Adult Workforce Development Catalog & Consumer Information Handbook

Ashtabula County Technical & Career Campus
1565 State Route 167
Jefferson, Ohio 44047
(440) 576-6015 - phone
(440) 576-5258 - fax
www.atech.edu

2024-2025
03/08/24

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.

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SECTION 1 – ADULT WORKFORCE DEVELOPMENT CATALOG

I. WORKFORCE DEVELOPMENT STAFF / FACULTY

Staff

Development
Thursday 8:00
& Friday 8:00 a.m.

Full-Time

R. Scott Wludyga	Superintendent	1048	Scott.Wludyga@atech.edu
Ken Porter	Director	1007	Ken.Porter@atech.edu
Jennifer Swickard	Student Services	1152	Jennifer.Swickard@atech.edu
Shara Parkomaki	Evening Coordinator	1011	Shara.Parkomaki@atech.edu
Amy Stadler	Financial Aid	1074	Amy.Stadler@atech.edu
Lynn Leary	Secretary	1040	Lynn.Leary@atech.edu
Stephanie Miller	Nursing Director	1054	Stephanie.Miller@atech.edu
Dusty Sarai	LPN/RN Secretary	1055	Dusty.Sarai@atech.edu

Hours: Monday –
a.m. to 9:30 p.m.
to 4:30 p.m.

Faculty

R. Scott Wludyga	MA, Educational Leadership, Concordia University of Chicago
Ken Porter	M.Ed. Administration, Youngstown State University
Stephanie Miller	MSN, Walden University
Rebecca Robinson	MSN, Indiana Wesleyan
Jaime Andes	BSN, University of Phoenix
Monica Offensend	BSN, Villa Marie College
Jennifer Swickard	B.A. Kent State University
Lynn Leary	Associate, Kent State University
Amy Stadler	H.S. Diploma
Dusty Sarai	H.S. Diploma
Avery Cooper	Cosmetology License

Part-Time Faculty

George Smith	BS/Electronic Engineering, Devry	Veronica Charles	BS/Business
Sarah Davis	MS/Education, University of Akron	Harleigh Hodge	MS/Education, Notre Dame College
Janette Wright	MS/Nursing, Perdue University	Kim Hess	COS License
Shara Parkomaki	BS/University of Toledo	Traci Sprague	MS/Education
Nichole Boruta	BS/Nursing	Jason Palmer	Cerificate
Cynthia Burckhartte	BS/Nursing, Ohio University	Sheila Martin	LPN
Carolo Defina	BS/Nursing, Ohio University	Wally Harrison	
Stephanie Grippe	AD/Nursing, Kent State University		
Cathy Marcy	AD/Nursing		
Loteia Presciana	BS/Nursing, Kent State University		
Terri Robertson	AD/Nursing, Lakeland College		
Kathy Stevens	AD/Nursing, Kent State University		
Kim Wagner	BS/Nursing		
Derrick Krzys	Fire/EMT Instructor License		
Lori Slimmer	MS/Education, Cleveland State University		
Leonard Vogt	State License – Boiler		
Tom Steele	Fire/EMT Instructor License		
Jeremy Baldwin			

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, one student study area and a conference room. WFD holds the following classes in this complex: LPN to RN, Licensed Practical Nursing, Patient Care Technician, Phlebotomy, EKG Technician, and Business Office Specialist. Complex B is a single story; 78,492 square foot brick school building and has 44 classrooms/labs. WFD holds the Cosmetology and State Tested Nurses Assistant (STNA) programs 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 page 65, Campus Map

IV. ADULT WORKFORCE DEVELOPMENT TRAINING PROGRAMS

The Adult Workforce Development department offers over thirty-one (31) workforce development programs for adults who are interested in obtaining a skill and/or re-training for career advancement. Each year more than 250 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.

The Adult program includes full and part-time offerings in Health Occupations, Business/Legal, Industrial, Auto Technology, Trade and Industrial Education, and other Personal Enrichment programs. Our Licensed Practical Nursing program along with Firefighting, RN and HVAC programs consistently receive high state certification and licensure exam passage rates.

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.

Transfer of Credit:
Any person who previously was enrolled in another 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 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/or test-out can be used to aid the Administrator in granting this credit. What has been granted as credit will be indicated as such on the student's transcript. The credit applicant must be enrolled at least sixty-percent within the program. A student admitted must meet the program's curriculum requirements for currently enrolled students. Admission of an applicant will always be dependent upon whether a vacancy in the program exists at the time of the student's petitioning for admittance. See individual program for specific requirements.

All credit accepted by the Ashtabula County Technical & Career Campus must be from an institution that is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency.

Transfer Within Programs:
A student may transfer between programs within the institution only if the follow requirements are met:
- Student is in good standing with currently enrolled program.
- Student has no outstanding financial aid obligations.
- Student has met any pre-requisites for program they wish to transfer into.
- There are vacancy's available in the program the student wishes to transfer into.
- All pre-enrollment requirements have been met in the program student wishes to transfer into.

VESL Programs:
The Ashtabula County Technical & Career Campus does not offer any Vocational English as a Second Language programs.

Distance Education:
The Ashtabula County Technical & Career Campus does not offer and Distance Education coursework.

Occupational Policies
All Occupational Education program policies are consistency applied to all students.

Payments:
Financial aid is available for those who qualify. Financial aid payment periods shown on each program page if applicable. Interest-free payment plans and educational loan options are available when requested.

<u>Clock Hour to Credit Hour Conversion</u>

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
Business Office Specialist	30.5
Cosmetology	83
Industrial Maintenance	36
Industrial Welding	14.5
Industrial Electricity/HVAC	29
Industrial Electricity	11.5
HVAC	17.5
IMPAC	
Firefighter I	
EMT-Basic	
STNA	
High Pressure Boiler Operator	
Manicuring	

Non-Title IV Eligible, Accredited Programs

Except for Industrial Welding, programs under 600-hours in length are not eligible for Title IV funding. Only private educational loans are available for those who qualify. No interest payment plans are available through the Workforce Development office.

For programs under 300-hours, only the following fall under accreditation: Firefighter I, EMT-Basic, STNA, High-Pressure Boiler Operator and Manicuring.

National and/or State legal eligibility requirements

All students are required to meet all National and/or State legal requirements for licensure or entry into an occupation or profession for which education and training are required. Requirements may include FBI and/or BCI criminal background checks, fingerprinting, health immunizations and drug testing.

Externships

All Satisfactory Academic Performance (SAP) requirements must be met and all payment plans, if applicable, have to be up-to-date prior to any student participating in externships. See individual program Student Handbooks for additional requirements.

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

Instructor Office Hours

Open communication is essential for a successful educational experience. Instructors are available most evenings, one half-hour prior to start of each class, during break time(s) and immediately after class. Messages may be left for instructors at 440-576-6015 x1040. Direct communication with instructors is also welcome and may be established by consulting your individual instructor.

LPN to RN Diploma*
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 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	Opthalmascope – 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	Skelton
Chester Chest	IV Arms – 4	Skin Burn model
Computers & tables – 15	IV Pump – 4	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	Lucina Birthing Simulator	Wheelchairs -2
Educational posters	OB model	Whiteboards in classrooms
GI anatomical model	Oral Thermometers	Working Sink in lab

Students have assignments to complete online. Home computer access is highly encouraged but the school does have a computer lab available from 7:00 a.m. – 10:00 p.m., Monday-Thursday. 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 NCLEX examination. In order to take NCLEX, you must maintain at least a 78% grade average in each course during the program, complete required clinical hours and meet State Board requirements.

Admission Requirement: Pre-admission testing, prerequisites, references, application and essay are required. Must be a Licensed Practical Nurse (LPN) with previous training in IV therapy. 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 10 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. 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.

2. Request an application packet. The packet contains an application, reference forms and one copy of the admission policy. Complete the application form 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).

3. Show proof of LPN license. Previous training in IV therapy is required. Completion of the IV training competency form which is part of the application is required.

4. 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.

5. 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 level Math Course (i.e. Algebra, Statistics), Anatomy & Physiology, Microbiology, Intro to Chemistry, Intro to Psychology, Intro to Sociology and English Composition. If you have successfully completed a high school or LPN course covering Chemistry, the Introductory Chemistry prerequisite is waived. Allied Nurse Science at Knoedler School of PNE meets this requirement.

6. Request and submit an official copy of your LPN school transcript and prerequisite courses to A-Tech Nursing Department.

7. Pick up the student catalog and complete a one to two-page essay on Nursing (must be completed at A-Tech).

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 10 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 $100 non-refundable deposit if accepted for admission into the program within 30 days.

15. After acceptance into the program, 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.

LPN to RN Diploma *

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.	108	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.	80	60	64
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.	108	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.	80	68	64

LPN TO RN COURSE DESCRIPTION			
Subject	**Theory Hours**	**Lab Hours**	**Clinical Hours**
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	757	310	336

Hours: **1403**
Tuition: **$15,500 - includes books and supplies**
Days: **Tuesday to Friday 32 hours weekly**
Time: **7:00 a.m. - 3:30 p.m.**
Dates: **September 2024 – August 2025**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
RN – PP1	9/10/2024	12/18/2024	448	15	9/10/2024	10/10/2024
RN – PP2	12/19/2024	4/14/2025	455	16	12/19/2024	12/19/2024
RN – PP3	4/15/2025	6/6/2025	250	8	4/15/2025	4/15/2025
RN – PP4	6/7/2025	8/6/2025	250	9	6/7/2025	6/7/2025
			1,403	48		

*PP = Payment Period

<u>**READMISSION POLICY**</u>

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.

Remittance 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 remittance 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	Opthalmascope – 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	Skelton
Chester Chest	IV Arms – 4	Skin Burn model
Computers & tables – 15	IV Pump – 4	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	Lucina Birthing Simulator	Wheelchairs -2
Educational posters	OB model	Whiteboards in classrooms
EKG Machine	Oral Thermometers	Working Sink in lab
GI anatomical model		

Students have assignments to complete online. Home computer access is highly encouraged but the school does have a computer lab available from 7 a.m. – 10:00 p.m., Monday-Thursday. 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 NCLEX examination. In order to take NCLEX you must maintain at 78% grade average in each course during the program, complete all clinical hours and meet the State Board of Nursing requirements.

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 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 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 Diploma, 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. When all the above has been completed make an appointment for an interview by calling the nursing office at 440-576-5545.

Licensed Practical Nursing *

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
- High school grade point average
- Interview
- Previous medical experience – direct care (2 points total) or previous education
- References

<u>Transfer of Credit</u>:

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**	**Observation 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	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	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	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	0
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.	63	101.5	110.5	0

Level 2				
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.	145.5	0	104	6.5
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.	47	13	6.5	0
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.	70	0	13	13
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.	18.5	13	6.5	0

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	0	0	13
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	0	0	13
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	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.	37	32.5	13	0
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	71.5	6.5
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	13	65	0
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	0

Licensed Practical Nursing continued*

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	**794.5**	**179.5**	**397**	**52**
TOTAL PROGRAM HOURS				**1500**

Hours: **1500**
Tuition: **$13,500 - includes books, supplies and NCLEX practice course.**
Days: **Monday - Friday 34 hours weekly**

Time: **8:00 a.m. - 3:30 p.m.**
Dates: **September 2024 – August 2025**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
LPN – PP1	9/3/2024	12/6/2024	450	14	9/3/2024	10/3/2024
LPN – PP2	12/7/2024	3/10/2025	450	14	12/7/2024	12/7/2024
LPN – PP3	3/11/2025	5/15/2025	300	10	3/11/2025	3/11/2025
LPN – PP4	5/16/2025	7/18/2025	300	9	5/16/2025	5/16/2025
			1,500	47		

READMISSION POLICY

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.

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, Legal Office Assistant, Receptionist, Accounting and Data Entry. 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
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 - Fundamentals of Word with expanded skills in Word II.	30	30
Microsoft Office Excel - Fundamentals of Excel with expanded skills in Excel II.	30	30
Microsoft Office PowerPoint - Fundamentals of PowerPoint with a conclusion of an in-class presentation.	10	18
Keeping Financial Records for Business - Effective instruction of basic accounting principles. Completed manually for strong concept reinforcement.	26	30
Accounting - Advancement of basic concepts in an online computerized format.	20	28
QuickBooks - Completion of accounting concepts with application through a commercial accounting software package.	30	30
Legal Office Procedures – Presentation of basic legal concepts in the legal field, basic legal correspondence and document preparation for the law office setting, court structure, litigation procedures and a detailed overview of the law office and legal secretarial duties.	30	30
Transitions - Customized resume, cover letter and reference listing. Effective job search and interview skills, including mock interviews by community professionals.	10	11
Administrative Professional Procedures - Instruction in effective business skills such as, Business Communication, Business Writing, Customer Service, Business Ethics, Team Performance and Business Technology.	10	12
80 Hour Externship - Placement in a business setting to put into practice principles and skills learned during the course.	0	80
TOTAL = 600		
	236	364

Hours: **600 – includes 80-hour Externship**
Tuition: **$5,800 – includes supplies; cost of certifications**
Days: **Monday – Thursday**   *Time:* **5:30 p.m. – 9:30 p.m. 16 hours weekly (7 classroom / 9 lab)**
Dates: **08/21/2023 – 05/29/2024**

Program/PP	Start Date of PP	End date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
BOS - PP1	8/19/2024	1/20/2025	300	19	8/19/2024	9/19/2024
BOS - PP2	1/21/2025	6/12/2025	300	18	1/21/2025	1/21/2025
			600	37		

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. 1500 clock hours are required to meet minimum level of training for licensure and employment.

Facilities include 1400 sq. ft. lab with 25 student stations, 4 sinks, Facial room with 3 beds, and a 350 sq. ft. Pedicure room with 5 chairs.

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*

HAIR CARE	SKIN CARE
• Hair design • Shampooing, Rinsing and Conditioning • Hair cutting • Hair styling • Braiding and Braid Extensions • Wigs and Hair Enhancements • Chemical Texture Services • Hair Coloring	• Skin Diseases and Disorders • Hair Removal • Facials • Facial Make- Up •
NAIL CARE	**BUSINESS SKILLS**
• Nail Diseases and Disorders • Manicuring • Pedicuring • Nail Tips, Wraps and No- Light Gels • Acrylic Nails, UV Gels	• Seeking Employment • On The Job - The Salon Business

COSMETOLOGY COURSE DESCRIPTION		
Subject	**Clinic Hours**	**Non Clinic Hours**
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. **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.	15	10
Your Professional Image - This unit teaches the importance of personal hygiene, ergonomic principals and ergonomically correct posture. **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.	15	10
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.	30	15
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. **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.	52	48
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. **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.	95	30
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. **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. **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.	57	18

COSMETOLOGY COURSE DESCRIPTION		
Subject	**Clinic Hours**	**Non Clinic Hours**
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. **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. **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.	95	30
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. **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.	57	18
Haircutting - This course will go in depth with angels 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.	76	24
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. **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.	38	12
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. **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. **Facial Makeup** - Facial makeup is covered in this course and how to apply various occasions. It goes over types of cosmetics and their uses, and color theory. **Artificial Lashes/Extensions** - How to apply false lashes/extensions.	76	24
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.	78	27
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.	95	30
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.	95	30
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. **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.	57	18
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

COSMETOLOGY COURSE DESCRIPTION		
Subject	**Clinic**	**Non Clinic**
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: **$13,000 - Ohio State Board of Cosmetology application $31.50 included in tuition**
                Books & Supplies $1005.00 included in tuition
                Smocks $110.00 included in tuition
                Supply kit $204.00 included in tuition
Days: **Monday - Thursday**
Time: **2:30 p.m. - 9:30 p.m.**
                28 hours weekly (6 classroom / 20 lab)
Dates: **08/21/2023 – 11/18/2024**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
COS – PP1	3/18/2024	7/30/2024	450	18	3/18/2024	4/18/2024
COS – PP2	7/31/2024	12/9/2024	450	18	7/31/2024	7/23/2024
COS – PP3	12/10/2024	3/19/2025	300	12	12/10/2024	11/22/2024
COS – PP4	3/20/2025	6/18/2025	300	12	3/20/2025	3/1/2025
			1,500	60		

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.

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 COURSE OUTLINE			
Subject	**Theory Hours**	**Lab Hours**	**Total 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: **$9,850 - includes supplies, two (2) welding certification exams**
Days: **Monday - Thursday**
16 hours weekly (6 classroom / 11 lab)
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **08/21/2023 - 06/18/2024**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
Ind Maint – PP1	8/19/2024	1/20/2025	300	19	8/19/2024	9/19/2024
Ind Maint – PP2	1/21/2025	6/12/2025	300	18	1/21/2025	1/21/2025
			600	37		

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
8-MP350 welders	2-mobile exhaust units	1-Portable plasma cutter	15-Stick welders
1-Bandsaw			

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 and are redeemable once tuition is paid in full. 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.	26	7	33
Basic Stick Welding - Students will learn the basics of welding processes which offers the easiest option for joining steel and other metals.	25	23	48
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.	4	14	18
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	34	44
1" Plate Tack up - Pre-Tacking a plate for a "Plate Certification"	8	5	13
Oxy-Acetylene Cutting - Students will learn to utilize an Oxy-Acetylene torch. Proper sizes and design according to use.	2	3	5
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.	2	3	5
Weld of the day - The instructor chooses a different weld each day to challenge and hone the students skills toward taking their certifications	5	22	27
Practice for certification test - Students will practice various welds in preparation to test for their certifications.	16	14	30
TOTAL = 300	8	11	19
	132	168	300

Hours: **300**
Tuition: **$6,300 - includes supplies, two (2) welding certification exams**
Days: **Tuesday - Thursday 12 hours weekly (8 classroom / 4 lab)**
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **8/22/2023 – 3/05/2024**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
Ind. Weld - PP1	8/20/2024	11/19/2024	150	13	8/20/2024	9/20/2024
Ind. Weld - PP2	11/20/2024	3/6/2025	150	12	11/20/2024	11/20/2024
			300	25		

Industrial 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:

1-Hampton transformer Kit, 208 three phase power (simulates safe voltage for lines)	8- 203 3 Phase AC alternating current – 2 on each table	3- one inch conduit benders
Rockwell Drill Press	8- ½ " conduit benders	4- Work station tables
2 – Air Handlers: • 1 – split with Luxaire A/C • 1 – Armstrong heat pump	1 – Armstrong 96% efficiency Modulating furnace with matching heat pump	1 – Goodman 90% furnace & matching A/C
1 – Carrier oil furnace	2 – Lennox gas furnace	1 – quiet side ductless heat pump
1 – Ducane 80% gas furnace with matching A/C	1 – Moncrief gas furnace	1 – Mitshubishi ductless heat pump
2 – Airtemp – 90% gas furnace & matching A/C	1 – Duomatic Olsen oil furnace	1 – Ducane 90% gas furnace
1 – Luxaire – 90% gas furnace & matching A/C	3 – condensers inside lab	1 – outdoor 3-ton package unit (Luxaire)

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 - Motors are a machine used to convert energy into mechanical motion.	8.5	0	8.5
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 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

INDUSTRIAL ELECTRICITY / HVAC COURSE DESCRIPTION			
Subject	**Theory Hours**	**Lab Hours**	**Total Hours**
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 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 become familiar with reading, building and following 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 an effective way to use switching.	0	8.5	8.5
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 - Students become 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 - Students will become 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 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: **$9,800 - includes supplies, OSHA, R410A, and EPA 608 certifications exams**
Days: **Monday - Thursday**   **16 hours weekly (7.75 classroom / 9.25 lab)**
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **08/21/2023 - 06/18/2024**

Program/PP	Start Date of PP	End Date of PP	Hours	Weeks	Pell Disbursement	Loan Disbursement
Elec/HVAC – PP1	8/19/2024	1/20/2025	300	18	8/19/2024	9/19/2024
Elec/HVAC – PP2	1/21/2025	6/12/2025	300	18	1/21/2025	1/21/2025
			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.

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 - Motors are a machine used to convert energy into mechanical motion.	8.5	0	8.5
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 federal law which governs occupational health and safety in the private sector and federal government in the United States.	0	17	17

Industrial Electricity continued *

INDUSTRIAL ELECTRICITY COURSE DESCRIPTION			
Subject	**Theory Hours**	**Lab Hours**	**Total Hours**
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 become familiar with reading, building and following 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: **$4,900 – includes OSHA certification exam**
Days: **Monday & Wednesday**
8 hours weekly (3.5 classroom / 5 lab)
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **08/21/2023 – 06/10/2024**

HVAC-Heating, Ventilation and Air Conditioning *

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: • 1 – split with Luxaire A/C • 1 – Armstrong heat pump	1 – Armstrong 96% efficiency Modulating furnace with matching heat pump	1 – Goodman 90% furnace & matching A/C
1 – Carrier oil furnace	2 – Lennox gas furnace	1 – quiet side ductless heat pump
1 – Ducane 80% gas furnace with matching A/C	1 – Moncrief gas furnace	1 – Mitsubishi ductless heat pump
2 – Airtemp – 90% gas furnace & matching A/C	1 – Duomatic Olsen oil furnace	1 – Ducane 90% gas furnace
1 – Luxaire – 90% gas furnace & matching A/C	3 – condensers inside lab	1 – outdoor 3-ton package unit (Luxaire)

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. Understand laws on refrigerant handling.	18	18	36
EPA Type 608 - Students 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**

Hours: **300**
Tuition: **$4,900 – includes supplies, R410A, and EPA 608 certification exams**
Day: **Tuesday & Thursday**
8 hours weekly (4.25 classroom / 4.25 lab)
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **08/22/2023 – 06/18/2024**

Emergency Medical Technician Basic *

Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system.

The Basic EMT program will prepare the student for an entry-level position as an emergency medical technician. The program includes emergency victim care, emergency vehicle driving, vital signs, in-hospital training, and clinical experience.

The following is a list of typical duties of an Emergency Medical Technician: respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound, assess a patient's condition and determine a course of treatment, provide first-aid treatment or life support care to sick or injured patients, transport patients safely in an ambulance, transfer patients to the emergency department of a hospital or other healthcare facility, report their observations and treatment to physicians, nurses, or other healthcare facility staff, document medical care given to patients, inventory, replace, and clean supplies and equipment after use

Equipment Available:

- Ambulance
- First Aid   Equipment

Subject	Total Hours
Communications and Documentation	11
Human Body	35.75
Airway Management – Pharmacology	24.75
Emergencies	38.5
Injuries	35.75
Obstetric and Neonatal Care	5.5
Pediatric / Geriatric / Special Needs	16.5
Transport Operations – Vehicle Extrication	2.75
Incident Management	2.75
Terrorism Response and Disaster Management	2.75
ER & Department Patient Assessments	10
TOTAL = 186	**186**

Upon successful completion of this program, students will receive a certificate of completion from A-Tech, and will be eligible to earn the Emergency Medical Technician certificate through the Ohio Department of Public Safety / Ohio EMS.

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

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

Hours: **186**
Tuition: **$1,425**
Days: **varies**
Time: **varies**
Dates: **As Scheduled**

Firefighter

Firefighters have dangerous jobs that require the ability to analyze a situation accurately and make quick decisions. They must be team players with strong communication skills to provide information to co-workers and other first responders. They need abundant courage to risk their lives in serious fires and other emergencies. Firefighters need the stamina to keep working for long periods, even all day or all night. They need the physical strength to carry hoses and other heavy equipment and to rescue people who are unconscious or disabled.

The following is a list of typical duties of a Firefighter: drive fire trucks and other emergency vehicles, put out fires using water hoses, fire extinguishers, and water pumps, find and rescue victims in burning buildings or in other emergency situations, treat sick or injured people, prepare written reports on emergency incidents, clean and maintain equipment, conduct drills and physical fitness training, and provide public education on fire safety.

Equipment Available:

Ladder Truck	Fire Engine	Burn Tower	Hoses	Breathing Apparatus
Fans	Saws	Air Truck	Hose Teater	

Upon successful completion of this program, students will receive a certificate of completion from A-Tech, and will be eligible to earn the Firefighter certificate through the Ohio Department of Public Safety / Ohio EMS.

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

FIREFIGHTER 1		
Subject	**Theory Hours**	**Lab Hours**
Fire Department Organization and Safety	3	
Life Safety Initiatives	5	9
Fire Alarm and Communication	2	1
Fire Behavior	4	
Overhaul	1	
PPE / SCBA	4	6
Fire Hose, Appliances, and Streams	4	8
Fire Control	13	3
Fire Cause and Origin	1	
Rescue	2	4
Water Supplies	2	4
Fire Detection Alarm and Suppression Systems	2	
Fire Prevention, Fire Education, and Fire Cause	2	
Building Construction	3	
Forcible Entry	4	6
Ventilation and Tools	3	5
Ropes	2	4
Salvage	3	1
Fire Extinguisher	2	3
Ground Ladders	2	8
Emergency Medical Services	8	
Hazardous Material	8	
Incident Command System (ICS)	1	
Live Fire Training	1	5
Emergency Vehicle Operations Course	12	2
Practical Evolutions	6	
TOTAL = 169	**100**	**69**

Hours: **169 (varies)**
Tuition: **$1,500**
Days: **varies**
Time: **varies**
Dates: **As Scheduled**

IMPAC-Industrial Maintenance Pathway of Ashtabula County

The Industrial Maintenance program provides basic to high-level skills for the Electrical, Fluid Power, and Mechanical Maintenance Industry. Emphasis is placed on hands-on training, as well as computer virtual interactivity and eLearning to accelerate learning and improve effectiveness.

Once enrolled in the program, students are pre-tested to locate skill caps to develop a specifically focused training program.

Equipment Available:

Amatrol Trainers			
85-MT2	85-MT5	95-ME1	95-ME2
96-HYD1	950-PMI	990-EC1	990-PN1

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

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

A maximum of 14 students will be accepted into the program.

Subject	Classroom	Lab	Total
AC/DC Electrical	4.25	33	37.25
Rotating Electrical Machines	5	40.75	45.75
Relay Controls	1.50	11.25	12.75
Electrical Motor Control	6	52.5	58.5
PLC	4	33.25	37.25
Hydraulics	7	60	67
Pneumatics	4	37.5	41.5
TOTAL = 300	**31.75**	**268.25**	**300**

Industry Fundamentals	13	Included throughout program
Workplace Effectiveness	8.5	Included throughout program

Hours: **300**
Tuition: **$9,500 – includes books and supplies**
Day: **Monday & Wednesday**
8 hours weekly
Time: **6:00 p.m. - 10:00 p.m.**
Dates: **08/21/2023 – 06/10/2024**

High-Pressure Boiler Operator*

A high pressure boiler operates at pressures greater than 160 psig or temperatures greater than 250 degrees Fahrenheit. Eligibility for a high pressure boiler operator license can be achieved in one of three ways. First, the candidate can accumulate 2,000 hours of direct operating experience on a high pressure boiler under the supervision of a licensed boiler operator. Second, the candidate need only accumulate 1,000 hours of direct operating experience if he has first completed an approved 75-hour boiler operator training course. Finally, the candidate need only accumulate 500 hours of direct operating experience if he both holds a valid low pressure boiler operator license and first completes an approved 75-hour boiler operator training course.

The High Pressure Boiler Operator program will prepare the student for the State of Ohio High Pressure License Exam.

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

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

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

Subject	Classroom
Care and Operation of Low- and High-Pressure Boilers	15
Draft Control	10
Feed Water	10
Water Treatment	10
Combustion	10
Regulators	10
Code Requirements	10
TOTAL = 75	**75**

Hours: **75**
Tuition: **$950**
Day: **M&W**
Time: **6:30 p.m. – 9:30 p.m.**
Dates: **varies**

STNA-State Tested Nursing Assistant

The educational requirements to become an STNA or CNA are similar, both beginning with a structured course of between 75 and 120 hours depending on training provider. During the course students are taught basic first aid, medical terminology, taking vital signs and writing up patient charts, hygiene and patient grooming, bed care, feeding etc. Each course will also include a minimum of 16 hours clinical practice in a medical facility such as a rest home.

The State Tested Nursing Assistant (STNA) program prepares the student to pass the Ohio certification test and work in skilled nursing, long-term care, rehabilitation, hospital and home healthcare.

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

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

A maximum of 15 students will be accepted into the program.

Students **MUST** attend all scheduled class dates. Make-up dates and training are not available for this short 80-hour course. Students missing class time will need to withdraw and re-enroll in the entire STNA program.

There is an additional fee of $110 for students requiring accommodations during the State exam.

Subject	Classroom	Lab	Total
Introduction to TCEP	.5		.5
Communication and Interpersonal Skills	5.5		5.5
Infection Control	2.5		2.5
Safety and Emergency Procedures	6.5		6.5
Promoting Residents' Independence	1		1
Respecting Residents' Rights	1		1
Basic Nursing Skills	13	6	19
Personal Care Skills	19.5	7	26.5
Mental Health and Social Service Needs	9.5	2	11.5
Basic Restorative Services	3	1	4
Residents' Rights	1	1	2
TOTAL = 80	**63**	**17**	**80**

Hours: **80**
Tuition: **$660**
Day: **Monday to Thursday and two Saturday clinicals**
Time: **4:30 p.m. – 10:00 p.m.**
Dates: **As Scheduled**

Manicuring*

The Manicuring program will prepare the student for the Ohio State Board of Cosmetology exam to become a licensed manicurist. A minimum of 200 hours of training are required for licensure and employment.

Equipment Available:

8	Folding Manicure Tables	5	Rolling Pedicure Stools w/ Wooden Bases & Cushion Tops	2	Storage Cabinets
2	Solid Manicure Tables	1	Cushion Top Black Pedicure Stool	1	Retail Cabinet
1	Rolling Pedicure Storage Cart	4	Permanently Mounted Pedicure Units with Sinks	5	Manicure Chairs on Wheels
				2	Paraffin Dip Units

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

Subject	Classroom	Lab	Total
Infection Control & Principals/Practices *Bacteriology *Dispensary Requirements and Operations	7.5	15	22.5

Anatomy
   *Bones, Muscles & Systems   *Nervous System
   *Joints, Cartilage   *Ligaments of the hand, arm, foot & leg
	2.5	5	7

Massage
   *Client Health Issues & Pre-Screening   *Preparation
   *Manipulations (Hand/Arm, Feet/Legs)   *Relaxation Treatments
	2.5	5	7.5

Nail Care Procedures & Practices
   Safety Precautions, Basic & Advanced Manicures
   Basic & Advanced Pedicures, Polish Application Techniques
   Structure of the Nail
   Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg)
	13.75	27.5	41.25

Chemistry
   Compounds and Mixtures
   Nail Enhancement Composition, Ingredients, Nail Cosmetics
	2.5	5	7.5

Nail Enhancements
   Application Procedures
   Artificial Nail Structure
   Preparation
   Application
   Removal
   Nail Repairs
	8.75	17.5	26.25

Specialized Equipment *Curing Methods *Drills/Advanced Tools *Safety & Effects	2.5	5	7.5
Salon Operations & Communication Skills *Salon Operation & Management *Communication Skills	5	10	15

Cosmetology Laws & Rules
   Ohio Administrative Code / Ohio Revised Code / Inspection & Enforcement
   Continuing Education / Policies & Procedures
   Human Trafficking (1 Hour)
	5	10	15

Flexible Learning	25	25	50
TOTAL = 200	**75**	**125**	**200**

Admission Requirement: High school diploma, transcript or equivalent (GED). Pre-admission testing may be required.

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

Hours: **200**
Tuition: **$1,900 -** Books & Supplies $421.00 included in tuition
                 Student Kit $8.50 included in tuition

Day: **Monday to Wednesday**
Time: **5:30 p.m. – 9:30 p.m.**
Dates: **01/29/2024-06/03/2024**

V. POLICIES & GENERAL PROCEDURES

ENROLLMENT / ADMISSION*

Admission is open to anyone 18 years of age or older. FULL-TIME PROGRAMS: To enroll, students must attend or view a recorded orientation, complete an Individual Career Development Plan, complete an enrollment agreement, and pay a $50 non-refundable registration fee. This fee is refundable in the event a training program is cancelled by the school. You must provide proof of your high school diploma, transcripts or GED and complete a WorkKeys assessment. ADULT DIPLOMA PROGRAM: If high school diploma or GED has not been obtained and student is over the age of 22, student may participate in the Ohio's Adult Diploma Program. Student must pass WorkKeys tests and earn a composite score of 14 over three tests. To participate, contact Jenna Call at 440-576-5599. PART-TIME PROGRAMS: Payment in full or Payment Plan is due upon registration at least two weeks prior to the start of classes.
*For further information on admission to the LPN, RN, Phlebotomy, Patient Care and EKG training programs, please refer to their handbook.

TUITION AND FEES

All students must pay a $50 nonrefundable registration fee. This fee is refundable in the event a training program is cancelled by the school. All tuition and fees must be paid, or an approved method of payment in place <u>two weeks</u> prior to the start date of a training program.

Tuition costs are subject to change. Courses are subject to cancellation if enrollment is not sufficient. Start and end dates are subject to change. Any student who withdraws after completing 60% or more of a program is not eligible for a refund.

Training program tuition and fees may be paid by an employer. A letter of intent to pay from the employer must accompany registration. If an 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 employer requires verification of grade(s) for tuition reimbursement.

PAYMENT PLANS

With approval from the Workforce Development Director or designee, students may be eligible for an interest-free personalized Payment Plan. All payments are due by the fifteenth (15th) of each month. If no payment is made by the first of the following month, the total outstanding balance owed will have a two percent (2%) late fee added each month until the amount due is paid. The student maybe ineligible to attend class if payments are not made according to the agreement.

FINANCIAL AID

All students who wish to apply for any Title IV funds must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov and create an account. The school code for A-Tech is 015449. A high school diploma, transcripts or GED is required. 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:** Money from the Financial Aid program will be credited to the student account as well as 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.

PAST DUE ACCOUNTS

All financial obligations must be fulfilled. Failure to meet obligations may result in withholding of grades and transcripts, certificates, and denial of registration and readmission. Your account will be certified to the Ohio Attorney General's Office to proceed with litigation to collect the dept. The dept may be subject to state income tax refund capture and/or lottery offset for up to the full amount owed. Additionally, the student will be responsible for all collection costs associated with the delinquent account.

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* (Length of time required to meet graduation requirements are dictated by program length)

Workforce Development students completing training programs at A-Tech are awarded a career passport, certificate of completion, transcript 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.

AWARD OF DISTINCTION – Students will graduate with distinction if they achieve a 98% or above attendance rate.
Certificate of Completion awarded within three weeks of successful completion.
*LPN and RN Students must follow the policy in their Handbook.

DISMISSAL

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

Registered students who wish to withdraw from a program prior to the start of classes, may do so by submitting a written request. All monies paid, except for the registration fee, will be refunded if requested within three days after signing an enrollment agreement.

Registered students who wish to withdraw after the start of a program but prior to 60% completion of the program will be subject to the financial aid withdraw policy and/or the institutional refund policy.

Allow two weeks for processing.

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 student's last day of attendance.
*For additional LPN/RN program refund policies, refer to the LPN/RN student handbook.

% of Hours:	% Retained by A-Tech	% Refund to Student:
0-20%	20%	80%
20-30%	30%	70%
30-40%	40%	60%
40-50%	50%	50%
50-60%	60%	40%
60-100%	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 (WIOA, BVR, other agencies, lenders or scholarship)
6. Student

Students who voluntarily withdrawal from a program within two (2) weeks of the start of classes, will be responsible for any costs accrued due to student's enrollment such as books or supplies that the school is unable to return.

Tuition for programs 300 hours and over will be refunded based on the total hours scheduled to attend. If the student attends less than sixty (60%) percent of the scheduled hours, they may also be responsible for the tools/materials and or supplies incurred. 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 (WIOA, 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. Students may receive assistance in reviewing any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation desired.

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.

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 local media.

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: Brockway Administrative Complex students are not permitted to park in the first row until after 6:00 p.m.*

DRUG & ALCOHOL POLICY

Substance abuse poses a threat to all of us in virtually every aspect of our lives—including school and the workplace. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for our own physical, mental, and emotional health. Our school has a vital interest in insuring safe, healthful, and efficient working conditions and learning environment for our employees and students. For these reasons, we have established as a condition of employment and/or enrollment in our training program, a drug-free policy.

All students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any school activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and Federal laws that can be used to punish violators. Penalties range from suspension, revocation and denial of a driver's license to 20-50 years' imprisonment at hard labor without benefit of parole. Property may be seized or Community services may be mandated.

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where advice and treatment may be obtained. The Yellow Pages in the local phone book is an excellent source. Look under the heading "Drug Abuse & Addiction-Information and Treatment." The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at (614)466-2596.

Federal penalties and sanctions for illegal possession of a controlled substance

21. U.S.C. 884(a)
- o   1st conviction: Up to 1-year imprisonment and fined at least $1,000.00, but not more than $100,000.00 or both.
- o   After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined $2,500.00, but not more than $250,000.00 or both.
- o   After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000.00, but not more than $250,000.00 or both.
- o   Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000.00 or both.
  - o   1st conviction and the amount of crack possessed exceeds 5 grams.
  - o   2nd conviction and the amount of crack possessed exceeds 3 grams
  - o   3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

22.U.S.C. 853(a)(2) and 881(a)(7)
- o   Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack).

21,U.S.C.881(a)(4)
- o   Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21.U.S.C.884a
- o   Civil fine of up to $10,000.00 (Pending adoption of final regulations).

21.U.S.C.853a
- o   Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18.U.C.933(g)
- o   Ineligible to receive or purchase a fire arm.
- o   Miscellaneous: Revocation of certain Federal licensees and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

***NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply

Health risks associated with alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.   If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

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 Discloser 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 10:00 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, 2022 to June 30, 2023. Note: Disciplinary Actions shown are for school policy violations only.

	CRIMINAL OFFENSES				HATE CRIMES		
	2021	2022	2023		2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0	Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0	Negligent Manslaughter Rape	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	4	2
TOTALS	**0**	**0**	**0**	Simple Assault	0	0	0
				Intimidation	2	15	13
				Destruction, Damage Vandalism of Property	2	17	4
				Any other crime involving bodily injury	3	0	0
				TOTALS	**7**	**36**	**19**
	ARRESTS				DISCIPLINARY ACTIONS		
	2021	2022	2023		2021	2022	2023
Liquor Law Violations	0	0	0	Liquor Law Violations	0	0	0
Drug Law Violations	0	2	0	Drug Law Violations	2	4	19
Illegal Weapons Possession	0	0	0	Illegal Weapons Possession	4	4	3
TOTALS	**0**	**2**	**0**	**TOTALS**	**6**	**8**	**21**

THE ABOVE POLICIES ARE SUBJECT TO CHANGE AT ANY TIME.

VI. Veterans' Benefits and Transition Act of 2018

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, Ashtabula County Technical & Career Campus will not impose the following penalties to covered individuals* due to the delayed disbursement of funding from the Department of Veteran Affairs:

- preventing nor delaying the student's enrollment,
- the assessment of late fees,
- the denial of access to any resources available to other students who have satisfied their tuition and fees bills to the institution, including but not limited to classes, libraries, or other institutional facilities,
- or require the student to secure alternative or additional funding

To qualify for this provision, such students are required to:

- Produce a Certificate of Eligibility**;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as required by the-Primary School Certifying Official.

This provision ends on the earlier of the following dates:

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

*Covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 G.I. Bill®
**Certificate of Eligibility is defined as a Certificate of Eligibility, a Statement of Benefits, or a VAF 28-1905

VII. STUDENT SERVICES

GUIDANCE:
Our potential students and full-time students have the opportunity of receiving student services. In the process of developing our full-time students Career Plan with student services, they receive information regarding the Career Pathway. *Student Services is available by appointment by calling 440-576-6015 extension 1077.* Student Services are also available at each of our summer open houses, to provide guidance and information about a career.

WORKKEYS ASSESSMENTS:
Upon registration, all Career development students undergo 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 three assessments: Reading for Information, Work Place Documents and Applied Mathematics. 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.

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 ASPIRE PROGRAM:
The Ashtabula County ASPIRE 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. ASPIRE also offers classes for English Language Learners interested in learning to read, write and speak English and/or prepare for Citizenship. ASPIRE 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 a certified education instructor. The students undergo specific assessments to determine any additional area they made need assistance. The lab is open Monday through Thursday from 4:00 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 ASPIRE 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-hour course contact the ASPIRE office at 440-576-5599.*

Ohio Means Jobs (OMJ):

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.

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 OMJ, 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. In addition to the employment services available at the OMJ (see above), we also provide each full-time student instruction in employability skills. This 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, 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:

- o Quick review the content of the Job-Hunting Handbook, which a student receives, a copy.
- o Tips on how to write a resume.
- o Ohio Means Jobs registration (job seeking website) and website demo.
- o Tips for a successful job interview How to Ace your job interview.
- o Questions to expect during a job interview and best way to answer (do some role playing).
- o Four things you need to do after your interview.
- o Information on the Job Source – as your employment search resource.
- o How to complete a job application. The student may schedule for open lab to assist with writing resume and cover letters.

Transcript Requests:

Transcripts are generated for programs 300-hour and above in length. Current students may request a non-official transcript from the Workforce Development office. Requests for non-official transcripts must be in writing and allow one (1) week for processing. Former students may request a copy of their official transcript by contacting the Workforce Development Office, and allowing two (2) weeks for processing. LPN and RN program transcript requests can be made on our website at atech.edu. For older program requests, an official letter of academic attendance will be substituted.

Steps Toward Success:
The Steps Towards Success program is a year-long program for individuals looking to further their education, increase employment opportunities, make more money and even discover in-demand jobs in Ashtabula County. Applications are available for all adults 18 and older. See how our Career Navigator can help you make the steps towards your success. Call 440-576-5599

VIII. COMPLAINT POLICY & PROCEDURE

All program complaints and grievances are documented and receive due process including evidence of resolution.

Faculty and Staff

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, he/she 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
Mrs. Lindsey Elly, 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.

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

LPN and RN Nursing Students
Grievance Policy

Prior to filing a grievance, the student shall make an effort to have his/her complaint resolved by contacting the instructor within one (1) week of the incident.

If no satisfactory settlement is reached, the student shall proceed in the following manner to file a grievance:

Contact the Program Director and provide a written statement of your grievance and surrounding facts. The Director will meet with the student individually in an attempt to resolve the grievance.

The Director will provide a written response to the grievance within five (5) business days.

If no satisfactory settlement is reached, the grievant can submit a written complaint to the Superintendent of the Technical & Career Campus within fifteen (15) working days following the receipt of answer from the Program Director. If nothing is received by the Superintendent within fifteen (15) working days, the grievance shall be considered closed.

Career Development and Career Enhancement Students

A-Tech students are encouraged to communicate concerns regarding grades, attendance, and other general and/or specific school related matters to their instructor, Student Service Coordinator, Adult Evening Coordinator, and/or adult Workforce Development Director. The following steps/chain of command should be followed:

Step 1: Informal Complaint Stage
The student informally meets with the instructor to discuss the matter of concern. If the matter is not resolved or if the student is not able or feels uncomfortable to meet with the instructor, he/she may meet with the Student Service Coordinator. If the matter is still not resolved at this level,

Step 2: Intermediate Complaint Stage
The student formally meets with the adult Evening Coordinator. Prior to meeting, student submits a written notification of the complaint and must include the following information:
1. Name of the complainant.
2. Current address and phone number.

3. Date of written notification.
4. Program in which student is enrolled.
5. Statement of the complaint.
6. Signature of the student.

In response to the written request, the Evening Coordinator will:

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

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

Step 3: Formal Complaint Stage
The student completes a written notification of the complaint which includes a statement of the complaint and student signature. The complaint will be reviewed and investigated. A conference with the adult Workforce Development Director will be scheduled where the complaint will be discussed and resolution will be recommended. If the student chooses to further pursue the matter, he/she may contact the school district's superintendent.

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

Students should have all documentation (such as test scores, notes of concern, etc.) available when meeting with A-Tech staff. The meeting with the adult Workforce Development Director may include Instructor, Student Services, and/or Evening Coordinator presence so that complete documentation regarding the situation can be completed by the adult Workforce Development Director. All those present at the meeting will be asked to sign the documentation form to validate accuracy of what was said at the meeting.

If no satisfactory settlement is reached, the grievant can submit a written complaint to the Superintendent of the Ashtabula County Technical & Career Campus within fifteen (15) working days following the receipt of answer from the adult Workforce Development Director. If nothing is received by the Superintendent within fifteen (15) working days, the grievance shall be considered closed.

Grievances not settled at the institutional level encouraged to contact:

Complainants should submit the complaint in writing, address the complaint specifically to the commission, and include any supporting documentation. The complaint must be signed and must provide the name and mailing address of the complainant.

The Council on Occupational Education   Ohio State Board of Cosmetology
7840 Roswell Road, Building 300, Suite 325   1929 Gateway Circle
Atlanta, GA 30350   Grove City, Ohio 43123
1-800-917-2081 / (770) 396-3898   (614) 466-3834
www.council.org

Complainants wishing to contact the State's complaint process my do so at www.ohiohighered.org/students/complaints

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.

SECTION 2 – FEDERAL STUDENT FINANCIAL AID & CONSUMER HANDBOOK

STATEMENT OF PHILOSOPHY

The philosophy of student financial aid at our institution supports career preparation education of the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for a beginning position through job performance or additional education he/she has acquired while on the job.

The following are the guiding principles of the student aid programs at our school:

A) The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by student and his/her parents and/or spouse.

B) The school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.

C) The Office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.

D) This program admits students of any race, color, age, nationality and ethnic origin and does not discriminate on the basis of race, creed, religion, color, age, marital status, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and other school administration programs.

STATEMENT OF PRINCIPLES

1. 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).

2. 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.

3. We shall publish budgets that state total student expenses realistically; including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.

4. 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.

5. 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.

6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.

7. Students who are enrolled in programs that cross an award year (June 30) may be required to file a second FAFSA for the upcoming award year (July 1).

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

9. All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.

10. 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.

11. 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.

FINANCIAL AID OFFICE CODE OF CONDUCT

Misrepresentation is defined as a false, erroneous, or misleading statement made directly or indirectly to a student, prospective student, and member of the public, an accrediting agency, a state agency, or the Department of Education. This school has implemented the following guidelines for the financial aid office staff:

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. Student financial aid office staff will provide counseling for students and parents and/or spouse who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office does not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. Student financial aid office staff will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office staff will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office staff will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
12. Student financial aid office staff will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office staff will participate in relevant training provided by the school, state federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office staff will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office staff will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

WHAT FINANCIAL AID PROGRAMS ARE AVAILABLE?

The Ashtabula County Technical & Career Campus (A-Tech) participates in the following financial aid programs:

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 online at www.StudentAid.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 600 hours may apply for the Federal Direct Student Loans. There are two types of Direct Loans: Subsidized and Unsubsidized. A-Tech will determine which ones and how much you are eligible to receive based on Federal guidelines.

Subsidized Direct Loan

This loan is awarded on the basis of need. The Federal Government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Interest is paid by the Department of Education 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.

Trade Adjustment Assistance (TAA) – Ohio Department of Jobs 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 Jobs 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 to receive certificate of completion, transcript and/or any industry credentials earned.

WHAT IS MY DEPENDENCY STATUS?

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called "independent students" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered, whether or not they were married when they filed taxes. When we speak of your parents below, we mean natural or adoptive mother or father or a legal guardian required by the court to use his/her funds for your support.

You are considered an Independent student if you meet any one of the following criteria:

- Student was born before January 1, 2000.
- Student is married or separated (but not divorced) as of the date of the application.
- At the beginning of the school year, the student will be enrolled in a master's or doctoral degree Program (such as MA, MBA, MD, JD, PhD, Ed D, or graduate certificate, etc.).
- Student is currently serving on active duty in the U.S. Armed Forces or is a National Guard or Reserves enlistee called into federal active duty for other than training purposes.
- Student is a veteran of the U.S. Armed Forces.
- Student has one or more children who will receive more than half of their support from him or her between July 1, 2023 and June 30, 2024.

- Student has dependent(s) (other than children or spouse) who live with him or her and who will receive more than half of their support from the student now and through June 30, 2024.
- At any time when the student was age 13 or older, both of the student's parents were deceased, the student was in foster care, or the student was a dependent/ward of the court.
- The student is now or was, upon reaching the age of majority, an emancipated minor (released from control by his or her parent or guardian) as determined by a court in his/her state of legal residence.
- The student is now or was, upon reaching the age of majority, in legal guardianship as determined by a court in his or her state of legal residence.
- Student was determined to be an unaccompanied youth who was homeless by a high school or school district homeless liaison on or after July 1, 2022.
- Student was determined to be an unaccompanied youth who was homeless by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development on or after July 1, 2022.
- Student was determined to be an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless by a director of a runaway or homeless youth basic center or transitional living program on or after July 1, 2022.
- Student is determined by the college financial aid administrator to be an unaccompanied youth who is homeless or is self-supporting and at risk of being homeless.

Even if you cannot meet the above requirement as an independent student, you may still apply to have your parent's income and expenses waived because of unusual circumstances. The student may be asked for items such as rent receipts, canceled checks, copies of utility bills, third party letters, or any other forms of documentation the financial aid officer feels is appropriate. Only the Financial Aid Office can determine if particular circumstances warrant an adjustment to your dependency status.

WHAT WILL MY EDUCATION COST?

A-Tech calculates the Cost of Attendance (COA). Cost of Attendance includes: Tuition and fees, books and 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

HOW IS ELIGIBILITY DETERMINED?

Financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of "need analysis" is used to calculate your eligibility for a Pell Grant award. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family and number in college.

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:

To receive financial aid from A-Tech, a student must:
- Have financial need.
- Have a high school diploma/Transcript or a General Education Development (GED) certificate.
- Be enrolled or accepted for enrollment as a full-time student working toward a certificate enrolled in a program that is eligible to receive financial aid.
- 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 entrant", 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 and 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).
- 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 and 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.

HOW ARE FUNDS DISBURSED?

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 (MPN). 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 600-899 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) 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. Should a student not be eligible for a disbursement on the scheduled disbursement date, a subsequent disbursement will be reviewed for processing on the third week of the following month, and monthly thereafter until the student becomes eligible.

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:
Apply for a FSA ID if you are planning to apply online. Once you receive the FSA ID you will be able to sign your FAFSA electronically.

Step 2:
Complete a FREE Application for Federal Student Aid FAFSA online. The web address is http://www.StudentAid.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 x1074.

Step 3:
You will receive an e-mail response once your application has been processed. If you provided an-email 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 FSA ID to access the application.

Step 4:
After receiving a valid SAR and completing the Entrance Loan Counseling session and Master Promissory Note (MPN), 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.**

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:
- File a FAFSA. You may complete the FREE Application for Federal Student Aid (FAFSA) online at www.studentaid.gov.
- Complete a Master Promissory Note (MPN) online at www.studentaid.gov. The MPN is a contract that legally obligates you to repay your student loan. It is important that you complete and thoroughly understand the paperwork, and that you agree with the terms of the loan as described in the MPN packet. Keep a copy of all paperwork for your records.
- Complete required Entrance Counseling session online at www.studentaid.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

SAMPLE MONTLY LOAN PAYMENT CHART

The chart below gives estimated payment amounts for William D. Ford Federal Direct Loan (Direct Loan) and Plus Loans. It is based on immediate repayment and a maximum repayment period of ten (10) years. Numbers are approximate due to rounding.

Amount Borrowed	Number of Payments	5.00% Mo. Pymt.	6.00% Mo. Pymt.	7.00% Mo. Pymt.	8.25% Mo. Pymt	9.00% Mo. Pymt
$1,000.00	20	$52.22	$52.67	$53.12	$53.69	$54.03
$2,000.00	43	$50.90	$51.81	$52.72	$53.88	$54.59
$2,500.00	56	$50.15	$51.29	$52.46	$53.94	$54.84
$3,000.00	69	$50.12	$51.52	$52.94	$54.75	$55.85
$3,500.00	82	$50.48	$52.13	$53.82	$55.98	$57.30
$4,000.00	97	$50.21	$53.82	$54.12	$56.64	$58.19
$4,500.00	113	$50.01	$52.22	$54.49	$57.40	$59.19
$5,000.00	120	$53.03	$55.51	$58.05	$61.33	$63.34
$5,500.00	120	$58.34	$61.06	$63.86	$67.46	$69.67
$6,000.00	120	$63.64	$66.61	$69.67	$73.59	$76.01
$6,500.00	120	$68.94	$72.16	$75.47	$79.72	$82.34

FEDERAL LOAN REPAYMENT PLANS

Standard Repayment Plans
Under this plan, you will pay a fixed amount of at least approximately $50 each month for up to 10 years. This plan results in the lowest total interest paid of any repayment plan. If you have not selected a repayment plan by the time repayment begins, your loan(s) will be placed on the Standard Repayment Plan.

Graduated Repayment Plan
Under this plan, you will pay a minimum payment amount at least equal to the amount of interest accrued monthly for up to 10 years. Your payments will start out low, and then increase every two years. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

Income Contingent Repayment (ICR) Plan
ICR is a repayment plan that bases your monthly payment on your annual adjusted gross income (AGI), family size and total Direct Loan amount. As your income increases or decreases, so do your payments. After 25 years, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

Income Based Repayment (IBR) Plan
Income-Based Repayment (IBR) plan bases your monthly payment on your yearly income and you must have a partial financial hardship to enroll. This plan is an alternative to the Income Contingent Repayment (ICR) Plan and is designed to make repaying education loans easier for students who intend to pursue jobs with lower salaries, such as careers in public service. It does this by capping the monthly payments at a percentage of your discretionary income. Like ICR, after 25 years of qualifying repayment, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

Extended Repayment Plans

Fixed Monthly Payment Option
Under this plan, you will pay a fixed amount of at least $50 each month for up to 25 years. To be eligible for this plan, your Direct Loan balance must be greater than $30,000. Repayment under this plan will result in lower total interest paid when compared to graduated plans with similar terms.

Graduated Monthly Payment Option

Under this plan, you will pay a minimum amount of at least $50 or the amount of interest accrued monthly, whichever is greater, for up to 25 years. Your payments start out low and then increase every two years. To be eligible for this plan, your Direct Loan balance must be greater than $30,000. Repayment under this plan may provide lower initial monthly payments, although the total interest paid may be greater when compared to plans with similar terms with fixed payments. This plan may be beneficial if your income is low now but is likely to steadily increase.

Pay as You Earn Repayment Plan

Borrower pays the lesser of 10% of discretionary income (income-based payments) or what they would have paid under the standard repayment plan (non-income based). Currently for Direct Loan program only and for new borrowers.

Additional, more specific, information about loan repayment will be available from your Direct Loan Servicer prior to entering repayment.

DEFERMENT AND FORBEARANCE

Deferment

A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized. You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to 3 years).

You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the MPN for your loan or contact your servicer for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

Forbearance

If you can't make your scheduled loan payments, but don't qualify for a deferment, your loan servicer may be able to give you forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship, or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can also get more information by contacting your loan servicer. Under certain circumstances, your loan servicer can automatically give you forbearance, for instance, while processing a deferment, forbearance, cancellation, a change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

If you are in default on your loan, you are not eligible for a deferment or forbearance.

School-related discharges:

In certain cases, you may be able to have all or a part of your loan cancelled because:

- Your school closed before you completed your program.
- Your school forged your signature on your promissory note or falsely certified that you were eligible to get the loan.
- Your loan was falsely certified because of identity theft (additional requirements apply).
- You withdrew from school but the school didn't pay a refund that it owed under its written policy or our regulations. Check with the school to see how refund policies apply to federal aid at the school.

In general, you must repay your loan even if you don't graduate, can't find work in your field of study, or are dissatisfied with the education program.

Disability, Bankruptcy, or Death

Your loan may be discharged if you are determined to be totally and permanently disabled and you meet certain requirements during a 3-year conditional discharge period. To apply for this discharge, you must provide a physician's statement that you became totally and permanently disabled after the loan was made. See your copy of the Borrower's Rights and Responsibilities Statement for more information on the procedures and conditions for this discharge. Your loan may be cancelled if it is discharged in bankruptcy. This is not an automatic process—you must prove to the bankruptcy court that repaying the loan would cause undue hardship. For a student that dies, the loan will be cancelled if a family member or other representative provides acceptable documentation to the student's

servicer. Contact your servicer for more information or to get a cancellation form. You can also find more information in your copy of the Borrower's Rights and Responsibilities Statement.

Consolidation:
There may be advantages to consolidating (combining) your federal student loans into one loan, starting with the convenience of making a single monthly payment. Consolidation generally extends the repayment period, resulting in a lower monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation since you will be making payments for a longer period of time. Contact the Direct Loan Consolidation Center for more information at 1-800-557-7392. The Direct Loans Consolidation website also has an online calculator that you can use to find out how much you'll pay each month if you consolidate.

If you want additional information on loan default, visit the Department's Debt Resolution website, www.myeddebt.com

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.

Verification Items:

- Adjusted Gross Income
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- Number in college
- Child support paid
- Identity/statement of education purpose

- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Supplemental Nutrition Assistance Program
- High School completion status

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 state 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.

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.

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 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 be withdrawn from the entire program and will no longer be eligible for financial aid for that 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.gov to review rules and regulations and policies and procedures of the Federal Direct and PLUS Loan Programs. The school will be notified electronically that the student has completed exit counseling.

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 school may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship. * If the student is on an approved 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.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

FEDERAL POLICY FOR RETURNING TITLE IV FUNDS
Federal law specifies how a school must determine the amount of federal financial aid (Pell, FFEL, Sub/Unsub, Plus) that a student earns if they withdraw prior to completing 60% of a payment period. A payment period is defined as one-half the hours and weeks in the academic year and/or the student's program. The return calculation will be completed based upon a student's official or unofficial withdrawal from their training program (see school's Withdrawal Policy).

The amount of federal financial aid assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the hours scheduled in the payment period, all financial assistance is considered earned.

Percent earned = number of scheduled hours completed up to the withdrawal date divided by the hours in the payment period.
Percent unearned = 100% minus percent earned.

When a student receives federal financial aid in excess of aid earned then:

The school returns the lesser of: Institutional charges multiplied by the unearned percentage or Title IV federal financial aid disbursed multiplied by the unearned percentage.

The student returns: Any remaining unearned aid not covered by the school. Any loan funds are repaid in accordance with the terms of the promissory note. (Scheduled payments to the holder of the loan over a period of time.) Any grant amount the student has to return is considered a Federal Title IV grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

If it is determined that the student has not received all of the "earned" federal aid for which the student is entitled, the student will receive a post-withdrawal disbursement of financial aid funds. Grant funds will be applied to their tuition account to settle any tuition still owed the school as a result of the student's withdrawal. If the funds are due from the federal loan program, the student will be notified within 30 days of the date the school determined that the student had withdrawn. The student, or parent in the case of a PLUS loan, will need to request the funds in writing before the loan disbursement will be made**.**

The school will return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order up to the net amount disbursed from each source:

- o   Unsubsidized Federal Direct Loans
- o   Subsidized Federal Direct Loans
- o   Federal Pell Grants for the payment period for which a return of funds is required
- o   Other assistance under this Title for which a return of funds is required

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.

- You have the right to know what financial aid programs are available at your school.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- You have the right to know how much of your financial need as determined by Ashtabula County Technical & Career Campus has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school's refund policy.
- You have the right to know what portion of the financial aid you received are loans that must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.
- You must complete all application forms accurately and submit them on time to the right place.
- You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code.
- You must return all additional documentation, verification corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- You must accept responsibility for all agreements that you sign.
- You must be aware of and comply with the deadlines for applications or reapplication for that aid.
- You should be aware of your school's refund procedures.
- All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

CONFIRMATION OF CITIZENSHIP

All students applying for federal student aid must be able confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Student Aid (FAFSA) to the federal processor. The federal processor performs a match with the SSA to confirm the student's citizenship status and Social Security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's SAR/ISIR.

The following policy applies to any student who applies for federal student aid, but fails to confirm his/her citizenship status:

1) Applicants whose SAR/ISIR contains a "C" code (comment) that the federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his/her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Naturalization Service.
2) Applicants whose citizenship status cannot be confirmed will not receive federal student aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the first payment period.

3) If a student fails to submit citizenship documentation prior to the end of the first payment period, the student will lose the financial aid disbursement scheduled for that particular payment period.
4) In any event, the institution will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his/her citizenship.

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. The Coordinator 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.gov; assistance in completing the FAFSA: www.studentaid.gov financial aid information from the U.S. Department of Education: www.studentaid.gov

CREDIT FOR PREVIOUS TRAINING

Credit for previous training and/or education will be evaluated on an individual basis.   Hours transferred from another educational institution or military training, will be considered to be part of the student's attempted hours and reduce the maximum time frame for the completion of the program.
Cosmetology students will be granted credit for previous training upon the approval of the State Cosmetology Board. Such credit will shorten the course accordingly. However, the school reserves the right to determine acceptance of clock hours of transferring students, providing they are able to comply with other admission requirements.

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE

The following academic and attendance guidelines are for students attending full-time programs, with or without financial aid;

a. Satisfactory Academic Progress (SAP): 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 veterans' 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.

b. Attendance: 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.

c. Review of attendance: 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. LPN and RN students must follow the attendance policy in their Handbook, however, still maintain 90% attendance for Title IV.

d. Make-up time: Students are permitted to miss no more than 10% of the scheduled program hours. Make-up time will not be processed, nor required while a student is above 90% attendance. Once attendance drops below 90%, make up time is required to successfully complete the program and maintain any financial aid, as long as remaining time in program permits. Make-up time is arranged with instructors and must be approved by an authorized administrator. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours. If a student is above 90% attendance and chooses to come in to make up any previously missed time, it is encouraged but no additional attendance time will be credited. LPN and RN students must follow the Make-Up policy in their Handbook.

e. Grades and attendance are checked each time a financial aid payment arrives for a student.

f. 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 is 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.

g. Notification: The Workforce Development Director or designee will inform the student by letter of his/her probation status. The Workforce Development Director will notify the student of his/her dismissal from the school.

h. 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.

i. 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.

j. 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.

k. 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).

l. 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.

m. 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, the student 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.

GRADUATION AND EMPLOYMENT RATES

To help students make an informed decision about enrolling in a program at the Ashtabula County Technical & Career Campus, below is the latest information provided to our accrediting agency, Council on Educational Education as reported in March, 2024. Graduation rates are based on a maximum of 150% of the scheduled program duration. Related employment rates are based on a minimum eight-month follow up after graduation.

Program Title	Program Year	Students Enrolled	Graduation Rate	Related Employment Rate
LPN to RN Diploma Registered Nurse	07/01/22 – 06/30/23	15	78	86
Licensed Practical Nurse	07/01/22 – 06/30/23	53	64	100
STNA-State Tested Nursing Assistant	07/01/22 – 06/30/23	18	100	94
Cosmetology	07/01/22 – 06/30/23	10	86	83
Firefighter I	07/01/22 – 06/30/23	9	100	89
Industrial Welding	07/01/22 – 06/30/23	7	71	75
Industrial Electricity/HVAC	07/01/22 – 06/30/23	5	60	100
Industrial Electricity	07/01/22 – 06/30/23	6	100	83
HVAC	07/01/22 – 06/30/23	5	80	100

THIRD PARTY REGULATORY APPROVALS

Registered Nurse is approved by the State of Ohio Board of Nursing
Licensed Practical Nursing is approved by the State of Ohio Board of Nursing
Cosmetology is approved by the Ohio State Board of Cosmetology
Automotive is approved by the National Automotive Technician Education Foundation

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Under FERPA authority, the school has established a policy for the release of student and/or graduation information.

Student Records Access
Parent(s), guardian(s), or eligible students shall have the right to review the student's records. Parental rights shall be provided to both parents irrespective of marital status or custodial arrangement unless the school is provided with a court order or some legally binding document that specifically limits these rights. Access must be provided within thirty (30) days after the parent(s), guardian(s) or eligible student notifies the school requesting review. All materials in the cumulative folder and intended for school use shall be available. The School Director or designated administrator shall be present during any review of student records.

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.

Request for amendment and further appeal
Parent(s), guardian(s), or eligible students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the School Director, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The School Director's decision or reply may be appealed to the Superintendent within one workweek after receiving it by written request. All records concerning the complaint and how it was handled must be sent to the Superintendent. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent or School Board according to the due process of law.

Release of student records
Parent(s), guardian(s), eligible student, person or agency requesting release of student records must contact the office of the School Director. The School Director or designee shall provide a form to the requestor to be completed and signed. The School Director or designee receives the signed form and reports the request to the parent(s) guardian(s), or eligible student by telephone or letter. The parent(s), guardian(s), or eligible student signs the release form giving approval for transfer or release of the records and receives a

copy of the records released, the date, to whom, and the stated purpose. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record; however, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific state law

EQUAL OPPORTUNITIES

The school will make reasonable accommodations as necessary for all applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of his/her educational objective and provided that the accommodations do not impose an undue hardship on the school.

The school complies with the provisions of the Americans with Disabilities Act. The school will not discriminate against any qualified applicant with respect to any terms, privileges or conditions of enrollment because of an applicant's physical or mental disability or a person's disease. The school 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 District, 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.

VOTER REGISTRATION

The United States Department of Education requests us to make you aware of your voter rights and how to register to vote. To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. There are forms for registration available in the Workforce Development Department and the RN/LPN Department; however, you can also register to vote through the County Board of Elections in person or by mail**.** You cannot register online**.** You can also register to vote at your local Ohio BMV office when you go in for any driver's license/ID card transactions, including:

- Applying for a new driver's license
- Renewals
- Changing your name or address

You'll need to complete and submit a Voter Registration and Information Update Form. You can obtain a copy of the form at the following locations:

- Boards of Elections office
- Ohio BMV deputy registrar office
- Ohio public libraries
- County treasurers' offices
- https://www.sos.state.oh.us/sos/upload/elections/forms/4010.pdf

The Ohio Secretary of State's (SOS) website provides a complete list of locations to obtain a copy of the Ohio Voter Registration application.

To register to vote **in person** or **by mail**, take or send a completed Voter Registration and Information Update Form to your local County Board of Elections office.

CONSTITUTION DAY

On September 17th of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving federal funds. However, when September 17th falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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

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- Independence Day
No Adult Classes

JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-2 – Vacation
No Adult Classes
20 – M.L. King Day
No Adult Classes

19 Fall Classes Begin

AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

13- HS Conferences
No Adult classes
17 - Presidents' Day
No Adult Classes

2 - Labor Day
No Adult Classes
26 - Evening Conferences
No Adult Classes

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - 27 – Spring Break
No Adult Classes

10 – Advisory Dinner
No Adult Classes

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 - Signing Night
No Adult Classes

28 – Thanksgiving Day
No Adult Classes

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 - Memorial Day
No Adult Classes

5 – HS Career Night
No Adult Classes
23-31- Vacation
No Adult Classes

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 – Juneteenth
No Adult Classes

4/03/2024