



Adult Education Catalog Occupational Training Programs

January 1, 2021 –June 30, 2021*

**C-TEC of Licking County
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TABLE OF CONTENTS

Mission Statement, C-TEC History, Facilities & Equipment	2
Accreditation and Approval	3
Staff Directory and School Holiday Calendar	4
C-TEC Policies and Procedures:	5
Admissions, Registration and Enrollment (includes minimum test scores)	5
Frequently Asked Questions by New Students	10
Satisfactory Academic Progress (SAP)	11
Grades and Attendance	11
Make up Hours and Academic Requirements	12
Veteran's Administration Requirements for Funded Students	13
Academic Termination and Appeal	14
Certificate of Completion Standards	15
Withdrawal Procedures	15
Leave of Absence	16
Drug and Alcohol	18
Code of Conduct	21
Student Records Information and FERPA	30
Gramm—Leach—Bliley Act (GLBA) Required Information	32
Complaints and Grievances (C-TEC, Ohio Dept. of Higher Education, ACCSC)	34
Paying for Programs and Financial Aid:	36
Pell Grants, Student Loans, and Title IV Funding	36
Withdrawals, Terminations and Refunds	38
Return to Title IV Funding (R2T4)	41
Campus Security, Clery Act, Violence Against Women (VAWA):	44
Crime Prevention and Campus Security Procedures	44
C-TEC Campus Security and Fire Safety Report	54
Student Services:	56
Job Search, Career Counseling, Guidance and Testing Center	56
ASPIRE, GED Preparation, ESOL and Adult Diploma Program	57
Programs and Courses (Hours, Length of Programs, Certifications Offered):	60
Advanced CNC Machining & Robotics Integration	62
Cosmetology	63
C-TEC EDGE	65
Cyber Security	66
Emergency Medical Technician	67
Professional Firefighter (Firefighter I and II)	69
Heating, Ventilation and Air Conditioning	72
Heavy Truck Technician	73
Licensed Massage Therapy	74
Manicurist	75
Medical Coding Specialist	77
Multi-Craft Maintenance (Industrial and Facilities Tracks)	78
Office Technology (Administrative and Medical Office Specialist Tracks)	79
Power Lineman Training	81
Registered Medical Assistant	83
State Tested Nurse Aide (STNA)	84
Structural and Pipe Welding/Fabrication	85
Occupational Program Pricing and Fees	86
One Year Option, Career-Technical Transfer Credit, and Articulated Credit	88

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 training provider 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.

Our Adult Education Center serves over 3500 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 local economic development teams and businesses to ensure local companies have professionally trained employees. As a vital part of Licking County, 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, 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. The State Approving Agency for Veteran's Training
4. Workforce Innovation and Opportunity Act—U.S. Department of Labor
5. Ohio Means Jobs-Licking County
6. ACT (American College Testing) approved Testing Center
7. Advanced CNC Machining & Robotic Integration- NIMS, OSHA, FANUC
8. Cosmetology and Manicurist-Ohio State Cosmetology and Barber Board
9. C-TEC EDGE-OSHA, National Institute for Metalworking Skills (NIMS)
10. Cyber Security-Cisco Networking Academy, CompTIA Authorized Academy, Certiport, Linux
11. EMT & Firefighting—Ohio Dept. of Public Safety
12. Heating, Ventilation, & Air Conditioning—American Refrigeration Institute, NATE/ICE, U.S. EPA
13. Heavy Truck Technology-Automotive Service Excellence (ASE)
14. Licensed Massage Therapy—The State of Ohio Medical Board
15. Medical Coding-American Academy of Professional Coders (AAPC)
16. Multicraft Maintenance-American Welding Society (AWS), OSHA, EPA
17. Office Technology-Administrative Office Professional: OPAC, IC3
18. Office Technology-Medical Office Specialist: Certified Office Medical Assistant (CMOA), Certified Electronic Health Record (CEHRS), Certified Professional Coder (CPC) and National Certified Insurance & Coding Specialist (NCICS)
19. Power Lineman-American Electric Power (AEP), CAST, OSHA, CDL Class A, Class D Power Line
20. Registered Medical Assistant—American Medical Technologists, National Healthcareer Association
21. STNA (State Tested Nurse Aide)—Ohio Department of Health
22. Structural and Pipe Welding/Fabrication-American Welding Society (AWS), OSHA

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 Welding, HVAC, Multicraft Maintenance (740) 364-2275
Kyle Fulton Advanced CNC Machining & Robotic Integration,
Business & Industry Partnerships, EDGE (740) 364-2272
Erna Holland STNA and Public Safety (740) 364-2282
Aaron Stewart Medical Assisting, Licensed Massage Therapy,
Cyber Security, Office Technology, Power (740) 364-2254
Lineman, Heavy Truck-Technician
Sheila Thompson Accreditation, Reporting and Compliance (740) 364-2270
Erin Wheeler ASPIRE, ADP, GED, ESL and Student Services (740) 364-2263

LEAD INSTRUCTORS

Leo Collins Welding (740) 364-2276
Roger Elliott Cyber Security (740) 364-2299
Brad Hager Heavy Truck Technician (740) 364-2443
Vacant HVAC (740) 364-2273
Paige McCorkle Massage Therapy (740) 364-2289
Earl Miller Firefighting and EMT (740) 364-2298
Lisa Pierce-Burger STNA (740) 364-2297
Season Richards Cosmetology and Manicurist (740) 364-2229
Don Tackett Power Lineman Training (740) 364-4219
Michelle Wellman-Miller Office Technology, Registered Medical Assisting (740) 364-2256

TESTING, STUDENT SERVICES AND FINANCIAL AID

Anne Bowman Assessment Coordinator (740) 364-2267
Erin Wheeler Career Counselor (740) 364-2263
Janet Fletcher Financial Aid Counselor (740) 364-2359
Abby Gonzalez Financial Aid Assistant (740) 364-2360
Jami McKinney Business Officer (740) 364-2257

ADMINISTRATIVE ASSISTANTS AND BUILDING SUPERVISION

Kate Ryan Front Desk Reception (daytime) (740) 364-2280
Kathy Roderick Registration, Student Records (740) 364-2261
Lori Swihart Front Desk Reception (evening) (740) 364-2280
Samantha Powers Administrative Assistant (740) 364-2253
Ron Simpson Building Supervisor (evening) (740) 364-2280

January 1, 2021 – June 30, 2021 School Holiday Calendar (School Closed)

New Year's Day	Friday	January 1, 2021
Martin Luther King, Jr.	Monday	January 18, 2021
Memorial Day	Monday	May 31, 2021

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 gender 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. There is a \$60 non-refundable fee for the WorkKeys®, payable on or before the scheduled test date. Students can register and pay for the WorkKeys® testing at this portal: <https://ctec.axstudent.com/#/categories>
2. The student must have earned a high school diploma, Adult Diploma, GED or equivalent. Free GED and equivalency preparation is available. Students must submit documentation prior to enrollment. Students who do not have a high school diploma or equivalent are encouraged to consider the new Adult Diploma Program (see page 57 for more information). Potential students may also submit:
 - a) An Adult Diploma from the State of Ohio or other State that recognizes the Adult Diploma option
 - b) An Associate Degree
 - c) Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in awarding of an associate's degree, but is acceptable for full credit toward a bachelor's degree at any institution
 - d) Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed.
 - e) Foreign High School diplomas/transcripts from other countries are acceptable toward student enrollment as long as the diploma is equivalent to a U.S. High School Diploma. We may require the student to have the credential evaluated by a company that offers such a service.

The school 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 at C-TEC. The school also maintains the right to deny admission to or withdraw anyone convicted of a sexual crime, or anyone who does not meet the requirements of the industry or professional licensing body, such as passing a background check, having a current, valid driver's license, or physical fitness.

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 equivalent 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 financial aid 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. Register for the Orientation and Work Keys assessment on the student portal at <https://ctec.axstudent.com/#/categories>
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. If you intend to use federal student financial aid, complete the FAFSA. Meet with the Financial Aid staff to:
 - a. Determine the cost of the program.
 - b. Identify financial aid options, including grants, scholarships and loans.
 - c. Pursue available financial aid. (See the Financial Aid Section of this Handbook for details.)
 - d. Create a Cost/Funding Statement, Enrollment Agreement and, if appropriate, a Financial Aid Notification 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

Students registering for occupational programs are required to take assessments. These assessments determine your academic and technical readiness. 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.

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

- Applied math and mathematical reasoning
- Reading comprehension and ability to interpret workplace documents
- Locating information or graphic literacy (Deriving information from charts, graphs, etc.)

The most common assessment is WorkKeys®, developed by ACT. If your WorkKeys® scores are less than ten years old and your old scores match your desired program's cut scores, then the old WorkKeys® scores could be used without re-taking the test. However, due to revisions in WorkKeys® testing, if any of your old scores do not meet current program requirements, then you would need to retake ALL WorkKeys® in order to enroll in your desired program and to earn a NCRC 2.0 credential.

C-TEC Program Minimum WorkKeys® Scores for Enrollment		
Test Name	Minimum Scores	Programs
Workplace Documents	3	STNA
	4	Advanced CNC Machining & Robotic Integration C-TEC EDGE Cosmetology and Manicurist ADP Firefighting I, II, and ADP Heavy Truck Technician HVAC (includes ADP) Multicraft Maintenance Power Lineman Structural and Pipe Welding/Fabrication (includes ADP)
	5	Cyber Security (includes all courses and ADP) EMT-B Licensed Massage Therapy Medical Coding Registered Medical Assisting and Phlebotomy ADP Office Technology (Includes Administrative Office Professional and Medical Office Specialist)
Applied Math	3	STNA
	4	C-TEC EDGE Cosmetology and Manicurist ADP EMT-B Firefighting I, II, and ADP Heavy Truck Technician Licensed Massage Therapy Medical Coding Office Technology (Includes Administrative Office Professional and Medical Office Specialist) Power Lineman Registered Medical Assisting and Phlebotomy ADP
	5	Advanced CNC Machining & Robotic Integration Cyber Security (includes all courses and ADP) HVAC (includes ADP) Multicraft Maintenance Structural and Pipe Welding/Fabrication (includes ADP)

C-TEC Program Minimum WorkKeys® Scores for Enrollment		
Test Name	Minimum Scores	Programs
Graphic Literacy	3	STNA
	4	C-TEC EDGE Cosmetology and Manicurist ADP Cyber Security (includes all courses and ADP) EMT-B Firefighting I, II, and ADP Advanced CNC Machining & Robotic Integration HVAC (includes ADP) Licensed Massage Therapy Medical Coding Multicraft Maintenance Office Technology (Includes Administrative Office Professional and Medical Office Specialist) Power Lineman Registered Medical Assisting and Phlebotomy ADP Structural and Pipe Welding/Fabrication (includes ADP)

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, Entrance #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. Where should I park? Do I need a parking permit?

Please park anywhere in the Adult Education Center parking lot EXCEPT in the designated staff parking area. You do not need a parking permit to attend classes.

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

Please bring notebook paper, pen, and your C-TEC student ID. Your Program Coordinator will inform you of any specific clothing or safety requirements prior to your first day.

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

For Occupational Programs, your textbooks and supplies are included in your total costs. C-TEC issues your textbooks and supplies on the first day of the program, unless otherwise specified.

5. Is there a break area for adult students?

Yes! We have a break area and vending machines just for our adult students outside of our conference center. We also have an outdoor break area with picnic tables for your use. The Bistro (our student-run restaurant) is open September – May and adult students may order lunch from the Bistro, schedule permitting.

6. What's on the jump drive that I received during orientation?

Your C-TEC Adult Student Catalog and Campus Safety and Security Report are saved to the jump drive. You may also want to use your jump drive to save copies of your resume, certifications, or samples of your work.

7. What should I do if I'll be late or absent to class?

Contact your instructor by phone or email to let them know you'll miss class, as well as the reason why. However, you may not be able to make up any time missed, and absences/late arrivals may adversely affect your ability to meet Satisfactory Academic Progress (see C-TEC Policies and Procedures for more information).

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 111% 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 have a cumulative rate of attendance of at least 90 percent. 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. Students who do not meet the 90% attendance standard may be terminated from a program regardless of financial aid status.

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 or for financial aid disbursement. Any student falling below the SAP requirements will be placed on **Financial Hold** status.

For students receiving financial aid, a “Financial Hold” notice will also be sent via email. It is imperative for you to frequently check your email. When placed on “Financial Hold” failure to meet the minimum SAP requirements prior to the end of your next payment period, prior to the end of the program, or prior to withdrawing from or being withdrawn from the program, will result in the Financial aid Counselor being unable to reinstate your financial aid and you will lose financial aid eligibility. Loss of financial aid eligibility may lead to you being withdrawn from C-TEC.

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 “Financial Hold.”

“Financial Hold” 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. Continued “Financial Hold” may lead to termination from the school. Terminations can be appealed to the Director of Adult Education.

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 Financial Hold 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 “Financial Hold” notice will be sent to you via email.

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 Financial Hold 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.

Financial Hold

Financial Aid and C-TEC both require a student who falls below 90% attendance and/or a 70% GPA to be placed on “Financial Hold.” 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 lose your eligibility for financial aid.

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 for help.

Veteran’s Administration Requirements for Funded Students:

The Veteran’s Administration requires schools to check the Satisfactory Academic Progress of students receiving VA assistance monthly.

Attendance:

VA students are monitored for attendance monthly within the program calendar. Students must maintain at least 90% attendance.

Grades:

VA students are monitored for Satisfactory Academic Progress regarding grades monthly.

Satisfactory Academic Progress WARNING:

If at the time a VA student is checked it is found that they are not meeting SAP requirements, per the VA, they will receive an e-mail warning. VA students receiving the warning must improve their attendance and/or grades before being checked the following month to prevent termination.

Termination:

Per the Veteran’s Administration, VA students found to be failing to meet Satisfactory Academic Progress a second time during the program will be terminated from the program.

No Penalties for VA Delayed Disbursements:

C-TEC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran’s Affairs.

Repeating a Course and a Maximum Time Frame

Students enrolled in a Title IV eligible program may not receive additional financial aid for repeating a “module” or course in order to improve grades or as a “refresher.” Doing so can affect a student’s SAP as it would delay when a student would be eligible for an SAP review, as a student must have successfully completed half of a program in each payment period. In addition, repeating coursework may put a student in a position of being unable to complete a program within 111% of the normal length of a program. A student who successfully completes a program, though, may receive federal student aid to repeat that program.

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. Appropriateness of hours and grade transfer will depend on the academic requirements for each program. Calculations 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. Additional testing or evidence of appropriate remediation may be required. 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 coordinator 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 (WIOA 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 on a case-by-case basis. A Leave of Absence must be at least two consecutive weeks but may not exceed 180 days within any 12 month period.*

Extenuating circumstances that will be considered for a Leave of Absence:

1. Military Leave – for those who must report for active duty. Documentation required prior to the date student must report to active duty.
2. Medical Leave – for those with urgent/emergency medical conditions for themselves or their immediate families that require at least two weeks absence from the student’s program. 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 prior to the anticipated date of employer-imposed work schedule.
4. Other Forms of Leave – other extenuating reasons for an LOA request that must meet a higher standard of verification. Documentation required.

*In cases where C-TEC grants a leave of absence to a student who could not provide a request prior to the leave of absence period due to unforeseen circumstances, the student must provide and C-TEC must collect from the student at a later date the request and the reason(s) for the leave of absence along with documentation to show that the leave of absence could not have been requested and approved in advance. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

C-TEC may grant more than one leave of absence provided that the combined leaves of absence do not exceed 180 days within the 12 month period and that each leave of absence is properly requested by the student in accordance with C-TEC’s LOA policy.

Process for Applying for a Leave of Absence:

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.

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, except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

Enrollment priority will be given to students returning from approved leave as long as the date of their return is the “Estimated Date of Return” 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. 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.

In addition, the student must complete the program within 111% of the normal program length, excluding the LOA timeframe. If it is not possible for the student to complete the program within 111% of the normal program length, it is advisable for the student to withdraw for at least 180 days and re-apply for enrollment.

Extension of an approved Leave of Absence:

If extenuating circumstances warrant the extension of an approved LOA, the student must provide additional documentation justifying the extension of an approved LOA. The student must contact the Program Coordinator via email or by phone *prior to the estimated date of return* if the student needs to extend an approved LOA. The combined LOA days 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.

Failure to return from an approved Leave of Absence may cause the student's Pell, Student Loans and other forms of aid to be delayed, reduced or lost. If the student is a Title IV loan recipient, the student's failure to return from an LOA may affect the student's loan repayment terms, including the expiration of the student's grace period.

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.

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. See Appeal of Termination section in this catalog for more information.

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 en route 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

Effective July 1, 2020, C-TEC is a tobacco and smoke-free campus. Smoking, vaping, and chewing tobacco are not permitted anywhere on C-TEC property, including the previously designated smoking areas, the parking lot, and within cars. Smoking cessation resources are available upon request.

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.

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. The badge gives the student authorization to enter the school during school hours when used as a key card at the main door. Upon arrival at school, be prepared with the badge in hand, out of a pocket, book bag, purse, to use as a key card. Students must also wear ID badges while participating in school-related activities off campus, such as field trips, job shadowing, or externships. If badges and lanyards are not to be worn during labs for safety reasons, the badges must be put back on when traveling throughout the school. Badges can also track a student's presence in the building and should a fire or accident occur, emergency personnel can determine who is in the building.

Lost badges: Students that forgot or lost their badge must sign-in at the front desk upon arrival and receive a temporary badge. The temporary badge must be worn at all times. If a student has forgotten their badge for over a week, they will be required to purchase another badge at the cost of \$5. Lost badges must be reported by the student immediately so they can be deactivated as a safety measure. Lost badges could potentially be found and used by a non-student to illegally access the school. The student of lost badge could be responsible for any damage or theft incurred during time of illegal use of the lost badge.

Students must turn in their badges when they complete (or withdraw) from their program.

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, silent.
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 an 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 communications.

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 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. First check your voice mail since C-TEC will issue phone announcements in the event of school closures. You may also call our automated weather line at 740-364-2211 for closing information. Radio stations WCLT at 100.3 FM and KATE98 at 98.7 FM list cancellations as well.

Automobile Regulations

Students (and the public) are asked to heed the posted speed limit of 10 miles per hour 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.

Program Field Trips

C-TEC Instructors/Coordinators may require students to participate in field trips during the program schedule. Field trips are designed to add to students' knowledge of the career field, connect with business and industry partners, and receive first-hand information on career opportunities. Students are responsible for their own transportation, meals, or lodging during the field trip. Students are also expected to adhere to the C-TEC code of conduct during the field trip, including traveling to and from the field trip site.

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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when she or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." C-TEC adult 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."

Other persons, such as parents of dependent students, may only be given information or access to student records or files, upon the completion of a "Release of Information Form" by the student. When completing the "Release of Information Form," the student or former student must indicate, from a list on the form, what type of information can be discussed, and to whom it can be shared or discussed.

- "Eligible" 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.
- "Eligible" 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 "eligible" student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School officials with legitimate educational interest
 - 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
 - Specified officials for audit or evaluation purposes
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena

- Health and Safety Exemption: FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from educational records, in connection with a health or safety emergency under 99.31(a)(10) and 99.36 of the FERPA regulations. The health or safety exemption permits the disclosure of personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals.
- 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. "Eligible students" may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten days after receipt of the Superintendent's annual public notice.

Gramm—Leach—Bliley Act (GLBA) Required Information

Overview: C-TEC is required to maintain comprehensive written information security procedures, responsibilities and guidelines as mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (“GLBA”). This law requires that C-TEC (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers (students). The Program is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The District Administration designates Program Officers in the Information Technology and Financial Aid Office who shall be responsible for coordinating and overseeing the Program. The Program Officers may designate other representatives of the District to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officers or his or her designees.

Scope of Program: The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the District, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the District or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the District involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Program:

1. Risk Identification and Assessment. The District intends, as part of the Program, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Program, the Program Officers will establish procedures for identifying and assessing such risks in each relevant area of the Institution’s operations, including:

- *Employee training and management.* The Program Officers will coordinate with representatives in the District’s Human Resources and Financial Aid offices to evaluate the effectiveness of the District’s procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution’s current policies and procedures in this area, including the Adult Student Catalog, District Employee Handbook, and Employee Training Requirements.
- *Information Systems and Information Processing and Disposal.* The Program Officers will coordinate with representatives of the District’s Information Technology Department to assess the risks to nonpublic financial information associated with the District’s information systems, including network

and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the District's current policies and procedures relating to the Acceptable Use, Information Security, Public Records, Student Records, and Confidentiality Policies. The Program Officers will also coordinate with the District's Information Technology Department to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

- *Detecting, Preventing and Responding to Attacks.* The Program Officers will coordinate with the District's Information Technology Department to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officers may elect to delegate to a representative of the Information Technology Department the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the District.

2. Designing and Implementing Safeguards. The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officers will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

3. Overseeing Service Providers. The Program Officers shall coordinate with those responsible for the third party service procurement activities among the Information Technology Department and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the Program Officers will work with the District Administration to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

4. Adjustments to Program. The Program Officers are responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the District's operations or other circumstances that may have a material impact on the Program.

COMPLAINTS AND GRIEVANCES (C-TEC INTERNAL PROCESS)

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.

STUDENT COMPLAINTS, OHIO DEPARTMENT OF HIGHER EDUCATION

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

How to Submit a Complaint

STEP 1 If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom there has been a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

STEP 2 The student should file a complaint through the institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, the student should contact the Ohio Department of Higher Education using the online complaint form found below. Please note that the complaint must be received within two years of the completion of the institution's complaint process.

Complaint Form: <https://www.ohiohighered.org/students/complaints>

STEP 3 After receiving a complaint through the ODHE complaint form, the Chancellor's staff will review the submitted materials. If needed, the ODHE will contact the person submitting the complaint for any required additional information or clarifications. The Ohio Department of Higher Education will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, the Chancellor's staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up, if any, will be taken. The Chancellor's staff will inform both parties involved in the complaint of the outcome of our review in writing. Depending on the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4 to 6 weeks.

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Ohio Department of Higher Education, please feel free to contact Matt Exline at (614) 728-3095 or mexline@highered.ohio.gov.

STUDENT COMPLAINT PROCEDURE (ACCREDITOR—ACCSC)

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 <http://www.accsc.org/Student-Corner/Complaints.aspx>

Paying for Programs and Financial Aid

Fee Payment Policy

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.

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.

How to Apply for Financial Aid

The student can contact the Financial Aid Officer to schedule an appointment to discuss funding options. Contact Janet Fletcher, Financial Aid Counselor, at jfletcher@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. Direct Student Loans – federal student loans from the U.S. Department of Education.
3. Parent Plus Loans – an option for student’s parents when a student does not qualify for enough student loan money to cover the cost of attendance.
4. Veteran’s Administration – This includes Chapter 30 and 33 benefits (Montgomery Bill), Chapter 106 (Reservists), Chapter 35 (Survivors), Chapter 32 (VEAP), and other programs.
5. WIOA (for dislocated workers and others) through Ohio Means Jobs.
6. TAA/NAFTA (for dislocated workers whose jobs were lost due to plant closings or jobs lost to foreign countries)
7. PRC or Gap funding through Ohio Means Jobs (for parents of children of low-income families whether or not they are employed)
8. Scholarships and grants from local agencies, professional associations, and civic organizations. For more information: <https://www.c-tec.edu/ae/programs/Scholarships>
9. BWC (Bureau of Workers Compensation)
10. BVR (Bureau of Vocational Rehabilitation)

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.

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.

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 may 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 is expected to 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.

Certificates of Completion and Transcripts will be withheld until your account is paid in full.

Explanation of Charges

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: Tuition is per instructional hour for most full-time career development courses. Tuition covers the costs of teacher salaries and other administrative overhead.

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. Accounts Receivable
6. Transcripts at Graduation (duplicates are an additional charge) and Record Management
7. Online Student Portal and School Messenger Notification

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. The school pays the participating testing organization. Credentialing fees are non-refundable.

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

Emergency Student Refund Policy during COVID-19 Pandemic

C-TEC recognizes that adult education students currently enrolled in occupational training programs are affected by the COVID-19 pandemic. Therefore, on a case-by-case basis, C-TEC may implement the following emergency refund policy:

Program withdraws and refunds due to COVID-19:

Adult Education students who:

- were actively enrolled in occupational training programs on March 17, 2020 (the date that C-TEC suspended face-to face instruction per the state governor's directive), and
- are experiencing extreme hardship due to COVID-19, and
- submit a written request to withdraw from their occupational training program due to COVID-19

may withdraw from their programs without financial penalty from the program.

Current policy states that students who withdraw after completing at least 60% of program hours are responsible for the balance of the full program costs. However, for students who have completed 60% or more clock hours on or after March 17, 2020 and who wish to withdraw due to COVID-19 hardship, C-TEC will refund the balance of tuition remaining without penalty.

For students who have completed less than 60% of the program hours and wish to withdraw due to COVID-19 hardship, students are responsible for program tuition and fees for the hours they were enrolled as of March 17, 2020, but may receive a refund for the balance of the program cost without penalty.

Students who accrued program hours after March 17, 2020 but who wish to withdraw will have their refunds calculated on the total number of scheduled hours up to the date of withdrawal.

Re-enrollment options due to COVID-19:

Current policy states that once students withdraw, students cannot re-enroll in the program for 180 calendar days. However, due to the COVID-19 pandemic, students who withdrew due to COVID-19 and wish to re-enroll in the same program once hands-on training resumes, they may re-enroll in the program **prior** to the 180 day wait period. Students must work with the program coordinator to determine a re-enrollment date prior to the 180 day wait period, based on program scheduling and students' academic progress in the program prior to the withdrawal.

For students who withdraw from their program due to COVID-19 hardship and wish to re-enroll in the program **after** 180 days, C-TEC may require these students to demonstrate technical and academic skills prior to re-enrollment. C-TEC may determine that students need additional training or remediation prior to re-enrolling.

Students who re-enroll due to COVID-19 hardship will not be subject to additional fees or penalties, but will be responsible for remaining tuition and fee costs as applicable.

Withdrawals or Terminations and Refund Policy

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 last date of attendance, not just the hours you attended. Credentialing fees are non-refundable for withdrawals after the first two weeks, regardless of when the credentialing tests were scheduled. 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, no refund is due. You will owe for the entire program.

A student is deemed to have withdrawn if the student withdraws, if C-TEC terminates the student, or if the student fails to return from a leave of absence (LOA). The above detailed refund policy applies to any student

who withdraws. If you have been terminated from a program, you are expected to contact the school's administrative staff to begin the withdrawal process.

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. When necessary, funds will be returned to the Department of Education (see below for specific timing for different types of returns).

It is 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 C-TEC. Before leaving school, you may want 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.studentaid.gov as well.

For programs with fewer than 600 contact hours:

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.

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 Fee Accrual and Refund policy, not the Student Fee Payment Form.
- 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 may contact the Financial Aid Officer to inquire about the financial consequences of withdrawing. In addition, the Financial Aid Officer is willing to help at any time you have questions.
- 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.

Returning to Title IV Policy (R2T4)

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.

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 (payment period). Students at C-TEC do not have the option of an “incomplete” grade. When a student withdraws and does not complete 60% of a payment period, a calculation must be completed to determine how much, if any, Title IV funding the student had not earned.

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
Advanced CNC and Robotics Integration	1 – 450 Hrs	451 – 900 Hrs		
Cosmetology	1 – 450 Hrs	451 – 900 Hrs	901 – 1200 Hrs	1201 – 1500 Hrs
Cyber Security	1 – 450 Hrs	451 – 900 Hrs		
Heating, Ventilation and A/C	1 – 450 Hrs	451 – 900 Hrs		
Heavy Truck Mechanic	1 – 450 Hrs	451 – 900 Hrs		
Licensed Massage Therapy	1 – 418 Hrs	419 – 835 Hrs		
Medical Office Technology	1 – 450 Hrs	451 – 900 Hrs		
Multicraft Technician	1 – 450 Hrs	451 – 900 Hrs		
Power Lineman	1 – 450 Hrs	451 – 900 Hrs		
Registered Medical Assistant	1 – 450 Hrs	451 – 900 Hrs		
Structural Pipe Welding/Metal Fabrication	1 – 450 Hrs	451 – 900 Hrs		

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 the R2T4 calculation deems is to pay the money back on behalf of the student. If the school is to directly return the funds, 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): The Department of Education deems Title IV funding due back to them by a student, based on the R2T4 calculation, an overpayment. 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 (see chart above), and 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 from the student to the Department of Education.

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. If the student

is required to return PELL funds, we will also give the student the deadline. The student's loan obligation is to be repaid to the student's loan servicer according to the terms of the loan.

For a R2T4 calculation, *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

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
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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 X .30 = \$1463.40	

If a R2T4 calculation determines that a student is due Title IV funds after withdrawing, it is known as a 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 exceptions would be that no disbursement of need based Title IV funding is possible if the Verification process has not yet been completed or if there was another issue with the FAFSA. 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 or if there was another issue with the FAFSA. If student loan funds 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.

Account Balances at the time of completion or withdrawal:

If a student completes or withdraws and has a balance due to C-TEC remaining on their account, the student is to make arrangements for payment.

If the student does not make arrangements and/or does not pay their balance due to C-TEC, accounts are sent to the Ohio Attorney General's Office for Collections proceedings. The Ohio Attorney General's Office has the authority to collect the debt and will either work with the student or, failing that, will withhold Ohio Tax return funds from the student to re-pay the debt to C-TEC or use gambling (including lottery) proceeds. Your debt may also be sent to the Credit Bureaus for reduced credit score ratings. This could affect your ability to be processed for loans like a simple car loan or a mortgage or credit cards. So be sure to stay in touch with us with regular payments should you have a remaining amount due to C-TEC.

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

Janet Fletcher, Fin. Aid Counselor 740-364-2359 jfletcher@c-tec.edu	Abby Gonzalez, Fin. Aid Assistant 740-364-2360 agonzalez@c-tec.edu
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Or call the front desk at (740) 364-2333 and ask to be transferred to the Financial Aid office.

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 institutions, 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 of 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 <https://www.c-tec.edu/ae> **Crime statistics for 2017, 2018 and 2019 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: District Administrator

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. 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.

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's nondiscrimination policy can be found here:

<https://go.boarddocs.com/oh/ctec/Board.nsf/Public?open&id=policies#>

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

Type of Statistic	2017	2018	2019
<u>Criminal Offenses</u>			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0		
Rape	0	0	0
Fondling	1	0	0
Sex offenses - Non-forcible	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
<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	2
Destruction/Damage/Vandalism of Property	0	0	0
<u>Arrests on Campus</u>			
Weapons: Carrying, possessing, etc.	0	1	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<u>Disciplinary Actions - On Campus</u>			
Weapons: carrying, possessing, etc.	3	7	4
Drug abuse violations	3	8	7
Liquor law violations	1	1	3

Type of Statistic	2017	2018	2019
<u>VAWA Offenses-On Campus</u>			
Domestic Violence	2	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<u>VAWA Offenses-Public Property</u>			
Domestic Violence	2	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<u>Unfounded Crimes</u>			
Total Unfounded Crimes	0	0	0

<u>Fire Safety Report</u>	2017	2018	2019
<i><u>On campus</u></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><u>On Public property adjacent/accessible</u></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 OhioMeansJobs.

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, Adult Diploma, and ASPIRE: 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), GED Preparation, and Adult Diploma Program

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 Ohio 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 WorkKeys® Assessment. In order to be accepted into one of the approved C-TEC Adult Diploma Courses, a student must pass each section of the WorkKeys® testing (Workplace Documents, Math and Graphic Literacy). Each program has its own WorkKeys® minimum score for enrollment; these scores are discussed during ADP orientation.

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

Program:	Total Clock Hours
Administrative Professional	220
CNC Module	200
CompTIA A+ Hardware and Software	120
C-TEC EDGE	120
EMT-B	150
Firefighter I	184
Heating, Ventilation and Air Conditioning (HVAC)	175
Heavy Truck HVAC	90
Linux Essentials	80
Manicurist	200
Manual Machining	215
Phlebotomy	75
Robotics and Automation	120
State Tested Nursing Aide (STNA)	80
Welding	160

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

OhioMeansJobs 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 WorkKeys® testing, though WorkKeys® 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 WorkKeys® 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 WorkKeys® 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 at the student's cost.

*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
ADVANCED CNC MACHINING & ROBOTIC INTEGRATION	GM9000	900	12 Months	25	NIMS Level One Machining Skills and Operations, OSHA 10 Hour, FANUC
<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	OSHA 10 Hour
<i>Robotics and Automation</i>	GM9007	120			FANUC Handling Pro and Operation
<i>Advanced Manual Machining</i>	GM9006	165		25	NIMS Machining Level 1
COSMETOLOGY	COS9710	1500	15 Months	25	Ohio State Cosmetology and Barber Board, Stylist, AHA CPR/AED/FA
C-TEC EDGE	PETXXX	120	6 weeks	25	OSHA 10, NIMS Level 1, CPR/FA
CYBER SECURITY	NT8500	900	12 Months	25	Cisco, CompTIA, Linux, Python
<i>LINUX/Essentials</i>	NT8510A	80		25	LPI Linux Essentials
<i>CompTIA A+ Hardware and Software</i>	NT8510B	120		25	CompTIA A+ Exam 220-901 and 902
<i>CompTIA Server+</i>	NT8510C	80		25	CompTIA Server+ SKO-004
<i>CompTIA Network+ and CCNA</i>	NT8510F	280		25	CompTIA Network+ Exam N10-006 and Cisco CCNA 200-105 ICND2
<i>CompTIA SECURITY +</i>	NT8510G	80		25	CompTIA Security+ SYO-401
<i>CompTIA Penetration Testing</i>	NT8510H	180		25	CompTIA Pentest+
<i>Python Programming Kali Linux</i>	NT8510I	80		25	Open Edge Python Institute PCEP
EMT BASIC	PS5400	150	4 Months	25	EMT-B, Ohio Dept. of Public Safety
PROFESSIONAL FIRE FIGHTER	PS5310	244	7 Months	25	FFI and II, Ohio Dept. of Public Safety
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 Section 608, R-410A EPA
<i>Employability</i>	HVAC9207	24		25	
HEAVY TRUCK TECHNICIAN	HTET2209	900	12 Months	25	ASE
<i>Electrical/Electronic Systems</i>	HTET2211	210		25	ASE Electronics/Electricity
<i>Diesel Engines</i>	HTET2212	195		25	ASE Diesel
<i>Drive Trains</i>	HTET2217	90		25	ASE Drive Trains
<i>Braking Systems</i>	HTET2214	105		25	ASE Braking System
<i>Steering & Suspension</i>	HTET2215	90		25	ASE Steering/Suspension
<i>HVAC</i>	HTET2213	90		25	ASE HVAC EPA 609
<i>PM Maintenance</i>	HTET2216	120		25	ASE PM Maintenance

*depending on the program schedule

PROGRAM <i>Course/Module</i>	COURSE CODE	HOURS	PROGRAM LENGTH*	MAX NUMBER OF STUDENTS	INDUSTRY CREDENTIAL OFFERED
LICENSED MASSAGE THERAPY	HC13700	835	11-15 Months*	25	LMT, MBLEx, State Medical Board of Ohio
MANICURIST	COS9711	200	8 weeks	25	Manicurist, OSBC
MEDICAL CODING	HC13201	362	5 Months	25	AAPC, Certified Professional Coder
MULTICRAFT MAINTENANCE	MM9100	900	10 Months	25	OSHA 10 hour
<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 QC10
<i>PLC training</i>	MM9109	120		25	Industrial Track
<i>Facility maintenance</i>	MM9110	170		25	Facility Track
OFFICE TECHNOLOGY/ADMIN PROFESSIONAL	OT9503	220	4 months	25	OPAC, MOS, IC3
OFFICE TECHNOLOGY/MEDICAL	OT9502	900	12 Months	25	CMOA, CPC, CEHRS, IC3, NCICS, FA/CPR, OPAC
PHLEBOTOMY	HCXXXX	75	8 weeks	25	National Healthcareer Association, CPT
POWER LINEMAN TRAINING	LT1000	900	9 Months	25	Class D Lineman, Class A CDL, CAST, OSHA 10 Hr, FA/CPR, Pole Top Rescue
REGISTERED MEDICAL ASSISTANT	HC13500	900	11 Months	25	RMA, American Medical Technologists, CPR/FA
STNA	NA8100	80	1-2 Months*	25	STNA, Ohio Dept. Health, Bloodborne Pathogens
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 program schedule.

Programs

Advanced CNC Machining & Robotic Integration (CR9000) – Affiliated with the National Institute for Metalworking Standards (NIMS)

This 900 hour course provides students with the necessary skills and knowledge to obtain an entry level position in the CNC machining, robotics and automation industry. Students learn and master entry level manufacturing skills such as manual machining, CNC machining, CAD-CAM, Precision measuring, blueprint reading, robotics and automation. All training is conducted in our modern Advanced Manufacturing lab with a combination of hands-on and theory instruction. Students earn NIMS, OSHA 10 and FANUC certifications.

Courses/Modules

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

- Blueprint Reading and Precision Measuring (foundational industrial blueprint reading, precision measurement)
- Basic Manual Machining – (fundamentals of manual machining, use lathes, mills, drill presses, grinders, saws, layout and bench work tools)
- Advanced Manual Machining – (Precision machining and complex setups, related math)
- CNC I (Set up and Operation)
- Advanced CNC Programming (NIMS Level 1 Certification)
- Robotics and Automation (FANUC Certifications)

Employment Opportunities

- General Machinist

Program Coordinator

Kyle Fulton
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2272
Email Address kfulton@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

900 Hours (Approximately 12 months; contact Financial Aid Office for specific number of weeks, based on start date)

Prerequisites

WorkKeys® Testing, copy of High School Diploma or equivalent

Cosmetology Stylist (COS9710) - Approved by the Ohio State Cosmetology and Barber Board, School # 111005, 1929 Gateway Circle, Grove City, Ohio, 43123. (614) 466-3834.

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, three 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 Cosmetology and Barber Board Licensure Test for Stylist. For more information on State Board testing, student requirements, or to file a complaint, go to <http://www.cos.ohio.gov/>

Employment Opportunities

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

Instructor/Coordinator

Season Richards

Office Telephone 740-364-2229

Email Address srichards@c-tec.edu

Program Start Dates and Class Meeting Times

January 4, 2021

April 5, 2021

July 5, 2021

September 13, 2021

Monday -Thursday 10:30am – 6:00pm. (Summer Hours 9:00 a.m. – 4:30 p.m.)

Contact Coordinator for 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/Equivalent or equivalent

Program Requirements

Mandatory Dress Code

C-TEC 1500 Hour Cosmetology Curriculum

SUBJECT AREA	1500 Hour Core	Clinic 50% Core	Theory 50% Core
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>) 	90	45	45
7. Artificial Lashes/Extensions	8	4	4
8. Facial Make-Up <ul style="list-style-type: none"> • Brow Tinting 	22	11	11
9. 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
10. 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
Total	1500	750	750

C-TEC of Licking County, Adult Education, August 12, 2019, SRT.

C-TEC EDGE (Manufacturing Certification Program)

C-TEC EDGE is a 6-week, 120 hour manufacturing pre-employment training program that incorporates hands-on training and industry recognized credentials. The program prepares students for entry-level positions in local manufacturing facilities. Adult students interact weekly with Licking County manufacturers about immediate job openings. This program is offered as an Adult Diploma Option, and tuition is free for qualified students.

Industry certifications:

NIMS Level 1
OSHA 10 hour
American Heart Association CPR and First Aid

Employment Opportunities

Manufacturing Production Technician

Program Coordinator

Kyle Fulton
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2272
Email Address kfulton@c-tec.edu

Program Start Dates and Meeting Times

Contact Coordinator for start dates and additional information.

Program Length

120 hours

Prerequisites

WorkKeys® Testing, copy of High School Diploma or equivalent. Program is also offered as an Adult Diploma Option.

Program Requirements:

Students must provide their own steel-toed boots

Cyber Security- (CS8600) – Affiliated with Microsoft, CompTIA and Cisco Network Academy

This 900-hour Cyber Security Program includes core IT certification classes in computer hardware and software technologies, networking, operating systems, programming fundamentals and advanced cyber security techniques. Learn to handle the complex technologies found in today's IT environments from data communications to information security. Training includes how to configure network computer systems to securing our data and providing technical support. Instructor led with hands-on labs using real world equipment.

Courses/Modules

- CompTIA A+ Hardware and Software
- CompTIA Server+
- CompTIA Network+
- Operating Systems - Linux Essentials
- CompTIA Security+
- CompTIA Pentest
- Cisco CCENT/CCNA
- Python Programming Kali Linux

Employment Opportunities

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

Lead Instructor

Roger Elliott
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2299
Email Address relliott@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

900 Hours (12 months)

Prerequisites

WorkKeys® Testing, copy of High School Diploma or GED

Program modules in CompTIA A+ and Linux Essentials are also available as Adult Diploma Options.

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

The 150 hour 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

Earl Miller

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2280

Email Address: emiller@c-tec.edu

Class Meeting Times

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

Contact Coordinator for start dates and additional information.

Hours

150 Hours

Prerequisites

WorkKeys® Testing, copy of High School Diploma or equivalent

If you are enrolled through COTC, a copy of your student ID will be required. This program is also available as an adult diploma program.

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 (244 Hours Total, 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

Earl Miller

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2280

Email Address emiller@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

160

Prerequisites

8 Hours of Pre-EMS training (or EMT-B certification) and 16 Hours of EVOC
WorkKeys® Testing, copy of High School Diploma or equivalent

If you are enrolled through COTC a copy of your student ID will be required. This program is also available as an adult diploma program.

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, Streams, and 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

Earl Miller

150 Price Road

Newark, Ohio 43055

Office Telephone 740-364-2280

Email Address emiller@c-tec.edu

Class Meeting Times

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

Hours

84

Prerequisites

Firefighting I, WorkKeys® Testing, copy of High School Diploma or equivalent

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.

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

This 900 hour 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

Program Coordinator

Tim Broseus
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2275
Email Address tbroseus@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 equivalent

Heavy Truck Technology (HTET2209) Accredited by Automotive Service Excellence (ASE)

The 900 hour Heavy Truck Technology Program prepares students for entry-level employment as heavy truck maintenance and repair technicians. Through classroom and hands-on lab experiences, students develop the knowledge and skills required to diagnose and repair semi-truck 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. Successful program completers will be prepared to take the ASE Student Certification exams for Heavy and Medium Trucks (4 total).

Program Modules:

- 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)

Employment Opportunities

- Heavy Truck Maintenance and Repair Technician

Lead Instructor

Brad Hager
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2443
Email Address bhager@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 equivalent
Current, valid Ohio Driver’s License, and must not have any restrictions that would prevent the student to be insured for automobile/liability insurance coverage provided by a potential employer.

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

Module #1:

Anatomy and Physiology I, II, III and IV
Ethics
Business and Law
Massage Theory I

Module #2

Medical Terminology
Kinesiology I and II
Massage Theory II
Student Clinic I and II

Module #3

Massage Theory III
Kinesiology III
Massage Theory IV and VII
Student Clinic III

Module #4

Pathology I and II
Massage Theory V and VI
Student Clinic IV

Employment Opportunities

- Licensed Massage Therapist

Lead Instructor

Paige McCorkle, LMT
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2289
Email Address pmccorkle@c-tec.edu

Program Start Date and Class Meeting Times

Monday, Wednesday and Thursdays 5:30pm – 9:30pm, or 9am – 3:30pm
Contact Coordinator for start dates and additional information.

Program Length

835 Hours (67.4 weeks)

Prerequisites

WorkKeys® Testing, copy of High School Diploma or equivalent

Program Requirements

BCI/FBI required at the time of State Medical Board License Application.
TB 2-step test, maroon scrubs, 2 sets of sheets

Manicurist (Adult Diploma Program Option) (COS9711) – Approved by the Ohio Department of Education and the Ohio State Cosmetology and Barber Board, School # 111005, 1929 Gateway Circle, Grove City, Ohio, 43123. (614) 466-3834.

The 200 hour Manicurist program is delivered in a sequence of modules that prepare students for entry level manicure/pedicure careers in the beauty industry. Instruction consists of theory, practical lab experience, and clinical lab experience. Students may participate in up to 20 hours of supervised internships at licensed salons after completing 100 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, three climazon heat treatment machines, and a private office area for instructors with phones and computer stations.

Program graduation requirements: Students must satisfactorily complete 200 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 200 hour Manicurist 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 Manicurist. For more information on State Board testing and student requirements, go to <http://www.cos.ohio.gov/>

Employment Opportunities

Manicurist

Instructor/Coordinator

Season Richards

Office Telephone 740-364-2229

Email Address srichards@c-tec.edu

Program Start Dates and Class Meeting Times

January 4, 2021

April 6, 2021

July 5, 2021

September 13, 2021

Monday -Thursday 10:30am – 6:00pm. (Summer Hours 9:00 a.m. – 4:30 p.m.)

Contact Coordinator for start dates and additional information.

Length of Program

200 Hours (Approximately 8 weeks; schedule depends on school calendar)

Prerequisites

WorkKeys® Testing and Adult Diploma Program enrollment

Program Requirements

Mandatory Dress Code

**C-TEC of Licking County, Adult Education
200 Hour Manicuring Curriculum**

SUBJECT AREA	200 Hour Core	Clinic	Theory
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	30	15	15
2. Anatomy <ul style="list-style-type: none"> • Bones, Muscles & Systems • Nervous System • Joints, Cartilage • Ligaments of the Hand, Arm, Foot & Leg 	10	5	5
3. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations (Hand/Arm, Feet/Legs) • Relaxation Treatments 	10	5	5
4. Nail Care Procedures & Practices <ul style="list-style-type: none"> • Safety Precautions • Basic & Advanced Manicures • Basic & Advanced Pedicures • Polish Application Techniques • Structure of the Nail • Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) 	55	27.5	27.5
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Nail Enhancement Composition • Ingredients • Nail Cosmetics 	10	5	5
6. Nail Enhancements <ul style="list-style-type: none"> • Application Procedures • Artificial Nail Structure • Preparation, Application and Removal • Nail Repairs 	35	17.5	17.5
7. Specialized Equipment <ul style="list-style-type: none"> • Curing Methods • Drills/ Advanced Tools • Safety & Effects 	10	5	5
8. 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>) 	20	10	10
9. 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
Total	200	100	100

Medical Coding Specialist (HC13201)

This 362 hour 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

Lead Instructor

Michelle Wellman-Miller, BS, CPC, CEDC, COSC, CEMC
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2254
Email Address mwellman-miller@c-tec.edu

Program Start Date and Class Meeting Times

Mondays and Thursdays 9:00am – 1:00pm, or Mondays and Thursdays 5:30pm – 9:30pm
Contact Coordinator for start dates and additional information.

Hours

362 Hours

Prerequisites

WorkKeys® Testing, copy of High School Diploma or equivalent

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

Lead Instructor

Zack Snider
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2266
Email Address zsnider@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 equivalent

Note: Program modules in Welding and HVAC are also available as Adult Diploma Programs.

Office Technology –Administrative Professional (OT9503)

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

Lead Instructor

Michelle Wellman-Miller, CPC, CEDC, COSC, CEMC

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 equivalent

This program is also available as an adult diploma program.

Office Technology - Medical Office Specialist (OT9502)

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

Lead Instructor

Michelle Wellman-Miller, CPC, CEDC, COSC, CEMC

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 equivalent

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 740-364-2254
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 equivalent

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 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, Venipuncture, Phlebotomy, Patient Instruction
- LAB 2- Aseptic Techniques, Urinalysis, ECG, PFT, Diagnostic Procedures, Hemocult Testing, Throat Swabs
- Pharmacology
- Administrative Procedures
- Billing and Coding
- Medication Administration
- Minor Office Surgery
- Career Development

Employment Opportunities

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

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 9:00am – 4:00pm, with four Friday classes as scheduled by instructors.
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 equivalent. The Phlebotomy module is available as an Adult Diploma Program.

Program Requirements

- Black scrubs, closed toe and heel tennis or clinical shoes
- Prior to Externship – TB two-step testing, Hepatitis B Series, copy of immunization record, flu shot, BCI/FBI background check, CPR Healthcare Provider

The Phlebotomy program module is available as an Adult Diploma Option. See program coordinator for details.

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

Lead Instructor

Lisa Pierce-Burger, RN
150 Price Road Newark, Ohio 43055
Office Telephone 740-364-2297
Email Address lburger@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 equivalent

If you are enrolled through COTC a copy of your student ID is required. This program is also available as an adult diploma program.

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

Lead Instructor

Leo Collins
150 Price Road
Newark, Ohio 43055
Office Telephone 740-364-2276
Email Address lcollins@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 equivalent

C-TEC Occupational Program Pricing and Fees, January 1, 2021 –June 30, 2021*

PROGRAM	COURSE CODE	HRS	TUITION	BOOK FEE	ASSESS	STUDENT SERVICES FEE	SUPPLY FEE	CREDENTIAL	TOTAL
ADV CNC MACHINING & ROBOTIC INTEGRATION	CR9000	900	\$7740	\$625	\$60	\$170	\$439	\$504	\$9,538
COSMETOLOGY	COS9710	1500	\$12,900	\$330.50	\$60	\$170	\$1155.67	\$24	\$14,640.17
C-TEC EDGE	PETXXX	120	\$1,032	\$47	\$60	0	0	\$120	\$1,259
CYBER SECURITY	CS8600	900	\$7740	\$578	\$60	\$170	0	\$1,517	\$10,065
EMT BASIC	PS5400	150	\$1,178	\$335	\$60	0	0	\$133	\$1,706
FIRE FIGHTER 1	PS5310	160	\$1,256	\$209	\$60	0	0	\$96	\$1,621
FIRE FIGHTER 2	PS5330	84	\$660	\$209	\$60	0	0	\$75	\$1,004
HEAVY TRUCK TECHNICIAN	HTE2202	900	\$7,740	\$534	\$60	\$170	0	\$59	\$8,563
HVAC	HVAC9200	900	\$7,740	\$180	\$60	\$170	\$730	\$105	\$8,985
LICENSED MASSAGE THERAPY	HC13700	835	\$7,181	\$515	\$60	\$170	0	\$420	\$8,346
MANICURIST	COS9711	200	\$1720	\$243.75	\$60	0	\$121.20	\$24	\$2,168.95
MEDICAL CODING SPECIALIST	HC13201	362	\$2,842	\$823	\$60	0	0	\$595 ²	\$4,320
MULTICRAFT MAINTENANCE ¹ (Industrial Tract)	MM9100	900	\$7,740	\$558	\$60	\$170	\$663	\$270	\$9,461
MULTICRAFT MAINTENANCE ¹ (Facility Tract)	MM9100	900	\$7,740	\$400	\$60	\$170	\$552	\$195	\$9,482
OFFICE TECH (Admin Professional)	OT9503	220	\$1,892	\$408	\$60	\$170	0	\$155	\$2,685
OFFICE TECH (Medical Office Specialist Tract)	OT9502	900	\$7,740	\$1,360	\$60	\$170	0	\$1,065	\$10,395
PHLEBOTOMY	HC13501	75	\$645	\$127	\$60	0	0	\$115	\$947
POWER LINEMAN TRAINING	LT1000	900	\$7,740	\$248	\$60	\$170	\$2,700	\$1,742	\$12,660
REGISTERED MEDICAL ASSISTANT	HC13500	900	\$7,740	\$990	\$60	\$170	0	\$143	\$9,103
STNA	NA8100	80	\$628	\$55	\$60	0	0	\$109 ²	\$852
STRUCTURAL & PIPE WELDING & FABRICATION	WE9300	900	\$7,740	\$400	\$60	\$170	\$889	\$2,425	\$11,684

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

Note* Students must pay The Ohio State Board of Cosmetology \$40 for the 1500 Hour Stylist Exam prior to testing. After passing the exam, students must pay \$45 for licensure. These fees are not reflected in the program fees.

¹Programs that may be taken in their entirety; or, students may opt to take individual courses within the program. See next page for individual course pricing.

²Paid to outside testing services.

C-TEC Program Modules Pricing and Fees, January 1, 2021 – June 30, 2021*

CYBER SECURITY							
Individual Program Modules							
Module	COURSE CODE	HRS	TUITION	BOOK FEE	SUPPLY FEE	CREDENTIAL FEE	TOTAL
CompTIA A+	CS8601	160	\$1,376	\$125	0	\$212	\$1,713
CompTIA Network+/ CCNA (Networking Class)	CS8602	280	\$2,408	\$195	0	\$483	\$3,086
CompTIA Server+	CS8603	80	\$688	\$60	0	\$163	\$911
Linux Essentials	CS8604	80	\$688	\$60	0	\$120	\$868
Python Programming / Kali Linux	CS8605	80	\$688		0	\$59	\$747
CompTIA Security +	CS8606	80	\$688	\$63	0	\$240	\$991
CompTIA PenTest+	CS8607	140	\$1,204	\$75	0	\$240	\$1,519

MULTICRAFT MAINTENANCE¹ (Industrial Tract)							
Individual Program Modules							
Module	COURSE CODE	HRS	TUITION	BOOK FEE	SUPPLY FEE	CREDENTIAL FEE	TOTAL
BLUEPRINT READING & PRECISION MEAS	MM9101A	75	\$645	\$95	\$214	0	\$954
MACHINING	MM9103	140	\$1,204	\$146	\$60	0	\$1,410
ELECTRICAL CONTROL SYSTEMS	MM9104	240	\$2,064	\$27	\$185	0	\$2,276
HYDRAULICS, PNEUMATICS	MM9107	175	\$1,505	\$150	0	0	\$1,505
WELDING	MM9108	150	\$1,290	\$140	\$204	\$270	\$1,904
PLC TRAINING	MM9109	120	\$1,032	\$150	0	0	\$1,182

MULTICRAFT MAINTENANCE¹ (Facility Tract)							
Individual Program Modules							
Module	COURSE CODE	HRS	TUITION	BOOK FEE	SUPPLY FEE	CREDENTIAL FEE	TOTAL
BLUEPRINT READING FOR CONSTRUCTION	MM9101B	75	\$645	\$96	0	0	\$741
PLUMBING	MM9102	180	\$1,548	\$119	\$116	0	\$1,783
ELECTRICAL WIRING & NEC CODE	MM9105	150	\$1,290	\$120	\$52	0	\$1,494
HVAC	MM9106	175	\$1,505	\$126	\$178	\$50	\$1,859
WELDING	MM9108	150	\$1,290	\$120	\$206	\$145	\$1,761
FACILITY MAINTENANCE	MM9110	170	\$1,462	\$148	0	0	\$1,610

¹Program Modules can be taken as individual classes; see program coordinator for more information.

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

One Year Option, Career-Technical Transfer Credit, and Articulated Credit

Many C-TEC Programs offer additional college credits toward Ohio public two-year associate degree programs and individual course credit at Ohio public postsecondary institutions.

Articulated Credit:

C-TEC Adult Programs have articulation agreements with Central Ohio Technical College in health, public safety, information technology, and skilled trades programs. See chart below for more details.

Statewide Career-Technical Transfer Credits (CT²):

C-TEC students who earn industry credentials may be able to earn credit at Ohio public colleges that offer certificate or degree programs within the same field. To identify possible transfer credits, go to https://transfercredit.ohio.gov/pg_9?9779719125670

One Year Option:

Students who complete a program greater than 600 clock hours may be eligible to receive up to 30 semester hours of credit at Ohio public colleges offering the Associate Degree of Technical Studies. Go to <https://www.ohiohighered.org/one-year-option> for specific information on eligible programs and degrees.

C-TEC Adult Program	COTC Articulated Credit	Statewide Career-Technical Transfer Credit (CT ²)	One-Year Option
Advanced CNC Machining & Robotic Integration	13 semester hours in Engineering Technologies		30 semester hours toward an Associate of Technical Studies Degree
Cosmetology			30 semester hours toward an Associate of Technical Studies Degree
Cyber Security	11 semester hours in Information Technology	6 semester hours for any state approved program	30 semester hours toward an Associate of Technical Studies Degree
EMT-B	7 semester hours in Fire Science	7 semester hours for any state-approved program	
Firefighter I and II	11 semester hours in Fire Science	11 semester hours for any state approved program	
Heating, Ventilation, and Air Conditioning (HVAC)			30 semester hours toward an Associate of Technical Studies degree
Heavy Truck Technician			30 semester hours toward an Associate of Technical Studies degree
Licensed Massage Therapy			20 semester hours toward an Associate of Technical Studies degree
Medical Coding	12 semester hours in Health Services Technology		
Multicraft Maintenance	3 semester hours in Engineering Technologies		30 semester hours toward an Associate of Technical Studies degree
Medical Office Specialist			30 semester hours toward an Associate of Technical Studies degree
Power Lineman Training			30 semester hours toward an Associate of Technical Studies degree
Registered Medical Assistant		17 semester hours for any state-approved program	30 semester hours toward an Associate of Technical Studies degree
STNA	3.5 semester hours in Health Services Technology		
Structural Pipe Welding and Fabrication			30 semester hours toward an Associate of Technical Studies degree

