycle. The student will learn the basic principles, concepts, and skills required to give safe intelligent nursing care to mothers during the antenatal, natal, and post-natal periods, including the normal versus complications that might occur. Care of the newborn is also included.	56.5	39	13	
Geriatrics - Geriatrics is the study and treatment of diseases of aging. This course includes causes, symptoms, and the treatment of common diseases and conditions affecting the older adult or senior citizen. The student will be able to see the patient as a product of his total environment and will seek to develop skills to determine the patient's ability to meet their basic needs and perform activities of daily living. Opportunities for patient and family teaching will be included. The student will be encouraged to become knowledgeable in area resources available to assist the patient and their families in any way possible.	37	6.5 / 6.5 (obs)	71.5	
Rehab. - Basic principles of prevention, as well as rehabilitation will be presented here as they apply to various neurological, orthopedic, and burn injuries. This is especially appropriate since many licensed practical nurses are employed in extended care facilities.	37	6.5	45.5	
Pharm. III - Pharmacology, which is the study of drugs and their actions in the body, is an integral part of the practical nursing student's education. Taught in three parts (one in each level of education), pharmacology begins with preliminary concepts necessary for the student's understanding of medication administration. Following this will be units on specific classifications of medications together with a thorough knowledge of the classification including drugs therein, effects, side effects, and nursing responsibilities. Also included will be actual administration of medications—oral, parenteral, (I.M., subcutaneous), topical, and eye and ear drops. Safe administration practices will be emphasized together with the LPN's responsibilities in medication administration, first in lab practice and then in actual clinical administration of selected medications.	31	0	26	
IV Therapy (clinical component) - This course prepares the student with the knowledge and skills required to perform intravenous therapy on adult patients. Consisting of classroom, laboratory and clinical experience, this course teaches the student how to safely perform IV therapy within the laws of the State of Ohio and the rules of the Ohio Board of Nursing.	0	6.5	6.5	

Licensed Practical Nursing continued*

LPN COURSE DESCRIPTION				
Subject	Theory Hours	Lab Hours	Clinical Hours	Other Hours
Additional Hours				
ATI Training				10
Finals				35
Make-Up hours				13
Orientation & Graduation				3.5
EMR Training				16
Total Other Hours				77.5
OBN Program Hours	768.5	160 + 39 (obs.)	455	1422.5
TOTAL = 1500				1500

Hours: 1500
Tuition: \$12,000 - includes books, supplies and NCLEX practice course.
Days: Monday - Friday
 32 hours weekly (20 classroom 12 lab/clinic)
Time: 8:00 a.m. - 3:30 p.m.
Dates: September 2018 – August 2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
LPN – PP1	09/04/2018	12/06/2018	450	14	09/04/2018	10/04/2018
LPN – PP2	12/07/2018	03/26/2019	450	14	12/07/2018	12/7/2018
LPN – PP3	04/01/2019	06/09/2019	300	8	07/05/2019	
LPN-PP4	06/20/2019	08/06/2019	300	8	07/06/2019	
			1,500	44		

Readmission for LPN & RN Students: The student must request readmission at least two months prior to the date they would like to reenter. The request will be considered at a staff meeting. Readmittance will be based upon student standing at the time of departure and if a vacancy exists within the program at the time the student would like to reenter.

No student having failed or dropped out during or at the end of first level will be automatically readmitted. They must attempt the selection process again.

A student who dropped out during second or third level can only be considered for readmission (at the point at which they dropped out) in the year following their departure. If more than one calendar year has passed since the student dropped out, they will need to reapply at the beginning of the program. Readmission is not automatic. Only 2 outs (dismissal or taking oneself out of the program) will be allowed.

The student applying for readmission must have been in good standing when they dropped out of the program. (Good standing means currently passing both theory and clinical courses). No student will be considered for readmission either mid-year or at the beginning of the year if they were failing clinical for any reason or dismissed for behavioral reasons.

The student reentering the program mid-year will be required to take and pass the final exams from the level preceding the one they plan to reenter. Should the student not pass the exams, they will be asked to repeat the entire program. If several students are petitioning to reenter and only a limited number of positions exist, priority will be given to the person who was strongest in both their theory and clinical work.

Readmission is always dependent upon whether a vacancy exists in the program at the time the student petitions for readmittance. A reentry fee will be charged. Tuition and attendance will be prorated beginning with the level the student needs to repeat. The physical exam and background check must be current and liability insurance in place in order for the student to attend clinical. Upon readmittance the student shall meet curriculum requirements for currently enrolled students.

Certified Patient Care Technician *

The Certified Patient Care Technician program will prepare the student for an entry level position as a patient care technician. It consists of three (3) modules including Certified Patient Care Technician, EKG, and Phlebotomy. Emphasis is on the technical skills necessary to perform personal care to complex patients, implementation of selected portions of care plans, including respiratory services, and rehabilitation services under the supervision of registered nurses. In addition, this program provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, quality assurance, universal and standard precautions. Also, it will provide an overview of basic cardiovascular terminology, anatomy and physiology. It focuses on the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Learn to recognize cardiac arrhythmias. Outlines responsibilities of ECG\EKG technicians and provides clinical laboratory opportunity to develop entry level skills. The Certified Patient Care Technician program will also cover: Home Health Care, CPR and First Aid, Medical Terminology, Anatomy & Physiology, Medical Records, Computer Training, and Ethics and Legal Considerations.

Equipment Available:

AV equipment	Dorsal Venipuncture Hand Model - 2	Microphone & speaker	Skelton
Beds – 8	Educational posters	Oral Thermometers	Stretcher – 1
Bedside stands – 8	GI anatomical model	Phlebotomy chair - 2	Temporal thermometers - 3
Bedside tables – 8	Heart Model	Portable Oxygen Units – 2	Venipuncture Arm (Pediatric) – 1
Blood pressure cuffs – 4	Hoyer lift -1	Printer – 2	Venipuncture Arms – 3
BP arm – 2	Infant mannequin	Privacy curtains – 4	Washer & dryer
Computers & tables – 15	Linen Carts – 2	Projection screens – 2	Wheelchairs -2
Copier – 1	Mannequins – 8	Pulse Oximeter	Whiteboards in classrooms
CPR Mannequins	Media Carts – 2	Scale	Working Sink in lab

Upon successful completion of this program, students will receive a certificate of completion from A-Tech, and will be eligible to earn three (3) separate National Certifications in Certified Patient Care Technician, EKG, and Phlebotomy, through the National Healthcareer Association (NHA). In order to take the National Certification exams, you must maintain a 74% grade average, achieve a passing score on the practice certification exam and prove competency performing different medical skills for **each** area. In addition, for phlebotomy, students must document a minimum of 25 successful venipunctures and 10 capillary sticks.

Admission Requirement: High school diploma, transcript or equivalent (GED). Completion of an Individual Career Development Plan. Pre-admission testing and/or interviews may be required. Previous healthcare experience and licensure as an STNA is preferred. The top scoring applicants will be admitted to the program. Students must complete the WorkKeys assessment.

A maximum of 25 students will be accepted into the program.

CERTIFIED PATIENT CARE TECHNICIAN COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Patient Care - This course is an introduction to the CPCT career. It provides an overview of the profession and defines the role of a CPCT. It also explores the clinical aspects as well as point of care testing. The students will learn and demonstrate skills used in the field. This course provides hands-on skills for assisting with medical examinations as well as assisting patients with their activities of daily living. Students are responsible for completing a 34 hour externship along with this course.	40	60	100
Medical Terminology - This course provides a logical approach to understanding the complex language of medicine. The beginning of the course emphasizes the basic word parts of medical terminology; followed by directional terms. Once students have mastered the course is then broken down by body system. This also gives them an anatomy and physiology review as well.	48	0	48
Asepsis/Infection Control - This course is an overview on the Occupational Exposure to Bloodborne Pathogens Standards as defined by the United States Occupational Safety and Health Administration (OSHA). It explains the risk of exposure to bloodborne and airborne pathogens and how to reduce the risks of transmission. This course also reviews proper medical asepsis in the field.	10	2	12

Certified Patient Care Technician continued *

CERTIFIED PATIENT CARE TECHNICIAN COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Medical Office - With the student's basic knowledge of keyboarding; this course will introduce Microsoft Office. The students will utilize Word with activities in editing documents, formatting text and paragraphs, creating and formatting tables, formatting documents merging Word documents, working with styles and templates, developing multi-page documents, and building forms. The student will utilize Microsoft Office Excel, to format worksheets, work with charts, analyze data using formulas, managing workbook data, using tables, and analyzing table data.	16	16	32
CPR - Students are taught by a certified instructor through American Heart Association (AHA). Students will learn CPR for victims of all ages, how to operate an AED, and how to relieve choking; including foreign body obstruction. Upon completion of the course students will learn the skills necessary to recognize emergencies such as cardiac arrest and how to respond appropriately. Students will receive course completion card that will be good for two years.	2	2	4
First Aid - This course provides on the skills necessary for emergencies that may occur in a medical office. Students learn how to determine how emergent an emergency is and the proper steps to take to handle it. Students will learn how to triage during a disaster, assisting with emergency childbirth, and minor wound care.	2	2	4
HIPPA - This course focuses on the Health Insurance Portability and Accountability Act. Students will learn privacy regulations as stated by HIPAA.	8	0	8
Electronic Medical Records - This course examines the latest rules and regulations in regards to EHR. The corresponding software helps the student familiarize themselves with the EHR through practical hands-on exercises.	8	8	16
Transitions - This course helps prepare the student for entering the workforce. An overview on how to begin their job search and the students learn how to write resumes, cover letters, and thank you letters. The class will have mock interviews with a current medical professional to practice their interviewing skills.	13	13	26
Anatomy and Physiology - Students will get an overview of each body system and its function. Within each course there are key terms, clinical aspects, disorders, diagnostic techniques, and common therapies.	40	8	48
Home Health - The students will learn and demonstrate skills used in the Home Health field. This course provides hands-on skills for assisting with medical examinations as well as assisting patients with their activities of daily living. Students are responsible for completing an 8 hour externship along with this course.	24	10	34
Ambulatory - The students will learn and demonstrate skills used in the field. This course provides hands-on skills for assisting with medical examinations as well as assisting patients with their activities of daily living. Students are responsible for completing an 8 hour externship along with this course.	20	20	40
EKG - Students will learn how to use a 12-lead EKG and proper lead placement. This course also focuses on the reading of cardiac rhythm strips. Students are expected to complete an 8 hour externship.	68	40	108

Certified Patient Care Technician continued *

CERTIFIED PATIENT CARE TECHNICIAN COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Medical Law and Ethics - This course focuses on the different types of medical practice legal issues and ethical issues.	8	0	8
Intro to Phlebotomy - This course consists of both lecture and lab instruction. The course begins with the focus on the equipment, techniques, and common laboratory tests. Students will practice venipunctures and capillary punctures on a training arm and progress toward practicing on real patients. Students will participate in role-playing activities to simulate possible patient interactions. Students are required to complete a 42 hour phlebotomy externship.	56	56	112
TOTAL = 600	363	237	600

Hours: 600 – includes a 100-hour Externship
Tuition: \$5,950 – includes three (3) NHA certification exams, books and supplies
Days: Monday – Thursday
Time: 5:30 p.m. - 9:30 p.m.
 16 hours weekly (8 classroom / 8 lab)
Dates: 09/04/2018 – 05/23/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
CPCT – PP1	09/04/2018	01/30/2019	300	18	09/04/2018	10/05/2018
CPCT – PP2	01/31/2019	06/13/2019	300	18	01/31/2019	01/31/2019
			600	36		

Medical Administrative Assistant *

The Medical Administrative Assistant program will provide the student with the basic office skills and familiarity with Microsoft Office for an entry level position as a medical administrative assistant. The program will cover the following areas: Medical Administrative Functions including simulation, Medical Terminology/Transcription, Billing/Coding, Insurance reimbursement and collections, HIPAA rules and regulations and First Aid/CPR.

Equipment Available:

- 20 Computers / Student Workstation
- Printer
- Copier
- Media Cart with Powerpoint Projector
- Whiteboard

Upon successful completion of this program, students will receive a certificate of completion from A-Tech, and will be eligible to earn three (3) separate National Certifications in Medical Administrative Assistant, Billing and Coding Specialist, and Electronic Health Records, through the National Healthcareer Association (NHA). In order to take the National Certification exams, you must maintain a 74% grade average, and achieve a passing score on the practice certification exam.

A maximum of 20 students will be accepted into the program.

MEDICAL ADMINISTRATIVE ASSISTANT COURSE DESCRIPTION			
Subject	Theory Hours	Lab/Clinical Hours	Total Hours
Medical Module - This course begins with an introduction to Administrative Medical Assisting and the theory behind this profession. The students learn how to manage front office responsibilities, telephone techniques, written communication, medical records management, financial management, scheduling appointments, patient reception and processing. They will also review medical law and ethics along with the Health Insurance Portability and Accountability Act (HIPAA). Includes 30 hours of externship.	135	54	189
Clerical Module - Keyboarding: Develop keyboard speed and accuracy while becoming familiar with beginning medical keyboarding and medical language skills. 10-Key Calculator: Learn the fundamentals of using a computer calculator and basic mastery of the 10-key method and standard math calculations. Filing: Review and apply ARMA filing rules and concepts in order to file and retrieve documents. Proofreading: Learn basic proofreading rules and symbols and demonstrate the ability to apply them in written and onscreen formats. Also, review of basic English skills. Includes 20 hours of externship.	30	37.5	67.5
Medical Terminology - This course provides a logical approach to understanding the complex language of medicine. The beginning of the course emphasizes the basic word parts of medical terminology, followed by directional terms. Once students have mastered the course is then broken down by body system. This also gives them an anatomy and physiology review as well.	54	0	54
Electronic Health Record - This course examines the latest rules and regulations in regards to EHR. The corresponding software helps the student familiarize themselves with the EHR through practical hands-on exercises.	8	10	18
Billing and Coding/Insurance - This course gives the student the skills to become a successful medical biller/coder. This course covers CPT, ICD-9, and ICD-9-CM. With the knowledge gained with billing and coding the students will have an overview of the claim-filing process and the variety of insurance forms used. They will also compare and contrast the private, managed care, and government health plans. The student will learn the importance of the CMS-1500 Claim Form in regards to the perspective payer's expectations. Includes 10 hours of externship.	50	35	85
Transcription - This course consists of an overview of medical transcription with an emphasis on transcription guidelines, including ethical and legal responsibilities. The students will learn how to transcribe a variety of medical reports, correspondence, and business documents.	27	27	54

Medical Administrative Assistant continued *

MEDICAL ADMINISTRATIVE ASSISTANT COURSE DESCRIPTION			
Subject	Theory Hours	Lab/Clinical Hours	Total Hours
Microsoft Office Module - With the student's basic knowledge of keyboarding, this course will introduce Microsoft Office. The students will utilize Word with activities in editing documents, formatting text and paragraphs, creating and formatting tables, formatting documents merging Word documents, working with styles and templates, developing multi-page documents, and building forms. The student will utilize Microsoft Office Excel, to format worksheets, work with charts, analyze data using formulas, managing workbook data, using tables, and analyzing table data. Finally, the student will also utilize Microsoft Office PowerPoint, to create a presentation, modifying a presentation, inserting objects, illustrations, and media clips into presentation, and enhancing charts. Includes 20 hours of externship.	40.5	40.5	81
Transitions - This course helps prepare the student for entering the workforce. An overview on how to begin their job search, and the students learn how to write resumes, cover letters, and thank you letters. The class will have mock interviews with a current medical professional to practice their interviewing skills.	21.75	21.75	43.5
First Aid - This course provides the skills necessary for emergencies that may occur in a medical office. Students learn how to determine how emergent an emergency is and the proper steps to take to handle it. Students will learn how to triage during a disaster, assisting with emergency childbirth, and minor wound care.	2	2	4
CPR - Students are taught by a certified instructor through American Heart Association (AHA). Students will learn CPR for victims of all ages, how to operate an AED, and how to relieve choking; including foreign body obstruction. Upon completion of the course students will learn the skills necessary to recognize emergencies such as cardiac arrest and how to respond appropriately. Students will receive course completion card that will be good for two years.	2	2	4
TOTAL = 600	370.25	229.75	600

Hours: 600 – includes an 80-hour Externship
Tuition: \$5,700 – includes three (3) NHA certification exams, books and supplies
Days: Monday - Thursday
Time: 5:30 p.m. - 9:30 p.m.
 16 hours weekly (8 classroom / 8 lab)
Dates: 09/04/2018 – 05/30/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
MAA – PP1	09/04/2018	01/30/2019	300	18	09/04/2018	10/05/2018
MAA – PP2	01/31/2019	06/13/2019	300	18	01/31/2019	01/31/2019
			600	36		

Business Office Specialist *

The Business Office Specialist program is designed to develop business training & educational competencies required for entry level employment in office careers such as Administrative Assistant, Personal Assistant, Receptionist, Records Clerk, Accounting Clerk, and Data Entry Clerk. This program includes Microsoft Office and QuickBooks training.

Equipment Available: 20 Computers / Student Workstation, Printer, Copier, Media Cart with Powerpoint Projector, Whiteboard

Upon successful completion of the program, students will receive a certificate of completion from A-Tech and the opportunity to take the Office Proficiency Assessment Certification tests.

A maximum of 20 students will be accepted into the program.

BUSINESS OFFICE SPECIALIST COURSE DESCRIPTION		
Subject	Theory Hours	Lab Hours
Keyboarding - Proper and effective keyboarding instruction for speed / accuracy.	10	20
Proofreading - Detailed instruction in proofreading skills and practical application of these skills to various types of business correspondence.	10	20
Calculator / 10 Key - Proper and effective ten key calculator instruction for speed / accuracy.	3.5	15
Filing - Instruction in all business filing protocols, including electronic file management.	5	15
Technology & Procedures - Concepts and skills necessary for the Administrative Professional: workplace structure and environment, stress, anger and time management, information processing, telecommunications, written communication, records management, effective meetings and conferences.	15	10
Microsoft Office Word I and II - Fundamentals of Word with expanded skills in Word II.	30	33
Microsoft Office Excel I and II - Fundamentals of Excel with expanded skills in Excel II.	30	33
Microsoft Office Access - Fundamentals of Access.	8	10
Microsoft Office PowerPoint - Fundamentals of PowerPoint with a conclusion of an in-class presentation.	10	12.5
Keeping Financial Records for Business - Effective instruction of basic accounting principles. Completed manually for strong concept reinforcement.	30	31
Aplia Online Accounting - Advancement of basic concepts in an online computerized format.	36	45
QuickBooks I and II - Completion of accounting concepts with application through a commercial accounting software package.	31.5	31.5
Transitions - Customized resume, cover letter and reference listing. Effective job search and interview skills, including mock interviews by community professionals.	0	9
Administrative Professional Procedures - Instruction in effective business skills such as, Business Communication, Business Writing, Customer Service, Business Ethics, Team Performance and Business Technology.	6	10
80 Hour Externship - Placement in a business setting to put into practice principles and skills learned during the course.	0	80
TOTAL = 600	225	375

Hours: 600 – includes 80-hour Externship
Tuition: \$4,750 – includes books and supplies; cost of certifications
Days: Monday – Thursday
Time: 5:30 p.m. – 9:30 p.m.
 16 hours weekly (7 classroom / 9 lab)
Dates: 09/04/2018 – 05/30/2019

Program/PP	Start Date of PP	End date of PP	Hours	Weeks	Pell disbursement	Loan disbursement
BOS - PP1	09/04/2018	01/30/2019	300	18	09/04/2018	10/05/2018
BOS - PP2	01/31/2019	06/13/2019	300	18	01/31/2019	01/31/2019
			600	36		

Cosmetology *

The Cosmetology program prepares the student for the Ohio State Board of Cosmetology exam and includes all lab skills and classroom theory knowledge. This program will also provide students with a better understanding of the knowledge, skills and training needed to succeed in the cosmetology profession. Students learn: Hair Cutting, Styling, Coloring & Foiling, Permanent Waving and Relaxing, Manicuring & Artificial Nails, Spa Services includes Facials, Waxing, and a Tanning Certification. Students are eligible to transfer approved and documented Ohio Board of Cosmetology hours into this program. The program content will be reviewed and approved by administration.

Equipment available:

10	Wall Mount Styling Stations	Junior Lab	10	Wall Mount Styling Stations	Senior Lab	
10	Hydraulic Chairs		20	Hydraulic Chairs		
10	Cushioned Mats		20	Cushioned Mats		
1	Teacher Desk		1	Teacher Desk		
1	Teacher Chair		1	Teacher Chair		
5	Reclining Shampoo Chairs		4	Reclining Shampoo Chairs		
6	Back Wash Shampoo Bowls		4	Back Wash Shampoo Bowls		
1	Large Dry Erase Board		1	Large Dry Erase Board		
1	Towel Cupboard		1	Towel Cupboard		
2	Stylists' Islands		5	Double Sided Free Standing Styling Stations		
10	Rolling Chairs		6	Hair Dryers on Wheels		
1	Hydraulic Shampoo Chair		1	Retail Unit		
3	Manikin/Wig Dryers		1	Storage Cabinet		
1	Filing Cabinet		1	Perm Rod Storage Unit		
2	Storage Crates		1	Color Processing Accelerator		
1	Towel Warmer		2	Red Haz-Mat Cabinets		Hallway
1	Paraffin Dip Unit and Stand		4	Hood Hair Dryers on Wheels		
3	Hydraulic Facial Beds	Facial Room	8	Folding Manicure Tables	Manicure / Pedicure Room	
2	Folding Facial Beds		2	Solid Manicure Tables		
1	Storage Cabinet		2	Paraffin Dip Units		
2	Waxing Units with Cart		2	Storage Cabinets		
1	Towel Warmer		1	Retail Cabinet		
1	Infra Red Heat Lamp		4	Permanently Mounted Pedicure Units with Sinks		
1	Electric Roaster		5	Rolling Pedicure Stools w/ Wooden Bases & Cushion Tops		
1	Multi Function Skin Machine		1	Cushion Top Black Pedicure Stool		
1	Large Steamer		1	Rolling Pedicure Storage Cart		
2	Portable Steamers		5	Manicure Chairs on Wheels		
4	Rolling Stools					
1	Floor Lamp					

Upon successful completion of the program, students receive a certificate of completion from A-Tech.

A maximum of 20 students will be accepted into the program.

Ohio State Board of Cosmetology
 1929 Gateway Circle
 Grove City, Ohio 43123
 (614) 466-3834

Cosmetology continued*

<u>HAIR CARE</u>	<u>SKIN CARE</u>
<ul style="list-style-type: none"> • Hair design • Shampooing, Rinsing and Conditioning • Hair cutting • Hair styling • Braiding and Braid Extensions • Wigs and Hair Enhancements • Chemical Texture Services • Hair Coloring 	<ul style="list-style-type: none"> • Skin Diseases and Disorders • Hair Removal • Facials • Facial Make- Up
<u>NAIL CARE</u>	<u>BUSINESS SKILLS</u>
<ul style="list-style-type: none"> • Nail Diseases and Disorders • Manicuring • Pedicuring • Nail Tips, Wraps and No- Light Gels • Acrylic Nails, UV Gels 	<ul style="list-style-type: none"> • Seeking Employment • On The Job - The Salon Business

COSMETOLOGY COURSE DESCRIPTION		
Subject	Clinic Hours	Non Clinic Hours
<p>History and Career Opportunities - This unit covers not only the history of cosmetology but opens the door to a variety of options within the cosmetology field.</p> <p>Life Skills - This course is designed to help the student set goals, such as short and long term. It introduces ethics and how to obtain healthy work habits.</p>	15	10
<p>Your Professional Image - This unit teaches the importance of personal hygiene, ergonomic principals and ergonomically correct posture.</p> <p>Communication for Success - This course teaches the role of human relations and explains effective communications. It also refers to building open lines of communication with clients and co-workers.</p>	15	10
<p>Infection Control - This course is one of the most important as it pertains to the safety of cosmetologists and our clients. One must understand the laws and rules and the difference between the two. The course covers classifications of bacteria, knowing the difference with hepatitis and HIV and knowing transmission.</p>	13	12
<p>Nail Structure and Growth - In this course the student will learn the structure and composition of nails and nail growth as well as nail anatomy, such as basic parts of the nail.</p> <p>Nail disorders and diseases - This course is designed for the student to know the various disorders and irregularities of nails and to recognize diseases of the nails that should or can be treated in the salon.</p>	52	48
<p>Manicuring – This course covers the implements and tools used to perform manicures. It goes over consultations and appropriate nail shapes, massage movements, aromatherapy in manicures. The course goes over proper table set up used for State Board.</p> <p>Pedicuring - This unit covers the materials used to perform pedicures and spa pedicures as it covers the difference between the two. Reflexology is discussed in the pedicure course. Students will understand how to properly disinfect and sanitize the pedicure thrones and basins.</p>	95	30
<p>Nail Tips and Wraps - This course goes over the essentials of nail enhancements. Students learn the importance to properly fit nail tips to client’s nails. Students learn to advise clients about nail enhancement upkeep, such as, nail maintenance is every 2-4 weeks.</p> <p>Monomer Liquid and Polymer Powder Nail Enhancements - This course teaches the chemistry of monomer liquid and polymer powder and how it works together. Students learn how to free form nail extensions, use a two-color form, and perform a one-color maintenance service.</p> <p>UV Gels - This unit covers chemistry and main ingredients of UV gels. Students learn how to use the one-color and two-color methods when applying gels. Students learn proper maintenance and upkeep, also how to free form and cure gels.</p>	57	18

Cosmetology continued*

COSMETOLOGY COURSE DESCRIPTION		
Subject	Clinic Hours	Non Clinic Hours
<p>Scalp Care – In this course the student will know how to treat scalp and hair that are dry, oily, or dandruff ridden. Students will understand how important it is for lice inspection and how to spot lice. Mature measures to take when one has had an encounter with lice.</p> <p>Properties of the Hair and Scalp – In this course, students will know the structures of the hair root, the three layers of the hair shaft as well as the three types of side bonds in the cortex. The course touches on scalp disorders, recognizing the disorders and treating the disorder or referring client to an appropriate physician.</p> <p>Hair Design – This course discusses the five elements of hair design, five principals of hair design and the influence of hair type on hairstyles. The course explains the facial shapes and demonstrates how to design hairstyles to enhance or camouflage facial features.</p>	95	30
<p>Hairstyling – This course covers finger waving, pin curls, roller setting, and hair wrapping. It includes blow dry styling techniques, proper use of thermal irons, proper handling of thermal irons and how they are used.</p> <p>Braiding and Extensions - The course covers the many types of braids that are in trend and how to prep the hair for the braid. Extensions are either synthetic or human hair that is applied to one's natural hair. Students will learn which is best suited for their client.</p>	57	18
<p>Haircutting - This course will go in depth with angles and elevations to use in haircutting. It touches base with proper haircutting tools. The course will discuss men's cuts and the proper tools for men as well.</p>	76	24
<p>Skin Structure and Growth – In this course, the student will learn anatomy of the skin as well as the structure and composition of the skin and its functions. The course covers essential vitamins to aid in skin protection and nutrients to keep your skin and body healthy.</p> <p>Skin Disorders and Diseases - This course will show students how to recognize disorders or diseases. It thoroughly covers common skin lesions. The course will go over the disorders of the sebaceous glands and the two major causes of acne and how to treat them, describes the changes in skin pigmentation. More importantly one will learn how to identify the forms of skin cancer.</p>	38	12
<p>Hair Removal – In this course, students will learn the elements of a client consultation for hair removal, and know the three methods of permanent hair removal and techniques involved in temporary hair removal.</p> <p>Facials – This course touches on the importance of a proper skin analysis and client consultation when performing a facial. Students will learn to recognize various skin types and conditions, learn massage movements and their physiological effects, and are introduced to the basic concepts of electrotherapy and light therapy techniques.</p> <p>Facial Makeup - Facial makeup is covered in this course and how to apply various occasions. It goes over types of cosmetics and their uses, color theory as well as how to apply false lashes which are in trend this season.</p>	76	24
<p>General Anatomy - This course introduces anatomy and physiology to the cosmetology profession. It covers cells their structure and reproduction. The student will learn why anatomy plays a role in cosmetology.</p>	95	30
<p>Chemical Texture Services - This course pertains to the chemical actions that take place during permanent waving and the difference between acid and alkaline waves. It also discusses the importance of the pH scale.</p>	95	30
<p>Hair Coloring – This course will go over hair levels, tonal value, and underlying pigment. It touches on hair types and overall hair conditions for one to know when hair color should be used and used properly. It introduces the difference between semi, demi and permanent color.</p>	95	30
<p>Chemistry – This course will cover chemistry and in what products it is used in such as hair color and texture services. It discusses the importance of safety for one's self and clients while using color or texture services.</p> <p>Electricity - This course covers electricity that is used in salon tools and often found in the services that would be used on clients. It briefly goes over safety with the cosmetologist and clients. The course goes over the different types of current and their reactions.</p>	57	18

Cosmetology continued*

COSMETOLOGY COURSE DESCRIPTION		
Subject	Clinic	Non Clinic
Wigs and Hair Extensions - This course covers the different styles of wigs and touches on how the stylist can create various looks from using wigs on clients. It also covers hair extensions and the different types of hair that is used to make the extensions as well as proper placement.	57	18
Seek Employment - This course touches on resume building, cover letters and briefly discusses job interview techniques. It instills healthy interview tactics on how to land the job.	57	18
On-the-Job – This course covers on-the-job training and what to expect on the stylist’s first day. It reviews good client consultations. The course also reviews the importance of punctuality and responsibility. Business Skills - This course covers salon ownership and what goes into opening your own business. It explains booth rental, business plans, and the importance of record keeping.	57	18
	1102	398
TOTAL = 1500	1500 Hours	

Hours: 1500 (Required by the Ohio State Board of Cosmetology)
Tuition: \$11,100 - includes Ohio State Board of Cosmetology application and license fees, books and supplies
Days: Monday - Thursday
Time: 2:30 p.m. - 9:30 p.m.
 26 hours weekly (6 classroom / 20 lab)
Dates: 09/04/2018 – 12/19/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
COS – PP1	09/04/2018	01/18/2019	450	17	09/04/2018	10/05/2018
COS – PP2	01/19/2019	05/30/2019	450	17	01/19/2019	01/19/2019
COS – PP3	06/03/2019	09/12/2019	300	13	07/15/2019	
COS – PP4	09/16/2019	12/12/2019	300	13	08/15/2019	
			1,500	60		

Automotive Technology *

The Automotive Technology program prepares students for the Automotive Service Excellence (ASE) Certificate Exams. The program includes both classroom and lab instruction. The modules include: Electrical/Electronics, Engine Performance, Manual Drive Train and Axle, Automatic Transmission / Transaxle, Engine Repair, Brakes, Steering / Suspension, and HVAC. New students may enroll during specified modules up to two times per calendar year and attend consecutively for approximately 18 months until completion of all modules offered.

Equipment Available:

- 11 Rotary Lifts
- 8 Work Benches
- 1 Five Speed Drill Press
- 1 Bench Grinder
- 1 Valve Face Grinder
- 1 Brake Service Center
- 1 DSP600 Hunter Alignment System

Upon successful completion of the program, students will receive a certificate of completion from A-Tech and the opportunity to take the Automotive Service Excellence (ASE) Certificate Exams. Each module must be completed with a passing grade and minimum attendance rate of 90% based on the scheduled hours.

A maximum of 20 students will be enrolled in the program.

AUTOMOTIVE TECHNOLOGIES COURSE OUTLINE			
Subject		Lab Hours	Related Hours
Electrical and Electronics, 230 hours: - Students perform general electrical system diagnosis, battery diagnosis and service, starting system diagnosis and repair, charging system diagnosis and repair, lighting systems diagnosis and repair, gauges and warning devices diagnosis and repair. Correctly perform all required NATEF tasks.		135	95
	1. Basic Electrical – 100 hours	60	40
	2. Battery's – 12 hours	7	5
	3. Starters – 12 hours	7	5
	4. Charging – 24 hours	13	11
	5. Lighting – 12 hours	8	4
	6. Accessories – 70 hours	40	30
Engine Performance, 220 hours: - Students perform general engine diagnosis, computerized engine controls diagnosis and repair, ignition system diagnosis and repair, fuel, air induction, and exhaust systems diagnosis and repair, and emissions control systems diagnosis and repair. Correctly perform all required NATEF tasks.		135	85
	1. Basic Engine – 40 hours	20	20
	2. Sub Systems – 120 hours	70	50
	3. DTC's – 60 hours	45	15
Manual Drive Train and Axle, 100 Hours: - Students perform general drive train diagnosis, clutch diagnosis and repair, transmission repair, drive shaft and half-shaft joint diagnosis and repair, drive axle diagnosis and repair and four-wheel/all-wheel drive component diagnosis and repair. Correctly perform all required NATEF tasks.		67	33
	1. Clutch – 16 hours	10	6
	2. Manual Transmission – 32 hours	22	10
	3. Drive Shafts – 16 hours	10	6
	4. Rear Axles – 24 hours	17	7
	5. Four (4) Wheel / All Wheel Drive – 12 hours	8	4

Automotive Technology continued *

AUTOMOTIVE TECHNOLOGIES COURSE OUTLINE		
Subject	Lab Hours	Related Hours
Automatic Transmission and Transaxle, 125 Hours: - Students perform general transmission and transaxle diagnosis, transmission and transaxle maintenance and adjustment, in-vehicle and off-vehicle repair. Correctly perform all required NATEF tasks.	76	49
1. Diagnosis – 64 hours	35	29
2. Maintenance / Adjustments – 22 hours	14	8
3. Remove / Install – 15 hours	9	6
4. Disassemble / Rebuild – 24 hours	18	6
Engine Repair, 120 Hours: - Students perform general engine diagnosis and repair for cylinder head and valve train, engine block assembly and lubrication and cooling systems. Correctly perform all required NATEF tasks.	96	24
1. Diagnosis – 10 hours	8	2
2. Testing – 12 hours	8	4
3. Disassembly – 20 hours	15	5
4. Heads – 28 hours	22	6
5. Blocks – 30 hours	27	3
6. Miscellaneous – 10 hours	8	2
7. Engine Removal and Install – 10 hours	8	2
Brakes, 105 Hours: - Students perform general brake system diagnosis, hydraulic system diagnosis and repair, drum brake diagnosis and repair, disc brake diagnosis and repair, power assist unit diagnosis and repair, antilock brake and traction control systems. Correctly perform all required NATEF tasks.	49	56
1. Hydraulic Systems – 15 hours	5	10
2. Components – 20 hours	10	10
3. Drum Brakes – 15 hours	8	7
4. Disc Brakes – 20 hours	10	10
5. Miscellaneous Components – 15 hours	6	9
6. Anti Lock – 20 hours	10	10
Steering and Suspension, 95 Hours: - Students perform general suspension and steering system diagnosis, wheel alignment diagnosis, adjustment and repair and wheel and tire diagnosis and repair. Correctly perform all required NATEF tasks.	74	21
1. Identification & Diagnosis – 16 hours	10	6
2. Tires – 16 hours	12	4
3. Repair – 10 hours	8	2
4. Rear Suspension – 8 hours	6	2
5. Align – 45 hours	38	7

Automotive Technology continued *

AUTOMOTIVE TECHNOLOGIES COURSE OUTLINE		
Subject	Lab Hours	Related Hours
HVAC, 95 Hours: - Student performs A/C system diagnosis and repair, refrigeration system component diagnosis and repair, engine cooling system diagnosis and repair and operating systems, related controls diagnosis and repair, and refrigerant recovery, recycling and handling. Correctly perform all required NATEF tasks.	66	29
1. Shop Safety – 5 hours	0	5
2. Principles of Refrigeration – 5 hours	3	2
3. Parts – 10 hours	7	3
4. Engine Cooling System – 10 hours	7	3
5. Air delivery – 10 hours	8	2
6. Leak Detection – 20 hours	16	4
7. Compressor Clutch Service – 8 hours	6	2
8. Evaporator – 5 hours	4	1
9. Hose – 2 hours	2	0
10. ETC, BCM Service – 15 hours	10	5
11. A/C Installation / Retrofitting – 5 hours	3	2
TOTAL = 1090	698	392

Hours: 1090
Tuition: \$9,400 – includes ASE certification exams, books, supplies and tools
Days: Monday - Thursday
Time: 6:00 p.m. - 10:15 p.m.
 17 hours weekly (6 classroom / 11 lab)
Dates: 10/08/2018

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
AUTO – PP1	1/30/2018	09/19/2018	450		01/30/2018	03/01/2018
AUTO – PP2	09/20/2018	04/11/2019	450		09/20/2018	09/20/2018
AUTO – PP3	04/22/2019	07/11/2019	190		04/22/2019	
			1,090	70		

Industrial Maintenance *

Industrial Maintenance graduates will be qualified for entry level maintenance and machinist positions. Many students advance to tool & die making and/or industrial maintenance apprentices. Students learn: Precision Measurements, Engine Lathe, Mills, Grinders, CNC Mill, CNC Lathe, Related Mathematics and Blueprint Reading and Beginning & Advanced Welding on 3/8" & 1" Groove.⁸

Equipment Available:

• Manual Vertical Mills: (4) Acer mills, (2) Bridgeport, (1) Kent	• 23 Welders, 4 tig, 9 mig
• (2) CNC Milltronic mills	• 1-Parannha cutter/bender
• (2) CNC Lathes	• 1-Bandsaw
• CNC Hass Lathe ST-10	• 2-grinders
• CNC Hass Mill TM-1P	• 2-mobile exhaust units
• Dake Cold Saw	• 8-MP350 welders
• Kent Surface Grinder	• 1-1/4" shear
• Clausing Surface grinder	• 1-Portable plasma cutter
• (6) Clausing 15" Lathes	• 1-set of 08 oxy fuel cutting torches
• Clausing 17" Lathe	• 15-Stick welders
• Optical Comparator	
• Horizontal Bandsaw #T4	
• Vertical Bandsaw #A6	
• KO Lee Surface Grinder (Manual)	
• Belt Sander	
• Horizontal Mill #E2	
• KO Lee Surface Grinder	

Upon completion of the Industrial Maintenance program students will receive a certificate of completion from A-Tech.

A maximum of 20 students will be accepted into the Industrial Maintenance program.

Industrial Maintenance continued*

INDUSTRIAL MAINTENANCE COURSE OUTLINE			
Subject	Theory Hours	Lab Hours	Total Clock Hours
Intro to Machine Trades - Hands-on machining introduces the students to basic machining processes, tools used and prepares the student to advance into CNC.	21.50	73.50	95.00
Shop Math – An introduction to basic arithmetic, decimals and fractions used in an Industrial environment	25.50	0	25.50
Blueprint Reading - An introduction to third-angle detail drawings used in manufacturing.	34.00	0	34.00
Hydraulics and Pneumatics - An introduction of the basic components of the hydraulic and pneumatic system, including the devices which actuate, discharge, and control the flow of hydraulic fluid or air and those devices which sense, control and limit hydraulic or air pressure.	34.00	0	34.00
OSHA 10 Hour - Preparation in General Industry safety to take the 10-hour OSHA exams on-line. Upon satisfactory passing all exams, student will be awarded a 10-Hour OSHA safety card.	34.00	0	34.00
Intro to Electricity - A basic understanding of industrial electricity; the safety factors, basic elements, wiring diagrams, knowledge of AC/DC currents and the operation of single-phase and three-phase motors. Students will have hands-on instruction where available.	21.25	0	21.25
PLC - An introduction to the history of PLCs and their applications, basic functions of PLCs using programming software, basic programming skills, and the fundamentals of counters and timers. Classroom instruction will also include hands-on activities with PLC trainers.	38.25	0	38.25
CNC – Instruction on the basics of CNC machine setup, G-code programming and running CNC mills and lathes. Students write various G-code programs, along with in-lab hands-on projects setting up and running both CNC mills and lathes.	33.5	61.50	95.25
Welding - Hands-on welding of the processes of MIG, TIG and STICK; oxyacetylene cutting and plasma cutting. During the course of the program, students also have the opportunity to take their AWS welding certificate tests for an additional charge.	36.25	110.75	147.00
Pumps and Valves - Introduction to the fundamentals and operating principles of pumps, pump controls, valve installations and operations, and maintenance procedures.	42.50	0	42.50
Jigs and Fixtures - An introduction in the basics concepts, ideas and fundamentals of Jig and Fixture design, techniques of design and fabrication as they apply to each type of work and solving problems in tool design.	23.00	10.50	33.5
TOTAL = 600	343.75	256.25	600

Hours: 600
Tuition: \$8,600 - includes books and supplies, two (2) welding certification exams
Days: Monday - Thursday
 17 hours weekly (6 classroom / 11 lab)
Time: 6:00 p.m. - 10:15 p.m.
Dates: 09/04/2018 - 06/20/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
Ind Maint – PP1	09/04/2018	01/22/2019	300	18	09/04/2018	10/05/2018
Ind Maint – PP2	01/23/2019	06/13/2019	300	18	01/23/2019	01/24/2019
			600	36		

Industrial Welding *

Industrial Welding is a complete welding program offering training in stick, MIG, and TIG processes to prepare graduates for entry level employment. Students learn: oxyacetylene cutting, plasma cutting, blueprint reading, basic math, pipefitting, and fabricating, Basic AWS Welding Symbols, SMAW Beginning Welding, SMAW Intermediate Welding, SMAW Advanced 1" groove, GTAW 1/4" Fillet Weld, GMAW 3/8" V-Groove, and optional 3/8" Groove 6" Pipe.

Equipment Available:

23 Welders, 4 tig, 9 mig	2-grinders	1-1/4" shear	1-set of 08 oxy fuel cutting torches
1-Parannha cutter/bender	2-mobile exhaust units	1-Portable plasma cutter	15-Stick welders
1-Bandsaw	8-MP350 welders		

Upon successful completion of the program, students will receive a certificate of completion from A-Tech. Two American Welding Society certification test attempts are included with the cost of tuition. Students may attempt to earn additional certifications for an extra fee.

A maximum of 20 students will be accepted into the Industrial Welding program.

INDUSTRIAL WELDING COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Safety - Maintain general safety in accordance with government regulations and health standards.	4	7	11
Basic Stick Welding - Students will learn the basics of welding processes which offers the easiest option for joining steel and other metals.	18	21	39
Power Source - Become familiar with a welding power supply , a device that provides an electric current to perform welding.	6	9	15
Arc Blow - Students will become aware of the signs of Arc Blow and how to work with it.	26	29	55
Vertical Up Welding - A process in a welding position where a vertical seam is done on a vertical surface.	20	23	43
Certification Practice - Students will practice various welds in preparation to test for their certifications.	10	13	23
1" Plate Tack up - Pre-Tacking a plate for a "Plate Certification"	8	11	19
Oxy-Acetylene Cutting - Students will learn to utilize an Oxy-Acetylene torch. Proper sizes and design according to use.	2	5	7
Plasma Cutting - A process that is used to cut steel and other metals of different thicknesses using a plasma torch. Setup, pressure, and flow rate adjustments.	2	5	7
GMAW (Mig) - Students will learn to use a MIG welder. A welding process in which an electric arc forms between a consumable wire electrode and the workpiece metal(s), which heats the workpiece metal(s), causing them to melt, and join.	14	17	31
Weld of the day - The instructor chooses a different weld each day to challenge and hone the students skills toward taking their certifications	14	17	31
Practice for certification test - Students will practice various welds in preparation to test for their certifications.	8	11	19
TOTAL = 300	132	168	300

Hours: 300
Tuition: \$4,950 - includes books and supplies, two (2) welding certification exams
Days: Tuesday & Thursday
 8.5 hours weekly (4 classroom / 4.5 lab)
Time: 6:00 p.m. - 10:15 p.m.
Dates: 09/04/2018 – 06/20/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Loan Disbursement
Ind. Weld - PP1	09/04/2018	01/17/2019	150	18	10/04/2018
Ind. Weld - PP2	01/22/2019	06/06/2019	150	18	01/22/2019
			300	36	

Electricity/HVAC *

A combination of Industrial Electricity and HVAC listed below, this program prepares students for entry level positions in HVAC shops and businesses, as well as maintenance positions in industry.

Equipment Available:

Rockwell Drill Press	2 – Air Handlers: <ul style="list-style-type: none"> • 1 – split with Luxaire A/C • 1 – Armstrong heat pump 	1 – Goodman 90% furnace & matching A/C
4- Work station tables	1 – Ducane 90% gas furnace	1 – Moncrieff gas furnace
8- 203 3 Phase AC alternating current (2 on each table)	1 – Luxaire – 90% gas furnace & matching A/C	2 – Lennox gas furnace
1-Hampton transformer Kit, 208 three phase power (simulates safe voltage for lines)	2 – Airtemp – 90% gas furnace & matching A/C	1 – Mitsubishi ductless heat pump
3- one inch conduit benders	1 – Carrier oil furnace	1 – quiet side ductless heat pump
8- ½ “ conduit benders	1 – Carrier oil furnace 1 – Duomatic Olsen oil furnace	3 – condensers inside lab
	1 – Ducane 80% gas furnace with matching A/C	1 – outdoor 3-ton package unit (Luxaire)
	1 – Armstrong 96% efficiency Modulating furnace with matching heat pump	

Upon successful completion of the program, students will receive a certificate of completion from A-Tech. Electricity students will have the opportunity to earn a 10-hour OSHA certification. HVAC students have the opportunity to earn the R410A and EPA 608 certifications.

A maximum of 20 students will be enrolled in the program.

INDUSTRIAL ELECTRICITY / HVAC COURSE DESCRIPTION

Subject	Theory Hours	Lab Hours	Total Hours
Shop/Electric Safety - Maintain general safety in accordance with government regulations and health standards.	17	0	17
Electrical Quantities - Students will learn how electrical measurements are made. The methods, devices and calculations used to measure electrical quantities.	8.5	0	8.5
Electrical Characteristics - Learn what the characteristics are in electronics, a representation of certain electrical characteristics of a device or component.	8.5	0	8.5
Electrical Print Reading - Learn to read and create schematics and electrical blueprints.	8.5	8.5	17
Control Logic - Become familiar with logical control devices: Switches, solenoids, relays and diode and how they affect a common circuit.	8.5	0	8.5
DC Theory & Circuits - Develop an understanding of how current, voltage and resistance work in a direct current (DC) circuit. What are the pros and cons to a DC circuit?	8.5	0	8.5
AC Theory & Circuits - Develop an understanding of how current, voltage and resistance work in an alternating current (AC) circuit. What are the pros and cons to AC.? The flow of electric charge periodically reverses direction.	17	0	17
Transformers - A transformer is a static electrical device that transfers energy by inductive coupling between its winding circuits.	8.5	0	8.5
DC – Generators - In electricity generation, a DC electric generator is a device that converts mechanical energy to electrical energy.	8.5	0	8.5
AC – Generators - In electricity generation, an AC electric generator is a device that converts mechanical energy to electrical energy.	8.5	0	8.5
DC Motors & AC Motors - Motor is a machine designed to convert energy into useful mechanical motion.	8.5	0	8.5

Electricity/HVAC continued*

INDUSTRIAL ELECTRICITY / HVAC COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Troubleshooting - Troubleshooting is a form of problem solving, often applied to repair failed products or processes.	0	14	14
Contractors Standards - Students learn the standards of qualifications, education, training, and experience for persons engaged in the electrical field. To promote high standards of professional performance for those persons working in the electrical field, and to learn licensing procedures.	0	14	14
Intro to PLC's - Learn the uses of a Programmable Logic Controller, PLC or Programmable Controller. A digital computer used for automation of electromechanical processes, such as control of machinery on factory assembly lines, amusement rides, or light fixtures.	0	8.5	8.5
OSHA - The Occupational Safety and Health Act is the primary federal law which governs occupational health and safety in the private sector and federal government in the United States.	0	17	17
Conduit Bending - become proficient at tube/conduit bending.	0	8.5	8.5
EMT - Students learn how to select the proper size and material of conduit (Electrical Metallic Tubing) to be used for an application. Other techniques include bending and angle calculations.	0	8.5	8.5
Rigid - Be aware of how materials and environments affect a circuit.	0	8.5	8.5
Meters Intro - During this section the students should become proficient at using various meters used in the electrical field. A typical multimeter or VOM would include basic features such as the ability to measure voltage, current, and resistance.	0	17	17
Tools - What tools are used in the industry, difference in the quality of tools and proper maintenance of tools.	0	17	17
Materials - Examine the various materials used in construction, and different tasks.	0	17	17
Magnetism - Learn how magnetism works in an electronic circuit, what the properties it can change if it exists near a circuit and how to shield against it or use it to your advantage. Also learn how magnetism works in Motors, solenoids etc.	8.5	0	8.5
Building Wiring - Students will become familiar with reading, building and following building plans/schematics.	0	17	17
Switching - Students will learn to utilize switching to protect circuits. A switch is an electrical component that can break an electrical circuit, interrupting the current or diverting it from one conductor to another.	0	17	17
Relay - Students will learn to use relays in circuitry as one of the more effective ways to use switching.	0	8.5	8.5

Electricity/HVAC continued*

**INDUSTRIAL ELECTRICITY / HVAC
COURSE DESCRIPTION**

Subject	Theory Hours	Lab Hours	Total Hours
Electricity - Students will learn the fundamental principles of electricity and the physical phenomena associated with the presence and flow of electric charge in AC and DC.	16	16	32
Matter, Energy, and Heat Basics - Upon completion of this section, students should be familiar with states of matter, types of heat transfer, conversions between Fahrenheit and Celsius and how to apply them to the real world.	8.5	8.5	17
Refrigeration Process - Upon completion of this section, students should be familiar with basic vapor-compression refrigeration cycle, function of a compressor, condenser, metering device and describe the function of the evaporator.	13	13	26
Safety Practices - Maintain general safety in accordance with government regulations and health standards.	4	4	8
Refrigerant Management - Upon completion of this section, students should be proficient working with hydrocarbons and how they become halogenated. List the desired properties of refrigerants and how the ozone protects the earth. Understanding laws on refrigerant handling.	18	18	36
EPA Type 608 - Students will learn the criteria needed to achieve the EPA Type 608 certification	18	18	36
Hand, Tubing and Piping tools - Become able to recognize and use various tools used by air conditioning and heating technicians. List various fuels and gases used for soldering and brazing. Properly setup various types of torches for use.	9	9	18
Heating - Students will be able to explain the principles of electric, oil, hydronic, and gas heat. Install heaters according to the manufacturer's specifications. Troubleshoot electrical and mechanical problems in a heating system.	30	30	60
Residential and Light Commercial A/C systems - Students will learn to work in residential and light commercial systems learning how to handle and evaluate the customer complaint, isolating the problem and developing a solution.	20	20	40
Air Distribution - Learn and describe four different styles of duct systems, types of materials used in duct fabrication and connect, insulate, and support duct sections.	13.5	13.5	27
TOTAL = 600	269	331	600

Hours: 600
Tuition: \$8,400 - includes books and supplies, OSHA, R410A, and EPA 608 certifications exams
Days: Monday - Thursday
 17 hours weekly (7.75 classroom / 9.25 lab)
Time: 6:00 p.m. - 10:15 p.m.
Dates: 09/04/2018 - 06/20/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
Elec/HVAC – PP1	09/04/2018	01/22/2019	300	18	09/04/2018	10/05/2018
Elec/HVAC – PP2	01/23/2019	06/13/2019	300	18	01/23/2019	01/23/2019
			600	36		

Industrial Electricity *

The Industrial Electricity program provides the training for initial employment or advancement into maintenance positions in shops/factories. Students learn: Fundamental Concepts of Electricity, Network Analysis of AC & DC Circuits, Fundamental Concepts of Circuit Theory, AC Drives, and Electrical & Machine Control Building Troubleshooting.

Equipment Available:

- Rockwell Drill Press
- 4- Work station tables
- 8- 203 3 Phase AC alternating current (2 on each table)
- 1-Hampton transformer Kit, 208 three phase power (simulates safe voltage for lines)
- 3- one-inch conduit benders
- 8- ½ “conduit benders

Upon successful completion of the program, students will receive a certificate of completion from A-Tech. Students will have the opportunity to earn a 10-hour general industry OSHA Certification. They will also complete the Ohio Career-Technical Competency Assessment (OCTA) for Electricity.

A maximum of 20 students will be accepted in the program.

INDUSTRIAL ELECTRICITY COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Shop/Electric Safety - Maintain general safety in accordance with government regulations and health standards.	17	0	17
Electrical Quantities - Students will learn how electrical measurements are made. The methods, devices and calculations used to measure electrical quantities.	8.5	0	8.5
Electrical Characteristics - Learn what the characteristics are in electronics, a representation of certain electrical characteristics of a device or component.	8.5	0	8.5
Electrical Print Reading - Learn to read and create schematics and electrical blueprints.	8.5	8.5	17
Control Logic - Become familiar with logical control devices: Switches, solenoids, relays and diode and how they affect a common circuit.	8.5	0	8.5
DC Theory & Circuits - Develop an understanding of how current, voltage and resistance work in a direct current (DC) circuit. What are the pros and cons to a DC circuit?	8.5	0	8.5
AC Theory & Circuits - Develop an understanding of how current, voltage and resistance work in an alternating current (AC) circuit. What are the pros and cons to AC.? The flow of electric charge periodically reverses direction.	17	0	17
Transformers - A transformer is a static electrical device that transfers energy by inductive coupling between its winding circuits.	8.5	0	8.5
DC – Generators - In electricity generation, a DC electric generator is a device that converts mechanical energy to electrical energy.	8.5	0	8.5
AC – Generators - In electricity generation, an AC electric generator is a device that converts mechanical energy to electrical energy.	8.5	0	8.5
DC Motors & AC Motors - Motor is a machine designed to convert energy into useful mechanical motion.	8.5	0	8.5

Industrial Electricity continued *

INDUSTRIAL ELECTRICITY COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Troubleshooting - Troubleshooting is a form of problem solving, often applied to repair failed products or processes.	0	14	14
Contractors Standards - Students learn the standards of qualifications, education, training, and experience for persons engaged in the electrical field. To promote high standards of professional performance for those persons working in the electrical field, and to learn licensing procedures.	0	14	14
Intro to PLC's - Learn the uses of a Programmable Logic Controller, PLC or Programmable Controller. A digital computer used for automation of electromechanical processes, such as control of machinery on factory assembly lines, amusement rides, or light fixtures.	0	8.5	8.5
OSHA - The Occupational Safety and Health Act is the primary federal law which governs occupational health and safety in the private sector and federal government in the United States.	0	17	17
Conduit Bending - become proficient at tube/conduit bending.	0	8.5	8.5
EMT - Students learn how to select the proper size and material of conduit (Electrical Metallic Tubing) to be used for an application. Other techniques include bending and angle calculations.	0	8.5	8.5
Rigid - Be aware of how materials and environments affect a circuit.	0	8.5	8.5
Meters Intro - During this section the students should become proficient at using various meters used in the electrical field. A typical multimeter or VOM would include basic features such as the ability to measure voltage, current, and resistance.	0	17	17
Tools - What tools are used in the industry, difference in the quality of tools and proper maintenance of tools.	0	17	17
Materials - Examine the various materials used in construction, and different tasks.	0	17	17
Magnetism - Learn how magnetism works in an electronic circuit, what the properties it can change if it exists near a circuit and how to shield against it or use it to your advantage. Also learn how magnetism works in Motors, solenoids etc.	8.5	0	8.5
Building Wiring - Students will become familiar with reading, building and following building plans/schematics.	0	17	17
Switching - Students will learn to utilize switching to protect circuits. A switch is an electrical component that can break an electrical circuit, interrupting the current or diverting it from one conductor to another.	0	17	17
Relay - Students will learn to use relays in circuitry as one of the more effective ways to use switching.	0	8.5	8.5
TOTAL = 300	119	181	300

Hours: 300
Tuition: \$4,200 – includes books and supplies, OSHA certification exam
Days: Monday & Wednesday
 8.5 hours weekly (3.5 classroom / 5 lab)
Time: 6:00 p.m. - 10:15 p.m.
Dates: 09/05/2018 – 06/19/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Loan Disbursement
Electricity – PP1	09/05/2018	01/28/2019	150	18	10/05/2018
Electricity – PP2	01/29/2019	06/19/2019	150	18	01/22/2019
			300	36	

HVAC *

The 300 hour HVAC program will qualify students for employment in various heating and air conditioning shops and businesses. The program covers recent legislation regarding environmental control for Freon recovery, safety and laws. Students learn: Light Commercial Air Conditioning, Residential Air Conditioning, Refrigeration, and Heating Systems (Electric, Gas, Oil and Heat Pumps) HVAC Field Service and Troubleshooting.

Equipment Available:

2 – Air Handlers: <ul style="list-style-type: none"> • 1 – split with Luxaire A/C • 1 – Armstrong heat pump 	1 – Goodman 90% furnace & matching A/C
1 – Ducane 90% gas furnace	1 – Moncrief gas furnace
1 – Luxaire – 90% gas furnace & matching A/C	2 – Lennox gas furnace
2 – Airtemp – 90% gas furnace & matching A/C	1 – Mitsubishi ductless heat pump
1 – Carrier oil furnace	1 – quiet side ductless heat pump
1 – Carrier oil furnace 1 – Duomatic Olsen oil furnace	3 – condensers inside lab
1 – Ducane 80% gas furnace with matching A/C	1 – outdoor 3-ton package unit (Luxaire)
1 – Armstrong 96% efficiency Modulating furnace with matching heat pump	

Upon successful completion of the program, students will receive a certificate of completion from A-Tech. Students can also take two EPA certification exams: Environmental Protection Agency (EPA) 608 certification and Universal Safety R410 certification exam. The costs are included in the tuition.

A maximum of 20 students will be accepted into this program.

HVAC COURSE DESCRIPTION			
Subject	Theory Hours	Lab Hours	Total Hours
Electricity - Students will learn the fundamental principles of electricity and the physical phenomena associated with the presence and flow of electric charge in AC and DC.	16	16	32
Matter, Energy, and Heat Basics - Upon completion of this section, students should be familiar with states of matter, types of heat transfer, conversions between Fahrenheit and Celsius and how to apply them to the real world.	8.5	8.5	17
Refrigeration Process - Upon completion of this section, students should be familiar with basic vapor-compression refrigeration cycle, function of a compressor, condenser, metering device and describe the function of the evaporator.	13	13	26
Safety Practices - Maintain general safety in accordance with government regulations and health standards.	4	4	8
Refrigerant Management - Upon completion of this section, students should be proficient working with hydrocarbons and how they become halogenated. List the desired properties of refrigerants and how the ozone protects the earth. Understanding laws on refrigerant handling.	18	18	36
EPA Type 608 - Students will learn the criteria needed to achieve the EPA Type 608 certification	18	18	36
Hand, Tubing and Piping tools - Become able to recognize and use various tools used by air conditioning and heating technicians. List various fuels and gases used for soldering and brazing. Properly setup various types of torches for use.	9	9	18
Heating - Students will be able to explain the principles of electric, oil, hydronic, and gas heat. Install heaters according to the manufacturer's specifications. Troubleshoot electrical and mechanical problems in a heating system.	30	30	60
Residential and Light Commercial A/C systems - Students will learn to work in residential and light commercial systems learning how to handle and evaluate the customer complaint, isolating the problem and developing a solution.	20	20	40
Air Distribution - Learn and describe four different styles of duct systems, types of materials used in duct fabrication and connect, insulate, and support duct sections.	13.5	13.5	27
TOTAL = 300	150	150	300

HVAC continued*

Hours: 300
Tuition: \$4,200 – includes books and supplies, R410A, and EPA 608 certification exams
Day: Tuesday & Thursday
8.5 hours weekly (4.25 classroom / 4.25 lab)
Time: 6:00 p.m. - 10:15 p.m.
Dates: 09/04/2018 – 06/20/2019

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Loan Disbursement
HVAC – PP1	09/04/2018	01/17/2019	150	18	10/04/2018
HVAC – PP2	01/22/2019	06/06/2019	150	18	01/22/2019
			300	36	

V. POLICIES & GENERAL PROCEDURES

ENROLLMENT / ADMISSION*

Admission is open to anyone 18 years of age or older. To enroll, students must attend a mandatory orientation, complete an Individual Career Development Plan, complete an enrollment agreement, and pay a \$50 registration fee. This fee is applied towards tuition, and is refundable in the event a training program is cancelled. You must provide proof of your high school diploma, transcripts or GED and complete a WorkKeys pre-entrance assessment.

**For further information on admission to the LPN, RN and CPCT training programs, please refer to their handbook.*

TUITION AND FEES

All tuition and fees must be paid, or an approved method of payment in place two weeks prior to the scheduled start date of a training program. Tuition costs are subject to change.

Many students have their training program paid for by their employer. A letter from the employer documenting payment is required. In the event that the student leaves their employer and the employer discontinues tuition payment, the student is responsible for the payment of any remaining tuition. A student must notify the Workforce Development department if their company requires verification of grade(s) for tuition reimbursement.

PAYMENT PLANS

With approval from the Workforce Development Director or designee, students may elect to pay for their program with a payment plan. A-Tech will issue monthly statements that are payable by the fifteenth (15th) of each month. If no payment is made by the first of the following month, the student is subject to a two percent (2%) surcharge of the amount due, that will be added to fees for each month until the amount due is paid. In addition, the student will not be permitted to attend class until the payment has been received. If any balance exists at the end of the training program, accounts may be turned over to a collection agency.

FINANCIAL AID

All students who wish to apply for any Title IV funds must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The school code for A-Tech is 015449. A high school diploma, or G.E.D. is required, and only U.S. citizens or those eligible to attend school in the U.S. can receive financial aid. **Note to students participating in Federal Financial Aid programs:** Any money due to A-Tech will be credited to their account directly from the Federal Financial Aid programs, in addition to any moneys being disbursed to the student. Students are required to pay the balance of any tuition not covered by Title IV funds. Please contact the Financial Aid office at (440) 576-5506 with questions.

GRADING SCALE

Instructors use the following grading scale, unless a specific training program requires a higher standard:

100-92%	A
91-83%	B
82-74%	C
73-65%	D
Below 65%	Failing

CLOCK HOUR

All training programs are measured in the form of clock hours. A clock hour is defined as a fifty (50) minute class session and a ten (10) minute break.

GRADUATION REQUIREMENTS*

Workforce Development students completing training programs at A-Tech are awarded a career passport and other certificates as follows:

- Complete a training program offered by A-Tech.
- Attain a cumulative grade average of 74% ("C") or above if the training program is graded, or a "P" if the training program is Pass/Fail.
- Maintain a cumulative attendance of at least 90%.
- Tuition and fees paid in full.
- Pass Workkeys Assessment, Industry Credential, Industry Assessment, etc.

AWARD OF DISTINCTION – Students will graduate with distinction if they achieve a 98% or above attendance rate.

**LPN and RN Students must follow the policy in their Handbook.*

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE

- a. The following Academic and Attendance guidelines are for students attending full-time programs, with or without financial aid.
- b. Satisfactory Academic Progress (SAP) will be measured at the end of each financial aid payment period for all training programs. A cumulative academic grade average must be "C" or above at the end of each payment period based upon the scheduled hours and weeks in the payment period to remain qualified for a certificate of completion, financial aid and veteran's benefits purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each payment period. The student must also be successfully progressing in his/her program of training at a rate not to exceed a maximum time-frame of 110% of the normal time required to complete their program. A periodic review of the student academics (based on each training programs syllabus) will be conducted. An alert letter may be issued based on the student's current status. If at any point during the course of the program, it is determined, that a student cannot meet the SAP standards, those students receiving financial aid including Veterans benefits will be subject to having benefits terminated and may be subject to dismissal from the program.
- c. Attendance* in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored. In order for a student to meet SAP standards and remain eligible for Title IV funds, if receiving, they must maintain a minimum attendance of 90% of the clock hours scheduled. Each student is responsible for properly signing in and out of each class session.
- d. A weekly review of attendance will be conducted and an alert letter may be issued based on current status. The Workforce Development Director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment. *Please note that LPN and RN students must follow the attendance policy in their Handbook, however, still maintain 90% attendance for Title IV.
- e. Make up time* may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with instructors and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours. *The exception to this policy would be for our LPN and RN students who must follow the Make-Up policy in their Handbook.
- f. Grades and attendance are checked each time a financial aid payment arrives for a student.
- g. Academic/Attendance Probation: If a student fails to meet the requirements for satisfactory academic/attendance progress, a consultation with the Workforce Development Director or designee will be scheduled to inform the student of their status. The student must file a successful appeal to be placed on academic/attendance probation. The Workforce Development Director or designee will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic/attendance plan to come into compliance with the campus satisfactory academic progress standards. Probation duration to be determined by the individual academic/attendance plan and will be calculated by the minimum duration required to obtain 90% attendance and/or a minimum grade of 74%. Official determination will be made at the end of the payment period. During probation, the student may be required to sign a payment plan or furnish an alternate method of payment.
- h. Notification: The Workforce Development Director or designee will inform the student by letter of her/his probation status. The Workforce Development Director will notify the student of her/his dismissal from the school.
- i. Appeal Procedure: A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the Workforce Development Director to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified in writing of appeal decisions within two weeks.
- j. Reinstatement/Termination: A weekly review of the student's status will be conducted. If the student comes into compliance before the end of the probationary period, financial aid will be reinstated. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student in order for financial aid to be reinstated. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated and the student may be subject to termination from school.
- k. Interruptions, Course Incompletes, and Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.
- l. Course Repeats: A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework unless the student has not been in attendance for 180 days. (See policy on Returning Students).
- m. Returning Students: Students who drop out and return to school must have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Title IV funds. Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program.
- n. Completion of a training program: A student is expected to complete the program during the normal duration of the training program based on the clock hours and schedule. However, due to unforeseen circumstances, you may be allowed the opportunity to complete the program beyond the normal duration. The maximum time frame allowed for any student to complete a training program will not exceed 1.5 times the normal duration of the program. Additional fees may apply.

LEAVE OF ABSENCE

A student interested in an extended leave from his/her class must apply in writing to the Workforce Development Director who will approve or disapprove all requests. The maximum leave is 180 days in a one-year period. If the student is on a leave of absence, they are not considered to be withdrawn. All financial aid will be put on hold. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refunds and return of Title IV funds calculations will be based on that date. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance.

WITHDRAWAL POLICY

Students planning to withdraw must notify their instructor and the Workforce Development Department. For students who withdraw without notifying A-Tech, the Workforce Development Department will use two calendar weeks of consecutive absences to determine that the student has unofficially withdrawn and use the last day of the two calendar weeks as the date of determination for calculating any return of Federal funds to the U.S. Department of Education. If a student has a Federal loan, it is his/her responsibility to inform the guaranty agency/lender that he/she is no longer in school.

Module Withdrawals

Students withdrawing from a portion or single module of a program will no longer be eligible for financial aid within their enrolled program. Any return of Federal funds to the U.S. Department of education will be processed as per the Refund Policy. Any outstanding tuition balance will be the responsibility of the student and payment arrangements must be in place at the time of module withdrawal. Certificate(s) of completion will only be issued for individual modules completed. No transcript or passport will be issued.

If a student stops attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours / percentage of time the student was scheduled to attend school. If after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it to the school. The school will then refund the money back to the Financial Aid Program. The student will also be invoiced for any tuition and school related expenses not covered by the Financial Aid.

Federal returns will be made within 45 calendar days of the determination date. A borrower must go through exit counseling online at www.studentloans.ed.gov to review rules and regulations, policies and procedures of the Federal Direct and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling.

DISMISSAL / TERMINATION

The Workforce Development Director and Superintendent have the authority to dismiss any student who violates the school's rules, policies, and regulations. A record of dismissal will be maintained.

CANCELLATION POLICY

Students who have not visited the campus prior to enrollment will have the opportunity to withdraw without penalty within three business days following the scheduled orientation or after a tour of the campus and inspection of equipment. All monies paid, except for the registration fee, will be refunded if requested within three days after signing an enrollment agreement.

REFUND POLICY

A-Tech reserves the right to cancel a program due to low enrollment; all monies paid by the student shall be refunded. Tuition will be refunded within forty-five (45) calendar days after the date of determination of the withdrawal and is based on the total hours scheduled to attend. Any funds received and able to apply toward the amount due will be applied and if a balance remains, the student will be billed. Written notification of withdrawal from a student is not required for a refund payment. Via a signed authorization, students will have an opportunity to allow the campus to refund loan money if their costs incurred are lower than any funding for tuition received to date. The official withdrawal is defined as the students last day of attendance:

<u>% of Hours:</u>	<u>% Retained by A-Tech</u>	<u>% Refund to Student:</u>
0-20%	20%	80%
21-30%	30%	70%
31-40%	40%	60%
41-50%	50%	50%
51-60%	60%	40%
61-100%	100%	0%

The Federal Return of Title IV Aid worksheet will be used to determine refunds for students who receive Title IV financial aid. Federal Law requires that any Federal Financial Aid Funds that must be returned are to be returned in the following order to the following programs (if applicable):

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Direct Loans
4. Federal Pell Grant Programs
5. Other (WIA, BVR, other agencies, lenders or scholarship)
6. Student

RETURN TO CAMPUS*

A student may repeat a program they failed or did not complete. Completion of the program must be within the maximum time frame. The repeat grade will replace any previous grade. A student receiving "I" or incomplete grade will have one term to bring the incomplete up to a "C" average. Readmission is defined as coming back into the program once a student has dropped out or been dismissed for whatever reason and at whatever time during the campus year. Readmission will be based upon student standing at the time of departure and if a vacancy exists within the program at the time the student would like to reenter. Readmission will be considered for each program after the payment period, if the student is in good academic standing. However, in most cases, readmission will be considered the next term or program start date. For Automotive students, readmission will be considered at the beginning of a training module.

**LPN and RN Students must follow the policy in their handbook.*

COUNSELING SERVICE

Guidance and counseling services are available to all students. The purpose of the Counseling Service is to help students in any way possible to profit from instruction, achieve personal and educational goals, make decisions about goals, and to make decisions about plans for now and in the future.

OPEN LAB

Open lab for remediation or tutoring is available for free for our students needing assistance. The lab is staffed by certified adult basic and literacy education instructors. Any student who is on academic or attendance probation is mandated to attend the lab.

BEHAVIOR*

A-Tech Board Policy #5500

- Respect for law and for those persons in authority shall be expected of all students. This includes conformity to campus rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.
- Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:
 - Allows teachers to communicate effectively with all students in the class
 - Allows all students in the class the opportunity to learn
 - Has consequences that are fair, and developmentally appropriate
 - Considers the student and the circumstances of the situation

Conduct disruptive to the educational process or destructive to property will be cause for immediate dismissal from the campus. A record of negative conduct and behavior will be maintained.

Generally, standards throughout the campus should be the same. However, each instructor is expected to specify particular rules and procedures suited to the specific needs of the class. Disturbances which interrupt the learning process cannot be permitted by any instructor. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the instructor unless it pertains to the lesson.

The instructor has the responsibility and authority to maintain order anywhere on campus, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the instructor's authority, that student should be referred to an administrator for appropriate action. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving existing differences.

If an instructor finds it necessary to send a student from a classroom for any reason, the student is to report immediately to a Workforce Development Administrator. Classroom cheating will not be tolerated. Any student found cheating will receive a zero on that particular quiz or test. Furthermore, cheating can be a reason for dismissal from the program on the grounds of unprofessional conduct.

** LPN and RN students should refer to their Handbook.*

INSTRUCTOR AUTHORITY

The instructor for each class has complete authority within her/his area. The instructor is responsible for each student assigned to her/his class.

SAFETY

Safety regulations are to be followed at all times according to the standards of the program in which a student is enrolled. Failure to follow the prescribed safety requirements will result in removal from class and possible dismissal from the program. A student is responsible for their own safety equipment. Appropriate attire for each program is required.

OFFENSIVE LANGUAGE

Students shall not use any offensive coarse utterance, display or writing in communication with any student or instructor while under the jurisdiction of the campus. This could include statements, gestures, tattoos, signs, pictures, or publications involving insults, sexual harassment, intimidation, threats, taunts, racial or ethnic slurs, insults regarding sexual orientation, religious or political ideology, physical or mental disability, or challenging others with conduct which is likely to provoke a violent response.

CRIME AWARENESS REPORT

The following information is provided and updated annually as directed by the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act (Clery Act).

- a. Reporting of **Criminal Incidence** – A-Tech strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence.
- b. Security **on Campus** - The school is in operation from 7:00 am to 10:15 pm Monday through Thursday and 7:00 am to 4:30 pm on Friday. The building will be open to students and staff during these hours.
- c. Campus **Policy Regarding Illegal Substances** - The school strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on campus. Students and staff members should report any knowledge of such activities to the appropriate school personnel listed in Part "a" of this section. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infractions will also be reported to legal authorities. Specific details of the school's drug policy are outlined in the campus drug free policy statement described annually to all staff members and students.
- d. Current **Campus Crime Statistics** - The following is a list of all criminal incidences reported on campus for the period July 1, 2015 to June 30, 2017.

	CRIMINAL OFFENSES				HATE CRIMES		
	2015	2016	2017		2015	2016	2017
Murder & Non-Negligent Manslaughter	0	0	0	Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0	Negligent Manslaughter	0	0	0
Rape	0	0	0	Forcible Sex Offenses	0	0	0
Forcible Sex Offenses	0	0	0	Non-Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0	Robbery	0	0	0
Robbery	0	0	0	Aggravated Assault	0	0	0
Aggravated Assault	0	0	0	Burglary	0	0	0
Burglary	0	0	0	Motor Vehicle Theft	0	0	0
Motor Vehicle Theft	0	0	0	Arson	0	0	0
Arson	0	0	0	Larceny – Theft	0	0	0
TOTALS	0	0	0	Simple Assault	0	0	1
				Intimidation	0	1	2
				Destruction, Damage, Vandalism of Property	0	0	0
				Any other crime involving bodily injury	0	0	0
				TOTALS	0	0	0
	ARRESTS				DISCIPLINARY ACTIONS		
	2015	2016	2017		2015	2016	2017
Liquor Law Violations	0	0	0	Liquor Law Violations	8	2	2
Drug Law Violations	0	4	7	Drug Law Violations	12	11	9
Illegal Weapons Possession	0	3	0	Illegal Weapons Possession	13	5	2
TOTALS	0	7	7	TOTALS	33	18	13

TOBACCO

Use of tobacco is not permitted in any building on campus. Instructors will inform students of designated smoking areas.

SUBSTANCE ABUSE

Students shall not possess, offer for sale, or be under the influence of any controlled substance or alcohol while on the campus property or at campus sponsored events. Students who violate this policy shall be immediately dismissed from their program and referred to legal authorities.

DRUG FREE CAMPUS / WORKPLACE POLICY

As a Federal Grant recipient and in accordance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Ashtabula County Technical & Career Center clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students on campus property or as any part of campus activities.

WEAPONS

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any look-alike weapon that is presented as an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, fireworks, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

THEFT

A student shall not cause or attempt to take into possession, the public property or equipment of A-Tech or the personal property of another student, teacher, employee of the district or any other person while under the jurisdiction of A-Tech. Locker and/or vehicle searches may be required, and students may be subject to scan by a metal detector. A-Tech is not responsible for any loss or destruction of personal property.

TELEPHONES

A-Tech telephone lines are not available for student use. Use of cellular telephones is not permitted in the classroom.

BREAKS

All Workforce Development students may take breaks in the Cafeteria or Workforce Development Break Room in "B" building.

STUDENTS IN PHOTOGRAPHS

Unless the Workforce Development Department is notified in writing, students are assumed to have given permission to A-Tech to use pictures (still or video) of them, materials owned by them, and record their voice in connection therewith during class or at campus related activities and to put the finished pictures or recording to any legitimate use without limitation, reservation, or compensation.

CAMPUS CLOSING

If the high school cancels classes due to inclement weather, Workforce Development training programs in the evening are NOT automatically cancelled. If conditions arise where Workforce Development training programs are cancelled, students will be informed via phone messaging or by an announcement via radio.

PARKING

Students are to park their cars only in areas designated for students. Parking on grass and around the campus drive is not permitted. No parking is permitted in the Fire Lane between buildings. Persons blocking the driveways will be asked to move their cars or their cars will be towed. Students are not permitted to return to their cars during class hours without permission from their instructor. Students are not allowed to leave the campus and return without permission from their instructor. Failure to follow proper procedures will result in disciplinary action up to and including dismissal from the campus. *Note: Building "A" students are not permitted to park in the first row until after 6:00 p.m.*

EQUAL OPPORTUNITY

A-Tech does hereby state that the career technical opportunities are offered without regard to race, color, origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups. Anyone with questions concerning acceptance criteria should contact Title IX, Section 504 Coordinator, Paul Brockett at A-Tech, 1565 State Route 167, Jefferson, Ohio, 44047, telephone: 440-576-6015. A grievance procedure is available to those students in resolving complaints about alleged discrimination. A copy of the procedure is available from Mr. Brockett.

ACCREDITATION:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

THE ABOVE POLICIES ARE SUBJECT TO CHANGE AT ANY TIME.

Please refer to our Consumer Handbook for additional information and policies.

VI. FINANCIAL AID GENERAL INFORMATION

To qualify for federal financial aid, a student must have a high school diploma or a GED diploma and be enrolled in an eligible program. Financial aid eligibility is based on need, which is determined by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is the primary application for federal aid. The most common types of federal financial aid are the Pell Grant and Federal Direct Loan. Apply online at www.fafsa.ed.gov. Our school code is 015449.

PLEASE REFER TO THE CONSUMER HANDBOOK FOR MORE DETAILS!

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 Ashtabula County Technical & Career Campus (A-Tech).

A-Tech recognizes its obligation to assist students in realizing the national goal of quality educational opportunities. A-Tech, 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" (Cost of Attendance) to offset the difference between the student's educational expenses and the family's resources. Refer to the Consumer Information Handbook for complete listing.

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.

STUDENT RECORDS

Student Financial Aid records are kept on file at the Ashtabula County Technical & Career Campus following graduation. These records include, but are not limited to: academic progress, attendance, grade reports, financial aid application, ISIR, supporting financial aid information and billing records.

TYPES OF FINANCIAL ASSISTANCE

The Ashtabula County Technical & Career Campus (A-Tech) participates in the following U.S. Department of Education student financial aid (SFA) programs: Federal Pell Grants (Title IV) & Federal Direct Student Loans

Pell Grant Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a Federal grant given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Students enrolling in a program of at least 600 hours may apply for the Pell Grant. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loans must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at www.fafsa.ed.gov. Not all students will qualify for a Federal Pell Grant. An Award Notification letter will be provided to the student indicating the type and amount of aid awarded. See Section "FAFSA Application Process" for more information.

Direct Student Loans Direct Student Loans are borrowed money from the Federal Government that must be repaid with interest. Students enrolling in a full-time program of at least 300 hours may apply for the Federal Direct Student Loans. There are two types of Direct Loans: Subsidized and Unsubsidized. A-Tech will determine which one 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.

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. All Federal loans will be reported to the U.S. Department of Education's National Student Loan Data System as part of the student's financial aid history. This information will be accessible to authorized agencies, other post-secondary institutions, lenders and Federal loan servicing agencies.

Business or Agency Sponsorship The Ashtabula County Technical & Career Campus (A-Tech) works with various businesses and agencies that fund qualified applicants for training purposes. A-Tech also works with businesses that have training dollars for their employees and various tuition assistance programs. Students using such funding for tuition payment must meet with an A-Tech representative to complete their registration process. A letter by your sponsor must be presented indicating tuition will be covered and the method of invoicing.

Department of Veteran Affairs (VA) Veterans Administration: 888-442-4551

Federal training monies are available to veterans of the U.S. Armed Services. Students can visit www.gibill.va.gov for additional information. Students must complete the appropriate application and financial paperwork as well as submit “Certificate of Eligibility” letter and a copy of Form DD-214 to the Financial Aid office.

*In all VA eligible programs, with the exception of LPN that have their own policy on credit for prior training, The Director and program supervisor or coordinator will evaluate official transcripts and documentation of previous education and training to determine if applicable.

Trade Adjustment Assistance (TAA) – Ohio Department of Job and Family Services: 440-994-1234

Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade.

Workforce Investment Act (WIA) – Ashtabula County Department of Job and Family Services: 440-994-1234

Assistance may be available for students who are economically disadvantaged or dislocated workers.

Bureau of Vocational Rehabilitation (BVR) – Ohio Rehabilitation Services Commission: 866-325-0026

Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment.

Self-Pay Payment Plan

A self-pay, interest-free installment plan is available to assist those students paying all or a portion of their tuition expense. Payments must be made on time according to the individualized payment plan. Student tuition account must be paid in full at the end of each payment period.

STUDENT ELIGIBILITY

To receive financial aid from A-Tech, a student must:

- Have financial need;
- Have a high school diploma or a General Education Development (GED) certificate;
- Be enrolled or accepted for enrollment as a full-time student working toward a certificate; be enrolled in a program that is at least 600 clock hours (or 300 clock hours for Federal Student Loans);
- Be a U.S. Citizen or an eligible Non-citizen; (Acceptable visas would include the I-151, I-551, I-49, if it is stamped “refugee”, “indefinite parole”, “Humanitarian Parole” Cuban-Haitian entrance”, or “asylum granted.”);
- Have a valid Social Security Number;
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution;
- Make satisfactory academic progress;
- 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
- Register with the Selective Service (if you are a male who is between the ages of 18–25 years old);
- Not currently enrolled in high school.
- Not incarcerated in a Federal or State penal institution.
- Not have property subject to a judgment lien for any debt owed to the United States Government.

High School Evaluation Information

If the U.S. Department of Education or A-Tech questions the validity of the enrolling student’s high school credential, A-Tech will verify the validity of the high school credential. A-Tech will ask for a transcript from the high school showing classes completed and passed. If A-Tech 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 the student graduated from a high school located out of the country, A-Tech will determine whether the education is the equivalent of a high school education in the United States.

Financial Need

Financial Aid from most major programs at A-Tech 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 calculated 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.

Cost of Attendance (COA) minus Expected Family Contribution (EFC) equals Financial Need

A-Tech calculates the Cost of Attendance (COA). Cost of Attendance includes: tuition and fees; books/supplies; transportation; and personal expenses. 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 need from the Student Financial Aid Programs, the Financial Aid Administrator 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

It is the student's responsibility to file a FAFSA and receive the SAR (Student Aid Report). The school cannot determine an award without this information. You do not need to wait until you see a Financial Aid Administrator in the Financial Aid Office to begin. **The Ashtabula County Technical & Career Center (A-Tech) School Code is: 015449.** Please read the following instructions carefully.

Step 1:

Request a PIN if you are planning to apply on-line. The web address is <http://www.pin.ed.gov/>. Once you receive the PIN you will be able to sign your FAFSA electronically.

Step 2:

Complete a FAFSA online. The web address is <http://www.fafsa.ed.gov/>. Be sure to pay special attention to any questions on income because most errors occur in this area. When completing the FAFSA online, 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. For assistance in completing the FAFSA:

- * Call the Department of Education at 800-433-3243
- * Set up an appointment with our financial aid office at 440-576-6015.

Step 3:

You will receive an e-mail response once your application has been processed. If you provided an e-mail address, you will be notified and be able to print a Student Aid Report (SAR) from the Internet. The SAR will report the information from the application and, if there are no questions or problems with your application, the SAR will report the Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. When the SAR is received, review it carefully to make certain it is correct. If any changes are necessary, corrections/changes can be made online using your PIN number to access the application.

Step 4:

After receiving a valid SAR and completing the Entrance Loan Counseling session, the student should contact the Financial Aid Office to schedule an individual appointment. During this appointment, the student's eligibility for the Pell Grant and Direct Loan proceeds will be determined. **Student loans cannot be processed until after a student is in class for 30 days.**

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.

VERIFICATION

The Central Processing System (CPS) selects applications to be verified. The Ashtabula County Technical & Career Campus (A-Tech) verifies the accuracy of all FAFSA applications, whether selected by the CPS or not. It is the policy of A-Tech that all applications are verified and all conflicting information must be resolved before disbursing FSA funds.

All documents required for verification must remain on file in A-Tech's Financial Aid office. **Since full verification is required, and if documents are not provided in the allotted timeframe, the student will not be eligible to receive aid from the FSA programs.**

The documentation needed for verification varies according to the item verified. The Financial Aid Administrator will advise students and parents on the documentation to be submitted. Students and/or parents of dependent students must also sign a Verification Worksheet certifying the accuracy of the information being reported.

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. Individuals 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.

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.

Students may qualify for a Direct Loan if:

- You are a U.S. Citizen, national, or eligible non-citizen, and provide your valid social security number;
- You are enrolled at least half-time at an eligible institution, and maintain satisfactory academic progress;
- You are not in default on any federal education loan;
- You do not owe a refund on any Title IV grant;
- You are not in active bankruptcy.

Students applying for Federal Direct Loan must complete the following steps:

- Files a FAFSA. You may complete the Free Application for federal student aid (FAFSA) online at www.fafsa.ed.gov.
- Complete a Master Promissory Note (MPN) online at 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.
- Complete required Entrance Counseling session online at www.studentloans.gov.
- Submit printed proof of completed MPN and Entrance Counseling to the Financial Aid office at A-Tech.
- Complete required online Exit Counseling session for loan repayment regarding their responsibility

DEPENDENCY STATUS

When applying for federal student aid, answers to certain questions will determine whether a student is considered dependent upon his/her parents.

AID DISBURSEMENT

Federal student 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 online Entrance Counseling and the 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 on the same day, Pell Grant funds are considered to be credited first.

Title IV aid for programs of 300-899 hours in length will be prorated. Programs 900 or more hours in length are entitled to the maximums set forth by the Federal Government.

Most programs are divided into two payment periods within an academic year. Aid will be disbursed in two (2) equal installments – one (1) installment each payment period. If the program crosses over into a new academic year, an additional payment period may be necessary to cover the remaining program hours and students will be required to renew their FAFSA for the additional payment period.

In order for a student to be eligible for the next financial aid disbursement and to maintain the next payment period's disbursement date, the Financial Aid office will determine if the student has successfully attended the clock hours required for the previous payment period(s). Students who have not yet attended the required clock hours will delay their anticipated disbursement date.

CHANGE OF CIRCUMSTANCES

Students are responsible to report any significant changes of circumstances to the Financial Aid office including enrollment status, permanent address, phone number and e-mail address. Students can apply for a Financial Aid Appeal if aid is discontinued and/or terminated because of mitigating circumstances. A Financial Aid Appeal can be made by the student for a review of the circumstances. Each case will be reviewed on an individual basis.

WITHDRAWALS OR TERMINATION

Students receiving Pell Grants, Direct Student Loans, and/or other financial assistance that are planning to withdraw should meet with the Financial Aid Administrator before exiting from a program. Students who are unable to meet with the Financial Aid Administrator must contact the Financial Aid Administrator and submit a written letter of withdrawal. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible or Direct Loan eligible program are subject to the U.S. Department of Education's Return of Title IV Funds Policy. When a student is withdrawn, the student may no longer be eligible for the full amount of the Title IV funds that the student was originally scheduled to receive. This means that the student may end up owing money to Ashtabula County Technical & Career Campus (A-Tech) and/or the Department of Education. It is the student's financial responsibility to pay any remaining balance to A-Tech.

FEDERAL POLICY FOR RETURNING TITLE IV FUNDS

A-Tech 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. A-Tech will use the "Treatment of Title IV Funds when a Student Withdraws from a Clock Hour Program" worksheet.

The following procedure will be used if it is determined that a refund is due a student who has received Title IV funds:

- 1) The school will endeavor to reduce any loan amount by the amount of the total refund, based on the following priority:
 - (1) Federal Direct Unsubsidized loan
 - (2) Federal Direct Subsidized, loan
 - (3) Direct PLUS loan.This policy recognizes that students who terminate from training will probably be less able to satisfy their loan obligation.
- 2) If any additional refund remains, the refund will next be applied to the Federal Pell Grant program.
- 3) Any refund still remaining will be given to the student.
- 4) If a student withdraws or is terminated prior to graduation and has received a cash disbursement for other educational expenses, the student's monthly living costs (personal, etc.) will be compared with the Financial Aid funds disbursed in order to determine if more funds have been provided than costs incurred.

If it is found that the student received excess Federal Pell Grant funds, the student will be billed for this amount. Student payments will be restored to the Pell program following the same policy as is used for institutional refunds. All returns owed to the Federal Financial Aid programs will be processed within forty-five (45) days.

STUDENTS 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:

- The student has the right to know what financial aid programs are available.
- The student has the right to know how financial aid will be distributed.
- The student has the right to know how financial aid was determined.

Student Responsibilities:

- The student is responsible for completion of all application forms, that they are completed accurately and submitted on time to the Financial Aid office.
- The student is responsible that correct information is provided.
- The student is responsible for reading and understanding all forms that are signed and for keeping copies of them.
- The student is responsible for completing Entrance and Exit Counseling sessions online pertaining to financial aid and for submitting documentation the Financial Aid office showing successful completion.
- The student is responsible for completing the required online Master Promissory Note (MPN) and for submitting the documentation to the Financial Aid office showing successful completion.
- The student is responsible to promptly respond to requests made by the Financial Aid office.

Questions about Financial Aid:

For answers to questions about Financial Aid, call the Ashtabula County Technical & Career Campus (A-Tech) Financial Aid department at (440) 576-5506 who can:

- Assist in completing the FAFSA
- 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 aid application (FAFSA) has been processed

INTERNET ADDRESSES FOR FINANCIAL AID ASSISTANCE

FAFSA on the Web: www.fafsa.ed.gov Assistance in completing the FAFSA: www.ed.gov/prog_info/SFA/FAFSA

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

VII. STUDENT SERVICES

Guidance Counselor:

Our potential students and full-time students have the opportunity of receiving career counseling services with a certified Guidance Counselor. In the process of developing our full-time students Career Plan with the Guidance Counselor, they receive information regarding the Career Pathway. *Our Counselor is available by appointment by calling 440-576-6015 extension 1077.* The counselor is also available at each of our weekly summer open houses, to provide guidance and information about a career.

WorkKeys Assessments:

Each full-time student undergoes this skill assessment. WorkKeys® gives workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessments information can help users make better career and educational decisions.

The student must undergo two of the three assessments: Reading for Information and Applied Mathematics. However, the student has the option of taking the Locating Information assessment to be eligible to earn a Career Readiness Certificate – see below. ACT Inc., developer of the WorkKeys® System, has determined that these are the three most critical skill areas shared by almost all jobs. Participant's skills in each of these areas will be compared to very specific skill sets, from basic skills to more advanced and complex skills. These scores are compared to data from ACT Inc. on more than 12,000 jobs profiled around the US and available in ACT Inc.'s Occupational Profiles Database.

A Career Readiness Certificate may be issued based on the skill level. WorkKeys provides a common language for employers, schools, and students. The results of the assessment help a student: *Compare their WorkKeys skill levels to the skill levels required for the jobs they want. *Submit their WorkKeys scores to specific companies to target job search efforts. *Demonstrate to others (employers, educators, instructors, and counselors) their transferable employability skill levels. *Use information from skill reports and job profiles to identify areas in which they need further training. *Upon enrollment into one of our full-time programs, a student will be scheduled to take the assessments.*

Ashtabula County Adult Basic and Literacy Education Program (ABLE):

The Ashtabula County ABLE program, also part of the Ohio Department of Higher Education, offers free classes to individuals who need assistance acquiring the academic skills needed to be successful in life, post-secondary education, training and/or employment. Classes range from basic reading, writing and math skills to GED Test and post-secondary academic preparation. ABLE also offers classes for foreign-born student interested in learning to read, write and speak English and/or prepare for Citizenship. ABLE offers classes at several locations around the county with the office located here on the A-Tech campus. *For more information, you may contact them at 440-576-5599.*

Open Lab: Each full-time student undergoes an assessment of their reading and math skills. We compare those results with the requirements necessary for the program. We have an open lab available for our students that require assistance in their academics, study skills and or test taking skills. It is staffed by certified adult basic and literacy education instructors. The students undergo specific assessments to determine which any additional area they made need assistance. The lab is open on Monday and Thursday from 4:30 p.m. until 6:30 p.m. during the school year in room 100 C in A complex.

Resource Center/Library Resources:

During the school year, we have deliveries from the area libraries on Monday, Wednesday and Friday of each week. If you have something from a library, you can bring it to the resource center and it will be shipped via courier back to the public or school library that it came from. Alternatively, you can pick up library materials from other libraries in the same process. All of this can be done online. You can download audio books and electronic print books via the public library. You will need a public library card to do this. There is also music and video downloads. All free. <http://ohdbks.lib>.

Medical Readiness Program: The Medical Readiness program is offered by our ABLE Department. The contextualized Course-of-Study was designed under the 2009 ABLE Collaborative Initiative and the course prepares students for entry into and success in any health-care related post-secondary program. Anatomy and physiology, Medical Math, study-habits, note-taking, studying for tests and using computers for research are among the components of the course-of-study. Those who successfully complete the Medical Readiness Program receive one (1) point towards the Knoedler School of Practical Nursing application process. *For more information on this free thirty-six-hour course contact the ABLE office at 440-576-5599.*

Ohio Means Jobs:

Beginning January 2, 2016, each participant in an Ohio technical center funded training or education program shall create an account with OhioMeansJobs at the time of enrollment in the program.

One-Stop: The OhioMeansJobs-Ashtabula County Center houses a variety of partners who coordinate resources to prevent duplication of services and ensure the effective and efficient delivery of workforce services. They do this by establishing joint processes and procedures that enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of job matching, education, family services, job training and other workforce development services. A-Tech WFD is one of the partners at the one-stop, which serves as our employment resource. The OMJ Center provides a very extensive resource room with career information, job-seeking assistance and current job postings. The OMJ Center also provides information regarding training funds that you may be eligible to receive toward your tuition. Find out more information by visiting the OhioMeansJobs-Ashtabula County Center at 2247 Lake Avenue, Ashtabula, Ohio 44047 or by calling them at 440-994-1234.

Employment Assistance: The Ashtabula County Technical & Career Center does not guarantee employment, but in addition to the employment services available at the One-Stop – see above, we also provide each full-time student instruction in employability skills. It is an integral part of the related classroom instruction and is enriched through the student's participation and encompasses decision-making, problem solving, work ethics, job seeking and retention skills, and lifelong learning skills. Our transitions staff member schedules the transition course. The objective of the course is for the student to obtain information to produce a well executed resume and learn what skills are needed and the resources available to perform an effective employment search and successful interview. The lesson plans are as follows: One – Quick review the content of the Job Hunting Handbook, which a student receives, a copy. Two – Tips on how to write a resume. Three – Ohio Means Jobs registration (job seeking website) and website demo. Four – Tips for a successful job interview How to Ace your job interview. Five – Questions to expect during a job interview and best way to answer (do some role playing). Six – Four things you need to do after your interview. Seven –Information on the Job Source – as your employment search resource. Eight - How to complete a job application. The student may schedule for open lab to assist with writing resume and cover letters.

VIII. COMPLAINT POLICY & PROCEDURE

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

If any person believes that the Ashtabula County Technical & Career Center or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Compliance Officer:

Mr. Paul Brockett, Ashtabula County Technical & Career Center, 1565 State Route 167, Jefferson, Ohio, 44047

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

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
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint form is available at the school and may be obtained by contacting Mr. Paul Brockett, District Compliance Offer or online at www.accsc.org.

**Additional Complaint procedures may be found on the A-Tech website under polices*

Equal Opportunity:

Ashtabula County Technical & Career Campus does hereby state that the career-technical opportunities are offered without regard to race, color, origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups.