



Adult Education Catalog Occupational Training Programs

July 1, 2017 – December 31, 2017*

**C-TEC of Licking County
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WELCOME

We, the adult education staff of C-TEC, promise to work hard to make your training investment with us an enjoyable, productive, and successful experience. We commend you for the steps you are taking to enhance your career, your life, and your family's well-being.

This catalog is designed to ease your way through the training experience and to help make your time with us as efficient and profitable as possible.

MISSION STATEMENT

To promote workforce development by offering leading-edge educational programs that provide all learners with academic and technical skills needed for career opportunities and continuous learning.

C-TEC'S HISTORY

C-TEC, formerly Licking County Joint Vocational School, is Licking County's choice where thousands of high school students and adults have gained the knowledge, training, leadership skills and confidence for successful and productive futures. For over 40 years, we have continually provided value for our students, employers and the economy of Licking and surrounding counties. We continue to be a valuable part of the educational and economic health of our community.

Our Adult Education Center serves over 4,000 students each year and is a University System of Ohio provider. A few examples of programs include medical coding, machining, computer technology, office technology, welding, and many, many more. Recently, through agreements with area colleges, we have added college credit options to many of our programs.

We partner with city economic development teams and businesses to ensure local companies and merchants have professionally trained employees. As a vital part of the structure and development of Licking County and we keep this county educated and working. C-TEC is a public Career-Technical Planning District (CTPD), owned by the Joint Vocational School Board consisting of representatives from associate school districts.

SCHOOL FACILITIES AND EQUIPMENT

The C-TEC Adult Education Center is made up of approximately 100,000 square feet of classrooms, laboratories, and administrative and student services offices. The local community approved a \$35,000,000 bond issue in August 2002 to support the new construction and renovation of the existing facility. The total campus, now completed, showcases leading-edge technology in an inviting, naturally lit atmosphere. The environmentally friendly building earned a Silver Certified rating as defined by the U.S. Green Building Councils, Leadership in Energy and Environmental Design (LEED). C-TEC was one of the first LEED registered K-12 school projects in Ohio.

The Adult Education Center offers a model ACT Career Assessment Center; an advanced high-performance

manufacturing center; customized business and industry training programs; high-tech information technology programs; and a 60 seat Interactive Video Distance Learning Conference Center. Computer laboratories are equipped with Internet technology, Microsoft Office applications, and computer networking and computer administrator software. Healthcare labs are equipped with professional equipment required to teach massage therapy, nurse assisting, medical assisting, and coding. Our Public Safety training facilities include a burn building, fire and EMT vehicles, and equipment required to train future and current EMTs and firefighters. Manufacturing and trade programs include equipment used in the industry, including machining, CNC, welding, power lineman, heavy truck, facility and industrial maintenance, HVAC and welding. The Cosmetology Program not only offers facilities that prepare students for the workforce, but also operates a salon that provides services for the public.

ACCREDITATION & APPROVAL

Accreditation

The operation, policies, and practices of C-TEC and its Adult Education Center are reviewed and approved by a national accrediting organization. We are proud to meet the quality control standards of:

Accrediting Commission of Career Schools and Colleges (ACCSC)

Affiliations, Approval, and Partnerships

Additionally, the school and the Adult Education Department are approved for participation and/or funding by the following organizations:

1. The Ohio Department of Higher Education
2. U.S. Department of Education (Title IV financial aid and other programs)
3. Ohio Department of Education, Office of Career-Technical Education (reports)
4. The State Approving Agency for Veteran's Training
5. Workforce Investment Act—U.S. Department of Labor
6. Ohio Means Jobs-Licking County (formerly Opportunity Links)
7. ACT (American College Testing) approved Testing Center
8. Cosmetology-Ohio State Board of Cosmetology
9. EMT & Firefighting—Ohio Dept. of Public Safety
10. General and CNC Machining-National Institute for Metalworking Skills (NIMS)
11. Heating/Ventilation/Air Conditioning—American Refrigeration Institute
12. Heavy Truck and Heavy Equipment Technology-Automotive Service Excellence (ASE)
13. Massage Therapy—The State of Ohio Medical Board
14. Medical Coding-American Academy of Professional Coders (AAPC)
15. Medical Assisting—American Medical Technologists
16. Multicraft Maintenance-American Welding Society (AWS)
17. Network Technician-Cisco Networking Academy, CompTIA Authorized Academy, and Certiport
18. Office Technology-National Center for Competency Testing, Office Proficiency and Assessment Certification (OPAC), Internet and Computer Core Certification (IC3)
19. Power Lineman-American Electric Power (AEP)
20. STNA (State Tested Nurse Aide)—Ohio Department of Health
21. Structural and Pipe Welding/Fabrication-American Welding Society (AWS)

DIRECTORY OF ADULT EDUCATION STAFF

DISTRICT ADMINISTRATION

Joyce L. Malainy, Ed.D.	Superintendent of C-TEC	(740) 364-2210
Lauren Massie	Director of Adult Education	(740) 364-2251

PROGRAM COORDINATORS

Tim Broseus	Multicraft Maintenance, Welding, HVAC	(740) 364-2275
Don Dean	CNC Machining, Heavy Truck Mechanics	(740) 364-2214
Erna Holland	Healthcare and Public Safety	(740) 364-2282
Windy Murphy	Business and Industry Partnerships	(740) 364-2279
Sheila Thompson	Cosmetology, Accreditation	(740) 364-2270
Aaron Stewart	Network Tech, Office Technology, Power Lineman	(740) 364-2254

LEAD INSTRUCTORS

Michelle Wellman-Miller	Office Technology	(740) 364-2256
Paige McCorkle	Massage Therapy	(740) 364-2289
Roger Elliott	Network Technician	(740) 364-2299
Jon Holbrook	HVAC	(740) 364-2273
Laura Droke	Medical Assisting	(740) 364-2265
Lisa Pierce Burger-	STNA	(740) 364-2280
Earl Miller	Firefighting and EMT	(740) 364-2298
Erika Ballard	Cosmetology	(740) 364-2229
Leo Collins	Welding	(740) 364-2276

STUDENT SERVICES AND FINANCIAL AID

Anne Bowman	Career Counselor/Assessment Coordinator	(740) 364-2267
Jim Davis	Career Counselor	(740) 364-2258
Janet Fletcher	Financial Aid Assistant	(740) 364-2360
Christine Greetham	Career Counselor	(740) 364-2255
Christine Westbrook	Financial Aid Coordinator	(740) 364-2359
Erin Wheeler	Adult Basic Education, GED and ESOL	(740) 364-2263

ADMINISTRATIVE ASSISTANTS

Pam Hoffman	Front Desk Reception	(740) 364-2280
Lori Swihart	Front Desk Reception	(740) 364-2280
Shawntazsha Barlow	Front Desk Reception	(740) 364-2280
Kathy Roderick	Registration, Student Records	(740) 364-2261
Kate Ryan	Coordinator Support	(740) 364-2253
Sherrie Waller	Director's Adm Asst/Finances	(740) 364-2257

July 1, 2017 – December 31, 2017 School Holiday Calendar

Independence Day	Monday-Tuesday	July 3-4, 2017
Labor Day	Monday	September 4, 2017
Thanksgiving Break	Thursday-Friday	November 23-24, 2017
Winter Break	Monday – Friday	December 25, 2017 – January 3, 2018

ADMISSIONS POLICIES FOR OCCUPATIONAL TRAINING PROGRAMS

Equal Opportunity

C-TEC is an equal opportunity education and employment institution. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Admission Requirements

All students enrolling in occupational training programs must meet the following requirements:

1. The student must complete skill assessment test(s) with the minimum scores established for the selected training program. Free programs are available to help students meet the testing standards. Skill assessment tests may include WorkKeys testing (required for all occupational training programs), typing, and/or agility.
2. The student must have earned a high school or GED diploma. Free GED preparation is available. Students must submit documentation prior to enrollment. Students who do not have a high school diploma or GED are encouraged to consider the new Adult Diploma Program (see page 60 for more information).

The school also maintains the right to deny admission to anyone who has been suspended or dropped from C-TEC or any another school for scholastic deficiency, drug or school violations, attendance problems or any other reasons he/she is deemed unlikely to conform to behavioral standards and ideals of this school. The school also maintains the right to deny admission to or withdraw anyone convicted of a sexual crime.

Disabilities and Admission

Students with documented disabilities may be accommodated on the basis of a high-school Individual Education Plan (IEP). The high school IEP must have been completed within three years of the student's registration date. After three years, students who request accommodations must provide a new evaluation that documents the disability and the accommodations needed. All requests for accommodations must be submitted at least two weeks prior to the scheduled assessment and program start dates. Students with IEPs must have earned a high school diploma or GED and meet program requirements prior to admission.

Credit for Previous Training or Work Experience (Transfer Credits)

A prospective student may be granted credit for comparable work experience, training, credential, and/or credit previously earned at another accredited institution. This would allow the student to receive credit for a designated unit of instruction or module of a program on the certificate of completion without attending those particular class sessions.

To receive credit for previous work experience or training, an applicant must first present evidence of related employment or training that might include the following: W-2's, Union Card, References, Credentials, Transcripts, or Test Scores.

If sufficient documentation is presented and verified, then the Coordinator will schedule a time for the student to be tested by the instructor or other industry professional to determine competency in that occupational area.

Important clarifications regarding credit for previous training or work experience:

1. All transferred academic credit will be expressed in clock hours or modules. No more than 75% of the total program hours can be transferred. At least 25% of the hours required for the program must be completed at C-TEC, with the exception of an approved teach-out plan or agreement.
2. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.
3. Advanced credit will apply for purposes of certification and will be reflected in course competency lists.
4. The student must be enrolled as an occupational training program student.
5. Credits are granted on a case-by-case basis, depending on documentation presented and testing outcomes. The Adult Education Director has final approval of credit granted.
6. No tuition or fee charges will be applied to the hours waived.
7. The hours waived cannot be used in the calculation of a student's Pell Grant award.

COLLEGE CREDIT

C-TEC students have the opportunity to earn, through articulation or dual-enrollment agreements, college credit that may be applied to post-secondary degrees, whether at a two-year, four-year college or through an apprenticeship program. Students may also earn college credit for completion of specific industry credentials related to their occupational training program. Students can obtain current articulation agreements from the program coordinator. See program descriptions for more information.

REGISTRATION & ENROLLMENT

To register for an occupational program, students should follow the steps outlined below for the easiest and best enrollment experience.

1. Contact the program instructor or coordinator for the most accurate information on such things as:
 - a. Program length, hours, location, and start dates.
 - b. Program content, instruction, and instructional materials.
 - c. Program requirements, assessments and pre-requisites.
 - d. Credentialing, employment and college credit opportunities.
2. Contact our front desk staff to register for the required pre-admission assessment.
3. Attend orientation and take the pre-admission assessment tests required for the particular program. Then, discuss with the Assessment Coordinator/Career Counselor to:
 - a. Receive help interpreting the results of the tests.
 - b. Determine the appropriateness of the targeted training program and career.
 - c. Obtain information about help to obtain the required level for the course, if needed.

4. Meet with the Financial Aid staff to:
 - a. Determine the cost of the program.
 - b. Identify financial aid options.
 - c. Pursue available financial aid. (See the Financial Aid Section of this Handbook for details.)
 - d. Create a Cost/Funding Statement, Enrollment Form and, if appropriate, an Award Letter and Cost of Attendance Sheet.
5. Obtain a C-TEC Student Identification tag from the Front Desk Staff. You must wear your ID while you are attending C-TEC programs.
6. Our administrative assistants at the front desk area can also help you with questions about:
 - a. Registering in general.
 - b. Completing a Cost/Funding Summary for a part-time class.
 - c. Accessing our free and helpful remediation services.
 - d. Making payment at the appropriate time and place.
 - e. Finding and preparing for the first class session; see also numbered pages of the program catalog or the on-line catalog.

Pre-enrollment Assessment

Each student who wants to register for an occupational program is required to take some assessment tests to determine the student's level of educational and career preparation. Each program has its own set of required tests and the standard or minimum scores acceptable for admission. Pre-testing is a requirement of the State of Ohio for some programs.

The test is used to:

- Avoid putting students in programs before they have developed adequate skills to succeed.
- Direct students to appropriate free remediation.
- Meet Ohio Department of Higher Education regulations.
- Suggest training and/or occupational areas that might better capture the student's strengths.

The tests typically measure such things as achievement or skill in:

- Applied math and mathematical reasoning
- Reading comprehension
- Language mechanics—grammar, spelling, punctuation, etc.
- Locating information (Deriving information from charts, graphs, etc.)
- Technology and/or mechanical aptitude
- Computer operation
- Computer logic
- Keyboarding skills
- Personality Sorter

No one would be required to take all of these; it depends on the nature of the targeted area of training and employment. Most programs require only two to four. Many different copyrighted and standardized test clusters are used, but the most common is WorkKeys, developed by ACT. We use the WorkKeys tests because they are commonly used by business and industry for pre-employment and pre-promotional testing. Students are likely to encounter these tests after they complete their training and pursue employment.

FREQUENTLY ASKED QUESTIONS BY NEW STUDENTS

1. **Where do I report the first night/day?**

Unless told otherwise, full-time day and evening students should report to the Adult Education Welcome Center on the east side of the building, Lot #1 – this is the entrance near 21st Street. From there you will be directed to the classroom or the commons area for a brief orientation session.

2. **I am due to make payment on or before the first night of class. Where do I go to make that payment?**

Most administrative assistants at the front desk can take your payment and issue a receipt. They are located in the Adult Education Welcome Center or Lobby on the east side of the building, Lot #1. This is the entrance nearest 21st Street.

3. **What should I bring with me on the first day?**

Typically, there is little laboratory/shop work on the first night of class, but it is still wise to bring your safety glasses and appropriate shoes and clothing for lab/shop work or other required clothing noted in the catalog. Other than that, just bring notepaper, a writing instrument, and your C-TEC student ID.

4. **Where do I get the books I need for the class?**

For Occupational Programs, your textbooks and supplies are included in your tuition and fees. C-TEC issues your textbooks and supplies on the first day of the program, unless otherwise specified. Your Cost/Funding Summary or registration receipt should indicate your costs that are included in the charges for the class.

5. **What if I change my mind after the first few class sessions and decide that I don't want the class? Can I get my money back? What will I have to pay?**

Withdrawal within three business days: You have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.

All monies paid by you (less non-refundable assessment fee) must be refunded, if requested within three days, after signing an enrollment agreement and making an initial payment. Books must be returned unmarked. If you request cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, you are entitled to a refund of all monies minus the non-refundable assessment fee, but in no event may the school retain more than \$150.00.

Withdrawal within the first two weeks: For most full-time classes, if you withdraw within the first two weeks of training, you will only owe for the assessment fee and the cost of any books and supplies you received. No amounts for tuition or fees will be charged.

Withdrawal after the first two weeks and up to 60 percent of the total program hours: After completing the first two weeks and up to 60 percent of the total hours in the program, you pay only the tuition and fees for the hours you are actually enrolled. Hours of enrollment are all of the hours you could have attended up until your date of determination of withdrawal, not just the hours you attended. A reduction in financial aid could mean an increase in what you owe.

Withdrawal after completing 60 percent of the total program hours: After completing 60 percent of the total hours in the program, you owe for the entire program less any credentialing you have not received or books/supplies for specific courses within the program that you have not started. In the IT programs, is different. Because the credentialing testing is purchased in advance of your completion, you are responsible for the credentialing costs in full. It is also important to know that Pell Grants, Student Loans and some other types of financial aid will likely be reduced if you withdraw early. A reduction in financial aid could mean an increase in what you owe.

Before leaving school, you are required to talk with a Financial Aid Officer to determine the financial impact of withdrawing early. Note that students who have federal student loans must complete “Exit Counseling” on the government web-site www.studentloans.gov as well.

6. How important is class attendance? If I must consistently come late or leave early, is there a problem with that?

Good attendance is mandatory for completing the program and earning a certificate. The details of the attendance policy are outlined in the SAP (Satisfactory Academic Progress) section on page 14. Some programs have specific requirements for attendance that exceed SAP standards. Most of our training takes place in the classroom or laboratory. Some courses have an on-line component. Homework and reading assignments to be done outside of class time are usually minimal. There is no substitute for time on task. Making up course work is extremely difficult.

7. Fee Payment Policy (When must the charges be paid?)

All charges for tuition, books, fees, and supplies must be paid on or before the first day of class unless the student has:

1. A **payment plan** that has been outlined and signed on a Cost/Funding Summary, and /or on the Payment Plan Form – this option is for full-time programs only;
2. Written assurance that a **third-party payer**, such as an employer or agency, will pay any remaining balance regardless of grades or completion status; and/or
3. Sufficient financial aid approved and confirmed by the Financial Aid Office.

Payment plans:

For the convenience of our students, interest-free payment plans may be arranged for full-time programs only. A payment plan spreads the balance due (after deducting for financial aid and third-party payments) over the months the student is planning to attend less the last month of schooling. Longer periods of repayment may be approved in hardship situations; however, in all cases where a payment plan is used to pay for the program, the Certificate cannot be released until payments have been completed. All payment plans must be outlined and signed before beginning a program.

The Cost/Funding Summary is a document that details the timing, amount, and distribution of payments and payment sources. The student and the appropriate school official must sign the document for enrollment. Nearly all payment plans are set up on a monthly basis. Students who have been enrolled on the basis of a full or partial payment plan must make an initial payment on or before the first day of attendance and timely

monthly payments that are due on the last day of each month. If payment has not been made by the first day of the following month, a late fee of \$20 will be assessed. If payment has not been made by the 15th day of the following month, the student will be suspended. Exceptions to this policy can be appealed through the Financial Aid Office and finally the Director of Adult Education. In addition, a payment plan form will be utilized to help the student track payments to the school.

Student Loans and Third-party Payers (for those who qualify):

Student payments through Student Loans are arranged through the Financial Aid Office. Payments go directly to the school and if there is excess, the student will receive a check for school-related expenses. Please see a member of the Financial Office for more details.

If a third-party's payment (such as an employer) is contingent on student performance (grades or attendance), the student must pay in advance and receive the third-party payment as reimbursement or receive a refund from the school when the duplicate payment is received.

If No Payment Arrangements have been made:

Unless a payment arrangement as discussed above is in place, an invoice for the entire cost of tuition, books, fees, and supplies as outlined on the Cost/Funding Summary will be due before the first day of class. Refunds will be made in accordance with Fee Accrual and Refunds Policy.

Financial Aid: The student should contact the Financial Aid Office to arrange an appointment to discuss funding options. Call 740-364-2359, or 800-875-1587, Ext. 2359. See the section on Financial Aid in this handbook for details.

8. Explanation of Charges (*What is the purpose of the various charges listed on the Cost & Funding Summary?*)

The Adult Education Center is self-supporting with operating expenses covered by tuition and fee charges.

Books and Instructional Materials: All full-time courses require textbooks, workbooks, manuals, guides, and/or reference materials that are necessary for effective training and must be purchased in order to participate in the classes offered. These textbooks, manuals, and workbooks are covered in the costs quoted on your Cost & Funding Summary. The school charges these items at just enough to cover charges for shipping and handling. These books become the property of the student upon receipt and are non-refundable, unless returned unmarked in the first three days.

Tuition and Lab Fees; now noted as "Tuition": Tuition is per instructional hour for most full-time career development courses. Tuition covers the costs of teacher salaries and other administrative overhead. Supply Fees cover the material costs for the lab portion of the course.

Assessment: The assessment fee covers the cost of pre-testing (see page 7) and counseling. The assessment is partly designed to determine the appropriateness of a particular kind of training for an individual. It is also used to individualize instruction and to prescribe remedial assistance. All occupational training students must be tested and approved prior to enrollment. It is the student's responsibility to schedule this testing. Fees may also be charged for credential, licensure, and certification testing if administered by the school.

Student Service Fees: Consistent with our goal of enabling all occupational training students to obtain, retain, and advance within satisfying, skilled occupations, the following services are available for occupational training students:

1. Job Search Training and Assistance
2. Career and Personal Counseling and Guidance
3. Use of Career and Job Search Resources
4. Career Passport and Record Keeping
5. Financial Aid Assistance and Management
6. Accounts Receivable
7. Transcripts at Graduation (duplicates are an additional charge) and Record Management

These services are covered by a portion of the Student Services Fee and may not be waived.

Supplies: These items become the property of the student upon receipt and are non-refundable. The supplies might be personal professional equipment, tools or other items required for the specific class.

Credential: Charges are for specific industry associated testing and certification/licensure fees. For the student's convenience, the cost of these testing/certification/licensure programs is included in the fee structure of our training program. The school pays the participating organization.

Other: The most common charges found under the other category are additional optional industry associated test and certification/licensure fees.

Lost Student ID: Students who have lost their C-TEC Student ID badge will be charged a \$5 replacement fee.

Important Notes Regarding Refunds & Billings For Students Who Withdraw or Are Terminated:

- Payment plans are arranged on an individual student basis and are not necessarily timed to the rate at which costs accrue. If a student withdraws or is terminated, the amount of the balance due or refund will be based on the above Fee Accrual and Refund policy, not the payment plan on the back of the Cost/ Funding Summary or the Payment Plan sheet.
- When withdrawing, students on payment plans should be aware that the balance due may exceed the current total of their regularly scheduled monthly payments, especially if the student has not been in class long enough to spread out the up-front costs such as books and assessment.
- Refunds owed to students will be issued from the Treasurer's Office. Refund checks will be mailed to the address of the student or the funding agency.
- Veterans Administration refund policy will apply to Veteran students as per VAR 14255. If a student withdraws before classes begin, a refund to the VA is done by the school; if the student withdraws after the course begins, VA refunds are the responsibility of the student.
- If you paid by check or cash, the refund will be in the form of a check. If you paid by credit or debit card, the amount will be refunded to your credit or debit card account.
- *Financial aid (PELL, student loans and other third party payments) may be adversely affected by a*

withdrawal or termination. Students with financial aid must contact the Financial Aid Officer and we will help you to determine the requirements. In addition, the Financial Aid Officer is willing to help at any time you have questions.

- When the Title IV Grant (PELL) or loan assistance (student loans) amount earned was *less than* that calculated for the amount of hours the student signed up for, then the difference between these two amounts must be returned back to the government. The school is responsible for returning any unearned funds it is responsible for within 45 days of the date of determination of withdrawal. It is important for you to notify the school when your attendance plans have changed. The school does track attendance weekly and this attendance is checked monthly by the financial aid staff. The government has a priority for returning funds. If funds are due to return, the highest priority is placed for unsubsidized loan amounts, then subsidized loan amounts, then the grant (PELL), then the Iraq, Afghanistan Service Grant.
- When the Title IV grant (PELL) or loan assistance (student loans) amount earned is *greater than* that already disbursed, the difference is treated as a post-withdrawal disbursement. Grant funds will be disbursed to the school and/or student within 45 days of our date of determination of withdrawal. Again, it is important for you to notify the school when your attendance plans have changed. The school does provide weekly attendance records and the attendance records are checked at least monthly by the financial aid staff. If you are due loan money after you have withdrawn, you will be notified by e-mail and given time to let us know if you want the money disbursed.

The actual disbursement of loan funds occurs within 45 days of the date of determination of withdrawal. If there is a school account balance, then the school is paid with the grant money first. If you have approved loan money for a post-withdrawal disbursement and there is a school amount still due, then after the grant is applied the remaining amount due is applied from the student loans. Any remaining funds (grant or student loan) would go to the student. You will be notified by e-mail when it is available. You will also be notified by e-mail when any disbursement occurs that goes to the school. We want to emphasize that no loans can or will be disbursed without your permission. Your decision to accept loan funds post-withdrawing can also be cancelled.

- If you were selected for verification and the verification documentation was not completed, then those funds that were subject to that verification cannot be disbursed.
- A withdrawal date is the last date of attendance. The school (and the student) is not paid for time the student is not enrolled.
- The procedure for determining a funding amount due when you leave the school before completing your program is determined by federal regulations. Any program of 600 hours and less than 900 hours is split evenly into two payment periods. For instance, if the program is 900 hours, the first payment period is from 1 to 450 hours; the second payment period is from 450.10 hours to 900 hours. (See the back of your financial aid "Cost/Funding" summary). If the program was 720 hours, then the split would be at 360 hours. Half of your award is calculated in the first payment period and the remaining half in the second payment period. If you left a 900-hour program, however, at 200 hours, then the 200 hours would be divided by the number of hours in the first payment period; $200/450 = 44.4\%$ and that is the percent of your first half of your

award that would be available to you. Similarly, in a 720-hour course, $200/360 = 55.6\%$. If you had completed the first payment period and were into the second payment period, the figure would be calculated the same way. In a 900-hour course, when one reached 650 hours that would be 200 hours into the second payment period. At that point it would be $200/450$ (the number of hours in the second payment period).

- Articulated Students (students who are attending a C-TEC course to obtain credit at another school) - if you are an articulated student from a college or university, this entire section on “Fee Accrual and Refunds” may not apply. Check with the Bursar’s Office at your college to determine its policy.

9. Methods of Payment (Do you take personal checks or credit Cards?)

Yes. Personal checks may be made out to “C-TEC.” We accept Visa and Master Card, but not American Express or Discover. **Be sure to keep your receipt(s) for tax purposes and as backup verification.**

10. Tax Credits (I’ve heard that a tax credit might available if I or my parents pay out-of-pocket for my training. Is that true and how can I or my parents get that credit?)

The IRS does allow two different tax credit programs. The school will send you a 1098-T by January 31 of the year following the year in which you made payments to C-TEC. The 1098-T is your documentation for those credits. Be sure to follow IRS eligibility rules carefully.

C-TEC Policies and Procedures

Satisfactory Academic Progress (SAP): Requirements for Earning a Certificate and for Financial Aid

Satisfactory academic progress is measured by two factors—**grades and attendance**. Students must meet the minimum standard for both factors in order to receive a certificate for any occupational program. C-TEC requires a student to complete a program within 150% of the program length.

Grades

The minimum passing grade is a 70 percent. For most programs, separate scores are given for lab/shop and related classroom. These two scores are weighted and averaged together to determine a final grade.

The grading scale is as follows:

Letter Grade	Percent	GPA
A	93 - 100	4.00
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.00
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.00
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.00
D-	60 - 62	0.67
F	0 - 59	0.00

Attendance Requirements

Each program follows set guidelines set forth by the governing body of each program. Where no governing body exists, C-TEC's attendance policy is used. Please reference individual program/course syllabus for specific parameters governing student attendance and make-up work/hours. Occupational training program students must maintain at least a 90 percent rate of attendance. A higher standard may be required by an outside state board or approval agency. Attendance is kept by the hour in half-hour increments. Coming late or leaving early is counted as missed hours. Being late to class by one to 30 minutes will be marked as a half-hour missed. Students who are absent three consecutive class days without notifying the instructor will be withdrawn, or will be required to apply for a Leave of Absence, or develop a Student Success Plan.

The standard of 90% attendance is applied to all students in every occupational training program with the exception of short courses listed as "self-improvement" in the catalog or on-line.

Attendance is recorded daily and monitored monthly. Attendance is recorded through the instructor for the program. You are responsible for tracking your own time and making sure you have not accumulated an attendance rate less than 90%. In addition, the school will inform you of a drop in attendance. A student below a cumulative 90% at the end of any payment period (one half of the program hours for each year in

the program) is not reaching the attendance requirement for C-TEC. A **Warning Notice** will be sent to the student via email. Two warnings may lead to termination from the school. Terminations can be appealed to the Director of Adult Education.

For the purpose of financial aid, the attendance is reviewed at the end of the first half of the program period in a year. For instance, if your program is 900 hours, your attendance is also reviewed for financial purposes at 450 hours. If your program is 800 hours, attendance is reviewed at 400 hours. Should you not meet the attendance requirements at the end of the payment period, you will be placed on SAP "Warning."

A "Warning" means that a student's access to financial aid funds (and graduation) is in jeopardy. If a student has not maintained a 90% attendance rate and a 70% cumulative grade, C-TEC cannot disburse student financial aid at the end of the disbursement period. C-TEC cannot disburse financial aid until the month after the student reaches 90% cumulative attendance and at least a 70% cumulative grade. Two consecutive "Warning" notices will lead to your ineligibility for student financial aid and dismissal from C-TEC.

In each case (for C-TEC and for Financial Aid), your attention to your attendance is important. If you have any questions or concerns, please ask your instructor, the program coordinator, or a member of the financial aid office staff.

Make-Up Hours

Students who are at risk of or who are on an Attendance Warning may petition in writing to the Adult Director or Designee to authorize make-up hours.

Make-up time may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. The program coordinator and instructor must approve the make-up assignments and hours. Make-up time must be completed within the current payment period. If the Adult Director or Designee approves a petition requiring additional teacher hours, the student's account may be assessed a \$35 fee per hour of make-up time. The student is required to prepay this fee prior to the date of the make-up time.

Academic Requirements

Grades are recorded daily, at the end of designated segments of instruction for a specific program, and are reviewed regularly for Satisfactory Academic Progress. A student who drops below a 70 percent grade-point average (GPA) at the end of the first half of the program in a year is not meeting the satisfactory academic progress required by C-TEC. A Warning Notice will be provided by C-TEC. Two Warning Notices will lead to termination from the school. Terminations can be appealed to the Director of Adult Education.

For Financial Aid, your academic progress will be reviewed at the end of the first half of the program period in a year. As with attendance, for a 900-hour course, this review occurs at 450 hours. If the program is longer, then the reviews continue at 1200 hours. A warning will be issued and termination will occur if improvement to at least a 70% GPA is not achieved. Terminations can be appealed in writing to the Director of Adult Education.

Academic Progress Warning

Financial Aid and C-TEC both require a student who falls below 90% attendance and/or a 70% GPA to be placed on "Satisfactory Academic Progress Warning." For attendance and GPA, the student will have until the next payment period to bring attendance or GPA up to standards. (See section of Leave of Absence for our LOA procedure and policy). Should you not meet the GPA requirements at the end of the payment period, you will be placed on SAP "Warning." Two consecutive "Warning" Notices will lead to your ineligibility for Financial Aid and termination from the C-TEC program.

In each case (for C-TEC and for Financial Aid), your attention to your understanding of the material is important. If you have any questions or concerns, please ask your instructor or the program coordinator for help.

Repeating a Course and a Maximum Time Frame

If a student wants to repeat a course after passing the course, federal funding may be available for one repetition of a specific program. However, above and beyond financial aid, C-TEC requires a student to complete a program within 150% of the program length. Please see Financial Aid for additional information.

Transferring to a Different Program

Although it is recommended that a student select a program that they believe is a good fit for them, C-TEC recognizes that one can discover that a course is just not what was expected. If a student wants to change from one program to another, the student must meet with Financial Aid to determine the amount of benefits remaining to the student. Attendance progress will be measured in the same manner as before for C-TEC using the previous accumulated calculation. One's GPA carries over from the previous courses as well. Measurements for financial aid are done by payment period as described above under Academic Requirements and Attendance Requirements.

Academic Termination

Students who fail to achieve the minimum GPA or attendance standard within the parameters set above may be terminated from their program. Students who are terminated may not re-enter the program for at least six months. Furthermore, additional testing or evidence of appropriate remediation of the problem that led to termination may be required. Such additional re-enrollment requirements are established at the time of the termination meeting.

Appeal of Termination

Exceptions to the termination policy above may be appealed to the Director of Adult Education in writing. Extenuating circumstances may be considered in this process. For example, compelling reasons for excessive absences and unsatisfactory grades can be considered when presented in writing in detail to explain the circumstances that lead to your failure to make the attendance/GPA requirements. The written appeal should include contact information. You may attach documentation that supports your appeal.

The approval of an appeal includes conditions and time frames such as a:

1. specified period of time (an additional probationary period) during which the student must correct the deficiency;

2. specific type of remediation or makeup plan.

Written appeals should be submitted to the Director within 15 school days of termination. (A “school day” is any day that C-TEC holds classes, regardless of the program’s scheduled days.) A response from the Director will be given within fifteen school days.

Called for Military Service

If you are called for military service while in school, present your call-up information to the financial aid office in a timely fashion. If no written notice is available, you may submit an attestation of military service at the time of re-admission. You must give notice to the school of your intent to return to the school within 3 years after the completion of military service (or within two years of illness or injury during performance of duty). You will be re-admitted with the same academic status and for the first year back into the same program at the same amount as when you left, unless the VA will pay the difference. The cumulative length of absence may not exceed 5 years.

Conditions and Standards for Receiving a Certificate of Completion

A student will be awarded a Certificate of Completion from the Career and Technology Education Centers of Licking County upon meeting the Performance Standards and conditions below.

The Performance Standards

Successful completion of an occupational program is met when the student completes or has approved prior credit for all the hours of the respective program and has met the standards of Satisfactory Academic Progress.

Prohibiting Conditions

Two additional conditions must be met before a Certificate of Completion can be released to the student.

1. The school will not issue a certificate or industry credential if the student is paying on the basis of a monthly payment plan that exceeds the number of months the student is scheduled to attend. The credentials will be released and issued to the student when payment is received in full.
2. For programs that include the cost of credential testing in the tuition, students must complete the testing process or at least begin the process in a timely manner to be considered a graduate. It is not necessary for the student to pass or meet the industry standard for that credential, but the testing process must be completed or scheduled.

Transcripts

Students who meet all program requirements will receive an official transcript upon completion. Students who have not paid fees in full or who have withdrawn or have been terminated may receive an unofficial copy of their transcript.

Withdrawal Procedures

A student planning to withdraw must officially notify the school and talk with the program supervisor and Registrar and/or Financial Aid administrator to discuss the effect on:

1. Funding sources and the balance due
2. Certification

Options for Re-enrollment

Non-attendance does not constitute an official withdrawal. Charges may continue to accrue until the student announces his/her intent. Students with a balance upon withdrawal are required to pay the balance prior to re-enrollment. A revised Payment Plan may need to be developed and signed. If the student is funded by TAA/TRA, NAFTA, Department of Job & Family Services (WIA or PRC) or Veteran's Administration, and Student Loans, the student must notify the agency of the change of status. A failure to notify the funding agency could result in:

1. Overpayment and a required refund.
2. Charges of fraudulent receipt of state or federal funds.

Leave of Absence Policy

On rare occasions, C-TEC may grant a Leave of Absence (LOA) in some programs. Leaves of absence may not be less than two weeks, and may not exceed 180 days within any 12 month period.

Extenuating circumstances that may be allowed on a case-by-case basis include:

1. Military Leave – for those who must report for active duty. Documentation required.
2. Medical Leave – for those with urgent/emergency medical conditions for themselves or their immediate families. Examples include auto accidents, child or spouse hospitalized. Supporting documentation is required.
3. Employment Leave – for those who must interrupt their school attendance for at least two weeks, due to temporary employer-imposed changes in work schedules. Documentation from the employer is required.
4. Other Forms of Leave – other extenuating reasons for an LOA request that must meet a higher standard of verification. Documentation required.

Process for Applying for an LOA:

The period of the Leave of Absence may not begin until the student has submitted and the school has approved a written and signed request for an approved LOA.

The student must request the leave of absence by completing and signing a "Leave of Absence Request Form." This form must be approved and signed by the instructor, program coordinator, and a member of the Financial Aid Office. Any Leave of Absence must have the final approval of the school director. Enrollment priority will be given to students returning from approved leave as long as the date of their return is the "Date of planned reinstatement" on the LOA Form. It may be necessary to delay the student's projected date of return if the timing of the curriculum does not match the student's earliest possible date of return. Re-entering in the middle of a module or unit of instruction would put the student at a disadvantage.

In addition, the student must complete the program within 150% of the normal program length, including the LOA timeframe. If it is not possible for the student to complete the program within 150% of the normal program length, it is advisable for the student to withdraw for at least 180 days and re-apply for enrollment.

Fees will not accrue during a Leave of Absence, and increases in tuition at the time of return will not apply. For financial aid purposes, only hours actually completed will apply. As a result, Pell, Student Loans and other forms of aid may be delayed, reduced or lost due to LOA. A student with financial aid must contact the Financial Aid Office to determine the effect an LOA would have on the amount and timing of an award.

If extenuating circumstances warrant more than one Leave of Absence, the combined leaves of absence must not exceed 180 days within any 12 month period.

Failure to Return from an approved Leave of Absence:

If the student does not return following the Leave of Absence, C-TEC must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Student Body Diversity Policy

Information about student body diversity, including the percentage of enrolled, full-time students in the following categories: male; female; self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients, is issued annually. For a paper copy of this information, contact the C-TEC Adult Education Director at 150 Price Road, Newark, Ohio, 43055, or (740) 364-2251.

Drug and Alcohol Policy

Introduction:

Illegal or improper use of drugs, drug paraphernalia and alcohol is a challenge for individuals and schools. This policy identifies rules regarding drug and alcohol use by faculty, staff and students whether they are on campus property or engaging in campus-sponsored activities. It is the commitment of C-TEC Adult Education to provide our employees and students with a supportive workplace culture where healthy lifestyle choices are valued and encouraged. We do not provide alcohol or encourage alcohol consumption at C-TEC Adult Education sponsored social events. C-TEC participates in drug testing as required for specific programs only, not as a school-wide policy.

This policy describes the potential risks, potential disciplinary actions for violations and resources where employees and students could seek assistance.

This policy will be distributed annually to students enrolled in one or more programs and all employees upon hire and yearly within the Staff Handbook.

The responsibility to implement and amend this policy for C-TEC rests with the Adult Education Director. Questions and suggestions for future updates are encouraged.

Standards of Conduct for Employees and Students Relating to Drug and Alcohol Violations

- a. No employee or student may use, produce, distribute, sell or possess drugs, drug paraphernalia or alcohol on the school grounds.
- b. No employee or student may use, produce, distribute, sell or possess drugs, drug paraphernalia or alcohol in a manner prohibited under Ohio law and federal law while on C-TEC property or while engaging in any activity sponsored by C-TEC. This includes field trips, job shadowing, externships, job fairs, and any other program-related activity off campus.

Prevention, Counseling and Treatment Programs for Employees and Students:

- I. Information and self-evaluation:
 - a. C-TEC Adult Education provides reference material for members of the campus community during the academic year. Everyone is urged to take advantage of the printed documents available in our testing area. Students and staff are encouraged to make appropriate evaluations about their own habits or lifestyle and, when appropriate, those of their friends and fellow students or employees.
 - b. Students may self-refer to our in-house counselor for referral information by making an appointment at (740) 364-2280.
- II. Informal Conversation:
 - a. This is the most common way for many to begin evaluating their possible drug or alcohol abuse. You should choose a person whose judgment or advice you trust. Sometimes a person may want to ask an “authority figure” for help or for an opinion, but the person is unsure of whether the authority figure will hold things in confidence or utilize the information in a disciplinary proceeding. Usually disciplinary actions are taken after an obvious event or violation had occurred, not when a person asks for assistance. If you have any doubt, ask “up front” if the conversation will be between the two of you and not used later.
 - i. Staff members might contact friends, colleagues, supervisors, the Director, our counselor, and/or community or club friends.
 - ii. Students might contact our school counselor, instructors, or Coordinators for referrals, friends, club or team members or other professional staff in whom they have confidence.
 - iii. Should you be asked by someone to help, but you don’t know what is available or how to proceed, feel free to consult our school counselor or Director for referral information. You do not have to reveal names. On the other hand, you might encourage the person to explore his or her options.
- III. Formal Assessment:
 - a. Our school counselor is available for everyone to have a confidential conversation about a referral for possible drug or alcohol abuse. Appointments can be made by calling (740) 364-2280. There is no charge for this service and it is confidential. If you need help quickly and this service is not available soon enough, contact the school Director or call 211 – the service available in our community for immediate referral help.

- IV. Referral and Support Agencies: Employees and students may contact any of the following agencies for assistance – it is not a requirement that the person first be recommended by a counselor. Individuals may contact these agencies on their own. Some agencies charge for their services. Many have sliding scale payment systems. They may also be able to give suggested alternatives. Some of the available agencies are:
- a. For Alcoholism:
 - i. Licking County Alcohol Prevention Program (LAPP); 740-366-7303 or 800-872-6281. Located at 62 East Stevens Street, Newark, OH 43058-4160. Brochures available in the testing area.
 - ii. Alcoholics Anonymous (AA); 740-364-7060. 76 E. Main Street (PO Box 11) Newark, OH 43058. There are many meeting places throughout this and the surrounding counties. Brochures are available in the testing area.
 - b. For Drug and/or Alcohol abuse:
 - i. Behavioral Healthcare Partners of Central Ohio, Inc.; 65 Messimer Drive, Newark, OH 43055, 740-522-8477. For personal counseling and emergency services.
 - ii. Spencer House (men); 69 Granville Street, Newark, OH 43055. 740-345-7030. A residential facility.
 - iii. Courage House (women); 80 Granville Street, Newark, OH 43055. 740-345-5074. A residential facility.
 - iv. Narcotics Anonymous (NA); 1-800-587-4232. Call for referral to area support groups.
 - v. Call 211, the Crisis Hotline and Information Center for Licking and Knox County.

Setting C-TEC Adult Education Violations of Drug and Alcohol Policy and Adjudication:

- I. The process for determining responsibility and setting penalties will be in accordance with student and staff handbooks or regulations, contractual agreements and related policies. The process contains the essence of due process.
- II. Sanctions may be varied, based on the seriousness of the offense, mitigating circumstances, and aggravating factors such as conduct or actions taken earlier.
- III. Actions may include: oral warning; written warning or censure; termination, suspension or expulsion. Participation in a workshop, counseling or rehabilitation program may be part of a penalty or in lieu of a more serious action. Final determination will be made in accordance with rules or procedures applying to each type of employee or student.

Financial Aid Drug Conviction Consequences Notice:

This policy indicates how the student will obtain information from the school about the serious consequences of drug possession or sales convictions while using federal financial aid. C-TEC Adult Education will provide notification of the consequences during the financial aid meeting by the financial aid staff member. During the financial aid appointment with a prospective student, the financial aid staff member will provide a written description of the consequences of possession or sales conviction. The information has a place for the student signature of receipt. Signature will be obtained, and a financial aid staff member will initial the form and a copy will be made for the student financial aid file.

Code of Conduct

Students are expected to conduct themselves in a manner that is suitable to the training area. Insubordination is grounds for immediate termination.

A violation of any of the following rules may result in disciplinary action, including termination.

Academic Integrity

C-TEC expects that all work that you submit was created by you. In addition, C-TEC expects that any forms you complete (Enrollment Forms, FAFSA, Financial Aid agreements, externship hours, etc.) to be truthful and accurate. Plagiarism and cheating of any kind, including copying, falsifying, lying, inventing citations, cheating during tests, refusing to do assigned work, or giving out test answers are all violations of the C-TEC Code of Conduct. Any of these may result in disciplinary action, including termination.

Plagiarism

Submitting plagiarized work for an academic requirement is considered academic misconduct. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or inappropriate unacknowledged use of another person's ideas.

Disruption of School

Disruptive behavior of any type is NOT permitted and may result in dismissal from the program. Sleeping during class, tardiness to class, excessive talking during class and disrespectful behavior are examples of disruptive behavior.

A student shall not, by use of violence, force, noise, threat, or intimidation, cause the disruption of any function of the school or its students. While not intended to be a complete list, the following acts, when done for the purpose of disrupting school functions, are examples of actions that can result in immediate termination or other disciplinary action:

1. Occupying the school building, school grounds, or part thereof with the intent to deprive others of its effective use.
2. Damaging any part of the school or property.
3. Firing, displaying, or threatening use of explosives, including fireworks, on the school premises.
4. Continuously and intentionally making noise or acting in any manner so as to interfere with the instructional or administrative processes.

Theft and Property Damage

Stealing or attempting to steal school or another person's property on the school grounds or during a school activity off school grounds will result in automatic termination of enrollment. Automatic termination will also apply in cases of deliberate damage to school or another person's property.

Assault

A student who intentionally causes or attempts to cause physical injury to another at school or at a school function will be automatically terminated.

Harassment

Criminal harassment includes any unwelcome conduct (physical, verbal, or nonverbal) that is based on the victim's race, sex (including sexual orientation or transgender identity), religion, national origin, or disability. A student or group of students who plan, encourage, or engage in any form of harassment (criminal or otherwise) of another student or group of students may be suspended or terminated. Stronger disciplinary action will be applied if the context of the harassment is racial, sexual, religious, or based on the victim's disability or national origin. Any harassment with possible criminal ramifications will be reported to local law enforcement authorities. Students who feel they are being harassed should report it to the school's administrative staff immediately. Our staff will vigorously investigate these reports. Those deliberately filing false or misleading reports will also be strongly disciplined.

Bullying and Other Forms of Aggressive Behavior

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, written, verbal, graphic, electronic and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Insubordination

Insubordinate behavior, such as refusing to do assigned work, defiant, intimidating or threatening behavior toward staff, or any other behavior toward staff that would be considered inappropriate for the workplace will not be tolerated. Insubordinate behavior is grounds for immediate termination.

Foul Language Directed At Another Person

Improper language will not be tolerated, especially when directed at staff or fellow students in an angry, disrespectful, or threatening manner.

Use of Tobacco Products

While not condoned, a student may engage in smoking or smokeless tobacco products within the designated area only. That location is 30 feet away from the building in the loading dock area.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student may not knowingly possess, use, transmit, or be under the influence of any narcotic, alcoholic beverage, or stimulant drug at school or at a school function. Display of items, including clothing, which advertise or promote use of illegal or controlled substances are forbidden. Students possessing, using, or distributing alcohol or narcotics will be automatically terminated unless, under certain circumstances, the student volunteers to participate in an approved substance abuse program. When appropriate, such infractions will also be reported to local law enforcement authorities. Students are asked to immediately report any knowledge of such activities to the adult education supervisor on duty.

Students who volunteer information about their own substance abuse problems before disciplinary action has been initiated will be given special tolerance and forbearance. While safety precautions relating to lab activities must be observed, students who voluntarily and actively participate in guidance and substance abuse programs will be allowed to continue their enrollment. Specific details of this institution's drug policies are outlined in the "Drug & Alcohol Awareness & Management Section."

Weapons and Dangerous Instruments

No student may possess, use, transmit or conceal any object that could be reasonably considered a weapon.

This list of objects obviously includes, but is not limited to, knives, guns, explosives, and clubs. Violations of this policy will result in immediate suspension and probable termination for a period of not less than one year. Carrying authentic looking toy guns is also forbidden.

Immorality

No student may engage in sexual acts on school property or during school events. No student may publish, distribute, or possess obscene or pornographic material on school property or at school events.

Miscellaneous Policies and Procedures

Dress and Grooming

Each training program has its own set of guidelines for dress and grooming. The basis for setting those guidelines includes:

1. Safety and comfort considerations
2. Occupationally specific norms
3. Minimizing distractions

Hard-soled shoes and safety glasses are generally required in shop areas. The instructor may prohibit long hair and beards, loose clothing, necklaces, earrings, and other jewelry that may create a safety hazard. Provocative or distracting clothing are prohibited. Articles of clothing that promote or advertise illegal drugs are also prohibited.

Student ID Badge:

All students must wear their C-TEC Student ID Badge during class/lab hours. Students must also wear ID badges while participating in school-related activities off campus, such as field trips, job shadowing, or externships. Lost badges are subject to a \$5 replacement fee.

Safety in Shop Areas

No student will be permitted to participate in any shop area in violation of established safety rules and procedures for that shop. Any student found under the influence of alcohol, marijuana or other drug would be suspended immediately and possibly terminated without probation.

Break Periods and Cleaning

Program instructors establish break periods according to school policy. Students are expected to follow the instructor's guidance. It is the student's responsibility to assist in keeping the school's grounds and individual training areas as clean and uncluttered as possible. All cans, bottles, wrappers, and cigarette butts should be disposed of in the proper receptacles. Abuse of break periods, such as smoking in unauthorized areas, returning from breaks after the specified time, or consuming beverages and food in prohibited areas may result in abolishment of break times or expulsion.

Cleanup

Students are required to participate in the cleanup and re-arrangement of classroom or laboratory areas as

directed by the instructor. A refusal to do so will be reflected in the student's evaluation and could lead to a suspension or termination from class.

Use of Cell Phones, Pagers, and Electronic Devices

When in a classroom or laboratory setting, mobile telephones, pagers, laptop computers, and other electronic devices must be used in a courteous and non-disruptive manner and according to instructor guidelines. Each classroom may have different requirements. Your instructor has authority to determine classroom policy. At the very least follow this guideline until the instructor indicates policy:

1. Keep these devices in a non-disruptive mode—vibrate, e.g.
2. Minimize incoming calls to the very important or emergency category.
3. Leave the room in an unobtrusive manner.
4. Outgoing calls should (as much as possible) be made at break times.
5. Be aware that the school assumes no liability for the theft or damage of these items.

Telephone Calls

Students are not permitted to use the telephones in the main office. Students will not be called from class to receive an incoming call unless it is for any emergency or other very important reason. We ask that you tell anyone who might call for you with an emergency message exactly what class you're attending. This will expedite our search for you.

Student Visitors

For students' privacy and security, unannounced visitors will not be allowed contact with students attending classes. Persons needing to contact students during class hours are required to contact the front desk staff or the coordinator.

Children in Classrooms and Labs

For safety and security reasons, students' children may not be present in classrooms or labs. The only exceptions are events that specifically include children (graduations, open house, special events sponsored by C-TEC) or explicit permission from the instructor or coordinator.

Student Computer/Internet Use Policy

Computer use, including Internet access, at the Career and Technology Education Centers of Licking County is encouraged and made available to students for educational purposes at times and places determined by the school. The school retains the ownership of all data, hardware, and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned computers. The school reserves the right to monitor and control all Internet activity including, but not limited to, the transmission, receipt and storage of e-mail and the web sites visited.

Before students may be permitted access to the Internet, they will complete required training and sign the *Student Acceptable Use and Safety Agreement*. (Form 7540.03)

C-TEC allows students to use privately owned electronic devices to access the C-TEC wireless network. This wireless access provided to the devices is designed to enhance the students' overall educational experience. Connecting to the C-TEC wireless network with privately owned devices is a privilege, not a right.

Furthermore, it is not a requirement of C-TEC students. With this privilege comes responsibility. Permission to bring and use both privately owned and district owned electronic devices, is contingent upon adherence to C-TEC standards. Likewise, the use of electronic devices will be by permission of C-TEC personnel only. With reasonable suspicion, any electronic device that a student possesses, owns and has brought to school may be searched.

Using functions disrupts the educational environment, from within the classroom or outside of the classroom that violates the rights of others, or is unlawful, or violates C-TEC standards of acceptable use will be subject to disciplinary action, up to and including suspension, expulsion, or reporting to local law enforcement. Students must observe the following. Failure to do so will result in disciplinary action.

Standards of Acceptable Use:

- Personal electronic devices are brought to school at the students' and parents' own risk. In the event a privately owned device is lost, stolen, or damaged, C-TEC is not responsible for any financial or data loss.
- C-TEC personnel may review files and communications to maintain system integrity and insure that users are using the system per policy. Users should never expect that files stored on district servers will be private.
- Students are responsible at all times for their use of C-TEC technology and the C-TEC network and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- No privately owned electronic device may be connected to the C-TEC network using a network cable plugged into a data outlet. Network access is provided via wireless access only. Students must log in and use the C-TEC wireless network during the school day on personal electronic devices.
- Students will not be permitted to print from their personal electronic devices using C-TEC equipment. We will provide alternatives as follows: (1) printing capabilities from school computers, and/or (2) electronic delivery of documents through email or other online methods.
- The owner of any privately owned electronic device is the only person allowed to use the device.
- Students must not access, modify, download or install computer programs, files or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (i.e. playing online games, downloading music, watching video broadcasts, participating in social media, etc.)
- Students must not alter computers, networks, printers or other equipment except as directed by C-TEC personnel.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of C-TEC.
- Students must not release personal information about themselves, anyone else, or the school on the internet or any other electronic communications.
- Students must not commit, or attempt to commit, any willful act involving the use of the network which disrupts the operation of the network within the district.

- C-TEC network access information should not be conveyed to others, nor attempts be made to use anyone else's accounts. Password security is the responsibility of the student, and as such, the student will be held accountable.
- Students must not establish or attempt to establish computer contact into school district restricted computer nets/networks or any other unauthorized databases.
- C-TEC personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
- If a student finds an inappropriate site or image, he/she must immediately minimize the window and inform the instructor.
- Students must not create/publish/submit/store or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal material or material that promotes violence (including violence or hatred towards a particular individual or group of individuals) or advocates for the destruction of property and should immediately report any instances encountered to C-TEC personnel.
- Voice, video, and image capturing capabilities may only be used with the permission of, and under the supervision of a teacher or administrator at C-TEC.
- Students shall adhere to all laws and statutes related to issues of copyright, plagiarism Students shall adhere to all laws and statutes related to issues of copyright, plagiarism, harassment, slander, and obscenity applicable to internet use.
- Violation of any portion of these standards may result in suspension or removal of a student's computer use privileges and/or further disciplinary action.

C-TEC makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage the user may suffer including but not limited to, loss of data or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. C-TEC will not be responsible for financial obligations arising from unauthorized use of the system. It should be noted, that computer use, including internet access at C-TEC is encouraged and made available to students for educational purposes at times and places determined by the district. Caution is advised with information obtained on the internet and users should not rely on advice found therein. The school district expressly disclaims such advice. There is no expectation of privacy on the internet. The school reserves the right to monitor and control all internet activity including but not limited to, the transmission, receipt and storage of files and email and the websites visited. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to internet use.

Use of technology, and computer network privileges, including internet access, will be granted only after the *Student Acceptable Use and Safety Agreement* (form 7540.03) has been returned acknowledging the C-TEC acceptable use policy has been received, reviewed, and understood. By signing, you agree to comply with the acceptable use policy presented here.

School Closings and Delays Due to Inclement Weather

Adult programs on the main campus are only canceled when a Level 2 Emergency is in effect in Licking County. If a Level 2 Emergency is in effect after 7:00 a.m., the school will be closed for the entire day (until midnight), even if the Level 2 emergency is lifted. Announcements that the high school has closed do not apply to adult programming. Our staff also attempts to call students, especially ones who come from the

longest distances, to notify them directly when school or a specific program is canceled, but often we lack the staff to reach everyone. On questionable days when you have heard no media announcements, it is best to first check your voice mail; then call 740-364-2333 or 800-945-2832 before making a hazardous drive to the school.

Automobile Regulations

Students (and the public) are asked to heed the posted speed limits on campus. Only authorized vehicles with placards should park in the "Handicapped" spaces, and please avoid blocking access ramps. Parking in driveways and fire lanes is not permitted. Any person who drives recklessly, while intoxicated, or in a dangerous or intimidating manner while on C-TEC premises will be banned from the campus.

Lost and Found Service

C-TEC maintains a lost and found area at both ends of the building. We ask you to turn in all valuables or articles found to our office staff for safe keeping until the owner has time to inquire. All articles will be returned to the owner upon proper identification.

Posters and Bulletins

No student has the authority to place articles or notices on the bulletin board without first obtaining permission. Posters or decorations are not to be suspended on school walls with tape or other means. Thumbtacks are not to be used on wood. These rules are necessary to maintain an attractive facility. Any material to be posted on the general bulletin boards or in the halls must have the signed approval of the Director.

School and Program Tours

Guests are welcome to visit our school. Groups or individuals wishing to tour the career center or the various training sites are welcome. Since we have a large number of visitors, we ask that you give us a few days' advance notice so we can accommodate your requests. All visitors must report to the Adult Education Welcome Center to sign a log and obtain a visitor's pass. We cannot accommodate small children without their parents or other responsible adult.

Student Records and Information

Student Rights and Procedures for Reviewing Educational Records Students shall have the right to review their records. Access must be given within 45 days. The Director of Adult Education or designated administrator must be present during any review of student records.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, if they believe the materials are inaccurate, misleading, or inappropriate. Hearings are scheduled by the Adult Director. Any material determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The Adult Director's decision or reply may be appealed to the Superintendent within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Superintendent. Within one week of receiving the request and relevant documents, a second hearing

will be scheduled to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Board of Education according to the due process of law.

Authorizing Release of Student Records to Third Parties

All requests for a student record or evaluation by a person or organization will be directed to the office of the Adult Director. The Adult Director or designee shall provide a form to the requester to be completed and signed. That written request will then be communicated to the student by telephone, e-mail, or letter. By signing the release form, the student authorizes release of the specified record(s) or information to the named third party only.

For certain documents such as resumes, a blanket release can be signed covering specified types of requesters, such as employers. Blanket releases may never apply to grade transcripts, test scores, counseling notes, or any documents containing such sensitive information as:

- 1) Date of birth or age
- 2) Social Security number
- 3) Race, ethnicity, religion, gender, national origin, disability
- 4) Marital status
- 5) Convictions or arrest records
- 6) Sexual orientation
- 7) Medical history

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students and former students are called eligible students.

Upon registration, students are asked to complete a "Release of Information Form." This form is in compliance with FERPA. It authorizes the school to release the information indicated on the form itself to the Ohio Department of Education and the Ohio Department of Higher Education. C-TEC is required to report this information in order to receive state funding on your behalf. Obviously, your signature is very important to the school and to you as a student. If you later wish to withdraw your permission, you may ask to sign a "Revocation of Release of Information Form."

- Students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for students to inspect the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the 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 state and local authorities within a criminal justice system, pursuant to specific state law.
- Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose “directory” information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the school of this District shall have the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of this District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure:

A. MATTERS REGARDING A TEACHING STAFF MEMBER

First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District rules and regulations.

Second Level

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the Director.

Third Level

If a satisfactory solution is not achieved by discussion with the Director, a written request for a conference shall be submitted to the Superintendent. The request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely; and
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Fourth Level

Should the matter still not be resolved or if it is one beyond the Superintendent's authority and requires a Board decision or action, the

complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a meeting before the Board.

B. MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed; and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels terminating with the Board.

C. MATTERS REGARDING A NON-INSTRUCTIONAL STAFF MEMBER

In the case of a complaint directed toward a non-instructional staff member, the same procedure is to be followed as in Part A.

D. MATTERS REGARDING A PROGRAM OR OPERATION

If the request, suggestion, complaint, or grievance relates to a matter of District or school policy, procedure, program, or operation, it should be addressed, initially, to the Director who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part A.

Financial Aid

How to Apply

The student can contact the Financial Aid Officer to schedule an appointment to discuss funding options. Contact Christine Westbrook, Financial Aid Coordinator, at cwestbrook@c-tec.edu or call 740-364-2359 or 1-800-945-2832, Ext. 2359.

Types and Sources of Financial Aid

The Adult Center for Workforce Development has been approved for the following sources of financial aid:

1. Pell Grants – a non-refundable Federal award for students in programs of 600 hours or more. In most cases a student must apply for a Pell Grant before being considered for other forms of financial aid.
2. Veteran's Administration – This includes Chapter 30 and 33 benefits (Montgomery Bill), Chapter 106 (Reservists), Chapter 35 (Survivors), Chapter 32 (VEAP), and other programs.
3. WIA (for dislocated workers and others)
4. TAA/NAFTA (for dislocated workers whose jobs were lost due to plant closings or jobs lost to foreign countries)
5. PRC or Gap funding through the Department of Job & Family Services (for parents of children of low income families whether or not they are employed)
6. Various scholarships and grants from local agencies, professional associations, and civic organizations
7. BWC (Bureau of Workers Compensation)
8. BVR (Bureau of Vocational Rehabilitation)

Tax Credits

Yet another type of assistance is available through the IRS in the form of two generous tax credits:

1. The American Opportunity Credit is a tax credit of up to \$2500 for a maximum of two tax years to students enrolled in full-time training programs that lead to a certificate. The payments must be out-of-pocket and not reimbursed.
2. Lifetime Learning Tax Credit allows a credit of up to \$2000 for each tax year for amounts paid for long or short-term occupational courses. The school will send documentation (1098-T) to the student and the IRS on what was paid out-of-pocket and not reimbursed to the school during the tax year.
3. C-TEC cannot legally provide tax advice. Please consult with a qualified tax preparer or the IRS if you have questions concerning how to use these credits on your taxes.

Payment Plans

For the convenience of the student, interest-free payment plans may be arranged. A payment plan spreads the balance due, after deducting for financial aid, over the months the student is planning to be in attendance. Longer periods may be approved in hardship situations. Payments include an advance payment due on or before the first day of class and a series of monthly payments due the last day of each month. The total amount due must be paid in full by the end of the last month before graduation. To establish a payment plan, the student must meet with a school official to complete a Cost and Funding Summary form and a Payment Plan form.

While payment plans are non-interest bearing, a late charge of \$20 will be assessed if a monthly payment is

received in the following month. Late fees may occasionally be waived, subject to approval, if you notify the school administration in advance and explain the reason for the anticipated late payment.

If a payment plan that you have signed becomes burdensome due to some unforeseen circumstances, you should notify the Financial Aid Officer.

A failure to make a monthly payment will result in a suspension of training after the 15th day of the following month. Certificates of Completion and Transcripts will be withheld if you are behind in your payments at the time of graduation.

Withdrawals or Terminations and Refunds

If a student withdraws or is suspended due to attendance or grades, the student must contact the school's administrative staff to begin the refund process. Refunds due will be made within 45 days of the official date of determination of withdrawal. Refunds due will be paid by the same method as payment was made, except that cash payments will be refunded by check. Students may also choose to apply their payment as a credit against future classes.

The refund policy is as follows:

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided. All monies paid by an applicant (less non-refundable assessment fee) must be refunded, if requested within three days, after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school program, is entitled to a refund of all monies minus the non-refundable assessment fee, but in no event may the school retain more than \$150.00.

You have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided. All monies paid by you (less non-refundable assessment fee) must be refunded, if requested within three days, after signing an enrollment agreement and making an initial payment. If you request cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, you are entitled to a refund of all monies minus the non-refundable assessment fee, but in no event may the school retain more than \$150.00. Marked-up textbooks are not refundable.

Charges for tuition and fees accrue on an hourly basis up to 60% of the total program hours have been completed. At 60% or greater, the entire costs for the program are due at departure. There is a grace period for the first two weeks of class wherein the fees are assessed so that no tuition is charged, but books and supplies received are assessed. For example: students in an 800-hour program would only pay the hourly fees for the hours completed until they have been enrolled for 480 hours.

After being enrolled for 60% or more of the program hours, 100% of the tuition and fees are owed and no refund is possible. Students who are enrolled for more than 60% of the program hours and therefore pay all the course fees, but withdraw before completing the entire course, may re-enroll in the future and apply those payments as a credit toward completion of the program.

Students may appeal the 60% rule to the Adult Director or Registrar. If the withdrawal or termination is due to certain hardships or extenuating circumstances, the final bill may be adjusted. To request an adjustment, the student must meet with or write the Registrar to be considered.

You may withdraw from the school at any time after the cancellation period described above and receive a prorated refund if you have completed less than 60% of the scheduled days through the last date of attendance scheduled for that program period. The prorated refund may be less a registration or administrative fee, not to exceed \$250, and less any deduction for assessments, and equipment not returned in good condition at the time of withdrawal and less book and supply fees. If the notice occurs after the 60% mark, then no refund is due.

Note: Three business days' notice is required for a refund on one- and two-session workshops.

Books and supplies become the property of the student upon receipt and will not be refunded.

In programs that require assessment testing as a condition of enrollment, students who decide not to attend after being tested will still have the charges for the pre-testing applied to their account.

Financial aid may be severely reduced by a withdrawal or suspension. Students with financial aid must contact the Financial Aid Officer to determine what effect a withdrawal will have on the balance due.

Frequently Asked Questions about Pell Grants and Student Loans (Title IV Funding)

What are Pell Grants and Title IV Funding?

The Pell Grant is the best known of the Title IV Federal student aid programs. Students must qualify for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA). Pell awards do not have to be repaid. It forms the base of the financial aid package for most students. Student loans are also determined by completing the FAFSA. Unlike the Pell Grant, student loans must be repaid.

How do I apply for Title IV funding?

You must file a Free Application for Federal Student Aid (FAFSA). This can be done online or with a paper application. The FAA (Financial Aid Assistant) at C-TEC is available to help you process it electronically. Contact the Financial Aid office with any questions. Use the IRS Retrieval Tool within the application. There is no charge for obtaining help with the FAFSA. The FAFSA web-site also has on-line chat available and a toll-free phone line to help you. Go to www.fafsa.ed.gov to get more information on the process and to complete the application.

How do I qualify for Title IV Funding? What circumstances would prevent me from qualifying?

Pell Grants are based on the level of income received the prior year and, to a lesser degree, assets owned by the student and student's spouse for an independent student or the student and his/her parents for a dependent student. The Pell Grant is an entitlement and therefore will be awarded to any student who meets the "need level" except for students with any of the following circumstances:

1. The student does not have a high school or GED Diploma.
2. The student is in default on a student loan or owes a refund for a federal student grant.
3. The student is not a U.S. citizen nor does he/she possess the appropriate documentation to otherwise qualify as a resident alien.
4. The student has a recent drug conviction that was received while also in the process of receiving federal student aid. See C-TEC Policy, *Financial Aid Drug Conviction Consequences Notice*.
5. The student is incarcerated in a Federal or state correctional facility, or is under Involuntary Civil Commitment for a sexual offense.
6. The student has a Bachelor's degree or more than four years of undergraduate study on a full-time basis.
7. The student has reached maximum lifetime availability of the PELL grant (6 years or 600%).

Some circumstances will delay the approval of a Pell Grant until the student is able to address the situation by taking some action. Examples include situations for which the: social security number does not match the student name-common for women who have changed their marital status, student is selected for verification, NSLDS reports that the student is in default on a student loan, but the student has already resolved that problem. (NSLDS = National Student Loan Data System).

Student loans are granted by the federal government based on the cost of attendance. The same exclusions apply to student loans as apply for Pell Grants. When the FAFSA is completed, an 'estimate' is provided for

you. When the FAFSA arrives at the school, it has instructions for the Financial Aid department to determine how much funding is actually due to you.

I'm living on my own with no support from my parents, but the FAFSA says I'm a dependent student and must report my parent's income and asset information as well as my own. Why?

The U.S. Department of Education defines a dependent student as one who meets all of the following criteria:

1. Is less than 24 years old
2. Is not married
3. Has no dependent children or other dependents
4. Is not a veteran of the U.S. military
5. Is not an orphan or ward of the Court

I must complete a second FAFSA next year. Why?

This happens when you will attend in more than one academic year (July 1 to June 30). The Pell Grant is awarded by academic year. So, if you are scheduled to attend in more than one academic year, you will apply once for each academic year your program runs through.

Who receives the Title IV Funding, the school or me?

In signing the Cost & Funding Summary and the Enrollment Agreement you authorize the school to apply your amount and student loan directly to any amounts due the school. If your total financial aid and payments from other third-party payers are greater than the amount owed the school, you will receive checks for the balance from C-TEC. In all cases, the Title IV Funds are sent to the school from the U.S. Department of Education. It is then either applied to the student's account and/or paid directly to the student if the amount exceeds the direct costs of attendance. See your Cost & Funding Summary and Award Letter for your specific details.

How do I "successfully complete" a payment period?

You must meet two standards by the end of the payment period:

- a. 70% or higher grade point average and
- b. 90% accumulated attendance

How are Title IV payment periods set?

The payment period is essentially $\frac{1}{2}$ of the scheduled enrollment hours for your program if it is 900 hours or less. In that case the payment period (or mid-point) will be at 450 hours. For a 720 hours course it is at 360 enrolled hours, etc. A Leave of Absence will also affect the payment periods because those hours out are not considered enrolled hours – as such disbursements will be delayed.

I was selected for verification. What must I do, and why was I chosen?

Your FAA will guide you through the process. The student is usually required to provide additional information through the IRS Retrieval Tool in the FAFSA and additional documentation of such things as income, assets, marital status, family size, citizenship, etc. Once selected, the student must comply or no federal funding (PELL or Student Loans) may be released. Many people are selected for verification by the

U.S. Department of Education because they either did not use the IRS Retrieval Tool or changed information that was downloaded from the IRS website or for some other apparent inconsistency in the data reported or because that data seems inaccurate or unlikely for some reason. See section titled “Verification of Financial Aid Information. . .” for more detail. Students may also be selected by C-TEC for verification due to apparent inconsistencies in the FAFSA data reported.

If I receive a Pell Grant, will it affect my eligibility for funding from Veteran’s Administration or other agencies?

A Pell Grant will not reduce your education benefit nor reduce your monthly allowance from the VA.

Verification of Financial Aid Information that Affects Eligibility or Award Levels

Students will be required to provide documentary proof of the data recorded on their FAFSA if the following is true of the student:

- A. The U.S. Department of Education selects the student for verification, or
- B. Any situation for which the Financial Aid Administrator (FAA) exercises professional judgment in favor of the student. These actions include:
 - a. Using projected current-year income for families of laid-off workers, displaced homemakers, or others for which current year income is projected to be lower than the base (prior) year income.
 - b. Changing dependency status (rarely done)
- C. Any situation in which the FAFSA arrives at C-TEC with a “C” code. “C” codes indicate issues with Social Security, Selective Service (registering with the US Government for the armed services), Immigration and Naturalization Services (INS) (citizenship), National Student Loan Data System (NSLDS) (status of previous student loans), incarceration, drug convictions, etc.
- D. Staff awareness of information that would cause the FAA to question the data contained on the FAFSA.
- E. The existence of seemingly contradictory or inconsistent data within the FAFSA.

A failure or refusal to provide the documentation requested will result in a denial of Title IV funding to the student.

Professional Judgment and Pell Grant Eligibility

Under certain unusual and well-documented circumstances, a student who would not otherwise qualify for a Pell Grant may appeal to the Financial Aid Administrator (FAA) to exercise “professional judgment” and thereby qualify. The school and its officers are subject to refunds and fines for the inappropriate or fraudulent use of professional judgment. One example of possible professional judgment use would be a student who can document the involuntarily loss of employment. Another example of possible professional judgment use is the documented birth of a child after the taxes were filed. Please discuss your circumstances with the FAA.

Deferments

Under certain circumstances a borrower may contact their loan servicer to postpone or “defer” repaying a Federal Student Loan.

Returning to Title IV Policy (R2T4)

Explanation: Title IV funds include government funds that you qualified for like PELL and Direct Student loans. The Federal Government has guidelines that the school must follow when determining when, how much and how Title IV funds are to be returned when a student withdraws. Sometimes this process is called “R2T4”; short for return of (or to) Title IV funds. The financial aid (Title IV funds) and other third party payments may be adversely affected by a withdrawal or termination. This is an explanation of when and how it is determined that Title IV funds need to be returned.

As a general note, C-TEC does not participate in the Parent PLUS loans or Federal Work Study Programs. Title IV funding is available to a student based on the assumption that a student will attend school for the entire period for which the funding is awarded. Students at C-TEC do not have the option of an “incomplete” grade.

Definitions:

Payment Period – A payment period is how the Department of Education defines eligibility for Title IV fund disbursement. After confirmation of both your attendance (must be at 90%) and grades (must be at 70%), the school makes disbursements. The timing of your disbursement is determined by the school and estimated on your Award Letter and your Cost and Funding Summary. Disbursement dates can change if you have not successfully completed a payment period by having 89% attendance or less or by having 69% grade point average or less. If so, you will be notified through the financial aid department. We will contact you by e-mail to set up a meeting to let you know. If we are not able to reach you by e-mail other contact methods may be used. Disbursement dates are confirmed before actual disbursement. You will receive notification both from the Department of Education and from C-TEC (both by e-mail).

Clock hour school – The way the Title IV is disbursed is different based on the Federal Guidelines for the type of school. Semester Schools and Clock-Hour Schools have separate requirements. C-TEC is a clock-hour school. We must take attendance daily and track the hours a student is in school to determine the Title IV aid.

Overpayments – This is what the Department of Education calls any Title IV funding that is due back to them by a student. It occurs when a student has received more money than they are entitled to receive. This can happen because a payment period is for a full period of time noted in the chart below. If a student does not complete the hours within the payment period, an overpayment can occur. If a student has not completed at least 60% of the payment period hours, it triggers calculations that may lead to an overpayment due back by the student to the Department of Education.

Post Withdrawal Disbursement – This is a Title IV disbursement that occurs after a student has left the school. It is due within 180 days after the school determined the student withdrew if it is a student loan and within 45 days if it is PELL. A student is to be notified of the post-withdrawal opportunity no later than 30 days after the date of determination of withdrawal. See the last page of this section for more about the conditions causing a Post Withdrawal Disbursement.

Returning Title IV funds:

Conditions for return: Funds may be returned under several circumstances.

- A. When a student is no longer enrolled.
 - a. If a student voluntarily withdraws within 60% of a payment period.
 - b. When a student fails to complete verification processes within the time limit.
 - c. When a student involuntarily withdraws due to Unsatisfactory Academic Progress including either grades or attendance.
 - d. When a student involuntarily withdraws due to incarceration.
 - e. If a student does not return from an approved LOA.
 - f. If a student is on a lengthy Leave Of Absence (LOA) - a LOA cannot be more than 180 days.
 - i. A VA student providing documentation of being called up for active duty has special VA considerations for returning into the program.
 - ii. See LOA policy – Students are granted a LOA under only certain rare circumstances.

Other Conditions:

- B. Because it is not administratively feasible for the school to distribute funds before a student begins, it is not necessary to return funds if the student’s plans change and the student does not show up for the first night of class.
 - a. C-TEC does wait until payments are made by Title IV for funding the program. The only up-front cost for a student whose PELL and Student loans cover the entire cost of the program is the \$40 pre-testing/assessment/Work-keys fee due on the date of the test. Other students are advised of options for payment plans for amounts due to the school not covered by Title IV financial aid.

Payment Periods: Most of our programs are 900 hours or less. The following chart will help you to determine what a payment period is for your program: (PP = Payment Period)

Program	1st PP	2nd PP	3rd PP	4th PP
Cosmetology	1 – 450 Hrs	451 – 900 Hrs and 14 weeks	901 – 1200 Hrs and 28 weeks	1201 – 1500 Hrs and 41 weeks
Gen/CNC Machining	1 – 360 Hrs	361 – 720 Hrs and 20 weeks		
Heating, Ventilation and A/C	1 – 450 Hrs	451 – 900 Hrs and 16 weeks		
Heavy Truck Mechanic	1 – 450 Hrs	451 – 900 Hrs and 24 weeks		
Massage Therapy	1 – 418 Hrs	419 – 835 Hrs and 23 weeks		
Multicraft Technician	1 – 450 Hrs	451 – 900 Hrs and 22 weeks		
Network Technician	1 – 350 Hrs	351 – 700 Hrs and 26 weeks		
Office Technology	1 – 400 Hrs	401 – 800 Hrs and 18 weeks		

Pipe Welding/Metal Fabrication	1 – 450 Hrs	451 – 900 Hrs and 20 weeks		
Power Lineman	1 – 450 Hrs	451 – 900 Hrs and 17 weeks		
Registered Medical Assistant	1 – 450 Hrs	451 – 900 Hrs and 21 weeks		

Timing for returning unearned Title IV funds after withdrawal: Unearned Title IV funds are to be returned to the Department of Education based on the type and who owes the money back. If it is the school, both PELL and grant money are to be returned as soon as possible but within 45 days of the date of determination of withdrawal.

When refunds are due back to the U.S. Department of Education (Overpayments): Necessary Title IV refunds (called Overpayments) that a student must repay back to the U.S. Department of Education have a specific time line. We are to notify the student within 30 days of when we have determined you owe money and give you an opportunity to re-pay it through us. If the re-payment is not available from the student in full, then the student is referred to Debt Resolution Services as soon as possible.

How the date of determination of withdrawal is calculated for the Return of Title IV funds: A student is responsible for notifying the school right away of the intent to withdraw. Regardless of the date of notification, *it is the last date of attendance that is used for the calculation to return funds.*

Order of Title IV fund returns: The Department of Education requires Title IV funds be returned in the following order.

1. Unsubsidized loan
2. Subsidized loans
3. PELL

When a student withdraws, a calculation occurs based on federal guidelines (see below) and once the amount is determined, it is then that the order is determined based upon what types of Title IV usage is outstanding.

Procedure for calculating the amount of Title IV program funds that a student has earned upon withdrawal: This simple example is of a student who attended a 900 hour program in a clock hour school and left during the first payment period at 50% of the enrollment time. The student had completed 225 clock-hours of enrollment.

Because the amount to be returned is \$3,752, that amount is then placed against the amount used returning first the unsubsidized loan and then the subsidized loan. In this case there is no PELL to be returned. The remaining subsidized loan debt owed by a student would be returned based on your agreement with the loan servicer.

Program: 900 Hours; 450 hours in 1 st payment period, completed 50% of those hours at 225 hours and 24 weeks		How much is returned: Total amount = \$3,752
PELL amount distributed	\$2,823	
Unsubsidized loan distributed	\$2,949	\$2,949

Subsidized loan distributed	\$1,732	\$803
Total distributed	\$7504	
Percent of attendance based on last date of attendance	50%	
Calculation	$\$7,504 \times .50 = \$3,752$	

Another Example: When there is no Title IV return of funds due, it does not mean that your loan agreement is no longer an obligation. You are still required to pay the loan based on your agreement with the loan servicer. One would still owe back the amount borrowed.

Program: 800 Hours; 400 hours in 1 st payment period, completed 62% of those hours at 248 and 18 weeks		How much is returned: Total amount = zero
PELL amount	\$2,509	
Unsubsidized loan distributed	\$1,541	Because student completed
Subsidized loan distributed	\$2,642	more than 60% of the payment
Total distributed	\$6,692	period, no refund of Title IV
Percent of attendance based on last date of attendance	62%	funding is due.
Calculation	$\$6,692 \times .62 = \$4,149$	

Another Example: In this example the student elected not to take any unsubsidized loan money. As above, the remaining subsidized loan debt owed by a student would be repaid based on the agreement with the loan servicer.

Program: 700 hours; 350 hours in 1 st payment period, completed 30% of those hours a 105 hours and 26 weeks		How much is returned: Total amount = \$1,463.40 Subsidized loan
PELL amount	\$2,196	
Unsubsidized loan amount	\$0	
Subsidized loan amount	\$2,682	\$1,463.40/Rounded
Total disbursed	\$4,878	
Percent of attendance based on last date of attendance	30%	
Calculation	$\$4,878 \times .30 = \1463.40	

Conditions for a payment of Title IV funds by the Department of Education due after withdrawal (Post Withdrawal Disbursement): If the disbursement for the payment period has not yet occurred and the student has withdrawn, then Title IV money may still be available. The exception would be that no disbursement is possible if the Verification process has not yet been completed. Any PELL disbursements due in this case are placed against the school debt first. Then any left-over amount would go to the student, if applicable. Student loans may or may not also be available. If they are not available, it is because the student withdrew before a loan origination or Verification process occurred. If they are available, a student must approve disbursement before the disbursement occurs. A student is notified by e-mail and has a period of time to respond (Regular mail may be used should the e-mail bounce back.) So, in essence, the school will not disburse any additional student loans after a student has withdrawn without the student's approval. And, like in the case of PELL, the student loan debt approved by the student will be placed against the school debt first and remaining dollars would go to the student. When notified of the possibility of a student loan

post withdrawal disbursement, you will be given a specific amount of time to respond and must respond within that period.

Credit Balances: These are balances left on an account after all financial obligations have been met including returning Title IV funds. These dollar amounts are returned to the student within 45 days, even if there is no Title IV funding involved. If Title IV finding is involved and we cannot locate you to disburse the funds to you, the funds are returned to the Department of Education no later than 240 days after the date the first check was issued.

Questions and/or additional explanations: Please feel free to contact our Financial Aid Coordinator or assistant noted below for further information:

Christine Westbrook, Fin. Aid Coordinator 740-364-2359 cwestbrook@c-tec.edu	Janet Fletcher, Fin. Aid Assistant 740-364-2360 jfletcher@c-tec.edu
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Or call the front desk at (740) 364-2333 and ask to be transferred.

Campus Security and Clery Act

Jeanne Clery, a 19-year-old Lehigh University freshman, was assaulted and murdered in her dorm room in April 1986. The Jeanne Clery Act was enacted in the belief that crime awareness can prevent campus victimization. The law requires colleges and universities receiving federal funding to prepare, publish and distribute, by October 1 of each year, campus security policies and crime statistics. These campus security policies and crime statistics must be distributed through appropriate publications or mailings, to all current students and employees, and made available to any applicant for enrollment or employment upon request.

Choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial and geographic consideration, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all post-secondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is generally referred to as the Clery Act.

In 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety and security related requirements for institutions. The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
 - a. Murder & Non-negligent manslaughter
 - b. Negligent manslaughter
2. Sex Offenses

- a. Forcible
 - b. Non-Forcible
- 3. Robbery
- 4. Aggravated Assault
- 5. Burglary, where:
 - a. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
 - b. Unlawful entry must be of a structure – having four walls, a roof, and a door.
- 6. Motor Vehicle Theft
- 7. Arson

Schools are also required to report statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made):

- 1. Liquor Law Violations
- 2. Drug Law Violations
- 3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientations, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- 1. Larceny/Theft
- 2. Simple Assault
- 3. Intimidation
- 4. Destruction/Damage/Vandalism of Property

Violence Against Women Reauthorization Act of 2013 (VAWA)

On October 20, 2014, the US Dept. of Education – Office of Post-Secondary Education published in the Federal Register the final regulations regarding the implementation of the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provision, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). This act was signed into law by President Obama on March 7, 2013. Pursuant to this bill, all post-secondary institutions that participate in federal student aid (Title IV) programs are required to be in compliance with the provisions of the VAWA no later than July 1, 2015.

Included in this bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). SaVE required colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Institutions must implement SaVE no later than October 1, 2014 – in effect by the 2014-2015 academic year.

The Clery Act requires post-secondary institutions that participate in Title IV programs to comply with certain campus-safety and security-related requirements. The VAWA amended the Clery Act to require institution, beginning with the 2013 calendar year, to collect and report statistics on incidents of dating violence, domestic violence, sexual assault and stalking occurring on-campus, on public property within or immediately adjacent to the campus, and at non-campus properties like off-campus student organizations housing and remote classrooms. Institutions are also required to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

More specifically, the VAWA requires participating Title IV institutions to:

- Maintain statistics on the number of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities/law enforcement;
- Provide to incoming students and new employees and describe in their annual security reports primary prevention and awareness programs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- Provide and describe in their annual security reports, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Describe each type of disciplinary proceeding used by the institution; the steps, timelines, decision making process for each type of proceeding, how to file a complaint, and how the institution determines which type of proceeding to use;
- List all possible sanctions that the institution may impose following the results of any disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Describe the institution's procedures once an incident of dating violence, domestic violence, sexual assault, or stalking is reported;
- Provide for a prompt, fair, and impartial disciplinary proceeding;
- Provide information about how the institution will protect the confidentiality of victims;
- Provide written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community;
- Provide written notification of victims about options for changing academic, living, transportations, and working situations, if requested by the victim and such accommodations are reasonably available; and
- Provide a written explanation of student or employee rights and options to any student or employee that reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking.

The above listing of requirements does not constitute the full range of mandates placed upon post-secondary institutions by the VAWA. You can read the full text of the bill in the Federal Register/Vol. 79, No. 202, and there is a synopsis of the requirements available through the Clery Center for Security on Campus at www.clerycenter.org.

Campus Safety and Security Survey

The Career and Technology Education Centers of Licking County (C-TEC) annually reports campus crime statistics and fire statistics as required by the Higher Education Act of 1965, as amended (HEA), and reauthorized in 2008. The school's Director of Adult Education reports via a web-based system provided by the United States Department of Education. The C-TEC annual Campus Safety and Security Survey is available through <http://ope.ed.gov/security>. The survey is also available through a link on the Adult Education landing page of the C-TEC website (<http://www.c-tec.edu/AE/>). **Crime statistics for 2013, 2014 and 2015 are available at the end of this report.** The statistics and report used to complete the survey are available in the Adult Education Director's Office.

In Case of an Emergency

For emergencies the C-TEC phones are setup to dial **9-1-1** without need for any other digits. C-TEC has a School Resource Officer, Brian Thomas, who is a sworn officer of the Newark City Police Department. His hours are from 7:30 a.m. to 3:30 p.m. Monday – Friday. **Contact him during those hours by dialing ext. 2498 or 740-364-2498.** He is armed and has arrest authority. For on campus emergencies, **call Officer Thomas after calling 9-1-1.** Emergencies requiring immediate attention should also be reported to any Campus Security Authority after dialing 9-1-1. A Campus Security Authority is defined as any official of C-TEC who has significant responsibility for student and campus activities. These include persons from adult or secondary education specified as Manager on Duty, a program coordinator, the Adult Director or other administrative or counseling staff.

Students are encouraged to promptly report all crimes or accidents occurring on campus or during school activities off campus. Call the campus receptionist at 740-364-2280 or Extension 2280 from a campus phone to reach the Manager on Duty.

Incident/Accident and Emergency Notifications

In the event of an Incident/Accident involving crimes that C-TEC is required to report and include in the Annual Security Report which poses a serious or ongoing threat to student employees, the Campus Security Officer will notify all students and staff via the Emergency Call System, flyers posted at strategic locations on campus, and the PA system. When issuing notifications under the Clery Act, C-TEC will withhold as confidential the names of victims.

In the event of an emergency, an announcement will be made to inform staff, students, and guests of the emergency procedures that will be followed, i.e., fire threat, severe weather threat, or school safety threat. Fire drills will be conducted on a regular basis during the school year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system. Instructors will review fire drill procedures with their students during the first week of class. The staff on duty will supervise the orderly evacuation of the school. Evacuation routes are posted in each classroom and/or lab.

Tornado drills will be conducted during the tornado season in the spring. Students, staff, and guests will be alerted to a tornado drill or an actual tornado warning by broadcasting a siren throughout the school via the

school's public address system. Instructors will review tornado drill procedures with their student during the first week of class.

School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, rather than being evacuated. Students, staff and guests will be alerted to a school safety drill or an actual school safety threat by the announcement of "Lockdown" over the school's public address system.

Campus Security Procedures

The victim of a crime, and/or accident, should notify the proper authority at the appropriate building. The proper authority will contact the appropriate law enforcement agency regarding the crime, and/or accident. If the need should arise, a counselor is available to speak with victims on an individual basis.

Proper Authority

Security Officer & Fire Safety Officer

Name: Lauren Massie

Title: Adult Director

150 Price Road

Newark, OH 43055

Phone: 740-364-2251

Campus Law Enforcement Officer

Name: Brian Thomas

Title: Newark Police School Resource Officer

150 Price Road

Newark, OH 43055

Phone: 740-364-2498

Title IX Coordinator

Name: Thomas Gamertsfelder

Title: School Improvement Coordinator

150 Price Road

Newark, OH 43055

Phone: 740-364-2203

Criminal Offense Log

Both the high school and adult education departments maintain **Daily Crime Logs** which are made available for public viewing during regular business hours. The Daily Crime Log records all reports of crimes made to Campus Security Authorities that have occurred on campus, in the immediate vicinity of the school or during school-related activities. The crime reports are logged by the date the report was filed and contains the date and time of the incident, a school assigned case number, nature of the crime, general location of where the incident happened and disposition of the incident if known. Entries to the Crime Log, including subsequent information, are recorded and made available to the public within two business days. C-TEC may temporarily withhold information from the Daily Crime Log if there is clear and convincing evidence that the information would jeopardize an ongoing criminal investigation, safety of an individual, cause a suspect to flee or evade detection or result in destruction of evidence.

A Daily Crime Log may be obtained on campus and will be issued within one business day of a request unless the disclosure is prohibited by law or would, as explained above, jeopardize the investigation or the safety of a person.

Education and Training

C-TEC provides educational programming to all new students regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to all new students as part of the Start Right Orientation process prior to starting class.

C-TEC provides educational programming to all new employees and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to all new employees and staff as part of the New Employee Orientation. All employees and staff will receive additional educational programming throughout each year of continued employment.

Safety and Security Guidelines/Crime Prevention

Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves and others less likely to become victims. The following is a list of DO's and DON'Ts to protect your property and yourself:

- Do lock your car at all times – when parked and when driving.
- Do use lighted walkways when going to and from parking areas.
- Do report all crimes and/or suspicious activities to a Campus Security Authority promptly.
- Do mark your valuables (books, computers, tools, etc.) with your driver's license number.
- Do call a Campus Security Authority (740-364-2280) if you desire an escort.
- Do avoid events and people prone to use or distribute illegal drugs or alcohol or people and events known for excessive use of legal drugs and alcohol.
- Don't drink and drive.
- Don't date while you or your date are using drugs or consuming more than a very moderate amount of alcohol.
- Do ask a friend to walk with you to the parking lot or smoking area.
- Don't leave valuables in plain sight in your vehicle or leave them unattended in labs, break areas or classrooms.
- Do ask to be assigned a locker if one is available and use it.
- Don't leave purses, book bags, wallets, credit cards, cash or checks in unlocked desks or file cabinets.
- Don't use C-TEC wifi for credit/debit card transactions.
- Do report any security deficiencies you find such as broken doors or locks; inoperative lights; over grown shrubs and trees; broken sidewalks or handrails and other conditions.

Statement Regarding Sexual Misconduct

Sexual Harassment and Offenses

Students and staff at C-TEC have the right to an environment free of sexual harassment and intimidation, not only by persons in positions of power, but by any C-TEC employee or student. Sexual harassment constitutes

a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of school policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments. It is also contrary to the purpose of C-TEC to equip our students with employable skills and habits. Engaging in harassment is one of the quickest ways to get fired from a job. Although certain attitudes or patterns of behavior may seem harmless to some, harassment is a serious issue and all students and staff must be aware of its definition and consequences.

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims. Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal.

Another form of sexual harassment is peer harassment (by other students), and includes many of the above unwanted actions. Sexual harassment committed by students is a serious offense which could lead to dismissal.

Victims of sexual harassment are encouraged to report such incidents promptly to any Campus Security Authority.

Sexual Assault

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with any Campus Security Authority. C-TEC officials will help individuals obtain counseling and file formal reports. In the case of criminal sexual assault, it is extremely important that physical evidence be preserved.

The term "**sexual assault**" means an offense classified as **forcible or non-forcible** sex offense under the uniform crime reporting system of the Federal Bureau of investigation. These offenses include **domestic violence, dating violence, and stalking.** (See Appendix A for definitions.)

What to do if you are sexually assaulted:

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And remember, it's not your fault that you were attacked.
- Write down everything you can remember about your attacker (physical description, location of the attack, etc.) The sooner you record your memory of the assault, the greater value it will have in subsequent legal proceedings.
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on campus, immediately report the assault to any Campus Security Authority after calling 9-1-1. School officials will assist the victim in notifying the local law enforcement agency.

- Seek medical attention. Even if you don't think you're injured, it's important to test for STD's and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

What to do if you are a bystander:

- **Call 9-1-1**
- **Be a good witness.** As soon as possible write detailed notes such as identifying characteristics of perpetrator, specific actions, time, words spoken by the victim and perpetrator, weapons used, etc.
- **Make your presence known** as a witness. This may be the best way to stop the attacker.
- Other interventions should be safe and avoid exacerbating the violence toward you or the victim.
- Attend and comfort the victim afterward.
- Stay on the scene until the police arrive.

Sexual assault disciplinary procedure guarantees:

- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both the accuser and accused shall be informed of the outcome of any campus disciplinary investigation.
- The accuser and the accused will be treated with dignity, courtesy and professionalism.

Students found guilty of such violations under the school's code of conduct and Ohio law are subject to suspension and prosecution. The school will assist victims of sexual assault/harassment with escorts, schedule adjustments, or any other reasonable request that would make the victim safer or feel safer. For additional assistance or information for victims of sexual assault or rape contact:

- **Center for New Beginnings** (battered women's shelter) 60 N. 1st Street, Newark, 740-349-8719
- **Family Health Services of East Central Ohio** (Rape Crisis Center and HIV testing) 155 McMillan Drive, Newark, 740-344-9291
- **Licking County Prosecutor's Office** (victim advocate program) 20 S. Second Street, Newark, 740-670-7530
- **Newark Law Director** (victim advocate Program) 40 W. Main Street, Newark, 740-670-7880
- **Crisis & Information Center** (24-hour crisis line) 1627 Bryn Mawr Drive, Newark, 740-345-4357

Advice for instructors:

Be vigilant! Be aware of your students' behavior and report signs of emotional or mental difficulties. Also be alert for signs of domestic violence or substance abuse. Early intervention may help the student avoid a destructive pattern or event. Note such signs as:

- Inability to concentrate
- Bruising
- Poor attendance
- Extreme nervousness
- Dilated pupils
- Outbursts of anger
- Depression

Contact the counseling office or the Manager on Duty if you observe any of these warning signs. Immediately report any suspicion of substance abuse.

Incident Reporting Procedures

All emergencies should be reported to 911. After emergency personnel have been contacted, the respective Campus Security Officer should also be notified. The Campus Security Officer will record all reported crimes in the Crime Log. A student or employee who reports an incident of a prohibited activity, whether the offense occurred on or off campus, will be given a written explanation of his or her rights and options and will be required to complete an Incident/Accident Report Form, the Campus Security Officer will complete the report on his/her behalf. These above mentioned rights and procedures include, but are not limited to:

- Notification that the victim has the right to notify law enforcement authorities and that the Campus Security Office will provide assistance if the victim so chooses.
- Interim measures to protect the victim will be undertaken by C-TEC to include:
 - a) Confidentiality where due process allows, and
 - b) Separation from accused perpetrator.
 - c) Referral to counseling options available to the victim.
 - d) Prompt, fair, and impartial investigation of the allegations.
 - e) Sustaining any orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
- Equal opportunity for both the victim and the accused perpetrator to:
 - a) Present evidence,
 - b) Have others present during an internal disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice,
 - c) Be informed of the outcome of any related disciplinary proceeding, and
 - d) Appeal the results of any related disciplinary proceeding.
 - e) Prompt and equitable resolution, including,
 - Disciplinary hearing as required,
 - Notification of results of disciplinary hearing,
 - Right of appeal, and
 - Notice of resolution

Victims of sexual offense are strongly encouraged to examine all options available to them. C-TEC has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. The procedures will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects the victim's safety and promotes accountability. The victim, as well as C-TEC, must understand the importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or for obtaining a protection order.

Prohibition against Retaliation

C-TEC prohibits retaliation by any individual against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act.

Appendix A Campus Security Procedures

General Provisions Definitions

- 2903.211 Menacing by Stalking
 - A. (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs
 - (2) No person, through the use of an electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A) (1) of this section.
 - (3) No person, with a sexual motivation, shall violate division (A) (1) or (2) of this section.
- 2907.03 Sexual Battery
 - A. No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply.
 - (1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution.
 - (2) The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired.
 - (3) The offender knows that the other person submits because the other person is unaware that the act is being committed.
 - (4) The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person's spouse.
 - (5) The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person.
 - (6) The other person is in custody of law or a patient in a hospital or other institution, and the offender as supervisory or disciplinary authority over the other person.
 - (7) The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in or does not attend that school.
 - (8) The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution.
 - (9) The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person.
 - (10) The offender is a mental health professional, the other person is a mental health client or patient of the offender, the offender induces the other person to submit by falsely representing to the other person that sexual conduct is necessary for mental health treatment purposes.
 - (11) The other person is confined in a detention facility, and the offender is an employee of that detention facility.
 - (12) The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation serviced by the cleric.

(13) the other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

B. Whoever violates this section is guilty of sexual battery. Except as otherwise provided in this division, sexual battery is a felony of the third degree. If the other person is less than thirteen years of age, sexual battery is a felony of the second degree, and the court shall impose upon the offender a mandatory prison term equal to one of the prison terms prescribed in section 2929.14 of the Revised Code for a felony of the second degree.

- 2919.25 Domestic Violence

- A. No person shall knowingly cause or attempt to cause physical harm to a family or household member.
- B. No person shall recklessly cause serious physical harm to a family or household member.
- C. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

C-TEC Campus Security and Fire Safety Report
Adult Education and High School (calendar year)

Type of Statistic	2013	2014	2015
<u>Criminal Offenses</u>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	
Rape		0	0
Fondling		1	0
Sex offenses - Non-forcible	0	0	
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<u>Hate Crimes</u>			
Murder/Non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<u>Arrests on Campus</u>			
Weapons: Carrying, possessing, etc.	0	1	1
Drug abuse violations	3	0	0
Liquor law violations	0	0	0
<u>Disciplinary Actions - On Campus</u>			
Weapons: carrying, possessing, etc.	1	6	10
Drug abuse violations	0	7	6
Liquor law violations	1	2	0

Type of Statistic	2013	2014	2015
<u>VAWA Offenses</u>			
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0
<u>Unfounded Crimes</u>			
Total Unfounded Crimes		0	0

Fire Safety Report	2013	2014	2015
<i>On campus</i>			
# of fires and cause	0	0	0
# of persons with fire related injuries	0	0	0
# of deaths due to fire	0	0	0
Property damage value caused by fire	0	0	0
<i>On Public property adjacent/accessible</i>			
# of fires and cause	0	0	0
# of persons with fire related injuries	0	0	0
Property damage value caused by fire	0	0	0

Student Services

Job Search Assistance

While C-TEC cannot guarantee a job as a result of completing a training program, C-TEC does provide assistance with job search and resumes.

Each full-time program includes instruction in job search strategies, resume writing, and using online systems such as OhioMeansJobs.com to explore careers, employment data, local employment opportunities, and training requirements. All incoming students are required to register with Ohio Means Jobs.

Career Counseling & Interest Exploration

C-TEC provides career counseling and interest exploration for individuals who are unsure of their career direction. Students may meet with one of our career counselors for advice or assistance in these areas:

- Loss of job or anticipating job loss
- Re-entering the workforce after an absence
- Career/job coaching
- Deciding on further education
- Job dissatisfaction
- Retired, but wanting to work

Complete a Career Interest Assessment to explore your interests and values and identify a new career direction or find your best job fit. Contact Anne Bowman, Talent and Assessment Coordinator, to schedule: (740) 364-2267 or abowman@c-tec.edu

Guidance and Counseling Services

Students enrolled in all longer-term career development courses and some shorter courses have access to career and family counseling. Students may call 740-364-2267 to set an appointment with one of our licensed counselors. They can assist students with:

- Planning or reviewing career goals.
- Providing guidance to help resolve personal, family, or organizational issues that interfere with success on the job or in school.
- Planning a job search campaign.
- Identifying and providing guidance to educational barriers.

Testing Center

Testing services available to students, public and local employers.

- WorkKeys: Weekly test sessions for pre-enrollment in C-TEC classes and pre-employment testing offered for business/industry.
- National Career Readiness Certificate: Complete the WorkKeys Assessments and receive a platinum, gold, silver or bronze certificate and distinguish yourself to employers.
- Certification Testing: Authorized Testing Center for PearsonVUE, Castle Worldwide Systems, and ETS ParaPro.
- GED: Licking County GED Testing Center

Transitions

Prepare for testing, improve your skills, and train to raise your test scores to meet requirements of employers and C-TEC classes or review for college level enrollment. Course content includes applied technology, applied math, locating information, and reading for information. Class size limited or by referral. For more information, call (740) 364-2333.

ASPIRE: Adult Basic and Literacy Education (ABLE) and GED Preparation

ASPIRE (ABLE) classes are available at no charge and provide preparation for the GED test. C-TEC offers ASPIRE (ABLE) classes at convenient times and at various locations throughout the county. These classes help students improve employability skills, enroll in training programs, or improve college placement or workplace credential scores. Contact Erin Wheeler, ABLE Coordinator, at 740-364-2263, for more information.

English Speakers of Other Languages (ESOL)

C-TEC offers free classes for adult students learning English. Classes are offered twice a week at two locations within the county. Contact Erin Wheeler, ABLE Coordinator, at 740-364-2263, for more information.

Referrals for Support Services

C-TEC provides confidential assistance and referrals for students who face challenges to success. C-TEC career counselors can refer students for assistance with the following issues:

- Adult reading and math
- Addiction services
- Child care
- Children's services
- Clothing
- Computer training (free classes)
- Dental Services
- Domestic Violence
- Elder Care
- Food Assistance
- Financial Assistance
- Grief Counseling
- Housing Assistance
- Legal Aide
- Medical Services
- Mental Health Support
- Personal Counseling
- Pregnancy
- Senior Services
- Suicide Prevention
- Transportation
- Veteran's Assistance

Contact Anne Bowman at 740-364-2267 for more information.

Adult Diploma Program

The Adult Diploma Program at C-TEC's Adult Education Center is a new opportunity for any resident of Ohio who is 22 years old or older, and does not already have a High School Diploma or GED credential. Learning is student-centered, self-paced and begins with a Career Pathway in mind. From student orientation, career counseling, assessment and enrichment classes, to technical training that leads to an industry approved credential, this program is designed to provide support and promote success during and after graduation. Adult Diploma participants will receive their High School Diploma upon successful completion of the credential program, **and** acquiring the designated industry credential for their assigned program. The High School Diploma is issued by the State Department of Education.

While the program is offered at **no cost** to students, there are required commitments the student must fulfill to participate and continue enrollment in the programming.

1. Potential Adult Diploma students must sign-up for and complete a mandatory orientation through C-TEC's Aspire Program. Students will receive an introduction to the program and C-TEC's Adult Education Center. They will be assessed using the TABE test (Test of Adult Basic Education), to determine placement in the program, open OMJ and Ohio SAFE Accounts, complete enrollment paperwork and individually conference with an Aspire Instructor in regards to testing results, goal setting and career planning.
2. After successful completion of orientation, ADP students will be referred to an Aspire Enrichment class where students will receive instruction to prepare them to take and pass the Work Keys Assessment. In order to be accepted into one of the approved C-TEC Adult Diploma Courses, a student must pass each section of the Work Keys testing (Reading, Math and Locating Information). Each program offering has its own Work Keys minimum score for enrollment. There are several program options to choose from.

C-TEC (Career and Technology Education Centers) has identified the following programs as eligible Adult Diploma Courses:

Program:	Total Clock Hours
Administrative Professional	220
State Tested Nursing Aide (STNA)	80
CompTIA A+ Hardware and Software	120
CompTIA Network+	60
Welding	160
Heating, Ventilation and Air Conditioning (HVAC)	175
Manufacturing Production Technician (C-TEC Edge)	120

*Adult Diploma Program eligible programs effective as of July 1, 2017. Program availability is subject to change.

*Adult Diploma Program eligible programs are NOT eligible for Federal Student Aid.

*Work Keys cut scores are available and discussed during career counseling at orientation.

3. Aspire Enrichment courses are held at the following:

C-TEC Adult Education Center

Monday & Wednesday 10:00am-12:30pm or 5:30pm-8:00pm

Tuesday & Thursday 10:00am-12:30pm or 5:30pm-8:00pm

Ohio Means Jobs Center

Monday-Thursday 9:00am-4:00pm

4. Students enrolled in the Adult Diploma Program are required to adhere to **all** enrollment and program specific policies as stated in the C-TEC Student Handbook and/or program handbook.
5. ADP students are expected to maintain and establish proof of attendance (**90%**), when attending Aspire Enrichment classes. The Aspire Enrichment Instructor will determine when a student is ready to take the official Work Keys testing, though Work Keys practice tests and post-testing using the TABE. A minimum of 20 hours is required in the Aspire Enrichment course prior to exit.
6. Students will be referred to take the Work Keys exam under the advisement of their Aspire Instructor and the Aspire Coordinator. Once appropriate levels are reached, the student may enroll in one of the ADP approved courses.
7. An applicant who does not meet or exceed the required Work Keys scores for their recommended program may request a retest of the section(s) in which the applicant did not obtain a passing score. Retesting can occur up to 3 times before additional remediation would be required for advancement through the Adult Diploma Programming. The student must then be approved through the Aspire Program Coordinator in order to be eligible to retest.

*Special testing services may be provided for individuals with special needs. With acceptable documentation, the Assessment Center may accommodate students with impediments such as vision, hearing, speech, mobility and learning. Please contact the Assessment Center for more information.

8. Once the student has enrolled in one of the ADP approved courses they must complete the courses required clock hours as well as complete the courses required credential exam, in order to be eligible for their High School Diploma. The program provides a one-time credential test fee. If a student fails the credential exam, they can test again per the program guidelines at the student's cost.
9. If a student stops-out of their chosen ADP credential program, or does not maintain proper attendance per program guidelines, there is a 6-month waiting period for re-entry into the program.

*Students may appeal to the program coordinator in cases of extenuating circumstance.

10. Upon meeting all the above requirements, including proper completion of the program approved course and passing the credential exam, the student will then be eligible to receive their High School Diploma issued by the State Department of Education.

PROGRAMS and COURSES

(C-TEC is a certificate granting institution. As such, all successfully completed programs result in an earned certificate.)

PROGRAM <i>Course/Module</i>	COURSE CODE	HOURS	PROGRAM LENGTH*	MAX NUMBER OF STUDENTS	INDUSTRY CREDENTIAL OFFERED
COSMETOLOGY	COS9710	1500	15	25	Ohio State Board of Cosmetology Stylist
EMT BASIC	PS5400	150	4 Months	25	EMT-B, Ohio Dept. of Public Safety
FIRE FIGHTER 1	PS5310	156	7 Months (FFI & FFII)	25	FFI, Ohio Dept. of Public Safety
FIRE FIGHTER 2	PS5330	108	7 Months (FFI & FFII)	25	FFII, Ohio Dept. of Public Safety
GENERAL & CNC MACHINING	GM9000	720	11 Months	25	NIMS
<i>CNC I - Programming & Operation</i>	GM9001	200		25	
<i>CNC II – CAD/CAM</i>	GM9002	120		25	
<i>Blueprint Reading</i>	GM9003	75		25	
<i>Basic Manual Machining</i>	GM9005	140		25	
<i>Advanced Manual Machining</i>	GM9006	185		25	
HEATING, VENTILATION AND AIR CONDITIONING (HVAC)	HVAC9200	900	9 Months	25	ICE/NATE
<i>Air Distribution</i>	HVAC9203	78		25	
<i>Heat Pumps</i>	HVAC9204	156		25	
<i>Installation Procedures</i>	HVAC9206	174		25	
<i>Heating</i>	HVAC9201	240		25	
<i>Cooling</i>	HVAC9202	228		25	EPA/CFC, R-410A
<i>Employability</i>	HVAC9207	24		25	
HEAVY TRUCK & HEAVY EQUIPMENT TECHNICIAN	HTET2209	900	12 Months	25	ASE or AED (depending on track)
<i>Electrical/Electronic Systems</i>	HTET2211	210		25	Both tracks
<i>Diesel Engines</i>	HTET2212	195		25	Both tracks
<i>Drive Trains</i>	HTET2217	90		25	Heavy Truck
<i>Braking Systems</i>	HTET2214	105		25	Heavy Truck Track
<i>Steering & Suspension</i>	HTET2215	90		25	Heavy Truck Track
<i>HVAC</i>	HTET2213	90		25	Both Tracks
<i>PM Maintenance</i>	HTET2216	120		25	Heavy Truck Track
<i>Hydraulics</i>	HTET2219	105		25	Heavy Equipment Track
<i>Welding & Fabrication</i>	HTET2219	90		25	Heavy Equipment Track
<i>Safety & Tools</i>	HTET2220	120		25	Heavy Equipment Track
<i>Power Trains</i>	HTET2221	90		25	Heavy Equipment Track

PROGRAM <i>Course/Module</i>	COURSE CODE	HOURS	PROGRAM LENGTH*	MAX NUMBER OF STUDENTS	INDUSTRY CREDENTIAL OFFERED
LICENSED MASSAGE THERAPY	HC13700	835	11 or 15 Months*	25	LMT, MBLEx, State Medical Board of Ohio
MEDICAL CODING	HC13201	362	5 Months	25	AAPC, Certified Professional Coder
MULTICRAFT MAINTENANCE	MM9100	900	10 Months	25	Depends on Track
<i>Blueprint Reading & Precision Measuring</i>	MM9101A	75		25	Industrial Track
<i>Blueprint Reading for Construction</i>	MM9101B	75		25	Facility Track
<i>Plumbing</i>	MM9102	180		25	Facility Track
<i>Machining</i>	MM9103	140		25	Industrial Track
<i>Electrical Control Systems 480 3PH</i>	MM9104	240		25	Industrial Track
<i>Electrical Wiring & NEC Code</i>	MM9105	150		25	Facility Track
<i>HVAC</i>	MM9106	175		25	Facility Track CFC, R-410A
<i>Hydraulics, Pneumatics</i>	MM9107	175		25	Industrial Track
<i>Welding</i>	MM9108	150		25	Industrial Track AWS
<i>PLC training</i>	MM9109	120		25	Industrial Track
<i>Facility maintenance</i>	MM9110	170		25	Facility Track
NETWORK TECHNICIAN	NT8500	700	11 Months	25	Cisco, CompTIA, Linux
<i>LINUX/Essentials</i>	NT8510A	60		25	LPI Linux Essentials
<i>CompTIA A+ Hardware</i>	NT8510B	60		25	Exam 220-901
<i>CompTIA Server+</i>	NT8510C	60		25	
<i>CompTIA A+ Software</i>	NT8510D	60		25	Exam 220-902
<i>CompTIA Project+</i>	NT8510E	60		25	PKO-003
<i>CompTIA Network+</i>	NT8510F	60		25	Exam N10-006 30 Bird Media
<i>CompTIA SECURITY +</i>	NT8510G	60		25	SYO-401 30 Bird Media
<i>CISCO-CCENT</i>	NT8510H	120		25	ICND1 100-105
<i>CyberSecurity</i>	NT8510I	100		25	
<i>Cisco CCNA</i>	NT8510J	60		25	Cisco 200-105 ICND2
OFFICE TECHNOLOGY/ADMIN PROF	OT9503	220	4 months	25	OPAC, MOS
OFFICE TECHNOLOGY/MEDICAL	OT9502	900	12 Months	25	CMOA, CPC
POWER LINEMAN TRAINING	LT1000	900	9 Months	25	Class D Lineman, Class A CDL, CAST, OSHA 10 Hr
REGISTERED MEDICAL ASSISTANT	HC13500	900	11 Months	25	RMA, American Medical Technologists
STNA	NA8100	80	1-2 Months*	25	STNA, Ohio Dept. Health
STRUCTURAL & PIPE WELDING/METAL FABRICATION	WE9300	900	10 Months	25	AWS D1.1 D1.3 D1.6 API 1104, ASME OSHA 1910 NDE Level 1

*depending on the class schedule

Programs

Cosmetology Stylist (COS9710) - Accredited by the Ohio State Board of Cosmetology

The 1500 hour Cosmetology Stylist program is delivered in a sequence of modules that prepare students for entry level careers in the field of cosmetology. Learning opportunities develop the academic and professional knowledge and skills required for industry employment and career advancement. Instruction consists of theory, practical lab experience, and clinical lab experience. Students may participate in up to 150 hours of supervised internships at licensed salons after completing 750 hours of instruction.

Facilities and Equipment: The program has a 26 chair salon, including two facial rooms, a waxing room, a pedicure room, 24 manicure tables, a dispensary, two storage rooms, a unisex restroom, and a reception/waiting area with Salonware point-of-sale software. Equipment includes six shampoo bowls with hydraulic lifts, two electrotherapy facial machines, two climazon heat treatment machines, and a private office area for instructors with phones and computer stations.

Program graduation requirements: Students must satisfactorily complete 1500 program hours with at least a 90% overall attendance rate and a 70% academic grade point average. Students who meet graduation requirements may apply to take the state board test for the 1500 hour stylist license. Students receive a certificate upon successful program completion. This course is designed to prepare students for the Ohio State Board of Cosmetology (OSBC) Licensure Test for Stylist. For more information on State Board testing and student requirements, go to <http://www.cos.ohio.gov/>

Employment Opportunities

Stylist, Color Specialist, Manicurist, Skin Care and Cosmetic Consultant, Salon/Spa Services, Salon Manager

Coordinator

Sheila Thompson

Office Telephone 740-364-2270

Email Address sthompson@c-tec.edu

Program Start Dates and Class Meeting Times

September 11, 2017

January 3, 2018

April 2, 2018

June 4, 2018

Monday -Thursday 10:30am – 6:00pm. (Summer Hours 10:00 a.m. – 5:30 p.m.)

Contact Coordinator for start dates and additional information.

Length of Program

1500 Hours (Approximately 60 weeks; contact Financial Aid Office for specific program length, based on start date)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Program Requirements

Mandatory Dress Code

C-TEC 1500 Hour Cosmetology Program Content and Hours	1500 Hour Core	Clinic 50% Core	Theory 50%
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	60	30	30
2. Properties of the Hair & Scalp <ul style="list-style-type: none"> • Trichology • Draping Techniques/ Client Protection • Shampoos/Rinses/Treatments • Disorders/Diseases/Conditions • Chemistry (<i>Basics/pH</i>) 	120	60	60
3. Hair Procedures & Practices <ul style="list-style-type: none"> • Styling & Finishing (<i>Roller Setting/Hair Molding</i>) • Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>) • Formal Styling (<i>Braiding/Wigs/Hair Pieces & Hair Additions</i>) • Haircutting Basics • Haircutting Techniques & Tools(<i>Shears/Razor/Texturizing/Clippers/Trimmers</i>) 	460	230	230
4. Chemical Procedures & Practices <ul style="list-style-type: none"> • Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections</i>) • Hair Coloring (<i>Dimensional Coloring Techniques/ Corrections</i>) 	480	240	240
5. Manicure & Pedicure Procedures & Practices <ul style="list-style-type: none"> • Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>) • Diseases, Disorders, and Conditions • Basic Manicure and Pedicure • Manicure and Pedicure (<i>Tools/ Equipment</i>) • Hand/ Arm/ Foot/ Leg Massage • Artificial Nail Enhancements / Maintenance 	120	60	60
6. Skin Care Procedures & Practices <ul style="list-style-type: none"> • Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/ Tissues</i>) • Diseases, Disorders, and Conditions • Basic Facials (<i>Techniques/Treatments/Facial Make-up/Hair Removal</i>) • Relaxation Treatments/ Health History • Electricity (<i>Principles/Safety/Effects/Therapies</i>) 	120	60	60
7. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	120	60	60
8. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	20	10	10
C-TEC Adult Cosmetology 1500 Hour Program, Clock Hours Total	1500	750	750

Emergency Medical Technician (PS5400) – Chartered by the Ohio Department of Public Safety

The Emergency Medical Technician (EMT-B) Training Program is designed to meet the requirements for the Ohio Department of Public Safety, Division of EMS, and Emergency Medical Technician Curriculum. This program covers all areas of emergency, pre-hospital medical care that may be necessary at the scene of accidents or serious illness. Competencies include defining and demonstrating the role of the EMT-B in the health care delivery system, understanding and applying anatomical and physiological knowledge in the assessment and therapy of critically ill or injured patients, rapid skill assessment, data interpretation, intervention with ill or injured patients, Basic Cardiac Life Support, patient transport and patient communication. Successful completion of this 150 hour course prepares students and makes them eligible to take the National Registry of Emergency Technicians Test and to obtain an entry level position as an Emergency Technician.

Courses/Modules

- Preparatory (EMS Systems, Workforce Safety and Wellness, Medical, Legal & Ethical Issues, Human Anatomy, Communications and Documentation, Lifting and Moving Patients, Incident Management, Terrorism Response and Disaster Management , State Of Ohio Trauma, Triage and Transport Protocols, Transport Operations)
- Patient Assessment (Patient Assessment Elements, Vital Signs – Assessment and Interpretation, Patient Assessment Scenarios, Medical Patient Assessment, Pediatric Patient Assessment, Geriatric Patient Assessment, Trauma Patient Assessment, Patient Assessment Laboratory)
- CPR/Shock/Airway (Cardiac Arrest Management, Airway Obstruction Management, AHA BLS Healthcare Provider Course, Cardiac Arrest Management / AED Laboratory, Shock Assessment & Management, Airway & Breathing Assessment & Interventions, BLS Airway Laboratory ALS Airway Laboratory)
- Medical Patient (Principles of Pharmacology, Respiratory Emergencies, (LAB) Patient Assessment of Respiratory Emergencies along w/ Medication Administration, Cardiovascular Emergencies , Neurological Emergencies, (LAB) Patient Assessment of Cardiovascular & Neurologic Emergencies, Endocrine Emergencies, Immunologic Emergencies, (LAB) Patient Assessment of Endocrine & Immunologic Emergencies with Glucometer Checks & Epi- Pen usage, Toxicology, Psychiatric Emergencies, (LAB) Patient Assessment of Toxicological & Psychiatric Emergencies GI / Urologic Emergencies, Gynecologic Emergencies , Geriatric Emergencies, (LAB) Medical Patient Assessment & Management of ALL Medical Emergencies along w/ Medication Administration, Obstetrics & Neonatal Care, (Lab) OB & Newborn / Pt. Assessment & Care, Pediatric Emergencies, (Lab) Medical Pt. Assessment of the Pediatric Pt.)
- Trauma Patient (Bleeding, Soft Tissue Injuries , (Lab) (Bleeding, Wounds, & Shock Care & Trauma Pt. Assessment), Chest Injuries , Abdominal & Genitourinary Injuries, (Lab) (Trauma Pt. , Assessment / Chest & Abdominal Care), Orthopedic Injuries, Environmental Emergencies, (Lab) (Trauma Pt. Assessment / Splinting), Face & Neck Injuries, Head & Spine Injuries (Lab) (Trauma Pt. Assessment / Seated & Supine C-Spine), Vehicle Extrication & Special Rescue (Lab) (Seated & Supine C-Spine), (Lab) Patient Removal /Automobile Extrication)
- Clinical 10 Hours, Clinical Patient Encounters/Assessments
- National Registry Preparatory

Employment Opportunities

- Emergency Medical Technician
- Emergency Transport
- Emergency Room or Urgent Care Centers

Coordinator

Erna Holland

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2282

Email Address eholland@c-tec.edu

Class Meeting Times

Evening Classes: T, TH, W 6 – 10pm, plus Saturdays 9am – 5pm

Day Classes: T, TH, Sat, 9am – 4pm

Contact Coordinator for start dates and additional information.

Hours

150 Hours

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED. If you are enrolled through COTC, a copy of your student ID will be required.

Program Requirements

Completion of NIMS 100+700 (Copy of Certificate)

Go to C-TEC website at <http://www.c-tec.edu/cms/One.aspx?portalId=76736&pageId=95814> for all required forms. Click on EMT–Basic. All forms should be printed prior to the first class.

Must be at least 17 years old and a high school senior.

Physical exam.

BCI/FBI Background Check required before Clinicals.

Must be in department uniform. Blue shirt and slacks. Refer to the EMT Student Handbook.

Professional Firefighter (Firefighter I and II)

Firefighter I (PS5310) – Chartered by the Ohio Department of Public Safety

The Firefighter I Training Program is designed to meet the requirements of the Ohio Department of Public Safety - Division of EMS FFI Curriculum and NFPA 1001. This program covers all the areas of Fire Fighting that may be necessary at the scene of fires and accidents. It includes classroom instruction, and laboratory practical application. Students will train in department organization, safety, fire behavior, portable extinguishers, personal protective equipment, tools, ladders, fire hose, appliances and streams, overhaul, rescue and water supplies. Additionally students will learn about fire alarms and communications, forcible entry, ventilation, ropes, control, salvage, cause and origin, detection, alarm and suppression systems, prevention, public education, cause determination, building construction, emergency medical care and hazardous materials. Upon successful completion of this course students will take the Firefighter 1 Certification Test and be prepared for entry level positions in Firefighting.

Courses/Modules

- Orientation and Fire Service History
- Firefighter Safety and Health
- Fire Behavior
- Building Construction
- Firefighter Personal Protective Equipment
- Portable Fire Extinguishers
- Ropes and Knots
- Rescue and Extrication
- Forcible Entry
- Ground Ladders
- Ventilation
- Water Supply
- Fire Hose
- Fire Streams
- Fire Control
- Fire Detection, Alarm, and Suppression Systems
- Loss Control
- Protecting Fire Scene Evidence
- Fire Department Communications

Employment Opportunities

Firefighter

Coordinator

Erna Holland

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2282

Email Address eholland@c-tec.edu

Class Meeting Times

Monday and Wednesday, 6:00pm – 10:00pm, and Saturday 9:00am – 5:00pm, as scheduled.
See C-TEC web site for current class dates.

Hours

156

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED and or if you are enrolled through COTC a copy of your student ID will be required.

Program Requirements

Capable of strenuous physical activity (Firefighter I includes 15 hours of physical training)

No facial hair (mustache acceptable)

Physical Form (submitted on the first day of class)

NFPA approved fire equipment and gear. Gear can be rented at www.rentbunkergear.com or phone (800) 476 – 4568

Valid Driver's License

Completion of NIMS 100 and 700 (copy of certificate required)

C-TEC website to download forms: <http://www.c-tec.edu/cms/One.aspx?portalId=76736&pageId=95814>

Must be at least 17 years old and a high school senior

BCI/FBI background check.

Must be in department uniform or navy blue shirt and pants with black shoes. Refer to the EMT and Firefighter Student Handbook.

Firefighter II (PS5330) – Chartered by the Ohio Department of Public Safety

The Firefighter II Training Program is designed to meet the requirements of the Ohio Department of Public Safety - Division of EMS FFII Curriculum and NFPA 1001. This program covers all the areas of Fire Fighting that may be necessary at the scene of Fires and accidents. It includes classroom instruction, and laboratory practical application.

Students will train in fire department organization, fire alarm and communications, fire hose, appliances and streams, foam fire streams, control, fire and origin, rescue, water supplies, fire detection, alarm and suppression systems, fire prevention, public education, cause determination, building construction, and hazardous materials training.

Upon successful completion of this course students will take the Firefighter II Certification Test and be prepared for entry level positions in Firefighting.

Courses/Modules

- Orientation and Fire Service History
- Firefighter Safety and Health
- Fire Behavior
- Building Construction
- Firefighter Personal Protective Equipment
- Portable Fire Extinguishers
- Ropes and Knots

- Rescue and Extrication
- Forcible Entry
- Ground Ladders
- Ventilation
- Water Supply
- Fire Hose
- Fire Streams
- Fire Control
- Fire Detection, Alarm, and Suppression Systems
- Loss Control
- Protecting Fire Scene Evidence
- Fire Department Communications
- Fire Prevention and Public Safety

Employment Opportunities

Firefighter

Coordinator

Erna Holland

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2282

Email Address eholland@c-tec.edu

Class Meeting Times

Monday and Wednesday, 6:00pm – 10:00pm, and Saturday 9:00am – 5:00pm, as scheduled.

Hours

108

Prerequisites

Firefighting I, WorkKeys Testing, copy of High School Diploma or GED and or if you are enrolled through COTC a copy of your student ID will be required.

Program Requirements

Capable of strenuous physical activity (Firefighter II includes 10 hours of physical training)

No facial hair (mustache acceptable)

Physical Form (submitted on the first day of class)

Completion of NIMS 100 and 700 (copy of certificate required)

Required forms: <http://www.c-tec.edu/cms/One.aspx?portalId=76736&pageId=95814>

NFPA approved fire equipment and gear. Gear can be rented at www.rentbunkergear.com or phone (800) 476-4568

Valid Driver's License

Must be at least 17 years old and a high school senior

BCI/FBI background check.

Must be in department uniform or navy blue shirt and pants with black shoes. Refer to the EMT and Firefighter Student Handbook.

General and CNC Machining (GM9000) – Affiliated with the National Institute for Metalworking Standards (NIMS)

This course provides students with the necessary skills and knowledge to obtain an entry level position in the field as well as the ability to advance quickly after securing related employment. The curriculum consists of safety, blueprint reading, related mathematics, precision measurement, bench work, heat treatment, lathes, vertical mills, horizontal mills, saws, drills, grinders, CNC lathe and CNC mill and related hand tools.

Courses/Modules

The following courses are included in General and CNC Machining but may be taken as individual courses depending on the student’s prior experience with machining.

- Programming and Operation (GM9001) – (read, write, edit G&M code, write and enter code on CNC mill and lathe, operate CNC lathe and mill)
- Mastercam (GM9002) – (Use Mastercam software to create complex programs and parts on CNC machines, apply programs on a CNC mill and lathe, machine and software troubleshooting)
- Blueprint Reading (GM9003) – (foundational industrial blueprint reading, precision measurement)
- Basic Manual Machining (GM9005) – (fundamentals of manual machining, use lathes, mills, drill presses, grinders, saws, layout and bench work tools)
- Advanced Manual Machining (GM9006) – (Precision machining and complex setups, related math)

Employment Opportunities

- General Machinist

Coordinator

Don Dean
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2270
Email Address Ddean@c-tec.edu

Program Start Dates and Meeting Times

Monday -Thursday 5:00 p.m.-10:00 p.m.
Contact Coordinator for start dates and additional information.

Program Length

720 Hours (Approximately 39 weeks; contact Financial Aid Office for specific number of weeks, based on start date)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Heating, Ventilation, and Air Conditioning (HVAC9200) ---Affiliated with the Air-Conditioning, Heating and Refrigeration Institute (AHRI)

This course teaches students to become a productive repair and installation technician on residential and light commercial HVAC jobs. This course also cross-trains facility maintenance technicians to make them proficient in HVAC repair. With the exception of commercial refrigeration it is a comprehensive course that includes the following modules: Heating, Cooling, Air Distribution, Heat Pumps, Refrigeration, Installation Procedures, and Employability and Professionalism. Upon successful completion of the program the student will be prepared for entry level positions and able to test for the CFC License, R410A Safety Certificate and Industry Competency Exam (ICE).

Courses/Modules

- Air Distribution
- Heat Pumps (Air and Geo-thermal)
- Refrigeration
- Installation Procedures
- Heating
- Employability
- Cooling

Employment Opportunities

- Installation/Repair Technician

Coordinator

Tim Broseus

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2273

Email Address jholbrook@c-tec.edu

Program Start Dates and Meeting Times

M-F 8:30 a.m. to 3:30 p.m.

Contact Coordinator for start dates and additional information.

Program Length

900 Hours (Approximately 34 weeks; contact Financial Aid Office for exact number of weeks, based on start dates)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Heavy Truck & Heavy Equipment Technology (HTET2209) --- Accredited by the National Automotive Technicians Education Foundation (NATEF)

The 900 hour Heavy Truck & Heavy Equipment Technology Program prepares students for entry-level employment as heavy truck or heavy equipment maintenance and repair technicians. Through classroom and hands-on lab experiences, students develop the knowledge and skills required to diagnose and repair semi-truck and major equipment systems. These systems include diesel engines, fluid power (hydraulics), power/drive trains, lubrication, electrical/electronic controls, and HVAC. Students also learn the use of shop tools, precision instruments, and computer diagnostic equipment. Students choose one of two tracks: Heavy Truck or Heavy Equipment. The chosen track determines the program modules for each student. Successful program completers will be prepared to take one of the following credentialing exams: Heavy Truck: ASE Student Certification exams for Heavy and Medium Trucks (4 total). Heavy Equipment: AED Foundation Graduate Student Technology Assessment.

Program Modules:

Heavy Truck

- Safety, Basic & Preventative Maintenance (120 Hours)
- Drive Trains (90 Hours)
- Electronics & Electrical Systems (210 Hours)
- Diesel Engines (195 Hours)
- Air Conditioning and Heating Systems (90 Hours)
- Braking Systems (105 Hours)
- Steering and Suspension (90 Hours)

Heavy Equipment

- Shop & Field Safety, Maintenance and Tools (120 Hours)
- Power Trains (90 Hours)
- Electronics & Electrical Systems (210 Hours)
- Diesel Engines (195 Hours)
- Air Conditioning and Heating Systems (90 Hours)
- Hydraulics (105 Hours)
- Welding and Fabrication (90 Hours)

Employment Opportunities

- Heavy Truck Maintenance and Repair Technician
- Heavy Equipment Maintenance and Repair Technician

Coordinator

Don Dean
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2214
Email Address ddean@c-tec.edu

Program Start Dates and Meeting Times

All classes are scheduled 5:00pm – 10:00pm, Mondays – Thursdays
Contact Coordinator for start dates and additional information.

Program Length

900 Hours (Approximately 47 weeks; contact Financial Aid Office for specific length, based on start dates)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Licensed Massage Therapy (HC13700) - Accredited by the State Medical Board of Ohio

This 835 hour program prepares students to treat disorders of the human body by using massage techniques which include: Gliding, Kneading, Friction, Compression, Tapotement, Vibration, Stretching, Joint Movement, Hydrotherapy, Applications of Heat and Cold, and Topical Preparations. Core components of the program include Massage Therapy (emphasis on Swedish massage), anatomy and physiology, medical terminology, ethics, and business practices.

Upon successful completion of the program and passage of the Massage and Bodywork Licensing Exam (MBLEX) and receipt of their license to practice massage therapy from the State Medical Board of Ohio, students will be prepared for entry level positions as massage therapists.

Courses/Modules

- History of Massage/Scope of Practice
- Anatomy and Physiology
- Medical Terminology
- Therapeutic Relationships
- Body Mechanics
- Stroke Variations/Application/Effect
- Joint Mobilization
- Hydrotherapy and Spa
- Infection Control
- Stress Reduction
- Law and Ethics
- Business, Marketing, Operations

Employment Opportunities

- Licensed Massage Therapist

Coordinator

Erna Holland

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2282

Email Address eholland@c-tec.edu

Program Start Date and Class Meeting Times

Monday, Wednesday and Thursdays 5pm – 9:30pm

Contact Coordinator for start dates and additional information.

Program Length

835 Hours (67.4 weeks)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Program Requirements

American Heart Association healthcare provider CPR, BCI/FBI required at the time of State Medical Board License Application.

Medical Coding Specialist (HC13201)

This course teaches fundamental coding skills for outpatient physician settings and prepares students to take the AAPC CPC exam for an entry-level career in medical coding. It provides the most up-to-date information relating to CPT, HCPCS, and ICD-10 coding and assures a broad, encompassing knowledge and expertise in reviewing and selecting the correct procedure and diagnosis codes for physician services. Successful completion of the Medical Coding course sequence indicates that the student is eligible to sit for the American Academy of Professional Coders Examination and will be prepared for entry level positions as a medical coding specialist. AAPC CPC examination fees are approximately \$370.00, not included in the cost of the course.

Courses/Modules

- Medical Terminology
- Anatomy and Physiology
- CPT Coding
- Medical Coding Guidelines
- Coding of medical services
- CPT, ICD – 10 and level II (HCPCS) coding systems
- Medicare regulations
- Medicare Fraud/Abuse
- HMO

Employment Opportunities

- Medical Coding Specialist

Coordinator

Erna Holland
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2282
Email Address eholland@c-tec.edu

Program Start Date and Class Meeting Times

M&TH 5:30 p.m. – 9:30 p.m.
Contact Coordinator for start dates and additional information.

Hours

362 Hours

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Multicraft Maintenance (MM9100) – Affiliated with the American Welding Society (AWS)

This is a comprehensive 900 hour program providing training in Multicraft Maintenance, both industrial and facility foundational services and static systems. Competencies covered include blueprint reading, valves, heat exchangers, instrumentation, PLCs, lighting, heating, cooling, pneumatic systems, and hydraulic systems. Students successfully completing the program are prepared for entry level positions within the multicraft maintenance industry. In addition, students will be prepared to take the following certification tests; AWS D1.1, and OSHA 1910.

Program Modules

Industrial Track

- Blueprint Reading for Industry
- Manual Machining for Maintenance Workers
- Electrical Control Systems 480 3PH
- Programmable Logic Controllers (PLC's)
- Hydraulics, Pneumatics & Industrial Mechanics
- Welding and Fabrication

Facility Track

- Blueprint Reading for Construction
- Plumbing
- Electrical Wiring & NEC Code
- Facility Maintenance
- Heating, Ventilation & Air Conditioning (HVAC)
- Welding and Fabrication

Employment Opportunities

- Maintenance Technician
- Machine Repairman
- Facility Maintenance
- Electro/Mechanical Technician

Coordinator

Tim Broseus
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2275
Email Address tbroseus@c-tec.edu

Class Meeting Times and Start Dates

M-TH 5:00 p.m. – 10:00 p.m.
Contact Coordinator for start dates and additional information.

Program Length

900 Hours (Approximately 47 weeks; contact Financial Aid Office for specific program length, based on start date)

Prerequisites: WorkKeys Testing, copy of High School Diploma or GED

Network Technician- (NT8000)– Affiliated with Microsoft, CompTIA and Cisco Network Academy

This 700-hour Networking (Cisco) Program is designed to prepare students for an entry-level career in Information Technology with ability to obtain nationally-recognized industry certifications in CompTIA Project+, A+, Network+, Security+; Linux Essentials, Microsoft Windows Virtualization; and Cisco CCENT (Cisco Certified Entry Networking Technician). The typical class is a mix of 55% classroom/computer use and 45% laboratory. Lab exercises consist of building PC's, configuring computer systems, working on routers and switching systems, cabling, and installation of servers.

Courses/Modules

- Operating Systems - Linux Essentials
- CompTIA A+ Hardware and Software
- CompTIA Server+
- CompTIA Project+
- CompTIA Network+
- CompTIA Security+
- Cisco CCENT
- CyberSecurity
- Cisco CCNA

Employment Opportunities

- Desktop Support
- IT Support Specialist
- Field Support Technician
- Network Technician
- Networking/Security
- Systems Administrator

Coordinator

Aaron Stewart
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2254
Email Address astewart@c-tec.edu

Program Start Date and Class Meeting Times

M-TH 5:30pm – 9:30pm
Contact Coordinator for start dates and additional information.

Program Length

700 Hours (49.8 weeks)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Office Technology –Administrative Professional (OT9555)

This 220 Hour course prepares students for entry level positions in office settings. You will be prepared for positions such as administrative assistant, accounting assistant, and office assistant. Upon successful completion of the course students are prepared to take the-Office Proficiency and Assessment Certification (OPAC) test and the Internet and Core Computing Certification (IC3).

Courses/Modules

- Office Procedures
- Computer Fundamentals
- Microsoft Office
 - Word
 - Excel
 - Access
 - PowerPoint
 - Outlook
 - Publisher
- Communication skills
- Keyboarding proficiency
- Windows 7
- E-mail
- Internet usage
- Filing and records management
- Google Docs
- Automated Accounting (QuickBooks Pro)

Employment Opportunities

- Administrative Assistants
- Administrative Professional
- Customer Service

Coordinator

Michelle Wellman-Miller

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2256

Email Address mwellman-miller@c-tec.edu

Program Start Dates and Class Meeting Times

M-F 8:30 a.m. to 2:30 p.m.

Contact Coordinator for start dates and additional information.

Program Length

220 hours

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Office Technology - Medical Office Specialist (OT9501)

This 900 Hour course prepares students for entry level positions as medical office assistants, insurance coding specialists, and medical receptionists. This course also prepares students to take the Certified Medical Office Assistant (CMOA) test through the National Center for Competency Testing upon successful completion of this program. Upon successful completion of the course students are prepared to take the Certified Medical Office Assistant (CMOA), the Certified Electronic Health Records (CEHRS), the Certified Professional Coder (CPC), the Internet and Core Computing Certification (IC3), or the National Certified Insurance and Coding Specialist (NCICS) exams. This program includes 70 hours of internship.

Courses/Modules

- Medical Office Procedures
- Medical Terminology
- Anatomy & Physiology
- Medical Coding
- Health Insurance and Billing
- Charting and Scheduling
- Communication Skills
- Keyboarding Proficiency
- Medical Office Computer Applications
- Software Applications and Equipment, including Medisoft
- Electronic Health Records, including Regulatory Compliance, Reporting, and Laws and Ethics

Employment Opportunities

- Medical Receptionist
- Medical Office Assistant
- Medical Records Technician
- Insurance coding Specialist

Coordinator

Michelle Wellman-Miller
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2256
Email Address mwellman-miller@c-tec.edu

Class Meeting Times

M-F 8:30 a.m. to 2:30 p.m.
Contact Coordinator for start dates and additional information.

Program Length

900 hours, including a 70 hour internship.

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Power Lineman Training (LT1000)

The 900 hour Power Lineman Training Program prepares students for entry-level employment as power linemen in the utility industry. is divided into three modules. Each module consists of 300 hours of training, resulting in a program total of 900 hours. The three modules: provide an overview of the energy delivery system, qualify individuals to climb power line poles, teach the assembly of materials, tools, equipment, train in bucket truck rescue, pole top rescue, installation of cross arms, basic electricity, and bucket and digger truck operation.

Students successfully completing the Power Lineman Training Program will be prepared to obtain their Class A CDL license, CAST Credential, Class D Lineman credential, the 10 Hour OSHA card, Pole Top Rescue, and an entry level position as a power lineman.

Phase I 300 Hours

- System Overview
- Safety Policy and Personal Responsibility
- Job Requirements and Expectations
- Guides and Reference Sources
- Personal Protective Equipment
- Selection of Body Belt and Climbers
- Sharpen Gaffs
- Stretching and Flexibility
- Butt Test A Wood Pole
- Learn to Climb a Pole
- Basic Knots and Splices
- Use of Hand line
- Identify Pole Line Material
- Conductor Material
- Transformer Material
- Chain Saw Operation
- Specialty Tools
- Insulation Protective Equipment
- Pulling Tools
- Set Up of Ladders
- Barricade Digger-Derrick and Bucket Truck
- Bucket Rescue From Ground
- Firefighting
- CDL Acquisition

Phase II 300 Hours

- Job Safety Briefings
- Pole Climbing
- Identify Circuits
- Check Voltage and Continuity With Multi-Meter
- Make Up Outdoor Lights
- Install Cross Arm
- Install Cut-Out and Arrester Brackets and Cluster
- Mount for 3 Phase Transformer Bank
- Prepare Grounds for Use
- Adjust Crimping Tools
- Identify and use Different Types of Cutters
- Splice Conductor on Ground
- Splice Overhead Service Cable
- Operate Truck Mounted Winch and Auxiliary
- Capstan
- Install and Operate Capstan Hoist
- Pole Top Rescue
- Position and Operate Bucket Truck
- Bucket Truck Rescue
- Load and Unload Poles
- Operate Mechanical or Hydraulic Pole Puller
- URD Materials and Equipment
- Select and Install Wire Grip
- Operate Hydraulic Tools
- Read KWH Meter
- Spill Response and Clean-up

Phase III 300 Hours

Pole Climbing
Basic Electricity
Low Voltage Test Equipment
High Voltage Detectors
Install Grounds on Distribution Line
Pole Top Rescue
Cover Secondary
Install Overhead Service
Install Socket

Meters

Install and Tag Direct Burial Cable
Install Pedestal and Make Service Connections
Use Secondary Fault Finding Equipment
Splice URD Service
Patrol Lines for Damage
Set Up and Operate Digger-Derrick
Identify and Install Anchors

Employment Opportunities

- Lineman
- Groundman
- Utility Worker
- Meter Reader

Coordinator

Aaron Stewart
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2282
Email Address astewart@c-tec.edu

Class Meeting Times

M-TH 9:00 a.m. – 4:30 p.m.
Contact Coordinator for start dates and additional information.

Program Length

900 Hours (33.6 weeks)

Prerequisites

WorkKeys Testing
Valid Ohio Driver's License
Copy of High School Diploma or GED

Program Requirements

Acceptance into program based on mandatory pre-assessment

Registered Medical Assistant (HC13500) – Accredited by American Medical Technologists (AMT)

This 900 hour program prepares an individual with the necessary skills required to become a Registered Medical Assistant. Successful completion of the Medical Assistant program indicates the student is eligible to sit for the Registered Medical Assistant Exam and will be prepared for entry level employment as a medical assistant. The curriculum includes in-depth anatomy, physiology, phlebotomy, pharmacology, medication administration, medical administration, law and ethics, human relations and patient education, medical billing and coding, medical terminology, venipuncture, vital signs, minor office surgery, and laboratory procedures. The program includes a 200-hour supervised externship in an ambulatory care setting. The externship is designed to allow an individual to demonstrate mastery of their knowledge and skills.

Courses/Modules

- Introduction to Medical Assisting
- Anatomy and Physiology
- Medical Terminology
- Human Relations and Patient Education
- Law and Ethics
- LAB 1 – Infection Control, Disinfection, Sterilization, Vital Signs, Recording Chief Complaints, Patient Care, Phlebotomy, Patient Instruction
- LAB 2- Aseptic Techniques, Urinalysis, ECG, PFT, Diagnostic Procedures, Hemocult Testing, Throat Swabs
- Pharmacology
- Administrative Procedures
- Billing and Coding
- Career Development

Employment Opportunities

- Registered Medical Assistant in a physician’s office, urgent care, or clinic
- Phlebotomist
- Front Office Medical Provider

Coordinator

Erna Holland
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2282
Email Address eholland@c-tec.edu

Program Start Date and Class Meeting Times

M-TH 8:00 a.m. to 3:00 p.m.
Contact Coordinator for start dates and additional information.

Program Length

700 Classroom Hours/200 Hours Externship (41 weeks)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

Program Requirements

- Black scrubs, white knit cuffed long sleeve scrub jacket, white closed toe and heel tennis or clinical shoes
- Prior to Externship – TB two-step testing, Hepatitis B Series, copy of immunization record, BCI/FBI background check, CPR Healthcare Provider

State Tested Nurse Aide (NA8100) – Accredited by the Ohio Department of Health in partnership with Central Ohio Technical College (COTC)

This course prepares a basic health care worker with the necessary skills required by the Training and Competency Evaluation Program (TCEP) prior to gaining eligibility to become an entry level (STNA) and/or to obtain employment as a home health aide. The curriculum includes communication, infection control, safety and emergency procedures, promoting resident/patient independence, respecting resident/patient rights, basic nursing skills, personal care skills, providing care in a home setting, mental health and social service needs, and basic restorative services. All standards are implemented during a 16 hour clinical experience in a Long Term Care Facility. Upon successful completion of the program students are eligible to sit for the State Tested Nurse Aide Exam.

Courses/Modules

- Healthcare facilities
- The role of the healthcare worker
- Patient care interventions and procedures with rationales
- Work ethics for the healthcare worker
- Communication techniques with individuals, patients, families, and members of the healthcare team
- Prevention of infection and the promotion of safety
- Patient care interventions to provide comfort and assistance in the activities of daily living
- Identify basic approaches to caring for patients/residents with various health problems
- Demonstrate understanding of basic body structure and function
- Clinical

Employment Opportunities

- Hospital, home health, and nursing home patient care

Coordinator

Erna Holland

150 Price Road Newark, Ohio 43055

Office Telephone 740-364-2282

Email Address eholland@c-tec.edu

Program Start Dates and Class Meeting Times

Contact Coordinator for specific times and dates.

Hours:

80 Hours

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED. If you are enrolled through COTC a copy of your student ID is required.

Program Requirements

Driver's license or state issued I.D., BCI background check processed within the last 6 months, and TB Two Step Testing. All students must be able to lift 50lbs; physician's release may be required in some cases such as pregnancy. A CPR Healthcare Provider credential is recommended for those who will be seeking employment as an STNA.

Structural and Pipe Welding/Fabrication (WE9300)—Affiliated with the American Welding Society (AWS)

This 900 hour, one-year program prepares students for entry level positions in structural and pipe welding and fabrication. The program also prepares students for a series of American Welding Society Technical Certificates. Students develop the technical knowledge and trade skills to layout, assemble, and fabricate metal projects. Instruction and assigned tasks familiarize students with metallurgy, plasma arc cutting (PAC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), gas tungsten arc welding (GTAW), and oxyacetylene welding (OAW) and cutting (OFC). Students also learn the safe use of related hand and power tools, equipment and machines, and fastener systems. Students will demonstrate proficiency with orthographic projections, pattern making and parallel and radical line development. Applied math is taught throughout the program.

The Pipefitting component of the program includes skill development in: piping systems, drawing detail sheets, pipe template layout, identification and installation of fittings, valves and flanges, and the identification and fabrication of threaded pipe.

Program Content

- Metal Fabrication
- Non-Destructive Examination, Level 1
- Pipefitting
- Welding, Thermal Cutting and AWS Structural Welding
- ASME Section IX and API 1104 Certification
- OSHA 10 Hour Safety Course

Employment Opportunities

- Structural Welder
- Metal Fabricator
- Welder Fitter
- Pipe Welder

Coordinator

Tim Broseus
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2282
Email Address tbroseus@c-tec.edu

Program Start Date and Meeting Times

Contact Coordinator for specific class times and meeting times.

Program Length

900 Hours (42 weeks)

Prerequisites

WorkKeys Testing, copy of High School Diploma or GED

C-TEC Occupational Program Pricing and Fees, July 1, 2017 – December 31, 2017

PROGRAM	COURSE CODE	HRS	TUITION	BOOK FEE	ASSESS	STUDENT SERVICES FEE	SUPPLY FEE	CREDENTIAL	TOTAL
OFFICE TECH (Admin Professional)	OT9503	220	\$1,766.25	\$437	60	\$170		\$180	\$2,613.25
OFFICE TECH (Medical Office Specialist Tract)	OT9502	900	\$7,065	\$1,782	60	\$170		\$846	\$9,923
COSMETOLOGY	COS9710	1500	\$11,775	\$304	\$60	\$170	\$598		\$12,907
POWER LINEMAN TRAINING	LT1000	900	\$7,740	\$810	\$60	\$170	\$2,280	\$1,600	\$12,660
FIRE FIGHTER 1	PS5310	156	\$1,225	\$110	\$40		\$60	\$96	\$1,531
FIRE FIGHTER 2	PS5330	108	\$848	\$110	\$40		\$60	\$75	\$1,133
EMT BASIC	PS5400	150	\$1,177.50	\$240	\$40			\$120	\$1,577.50
MEDICAL CODING SPECIALIST (CPC PREP)	HC13201	362	\$2,842	\$1,200	\$40			*\$370	\$4,082
STNA	NA8100	80	\$628	\$45	\$40			*105	\$713
REGISTERED MEDICAL ASSISTANT	HC13500	900	\$7,065	\$850	\$60	\$170		\$100	\$8,245
LICENSED MASSAGE THERAPY	HC13700	835	\$6,555	\$750	\$60	\$170		\$345	\$7,880
GENERAL & CNC MACHINING	GM9000	720	\$5,652	\$484	\$60	\$170	\$357		6,723
CNC I - Programming & Operation	GM9001	200	\$1,570	*112	*145		\$95		\$1,665
CNC II - CAD/CAM	GM9002	120	\$942	\$132					\$1,074
BLUEPRINT READING, MATH, PRECISION MEASURING	GM9003	75	\$588.75	\$95			\$214		\$897.75
BASIC MANUAL MACHINING	GM9005	140	\$1,099	\$145			\$48		\$1,292
ADVANCED MANUAL MACHINING	GM9006	185	\$1,452.25	\$112	*145		\$32		\$1,596.25
MULTICRAFT MAINTENANCE (Industrial Tract)		900	\$7,065	\$946	\$60	\$170	\$647	\$120	\$9,008
BLUEPRINT READING & PRECISION MEAS	MM9101A	75	\$588.75	\$95			\$214		\$897.75
MACHINING	MM9103	140	\$1,099	\$145			\$48		\$1,292
ELECTRICAL CONTROL SYSTEMS	MM9104	240	\$1,884	\$232			\$178		\$2,294
HYDRAULICS, PNEUMATICS	MM9107	175	\$1,373.75	\$161					\$1,534.75
WELDING	MM9108	150	\$1,177.50	\$146			\$207	\$120	\$1,650.50
PLC TRAINING	MM9109	120	\$942	\$167					\$1,109

C-TEC Occupational Program Pricing and Fees, July 1, 2017 – December 31, 2017

MULTICRAFT MAINTENANCE (Facility Tract)		900	\$7,065	\$796	\$60	\$170	\$634	\$270	\$8,995
BLUEPRINT READING FOR CONSTRUCTION	MM9101B	75	\$588.75	\$100					\$688.75
PLUMBING	MM9102	180	\$1,413	\$124			\$124		\$1,661
ELECTRICAL WIRING & NEC CODE	MM9105	150	\$1,177.50	\$136			\$300		\$1,613.50
HVAC	MM9106	175	\$1,373.75	\$160			-	\$150	\$1,683.75
WELDING	MM9108	150	\$1,177.50	\$136			\$210	\$120	\$1,643.50
FACILITY MAINTENANCE	MM9110	170	\$1,334.50	\$140					\$1,474.50
STRUCTURAL & PIPE WELDING & FABRICATION	WE9300	900	\$7,740	\$475	\$60	\$170	\$840	\$2,460	\$11,745
METAL FABRICATION	WE9301	186	\$1,599.60						\$1,599.60
PIPEFITTING	WE9302	144	\$1,238.40						\$1,238.40
WELDING, THERMAL CUTTING, AWS	WE9303	248	\$2,132.80						\$2,132.80
ASME SECTION IX & API 1104 CERT	WE9304	282	\$2,425.20						\$2,425.20
OSHA Safety Training	WE9305	12	\$103.20						\$103.20
LEVEL 1 NDE (Non-Destructive Examination)	WE9306	28	\$240.80						\$240.80
NETWORK TECHNICIAN	NT8500	700	\$6,020	\$684	\$60	\$170	\$1,188	\$1,484	\$9,606
Linux Essentials	NT8510A	60	\$516	\$53			\$12	\$132	\$713
CompTIA A+ Hardware	NT8510B	60	\$516	\$63			\$810	\$113.00	\$1,502
CompTIA Server+	NT8510C	60	\$516	\$77			\$12	\$74	\$779
CompTIA A+ Software	NT8510D	60	\$516	\$63				\$113	\$692
CompTIA Project+	NT8510E	60	\$516	\$65				\$174	\$755
CompTIA Network+	NT8510F	60	\$516	\$63			\$12	\$174	\$765
CompTIA Security+	NT8510G	60	\$516	\$63			\$12	\$244	\$835
Cisco CCent	NT8510H	120	\$1,032	\$77			\$240	\$180	\$1,529
CyberSecurity	NT8510I	100	\$860	\$113					\$973
Cisco CCNA	NT8510J	60	\$516	\$47			\$90	\$180	\$833

C-TEC Occupational Program Pricing and Fees, July 1, 2017 – December 31, 2017

HEAVY TRUCK TECHNICIAN	HTE2202	900	\$7,065	\$641	\$60	\$170		\$30	\$7,966
ELECTRICAL & ELECTRONIC SYSTEMS	HTE2211	210	\$1,648.50	\$167.50					\$1,816
DIESEL ENGINES	HTE2212	195	\$1,530.75	\$167.50					\$1,698.25
DRIVE TRAINS *same book as #2111	HTE2217	90	\$706.50	*167.50					\$706.50
BRAKING SYSTEMS *same book as #2111	HTE2214	105	\$824.25	*167.50				\$30	\$854.25
STEERING & SUSPENSION *same book as #2111)	HTE2215	90	\$706.50	*167.50					\$706.50
AIR CONDITION - HVAC	HTE2213	90	\$706.50	\$166					\$872.50
PM MAINTENANCE	HTE2216	120	\$942	\$140					\$1,082
HEAVY EQUIPMENT	HTE2201	900	\$7,065	\$756	\$60	\$170	\$139	\$60	\$8,250
ELECTRICAL & ELECTRONIC SYSTEMS	HTE2211	210	\$1,648.50	\$167.50					\$1,816
DIESEL ENGINES	HTE2212	195	\$1,530.75	\$167.50					\$1,698.25
AIR CONDITION - HVAC	HTE2213	90	\$706.50	\$166					\$872.50
HYDRAULICS	HTE2218	105	\$824.25	\$180					\$1,004.25
WELDING & FABRICATION	HTE2219	90	\$706.50	\$75			\$139		\$920.50
SAFETY & TOOLS	HTE2220	120	\$942	*180					\$942
POWER TRAINS	HTE2221	90	\$706.50	*180				\$60	\$766.50
HVAC	HVAC9200	900	\$7,065	\$240	\$60	\$170	\$657	\$120	\$8,312
AIR DISTRIBUTION	HVAC9203	78	\$612.30						\$612.30
HEAT PUMPS	HVAC9204	156	\$1,224.60						\$1,224.60
HEATING	HVAC9201	240	\$1,884						\$1,884.00
COOLING	HVAC9202	228	\$1,789.80						\$1,789.80
EMPLOYABILITY	HVAC9207	24	\$188.40						\$188.40

Prices subject to change; call C-TEC Registration to verify amounts.

**Paid to outside testing services.*

C-TEC Pre-Enrollment Testing Requirements

C-tec Pre-Enrollment Testing Requirements

Program Name	Test Name(s)	Minimum Score
C-TEC Edge & PET	Reading for Info.	4
	Applied Math	4
	Locating Info.	4
Cosmetology	Reading for Info.	4
	Applied Math	4
	Locating Info.	4
EMT	Reading for Info.	5
	Applied Math	4
	Locating Info.	4
Firefighting	Reading for Info.	4
	Applied Math	4
	Locating Info.	4
Heavy Truck Technician	Reading for Info.	4
	Applied Math	4
	Locating Info.	4
HVAC	Reading for Info.	4
	Applied Math	5
	Locating Info.	4
Machining (General/CNC) Struct & Pipe Weld	Reading for Info.	4
	Applied Math	5
	Locating Info.	4
Massage Therapy	Reading for Info.	5
	Applied Math	4
	Locating Info.	4
Medical Coding	Reading for Info.	5
	Applied Math	4
	Locating Info.	4
Medical Assisting	Reading for Info.	5
	Applied Math	4
	Locating Info.	4
Multicraft Maintenance	Reading for Info.	4
	Applied Math	5
	Locating Info.	4
Network Technician	Reading for Info.	5
	Applied Math	5
	Locating Info.	4
Office Technology (business or medical)	Reading for Info.	5
	Applied Math	4
	Locating Info.	4
Power Lineman	Reading for Info.	4
	Applied Math	4
	Locating Info.	4
PLANT	Reading for Info.	4
	Applied Math	4
	Locating Info.	3
STNA	Reading for Info.	3
	Applied Math	3
	Locating Info.	3

Updated 7/1/15

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Lauren Massie, Adult Director, or online at www.accsc.org.

ADDENDUM A

Veteran's Administration Requirements for Funded Students:

Students receiving VA assistance for program funding are required to meet the following attendance and grade stipulations:

Attendance:

VA students are monitored for attendance at least every 30 days within the program calendar. Students must maintain at least a 90% attendance

Grades:

VA students are monitored for Satisfactory Academic Progress regarding grades at least every 30 days within the program calendar. Students must maintain at least a 70% grade monthly, or every 30 days from the calendar start date of the program.

Satisfactory Academic Progress WARNING:

VA students who do not meet attendance and/or grade requirements will be placed on Satisfactory Academic Progress WARNING. Students placed on WARNING must improve their attendance and/or grades by the next 30 day period to prevent termination.

Termination:

VA students who receive two Satisfactory Academic Progress Warnings will be terminated from the program.