



THE WASHINGTON COUNTY CAREER CENTER ADULT TECHNICAL TRAINING

2026-2027 Adult Student Handbook

The Washington County Career Center, Adult Technical Training
21740 State Route 676
Marietta, Ohio 45750
740-373-6283 • 1-800-648-3695
www.thecareercenter.net

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SECTION 1: STUDENT HANDBOOK POLICIES

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Updated: 8/13/2026

Board of Education:

Belpre Representative – Steve Lyons
Fort Frye Representative – Johnna Zalmanek
Frontier Representative - Jeff Lauer
Marietta Representative – Eric Reed
Warren Representative – Jesse Roush
Wolf Creek Representative – Hugh Arnold (Board President)
Educational Service Center – Pat Lang

Administration

Dr. Anthony Huffman, Ed.D. - Superintendent
Joseph Crone – Treasurer
Evan Schaad – Director of The Washington County Career Center, Adult Technical Training
Mike Elliott – Director of WCCC High School, District Civil Rights Compliance (Title IX) Officer, 740-373-2766, ext. 4010

Program Managers

Erica Chidester – Medical Programs & Customized Training Manager
Melanie Matheny – Practical Nursing Program Administrator
Curtis Copen – Industrial Programs & Customized Training Manager
Aaron Heiss – Industrial Programs & Customized Training Manager
Heidi Comstock – Compliance & Workforce Development Manager

Instructors/Staff

Aspire/Adult Diploma Program

Ashli Dimond, Coordinator
Sherman Koons
Teresa Ott
Linda Wilson
Kathy Wolfe-Crouser

Assessment Center/WorkKeys

Sally Beckwith
Cindy Rogers

Office Staff

Alexa Fouss- Reporting/Attendance
Rachel Heiss- FA Assist/Registrar
Wendy Ketelsen- FA Advisor
Lori Smith- Marketing/Recruiting
Melissa Huck- Evening Front Office

Counseling

Cynthia Schwendeman

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Gene Bartlett	Linda Wilson
Sam Brookover	Brian Wise
Steve Cunningham	
Dan Day	
Jeff DeLong	
Jack DuVall	
Mike Guthrie	
Brad Griffin	
Craig Hellinger	
Sam Howard	
Pat Hulsey	
Dana Johnson	
Jim Kerns	
Brian Kincaid	
Tim Kirl	
Jim Krotkiewicz	
David McVey	
Eric Noland	
Tony Pape	
James Piggott	
Jim Rarey	
Jon Riddle	
Tyler Stacy	
Jeff Stewart	
Rick Vandyne	
Darrell Veyon	
Teresa Ward	
Anthony Whited	

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Samantha Alden	Josh Chevalier
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Teresa Covey	Ashley Parsons
Kayla Daniels-Altazan	Kim Miller
Seth Deem	
Angela Duff	
Katie Edwards	
Kristy Hiserote	
Victoria Hooper	
Amy Jarrell	
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Stephanie Johnson	
Megan Jones	
Melissa Mahaney	
James Mason	
Gwynette Mayer	
Latosha McVey	
Jamie Molina	
Chelsea Rogers	
Heather Ross	
Sara Sauls	
Jennifer Shoup	
Molly Snyder	
Ceola Strahler	
Ashley Triplett	
Nicholas Miller	

Welcome

It is a pleasure to welcome you to The Washington County Career Center, Adult Technical Training. This handbook has been prepared to help answer many of the questions you may have concerning the operation of this school. The policies and procedures are the result of a concerted effort by the board of education, administration, faculty, staff, and students. The Washington County Career Center, Adult Technical Training (WCCC, Adult Technical Training) has excellent equipment and a fine staff, but only you can make yourself a success. It is our sincere desire to see you succeed in your program and we will make every effort to see that you achieve your goals.

Overview

The Washington County Career Center, Adult Technical Training is a state-supported institution. Certificates are awarded to all students satisfactorily completing a program. The Washington County Career Center, Adult Technical Training programs allow students to upgrade themselves in their present job, retrain for a job they may not have worked at for some time, or prepare for a new career. Students obtain both theoretical knowledge and practical experience through well-equipped laboratories which provide up to date “hands-on” training experiences.

History

In 1963, the Ohio State Legislature passed the Vocational Education Act which required school officials and community leaders to combine their efforts to form the Washington County Career Center. The Ohio Division of Vocational Education, along with lay committee, which included representatives of business, industry, and the school, joined forces with other interested groups to study the need for vocational education in the county. While still under construction, the school opened its doors to students in the fall of 1972 and was dedicated the following spring.

Mission Statement

Inspire and empower all to dream, believe and achieve.

Accreditation and Affiliation

The Washington County Career Center, Adult Technical Training is accredited by the Ohio Department of Higher Education as a University System of Ohio Provider, continuing to meet the requirements for Full-Service Center designation and is also accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). A copy of the school's accreditation, licensure, or approval may be requested in writing for review from the WCCC, Adult Technical Training Office. The following programs fall within ACCSC's institutional accreditation: CDL Truck Driver Class A, Pipe Welding, Heating, Ventilation, Air Conditioning, & Refrigeration, Advanced Welding, Chemical Operator, Chemical Technician, Instrumentation & Electricity, Industrial Maintenance Mechanic, Medical Assistant, Phlebotomy, State Tested Nurse Assistant, Surgical Technology, Welding, Medical Billing & Coding Specialist, Advanced Heating, Ventilation, Air-Conditioning, & Refrigeration. WCCC-AT offers other courses that do not fall within ACCSC's institutional accreditation: Computer Application Courses, Boiler Operations, Chemical Operator II, Business Office Skills Specialist, EKG Technician Certificate, Industrial Lab Technician, and Intro to Industrial Maintenance.

Disclosure Statement

The Washington County Joint Vocational School District Board, Washington County Career Center, Adult Technical Training Department is an equal opportunity educational institution. All programs are made available to students regardless of race, age, gender, creed, color, religion, genetic information, sexual orientation, national origin, or disability (unless federally mandated for certain programs). Buildings are accessible to all handicapped persons. Student Right-to-Know disclosures are available upon request to students for previous year statistics July 1 of each year (including completion rates, graduation rates, etc.).

Facilities and School Equipment

The facility consists of the David C Barrett Building and the Annex Building that include 25 classrooms and 10 labs. The students have access to a resource room, three computer labs with internet access, a student lounge, and all administrative offices. The school computer labs have a total of 55 windows10 computers with internet access. School wide equipment includes TV/DVD players, overhead projector in most classrooms, and whiteboards. The medical labs include beds, microscopes, and miscellaneous medical equipment/supplies that would be used in a nursing home or doctor's office. The industrial labs contain equipment used in an industrial setting (process simulators, heavy machinery, shop tools, and trade specific machines such as welders, circuit testers, and heating/air conditioning equipment).

Admission Requirements

Qualified individuals are admitted on a first-come/first-serve basis with completion of the necessary enrollment steps. Applicants who are not high school graduates or who have not passed a G.E.D. exam will be referred to the Ohio Options Coordinator to pursue the G.E.D. or an alternative high school equivalency option. The Washington County Career Center, Adult Technical Training Director and/or counselor will make the final decisions in the admission of all students.

A student must have and provide documentation for one of the following:

1. A High School Diploma
 - i. With appropriate seal/signatures. A copy of a signed and dated transcript is also acceptable
2. A G.E.D. Certificate
 - i. With appropriate seal/signatures
3. Credentialed Home School Certificate
 - i. A copy of the home school certificate and any supporting credential with appropriate seal/signatures.

If there are any concerns about the validity of a diploma/certificate/transcript, the Registrar will check with the Department of Education in the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If it cannot be confirmed, the diploma/certificate/transcript will not be accepted. We will also not accept any diploma/certificate/transcript that has been altered in any way.

If your diploma is from a foreign country, you must have the diploma translated into English. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at www.naces.org. This list is for your comparison and the school does not recommend one agency above another. The student is responsible for all costs associated with this process. The Registrar will evaluate all information presented and make a final determination.

Procedure for Admission

- Obtain details on the course/program of interest from the Washington County Career Center, Adult Technical Training Office.
- Complete the application form (in person or online).
- Read and sign acknowledgement of the student Enrollment Agreement.
- Pay the application fee required at time of application submission.
- Schedule and take the WorkKeys Assessments when applicable. Note: some programs have admissions benchmark/cut-scores that must be achieved prior to acceptance into the desired program.
- Provide a copy of high school diploma, GED, or other educational records as required. Note: those enrolling in the STNA or CDL program are not required to have obtained a high school diploma or GED
 - **Documentation submitted in place of a high school diploma must include the date (month and year) of graduation from high school. This includes and is not limited to high school transcripts, post-secondary education transcripts, GED documentation, and home school certifications.**
 - **Home schooling documentation must be recognized as such in the state where issued and must be submitted with any supporting credentials including the appropriate seals and/or signatures as recognized by the proper governing authority.**
- Applicants who are interested in financial aid should speak with a Financial Aid Advisor.

- If a student is being sponsored by an outside agency, all the required paperwork MUST be completed with the agency prior to the student's start date.
- Students are notified regarding their acceptance. Additional information will be provided which may include class-specific enrollment information regarding class calendar information, book/tool/supply lists, etc.
- Student billing arrangements must be made or promissory notes completed two weeks prior to the course start date.
- The Washington County Career Center, Adult Technical Training office accepts cash, checks, VISA, MasterCard, Discover, or American Express.
- A student who provides a bad personal check will be required to make all future payments in cash, credit card, or by debit card.
- Take a pre-entrance Work Keys® Assessments and received the required scores for the program (when applicable). Please see page 13 for program specific Work Keys® scores.

The Washington County Career Center, Adult Technical Training has maximum class sizes; therefore, priority will be given to applicants into full-time programming who have completed the necessary enrollment procedures. If a program is full, wait lists are created for most programs on which the applicant can be placed.

Admission Requirements for Medical Programs:

A student must have and provide documentation for:

1. A High School Diploma OR a G.E.D. Equivalent Certificate
2. Taken a pre-entrance Work Keys® Assessments and received the required scores for the program

NOTE: Each Medical Program has its own specific program guidelines which include, but are not limited to, complete background checks, physical examination, immunizations, and drug screening as required. Medical Program students will receive a supplement to the school handbook to cover policies specific to that program.

Drug Screening Policy for Adult Tech. Medical Programs:

Purposes: To give assurance to employers and the public that persons graduating from our adult medical technology programs will be able to perform in these highly safety-sensitive positions without the risk of errors arising from the use of illegal drugs or drug abuse.

To promote and maintain a safe, healthy, and productive learning environment for our students.

To introduce and familiarize students with the kinds of drug testing programs that they may be subject to, or employed to administer, in the American workplace.

Scope: All students must have a negative drug screen in order to be admitted into a Medical Program and to participate in any clinical experience.

The Medical Programs will maintain a zero-tolerance policy regarding illegal substance use and drug/alcohol abuse during the entire period of enrollment.

Substances

Screened:

Students will be tested for the substances included in the 10-Panel Drug Screen as currently utilized by the partnering clinic (the Marietta Occupational Health Partners). The current list of substances and threshold levels for each are shown on the attached **Exhibit 1**. The substances tested and threshold amounts may be subject to variation from time to time in accordance with the practices and procedures of the testing laboratory. Alcohol testing may be conducted at the discretion of the Director, as appropriate, utilizing medically established methods and subject to the intoxication limits established under Ohio law for the operation of a motor vehicle.

Procedures: *Pre-Enrollment and Pre-Clinical:* The student shall submit to a drug screen prior to their enrollment into the program and prior to their clinical rotation, both at the student's expense.

Reasonable Suspicion: Any student suspected of being under the influence of drugs and/or alcohol while on

school grounds or in a clinical facility will be subject to a for-cause drug screen at the school's expense. Students submitting to for-cause drug screens will be transported to the partner clinic via Career Center vehicle with two accompanying Career Center staff members.

Random: Students may also be chosen randomly to submit to a drug screen at the school's expense.

Post-accident: Students will be required to submit to a drug screen at the school's expense immediately after an accident.

All drug screens must occur at one of the two locations of the partner clinics of Marietta Occupational Health Partners located in both Marietta and Belpre. Students must submit to clinic personnel a government-issued photo ID prior to the screen. Students may arrive at the partner clinics as early as 7:00 am on business days but must arrive at the partner clinic no later than 3:00 pm and will have 3 hours to complete the drug screening procedure once they reach the partner clinic. The lab will maintain a split sample of the specimen provided for a limited period of time to be determined by the lab and the Career Center.

Notwithstanding the above, the Career Center reserves the right to utilize any testing procedure or partner clinic which it may determine to be the most accurate, cost-effective, and/or advantageous from the perspective of administrative ease and maintenance of student privacy and confidentiality.

Test Results: The Washington County Career Center, Adult Technical Training Director will be notified of a positive test by the testing clinic, which will provide a report of the specific results. The Director will notify the student of the positive result. The student will be permitted to submit information to the clinic as to any prescription medications which may influence the test results. A valid prescription within the last two years will normally be required for any positive drug screen. The student may appeal in writing to the Director a positive result within seven (7) business days by requesting a second test of the split sample at his/her expense.

All test results will be maintained by the Director in a manner reasonably designed to ensure confidentiality and privacy. Test results may be used for internal administrative purposes, by the Career Center as necessary to protect its rights in any legal action or proceeding, or for law enforcement purposes.

Consequences: Any student who tests positive, violates, or who refuses to comply with the drug screen policy shall be either prohibited from admission or dismissed from the medical program.

Admissions Requirements for CDL Programs:

A student must have and provide documentation for:

1. CDL permit
2. Completed Department of Transportation drug screen and physical examination

OTC-Plus

Section 3313.901 of the Ohio Revised Code (established through House Bill 33) provides a framework for secondary Career-Technical Education providers and Ohio Technical Centers to collaborate in delivering high-quality career-technical education (CTE) that meets Ohio's workforce needs. This model, locally referred to as OTC-Plus, allows students to access training opportunities when enrollment in local programs is not possible due to course capacity, scheduling conflicts, unavailable courses, lack of qualified instructors, or limited facilities.

The policy is designed to offer local flexibility and customization, allowing multiple approaches for implementation. The guidance provides a broad overview of the design, implementation, and reporting requirements for CTE workforce and industry credential-only programs delivered through an Ohio Technical Center.

Students may enroll in programs at the approval of the director if they meet all enrollment requirements other than a high school diploma. Washington County Career Center will only enroll students who are approved by the school administration

and on track to graduate on their regular schedule. Tuition for students enrolling in OTC-Plus is covered by Washington County Career Center district funds, however students may be charged necessary required fees that are not covered by WCCC high school funding.

Application Submission and Fees

The applicant must complete and return the application form with the appropriate fee (by program specific deadlines if applicable) for admission. The Enrollment Agreement will also be completed with the student at the time of applying. A non-refundable \$30.00 fee is required to register for any Washington County Career Center, Adult Technical Training Program. Application may be completed in person with payment by cash, check, money-order, Master Card, Visa, Discover or American Express. The Washington County Career Center, Adult Technical Training Office is open Monday through Friday during normal business hours.

To be officially registered, a student must complete an application, present a copy of their high school diploma/transcript, any post high school training or GED certificate, and complete the payment or payment arrangements at the time of applying and meet the required benchmarks for their program/class. Note: some programs may have additional requirements.

Students requesting financial aid will need to coordinate their application through the financial aid department. In courses with limited enrollments, students who have completed enrollment and financial arrangements will be admitted first until the class is filled. Agency sponsored applicants will be considered enrolled upon mutual agreement between the school and the funding agency.

Application Deadlines

Late applications will be permitted only in those classes still open for enrollment and at the discretion of The Adult Technical Director and/or program coordinator. Priority application deadlines are as follows:

Medical Programs-	15 business days prior to the start of the program
Industrial Programs-	10 business days prior to the start of the program

Orientation

As a requirement of the State Department of Education, all students are strongly encouraged to attend orientation sessions before regular program classes begin.

WorkKeys Assessment Information

ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. They have been used for more than two decades by job seekers, employers, employees, students, educators, administrators, and workforce and economic developers. ACT WorkKeys assessments measure the cognitive (“hard”) and non-cognitive (“soft”) skills needed for success in the workforce. Applied Math, Graphic Literacy (previous name was Locating Information), and Workplace Documents (previous name was Reading for Information) assessments form the basis of the ACT National Career Readiness Credential (ACT NCRC), a portable credential that documents essential work skills. WorkKeys Applied Math includes the skills people use when they use mathematical reasoning and problem-solving techniques to solve work-related problems. Employees may use calculators and conversion tables to help with the problems, but they still need to use math skills to think them through. There are five levels of difficulty.

WorkKeys Graphic Literacy includes the skills people use when they work with workplace graphics such as tables, graphs, charts, digital dashboards, flow charts, timelines, forms, maps, and blueprints. Employees use this skill when they find, summarize, compare, and analyze information to make decisions using workplace graphics to solve work-related problems. There are five levels of difficulty.

WorkKeys Workplace Documents includes the skills employees utilize as they read and use workplace documents in order to do a job. The documents include, but are not limited to, messages, emails, letters, directions, signs, notices, bulletins, policies, websites, contracts, and regulations and are based on materials that reflect the actual reading demands of the workplace. It is often the case that these workplace communications are not necessarily clearly written or targeted to the appropriate audience.

These documents do not include information that is presented graphically, such as in charts, forms, or blueprints. There are five levels of difficulty.

All students (excluding CDL) are required to take the three (3) NCRC WorkKeys assessments as part of the enrollment process. Students wishing to be considered for admission into any program must meet the required benchmark scores within three (3) business days prior to the start of the program. Students requesting to test outside of this window must have the prior approval of both the program manager/coordinator and the director. All WorkKeys assessments must be completed outside of class time and scheduled with the Washington County Career Center, Adult Technical Training office.

If the required assessment benchmarks have been achieved from a different testing location or a previous test session with WCCC, please provide the original score report to the Registrar. All submitted scores must be within five (5) years from the date of program application into Washington County Career Center, Adult Technical Training.

Student Assessment Fee: \$0 - During Enrollment Processes Only (student must have submitted enrollment documentation and have paid the \$30.00 Application Fee to receive the student assessment fee rate)

Public Tester Rate	\$30.00 per assessment
Current/Enrolling Student (retake) Rate*	\$20.00 per assessment

- *Current/Enrolling Student (retake) Rate:
- a. Current students with the desire to take other WorkKeys assessments that are not required as their program benchmarks may take the assessments for the reduced fee of \$20.00 per test.
 - b. Current students who desire to achieve a higher assessment score than was required by their program benchmarks can choose to retest for the reduced fee of \$20.00 per test.
 - c. Current students that change programs during enrollment, who then need to achieve higher benchmark(s) required by the new program, can take that assessment(s) at the reduced rate of \$20.00 per test.

In lieu of the WorkKeys exam, students may choose to use their ACT or SAT scores for admittance into any Washington County Career Center, Adult Technical Training program. The chart below summarizes the necessary scores an individual must achieve to be eligible. Students must have met the ACT/SAT minimum scores in all sections to use ACT/SAT in place of WorkKeys. Washington County Career Center, Adult Technical Training will not accept ACT/SAT subjects on an individual level—all three sections must be submitted in place of all three WorkKeys skills. All submitted scores must be within five (5) years from the date of program application into Washington County Career Center, Adult Technical Training.

SUBJECT	ACT	SAT TAKEN PRIOR TO MARCH 1, 2016	SAT TAKEN AFTER MARCH 1, 2016
English Language Arts	English subscore of 18 (or higher)	Writing 430 (or higher)	Evidence-Based Reading and Writing (EBRW) 480 (or higher)
	Entered high school prior to July 1, 2014, reading subscore of 21 (or higher)	Reading 450 (or higher)	
	Entered high school after July 1, 2014, reading subscore of 22 (or higher)		
Mathematics	Mathematics subscore of 22 (or higher)	Mathematics 520 (or higher)	Mathematics 530 (or higher)

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/College-and-Career-Readiness-Test>

The diagram on the following pages displays benchmarks required per program and details regarding any possible remediation options. Remediation through Aspire is available for those who do not initially meet the required benchmarks.

WORKKEYS REQUIREMENTS

Last updated 12/30/2025



WCCC-AT PROGRAM(S)	HEI SUBJECT CODE	O*NET	From Student Handbook	AM	GL	WD
CDL (Class A)	49.0205 Truck & Bus Driver/ Commercial Vehicle Operator	53-3032.00 Heavy and Tractor-Trailer Truck Drivers		Obtain CDL permit		
Chemical Operator	15.0612 Industrial Technology/Technician	51-9011.00 Chemical Equipment Operators & Tenders		5	5	5
Chemical Technician	15.0612 Industrial Technology/Technician	19-4031.00 Chemical Technicians		4*	4*	5*
Customer Service & Sales Fundamentals				n/a		
Emergency Medical Technician (Basic)	51.0904 Emergency Medical Technology/Technician (EMT Paramedic)	29-2042.00 Emergency Medical Technicians		4	4	5
Emergency Medical Responder		53-3011.00 Ambulance Drivers and Attendants, Except Emergency Medical Technicians		4	4	5
HVAC-R	47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	49-9021.00 Heating, Air Conditioning, & Refrigeration Mechanics & Installers		4*	4*	4*
Instrumentation & Electricity	47.0105 Industrial Electronics Technology/Technician	49-2094.00 Electrical and Electronics Repairers, Commercial and Industrial Equipment		4*	4*	5*
Fiber Optic Technician	10.0105 Communications Technology/Technician	49-9052.00 Telecommunications Line Installers & Repairers		4*	4*	4*
Medical Assistant	51.0801 Medical/Clinical Assistant	31-9092.00 Medical Assistants		4	4	5
Medical Billing and Coding Specialist	51.0714 Medical Insurance Specialist/Medical Biller	29-2072.00 Medical Records Specialists		3	4	4
Professional Medical Coder	10.0105 Medical Insurance Coding Specialist/Coder	29-2072.00 Medical Records Specialists		n/a		
Phlebotomy	51.1009 Phlebotomy Technology/Technician	29.2012.00 Medical and Clinical Laboratory Technicians	31-9097.00 Phlebotomists (code not found on ACT site)	3	3	3
Industrial Maintenance Mechanic	47.0303 Industrial Mechanics and Maintenance Technology	49-9041.00 Industrial Machinery Mechanics		4*	4*	4*
Surgical Technologist	51.0909- Surgical Technology/Technologist	29-2055.00 Surgical Technologists		4	4	5

WCCC-AT PROGRAM(S)	HEI SUBJECT CODE	O*NET	From Student Handbook	AM	GL	WD
Certified Nurse Aide	51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide	31-1131.00 Nursing Assistants		3	3	3
Welding	48.0508 Welding Technology/Welder	51-4121.00 Welders, Cutters, Solderers, and Brazers		4	4	3
WorkKeys scores to be considered for admissions must be obtained at least three days prior to the start of a program.						
There are three possible outcomes after taking WorkKeys: 1. Receive a remediation-free score in each of the three categories indicating admission into the program after all other application requirements have been met. 2. Score within one point of a cut score with an asterisk indicated. In this instance, individuals can either (A) be waitlisted and retest (at least three days prior to the first day of the program) to attempt a remediation-free score or (B) be admitted into a program with their current score (within one point of the cut score where an asterisk is indicated) and follow remediation plan through Aspire office. Students must achieve Aspire enrollment status (12 hours) by the end of the first quarter. Failure to adhere to Aspire requirements may result in program dismissal. 3. Score <3 (less than three), within one point of a cut score <u>without</u> an asterisk indicated, or two or more points away from the cut score. In this instance, individuals can either (A) retest (at least three days prior to the first day of the program) to attempt a higher score or (B) follow a remediation plan through Aspire office and retest (at least three days prior to the first day of the program) when ready.						
After registering for a program, students must meet required scores before being admitted to the program unless: 1. An asterisk (*) indicates admission into programs if within one point of cut score and student consents to Aspire referral and follows remediation plan as assigned by the Aspire Coordinator. Or: 2. Students pursuing Adult Diploma Program should consult with Aspire/Ohio Options Coordinator to discuss WorkKeys benchmark scores and timelines of obtainment of scores.						

AM-Applied Math

GL-Graphic Literacy

WD-Workplace Documents

Payment Expenses

Tuition, tools, books, and fees are to be paid in full for each quarter unless special arrangements are made through a sponsoring agency with the Washington County Career Center, Adult Technical Training. Tuition rates are subject to change. WCCC, Adult Technical Training will only sell complete tool kits; which once accepted by the student cannot be returned. Financial Aid recipients may charge tuition, books, tools, supplies, fees, and clothing up to the amount of approvals by their sponsoring agency awards on a quarterly basis. All textbooks, supplies, and tool kits are priced separately from tuition and the costs vary per program per quarter and are subject to change without notice. Textbooks should be picked up by the student within 10 days of the start of the quarter.

The Career Center reserves the right to change or substitute classes within programs to better prepare the graduate with skills needed for existing job markets. The director, with the input of staff and advisory committee recommendations, determines this decision. This type of decision would possibly change the tool list and/or classes offered within a given two-year period. Printed materials updated in the office take precedence over the posted information online; items are subject to change.

Refund Policy

Tuition and fee refunds are made for valid reasons that require a student to change plans and must be noted in a timely manner. The school may also retain 5% of tuition for “reasonable administration fee” or \$100.00 whichever is less. A 100% refund will be given if the Washington County Career Center, Adult Technical Training Office cancels a class. The costs for books, supplies, tools, and miscellaneous expenses for a quarter are considered fully expended after the first class of the quarter. Refunds are processed through the school treasury department and are made to the student within 45 days of the ‘date of determination.’ Refund policies may vary per program.

Veterans Refund Policy:

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

CAREER DEVELOPMENT PROGRAMS CANCELLATION AND REFUND POLICY

Any student may cancel their enrollment by notifying the Washington County Career Center, Adult Technical Training office at any time prior to or during training. Written notification is preferred, but not required. Washington County Career Center, Adult Technical Training reserves the right to cancel a program due to low enrollment and all monies paid shall be refunded to the student. All lab fees, books, supplies, and/or tools become the property of the student upon receipt and will not be refunded. In programs that require assessment testing, students who decide not to attend after taking assessments by WCCC-AT will still have the charges for the testing applied to their account. Additionally:

1. If the student notifies the school of their enrollment cancellation within three calendar days after the date of signing their enrollment agreement, all monies paid will be refunded to the student within 45 days of that notification.
2. If the student notifies the school of their enrollment cancellation more than three days after the date of signing the enrollment agreement but before starting classes, the student will receive a refund within 45 days of all monies paid (less the \$30.00 application fee and less any assessment fees processed for the student).
3. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and equipment. Any monies paid will be refunded to the student within 45 days.

Tuition Fee Calculations: Any student who is withdrawn, suspended, or terminated from school at any time after starting classes may have a financial obligation to the school for a prorated cost of tuition plus fees charged for any books, supplies, or tools received. This charge is based on the completed hours as of the dismissal date. If the dismissal date is during the first 60% of the enrollment period, the school will refund a prorated amount of the tuition and fees as shown in the chart below (with the exception of CNA and CDL programs noted below):

% of Tuition Refund to Student	% of Tuition Retained by School	Withdrawal: "enrollment period" refers to the quarter/term of program enrollment
Refund Policy for all Adult Tech Programs excluding CDL, CNA, & Fiber Optic Tech.		
100%	0%	All cancellations before period of enrollment begins (zero attendance accumulated)
90%	10%	.01% - 10% of enrollment period
50%	50%	10.01% - 25% of enrollment period
25%	75%	25.01% - 60% of enrollment period
No Refund	100%	60.01% - 100% of enrollment period
Refund Policy for Class A CDL, CNA, and Fiber Optic Tech programs		
100%	0%	All cancellations before period of enrollment begins (zero attendance accumulated)
50%	50%	.01% - 10% of enrollment period
25%	75%	10.01% - 25% pf enrollment period
10%	90%	25.01% - 60% of enrollment period
No Refund	100%	60.01% - 100% of enrollment period

For State Tested Nurse Assistant (STNA), CDL, and Fiber Optic Technician:

100% of the tuition and fees are due at the enrollment deadline of the program. Fees paid (less the application and background check fees) are fully refundable before the first day of class; the school must be notified on or before the business day prior to the first day of class. In the event of a class being delayed or cancelled, all fees paid will be refunded to the student by the Washington County Career Center, Adult Technical Training. Sources of funding provided through third-party sponsors will be applied to student charges. In the event that sponsor supported funds are reduced or denied, the student must pay the

“balance due” amount. Refunds are processed within 45 days from the date of determination.

Return of Non-Title IV Funds: After the institutional policy has been applied, any excess Non-Title IV funds will be returned to the students or the appropriate agency within 45 days of the date of determination.

Return of Federal Title IV Funds: All students receiving Federal Title IV aid who withdraw will be subject to a cancellation of earned funds called Return to Title IV Funds (R2T4). All unearned Title IV aid will be returned to the appropriate program (Pell). If the withdrawal occurs after the 60% point in the payment period, then 100% of that aid is earned and does not have to be returned. The amount of aid that student is eligible for and the number of hours scheduled, up to and including the last day of attendance are used to determine the amount of aid that is earned. The percentage of aid earned is found by dividing the hours scheduled up to and including the last date of attendance by the total number of hours in the payment period. If the percentage is greater than 60%, then the student has earned 100% of their aid for that payment period. If the percentage is 60% or less, this percentage is multiplied by the amount of aid the student was eligible to receive in that payment period. This will determine the amount of aid earned. Unearned aid that has already been disbursed will have to be returned. Students may owe for charges that may have been previously covered by financial aid. Return of Title IV funds per federal regulations must be returned within 45 days of the student’s withdrawal date.

Processing and Date of Determination:

Refunds are processed within 45 days of the date of determination by the school that a student has withdrawn or is dismissed from the school. The date of determination is either made from: 1. Notification to the school by the student that he or she has withdrawn or the date of dismissal, or 2. If a student does not notify the school of intent to withdraw from school and stops attending; the student will be automatically dismissed after missing 10 evenings, 5 days, or 40 hours from the last date of attendance. The dismissal date will serve as the date of determination.

Program Guidelines

The policies and procedures in this handbook are designed for the majority of the programs offered at the Washington County Career Center, Adult Technical Training. Some programs may have their own policies and procedures for attendance, grades, etc. and therefore students must follow the guidelines of his or her selected program of training.

Financial Aid

Financial Aid representatives are available in the Washington County Career Center, Adult Technical Training office for all potential and current students needing assistance with financial arrangement/planning for school. Please contact Wendy Ketelsen, Financial Aid Advisor, at 740-373-2766 ext. 2014.

For more information regarding Financial Aid services, please see the Financial Aid Handbook section.

Late Fees

Regarding in-house promissory notes/payment plans: Students who fail to make payments within seven calendar days of an established due date reflected on his or her promissory note may be subject to a \$25.00 late fee. Students experiencing financial hardship may request an amendment to a payment by making a timely submission of the form titled *Request to Amend Payment Plan*, which is available in the office. If approved and followed within the agreed upon amendment terms, the late fee will be waived for that associated payment. Failure to uphold the terms of an approved amended payment plan may result in denial of access to attend class.

Veteran’s Benefits and Transition Act of 2018

Washington County Career Center in accordance with the Veterans Benefits and Transition Act of 2018 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 Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

Assessment Services

Career assessments are available to individuals who want to learn more about the types of occupations that match their interests, skills and values.

Attendance Policy

To provide the maximum level of training, WCCC expects students to attend scheduled classes every day and to be punctual. It is important to develop the necessary habits required for employment. Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Certificates from WCCC training programs are based on the number of hours students attend; absentee hours will be deducted from the certificate of completion hours.

WCCC, like most vocational-technical schools, is a clock hour institution. Students must complete a minimum requirement of scheduled program hours in order for a certificate to be awarded. Any student not completing the required number of clock hours for their specific program risks the opportunity to obtain a certificate and/or receive financial aid. Each student is responsible for knowing the attendance requirements of their program and their particular source of financial aid.

In the event an absence may occur, the student is required each day to notify the instructor or office staff. Instructors take attendance at the beginning of each class period. Students arriving late or leaving early will be noted and the times recorded on the attendance sheet by the instructor. If a student is late for class, the amount of time lost will be based on 15-minute intervals as done in business and industry. Any time lost will be an immediate loss of 15 minutes. Students are expected to remain in class for the entire scheduled class. Students with extended illnesses that will require frequent or extended absences should speak with the counselor to discuss his or her possible withdraw and re-entry the next school year.

Students should meet with his or her Program Manager or Counselor to discuss excessive absences or problems the student may be experiencing. Students who exceed the total number of allowable absences, late arrivals, and early leave may be terminated from his or her program.

Students with financial aid may continue to receive assistance as long as they meet the academic standards of the WCCC and as long as they make satisfactory academic progress (SAP) toward his or her certificate requirements. Satisfactory progress is defined as successfully maintaining a 70% (C) or better grade average and 90% or better attendance each quarter. Please see the Financial Aid section of this handbook for specific SAP guidelines.

NOTE: The Medical and CDL Programs' attendance and academic policy differs from the WCCC, Adult Technical Training institutional policy to meet the standards required in health care; therefore, students must follow the policy of his or her program of training. *Medical and CDL Program students will receive a supplement to the school handbook to cover policies specific to that program.

As an institution that accepts Federal funds, WCCC is required to meet certain guidelines concerning clock-hour facilities and WCCC must record attendance time for all students. As adult students, you may arrive and leave class whenever you choose; if a student chooses to arrive late or leave before the class is dismissed, our instructors are required to document this time. If the student receives funding from sources such as Pell, TAA, WIOA, or VA, it is the student's responsibility to recognize that attendance may affect the amount of funding he or she will receive. Veterans receiving educational benefits who miss more than 10% of scheduled hours per quarter will be reported to the Veterans Administration and may be in jeopardy of losing his or her benefits.

Class work may be made up for a grade (on a case by case basis scheduled between the student and the instructor). Hours are not made up and are only granted for time completed in class.

Students may be excused for up to 10% of their total program hours, excluding clinical time, for absences due to unforeseen life events. It is assumed in good faith that absences are only acquired for circumstances outside of the students' control which prevent the student from being able to participate the class scheduled.

Students attending at least 90% of the cumulative program hours and who have satisfactory academic progress (70% or better on all final course grades) will receive a WCCC Passport. Regardless of the reason, if a student's absences exceed 10% of the total clock hours for his or her program of training, the student does not meet the institutional attendance requirements to receive a WCCC Passport or certificate of completion. Students who fail to meet at least 90% attendance each quarter may be placed on probation and students who fail to meet the 90% cumulative attendance requirement may be dismissed from their program.

Any student failing to achieve 90% or higher cumulative attendance or any student who receives 59% or below for a final course grade will only receive a WCCC transcript.

Withdrawal

Official Withdrawal: Withdrawal from WCCC, Adult Technical Training must be requested preferably in person by written notice to the Office. A student is required to complete an official withdrawal form in order to obtain any refund of tuition that may be due to the student. A student is not officially withdrawn until the withdrawal form is signed, dated, and returned to the WCCC, Adult Technical Training Office. Discontinued attendance or notification to the instructor or any other school employee will not constitute an official withdraw. Personal items and school issued kits, etc. that belong to a student who withdraws must be claimed within 30 days of the date of withdrawal or these items will become property of the school.

If at any time it becomes mathematically impossible for the student to achieve the required attendance and grades by the end of the program, the student will be subject to withdrawal.

Unofficial Withdrawal: A student may be automatically terminated when he or she has been absent for more than the requirements of that particular program without notifying the WCCC, Adult Technical Training office or instructor of the reason for the absence. The student's last recorded date of attendance will be used as the unofficial withdrawal date. If a student does not notify the school of intent to withdraw from school and stops attending; the student will be automatically dismissed after missing 2 calendar weeks from the last date of attendance. The dismissal date will serve as the date of determination.

No certificates, transcript, or any other completion paperwork will be distributed until the official withdraw form is completed and returned to the office. Withdrawal from a program does not extinguish a student's tuition obligations. Students are responsible for the payment of all books, tools, and supplies issued to a student prior to the student's withdrawal date. Students are responsible for paying the balance of their account not paid by PELL; any student withdrawing that falls below the requirements to maintain satisfactory academic progress will be responsible to pay any remaining balance due that the award would have covered; this must be paid before reenrolling. The Financial Aid Advisor will counsel the student on any and all financial obligations based on the effective date of withdrawal.

Any unpaid charges on a student's financial account with the office will be subtracted from the refund prior to processing the refund request. Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances made on a case by case basis.

Any unpaid amount(s) due to The Career Center must be paid within 45 days of the last day attended. Payment options may be arranged with the Financial Aid office up to and including the 45th day. At that time the account will be placed with a collection agency. All questions and payments are to be directed to the collection agency at that time.

Re-Entry into Class

A student terminated for academic and/or behavioral reasons may apply for re-enrollment immediately following the end of the quarter for which they were terminated. The Career Center administration may approve or reject the re-admission application; this decision is final.

NOTE: Any student with an unpaid balance must pay said balance before the student can return to school.

Leave of Absence

This Leave of Absence policy pertains to financial aid Satisfactory Academic Progress, WCCC's attendance policy, and WCCC Institutional Academic Probation/Dismissal.

The Career Center feels that there is sufficient time allowed in its attendance policy to cover most emergencies. However, a student may, under extenuating circumstances, make a written application for a leave of absence. Students wishing to apply for a Leave of Absence should request the form from the main office. The Leave of Absence shall be granted only after a review of the reason for the leave, including any supporting documentation and after taking into consideration the student's attitude, progress-to-date, past attendance, and the likelihood that the student will successfully complete the program. Students may submit one Leave of Absences per academic year for personal medical purposes. The maximum time granted will not exceed two weeks, unless other arrangements have been made with the Program Manager and Director.

Students should be clear that a Leave of Absence only temporarily reduces the attendance requirement and temporarily delays the due date for academic assignments during the term in which the leave is granted. Students wishing to apply for a Leave of Absence should make the request in writing within 30 days of returning, unless the student's original completion date is less than 30 days away after returning, then the student must make the request within 7 days of returning. Training hours and assignments within the Leave of Absence must be made up within 30 days from the Leave of Absence approval date unless other arrangements have been made with the Program Manager and Director. A Leave of Absence does not decrease the overall program attendance hours for which a student is expected to attend.

Grading

Each student has a mid-term and quarter-end evaluation form completed by the program instructor as part of his or her student record file. Part of the evaluation may consist of, but is not limited to, the following:

- Classroom work and participation
- Quiz and test grades
- Attitude
- Responsibility
- Attendance
- Tardiness
- Care of school property, tools, and materials
- Quality of work
- Ability to work with others
- Safety practice and procedures
- Initiative

Grade Scale

For the purpose of understanding cumulative grade points on transcripts each quarter, grade point averages are determined by the point scale. The scale below is used in evaluating student achievement for class grades:

90 – 100%	A	=	Excellent	4.0 Grade Points
80 – 89%	B	=	Good	3.0 Grade Points
70 – 79%	C	=	Fair	2.0 Grade Points
60 – 69%	D	=	Poor	1.0 Grade Points
Below 60%	F	=	Unacceptable	0 Grade Points

Any final course grade less than 60% may result in termination from a program.

NOTE: Medical Programs have a different grading scale. Students in medical programs must pass each course to continue into the next quarter.

After four absences in class a letter grade may be dropped. Cheating will not be tolerated; class-work, assignment, or test that was determined the student(s) cheated will be given an automatic zero. Repeat cheating offences may result in student dismissal.

Institutional Academic Probation/Dismissal

*Pertains to program-specific requirements more rigorous than instructional minimums

Students receiving less than 60% final course grades per grading term will be placed on academic probation and may be dismissed. Those placed on academic probation must meet the terms of probation (60% or higher final course grades) by the end of the next term or they will be dismissed.

*Some programs (i.e. medical, less than 80% final course grade is failing) have program-specific academic standards more rigorous than institutional minimums. Please refer to program specific handbook for academic policies. Handbooks can be obtained through the WCCC, Adult Technical Training office.

Students have the right to appeal a dismissal from a program. Students will be notified in writing of any dismissal decision. Students may appeal a dismissal decision as follows:

- Step 1: The decision may be appealed in writing to the Adult Director, within five business days of the notification.
- Step 2: The decision of the Adult Director may be appealed in writing to the district's Superintendent within five business days of the disposition from Step 1.
- Step 3: If the person is not satisfied with the disposition of his or her appeal at Step 2, he or she may, within three business days after a decision by the Superintendent, present an appeal to the Board of Education. Board members will discuss the appeal within the succeeding fifteen business days. The decision of the Board of Education shall be considered final.

Work Policy

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Make Up Work

Students will only be permitted to make up classroom work, lab assignments and tests in the event that the absence was due to one of the following reasons: *Documentation must be presented to the instructor to verify the above events.

- Hospitalization of student or immediate family member
- Death in immediate family
- Court appearance

Incomplete Course Work

Any student who does not complete the required coursework as requested by the instructor will receive an incomplete for that class. Late coursework may be accepted on a case by case basis upon evaluation with the instructor and program director. No past due work will be accepted any later than one (1) week past the last class session unless other arrangements have been made.

Progress Counseling / Student Evaluations

Students will be counseled on attendance and grades at mid-term each quarter by the program instructors and again at the end of each quarter. Forms will be given to instructors to complete and discuss with each student individually. The goal of the evaluation report is to provide students with feedback regarding their performance. A cumulative transcript will be prepared at the end of each quarter. Students who are receiving financial aid should request a copy to take to his or her case manager.

Student Services Available

Counseling: The WCCC, Adult Technical Training offers guidance to all adult students. An on-staff counselor, as well as the director, is available to discuss academic and career questions and problem resolutions. Contact Cynthia Schwendeman at

740-373-6283 or Mr. Evan Schaad. at 740-373-2766, ext. 2010.

Disability Services: WCCC, Adult Technical Training helps provide equal access and reasonable accommodations to students with disabilities attending the Washington County Career Center, Adult Technical Training. Please contact Evan Schaad, at 740-373-2766 extension 2010 or email eschaad@thecareercenter.net.

Financial Aid: See Section 2 of this Adult Student Handbook for the complete details about financial options for those interested in attending courses of WCCC, Adult Technical Training. Contact Wendy Ketelsen at 740-373-2766, ext. 2014 for assistance and complete details.

Placement: The WCCC, Adult Technical Training's Transitional Workforce/Placement Developer will assist students with their employment search. The WCCC, Adult Technical Training does not guarantee placement. Resumes and employment data are maintained on all vocational completers who complete the forms. The Washington County Career Center, Adult Technical Training department will assist full-time students in preparing a professional resume. Copies will be available upon request (please allow one week for processing the request). It is a main objective that upon completion of the program, a job in the related field of study is obtained or soon to be obtained.

Use of office equipment (fax machine, copy machine, telephone, computer) is available to help students achieve employment; students are not to interfere in the daily routine of office, faculty, or support staff by any form of unauthorized use of office equipment in any school office.

A student resource room is also available for study and research purposes; please see staff in the Adult Tech office for additional information.

Authentication Policy for Blended (Hybrid) Learning

WCCC Students participating in online learning must adhere to the following:

- WCCC issues school email addresses and passcodes for all students involved in online learning. Do not share your username or password with anyone.
- E-mail accounts and access to Schoology are assigned to individual students and are not to be shared unless specifically authorized by WCCC administration or the IT staff. It is a violation of the Acceptable Use Policy for any user to allow others (including other students in your program) to use or have access to your account. It is a violation to use another student's user account, with or without that person's permission. Intentionally or negligently revealing one's password is prohibited. It is a violation to attempt to learn the password to another user's account, whether the attempt is successful or not.
- The password used with an account is the equivalent of an electronic signature. The use of user ID and password authenticates an identity and gives on-line affirmations the force of a legal document.
- WCCC students participating in online learning are required to submit their own work, including but not limited to class discussions, assignments, assessments, and discussion/chat rooms. Students' written work is reviewed for plagiarism. All online exams are monitored by WCCC staff. Students who use another student's username and passcode to complete coursework are subject to WCCC policies regarding plagiarism and violation of the code of conduct.
- Users may not attempt to intercept, monitor, forge, alter or destroy other users' communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another user's data or communications without the prior express permission of the owner.
- Users may not engage in the unauthorized copying, distributing, altering, or translating of copyrighted materials, software, music, or other media without the express permissions of the copyright holder. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> (PDF file) and the Copyright Act at: <http://www.copyright.gov/title17/>
- WCCC reserves the right to review and/or monitor any emails or transmissions sent or received through the WCCC network, including emails, Schoology, Microsoft Teams, etc., at its sole discretion.

Health Emergencies and Accidents and Insurance

Students attending WCCC are required to have accident insurance. To meet this requirement a student must be covered under themselves, a spouse, a parent or legal guardian. If for any reason a student does not fulfill this requirement, WCCC cannot accept responsibility in the event of an accident. All students must report accidents or injury to your instructor immediately. The instructor is required to complete the Accident Form obtained in the office. If you have sustained a minor cut or burn, you will be given first aid supplies. (Instructors are not authorized to administer medical aid.) The WCCC, Adult Technical Training does not maintain a health center. Students who are ill should return home. In case of an emergency, dial 8 then 911 then call the WCCC, Adult Technical Training Office at extension 2011. Students may not transport other students to the emergency room. The instructor and the WCCC, Adult Technical Training Director/Supervisor must be notified of all school related injuries. Students assigned to a clinical site shall be responsible for any personal injury/illness sustained during the clinical experience.

NOTE: WCCC, Adult Technical Training does not insure students or part-time instructors.

Vehicles and School Parking Lot

While on school grounds, student shall observe all state, local, and school traffic regulations. The Career Center does not assume responsibility for the care or protection of any vehicle or its contents while on school property. The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is cause to do so in accordance with the terms of law and this policy. School officials may search a student, his/her car, or other property without a search warrant with “reasonable suspicion” that some misconduct is being or has been committed. Desks, buildings, parking lots, and equipment are all property of the school district and school officials reserve the right to conduct inspections or searches when deemed necessary to maintain the educational process or protect the health, safety, and welfare of the other students and staff. All vehicles entering school property are subject to search.

Surveillance Cameras/Video

The Board of Education authorizes the use of video surveillance. Surveillance cameras are in use on school property 24 hours each day, 7 days a week. Lockers, desks, cabinets, and similar use are the property of the Washington County Career Center. Such property carry no exception of privacy for the students who occupy them and are subject to search by school authorities at any time, including random searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or school rules. Searches of a student, including his/her possessions and vehicle, may be conducted at any time that the student is under the jurisdiction of The Washington County Career Center. A search may also be conducted to protect the safety of others. Failure to comply with reasonable search will be considered insubordination and could result in withdraw and/or criminal charges.

Canine Search Disclaimer: The use of dogs trained in detecting the presence of drugs and other substances, may be used to patrol the school facilities and grounds including but not limited to the locker and parking areas. Use of dogs may, but will not necessarily be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or container it shall create reasonable suspicion to search that vehicle, locker, or container.

Conduct, Poor Conduct Policy, Disciplinary Probation and Dismissal

Appropriate behavior is expected at all times. WCCC is committed to its mission of training people to be productive members of the workforce; we believe students must conduct themselves in a professional manner. Proper conduct includes consideration for fellow students, respectful behavior towards faculty and staff, appropriate regard of safety policies within the classroom environment, compliance of the rules of conduct set forth by WCCC; there is zero tolerance for actions that are violent or discriminatory in nature. The courts have held that each student has the responsibility to act in such a way as to not interfere with the rights of others in the same educational opportunities.

Students may be subject to disciplinary action including probation or dismissal for conduct disruptive to the educational process or destruction of school property. Classes must operate in accordance with rules and regulations as set forth by the school administration and Board of Education. The Adult Technical Director may terminate a student at any time for the following, but not limited to, the disruption of the learning environment in the classroom/lab, for destruction of school property, fighting, cheating, plagiarism, falsification of records, failure to adhere to school policy, poor attitude, lack of

cooperation, and/or suspected drug or alcohol use. Students whose progress is unsatisfactory will be notified in writing and placed on disciplinary probation for a time determined by the Instructor and the Supervisor, not to exceed 30 days. Students who do not show improvement during the probation period will be dismissed.

Students have the right to appeal a dismissal from the school. Students will be notified in writing of any dismissal decision. Students may appeal a dismissal decision as follows:

- Step 1: The decision may be appealed in writing to the Adult Director, within five business days of the notification.
- Step 2: The decision of the Adult Director may be appealed in writing to the district's Superintendent within five business days of the disposition from Step 1.
- Step 3: If the person is not satisfied with the disposition of his or her appeal at Step 2, he or she may, within three business days after a decision by the Superintendent, present an appeal to the Board of Education. Board members will discuss the appeal within the succeeding fifteen business days. The decision of the Board of Education shall be considered final.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official, employee, or the property of such official or employee.

Student Code of Conduct: (included but not limited to the following; refer to Board Policies for complete details)

1. Disruption of school: A student shall not by use of force, violence, coercion, passive resistance, or other actions cause material disruption or obstruction of regular school routine.
2. Damage to school and private property (includes breaking and entering): A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, materials or private property on school premises. A student shall not forcibly enter the school buildings or people's private property on school grounds.
3. Fighting or assault: A student shall not participate in an altercation, cause physical or mental injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Any student who assaults another will be recommended for dismissal from his/her training program.
4. Dangerous weapons and instruments: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements and also includes look-alike weapons or toys. Unless otherwise authorized, students are prohibited from bringing firearms onto school grounds, in a school vehicle, or to any school-related activity. Criminal charges may be filed for this violation.
5. Narcotics (including Marijuana), alcoholic beverages, drugs, and look-alike drugs: A student shall not use, possess, conceal, sell, transmit, or be under the influence of any beverage, narcotic, dangerous drug, or any substance or paraphernalia that causes physical or mental change.
6. Insubordination/Unruly Conduct: A student shall not disregard or refuse to obey reasonable direction or instructions given by authorized school personnel. This includes falsely reporting or obstruction an investigation by withholding information. Chronic insubordination can result in dismissal.

7. Theft and Trespassing: A student shall not take property which does not belong to the student. Theft will be the basis for possible dismissal and may be reported to law enforcement officials. A student shall not enter areas of the school other than the ones to which assigned without authorization from the person in charge.
8. Academic dishonesty (includes cheating and plagiarism): A student shall not cheat or plagiarize information from another student or staff member by an intentional distortion of the truth. Students shall not lie about, fabricate, distort, or change information given to school staff or administration.
9. Harassment and Bullying: A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, visitor, or staff member. This also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or to the property of such official or employee. Harassment is any speech or action that creates a hostile, intimidating, offensive learning environment, or is the invasion of privacy and may include but is not limited to physical, mental and/or sexual harassment/misconduct and may include retaliation, coercion, interference, or intimidation.
10. Immorality, profanity, and/or obscene language: A student shall not engage in sexual acts or commit any acts of gross immorality on school property or at school activities. All types of profanity/obscenity (including verbal, gestured, written or electronically transmitted) are prohibited.

Dress Code

One of the primary objectives of WCCC, Adult Technical Training is preparation for employment. Students are to practice standards of grooming acceptable to the occupation of their choice. Students are expected to dress appropriately, defined as: the appropriate dress that would be expected at a work-site related to the students' program of training. Some trades require specific clothing such as uniforms, safety shoes, etc. Instructors have the authority to ask inappropriately dressed students to leave the school and return with the appropriate dress.

Safety Clothing

Student personal safety and well-being is a primary consideration in setting this policy. Each student is required to equip themselves with protective clothing and safety glasses in shop areas when necessary. Safety glasses must be worn while operating equipment in the industrial shop areas and other locations as necessary.

Student Identification Badges

Beginning with the 16-17 school year, the Career Center campus has implemented the use of an electronic security system that monitors and secures all exterior doors on both buildings. All students and staff are now issued a photo identification badge that is to be worn at all times while on campus. The first ID badge issued is at no additional cost to the student or staff member. If the badge becomes lost or needs replaced, there will be a \$5.00 replacement charge.

Lab Clean Up

It is the responsibility of the student to clean classrooms and lab areas at the end of each training session. Labs should be left in the condition in which they were found or better.

Personal Phone Calls to Students

Incoming calls to students will be accepted by the WCCC, Adult Technical Training Office staff in case of emergency only. The office staff will take a message for the student to return the call in such cases and the supervisor will deliver the message to the student. There are no pay phones available on campus. Beepers and cell phones are expected to be off or on silent mode during class times.

Change of Information

A change of address and/or telephone number should be reported to the WCCC, Adult Technical Training Office immediately and the necessary forms completed. If there has been a name change, legal documentation must be provided to support the change.

Visitors

All visitors must report to the WCCC, Adult Technical Training Office, sign in on the forms, and receive a mandatory visitor pass. Upon arrival, the secretary will contact the instructor for admission into the classroom. Please DO NOT have visitors report directly to the lab or classroom.

Field Trips

Unless otherwise authorized by the Adult Director for use of school transportation, transportation to and from field trips is the responsibility of the students. All students participating in school-sponsored activities away from the campus shall use their own means of transportation. The school is not responsible for the student to and from activity.

Safety

All students must comply with safety regulations. Safety instruction is an integral part of each program. In accordance with Board Policy, the individual student accepts the responsibility for his or her safety. The Board does not accept liability for accidents that occur due to human error or negligence.

Center Closing Due to Inclement Weather Conditions

Washington County Career Center, Adult Technical Training classes are seldom cancelled due to inclement weather. The closing of the high school and/or adult daytime classes DOES NOT mean that adult evening classes are cancelled. Every effort will be made to decide upon the Center's closing in a timely manner: day classes by 6:30 a.m. and evening classes by 2:00 p.m. Listen to the following radio and television stations for cancellation information: WNUS, WDMX, WXIL, WMIX, and WTAP. An automated phone call will be sent to all current students using the school's notification system, School Messenger. Students may also refer to our school's Facebook website for more information regarding cancellations and delays.

Make-Up Time for Inclement Weather or Emergency Closing

If classes are forced to close due to inclement weather or emergency school closing, students will be required to make them up by scheduling in-class instruction during the quarter end break, Friday's or weekends unless otherwise instructed by school officials. Individual program instructors may arrange suitable make-up days with their classes.

Breaks

Courtesy and common sense should dictate your behavior while on break. Be considerate of others by not disturbing classes not on break. During the break period students may eat or drink in designated areas. Because classrooms are shared between day and evening classes, students are asked to clean up any disarray they may have created by disposing of papers and returning chairs and tables and other equipment/supplies to their original places.

Aspire

Aspire is a program for any person over 18 years of age who has not graduated from high school and needs help in developing skills and abilities in reading, writing, and arithmetic. There is no charge to the student. The program is supported by Federal, State, and Local funds. The students can work at their own level and pace using varied instructional materials. The General Education Development (GED) Test preparation is part of the Aspire class. Aspire classes will be held at WCCC, Adult Technical Training and additional locations. Please call 740-885-5990 to schedule or find out more information on GED.

Ohio Adult Diploma Program (ADP)

The Adult Diploma Program is here to transform the lives of those who missed out on that high school diploma. The Ohio Department of Education and educational institutions all across Ohio have teamed up to offer courses that you can complete in a few weeks or months. Participants will complete their Ohio high school diploma requirements by participating in a competency-based learning program, and demonstrating a mastery of skills, to prepare for in-demand career fields. Designed with busy adults in mind, this program offers a quick path to a good job. Earn a diploma and receive training for a job. Best of

all, it's totally FREE. Graduates receive a State of Ohio diploma from the Ohio Department of Education along with a career credential and a National Career Readiness Certificate. For more information, please contact their office at 740-885-5990.

Student Records

Individual student records are maintained during the time a student attends WCCC, Adult Technical Training in a confidential file located in the adult office for two years and then are archived. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absences, and grades all of which are provided to the WCCC, Adult Technical Training Office by the instructors. Grades, attendance, and other pertinent information will be added as accrued. In accordance with Section 438 of Public Law 93-380, known as the “Family Educational Rights and Privacy Act of 1984” adult students have the right to inspect and review all official school records directly related to themselves and must, with certain exceptions, give written consent if any information is released by the school.

Transfer of Credit Policy

Students must have a high school diploma or GED equivalent to be admitted to the Career Development Programs. The Adult Technical Director and program manager will determine, on a case-by-case basis, what clock hour credits may be transferred from a different institution (in coherence with program accreditation policies/guidelines.) Credit may be granted for a course with a “C” or better at an accredited institution or of those institutions which The Adult Technical Director has established as acceptable. The clock hours for the completed or partially completed course must be the same as the course offered at WCCC. The curriculum for the course at the outside institution may be requested so that a review can be conducted by the WCCC managers and director. Financial aid may be affected by the number of clock hours accepted for transfer as it reduces the number of required hours to complete. Prospective students may be required to satisfactorily pass a final exam (70% average or better) to receive class credit. No provision is made to “test out” or challenge courses to receive credit for experiential learning. All transfer credit requests must be approved by the program manager and director prior to the start of the program. NOTE: Medical Programs may differ from the above policy; refer to supplemental handbooks.

Articulation into WCCC, Adult Technical Training from WCCC High School Programming:

The below outlines potential credit awarded to graduates of WCCC High School applying to WCCC, Adult Technical Training. Prospective students must have graduated within the past 5 years and must have completed with an 80% or higher final grade for medical programs or a 70% or higher final grades for all other trade programs. Eligible high school credit will be awarded to the WCCC, Adult Technical Training transcript as a last-credit award when all other required coursework has been completed according to program guidelines. Any high school credit articulated to the WCCC, Adult Technical Training transcript will be awarded as a pass/fail credit and will not count towards overall GPA.

Any student interested in transferring credit from the WCCC high school will be required to complete the Request for Transfer Credit form located in the WCCC Adult Technical Training office.

High School Medical College Prep Course	WCCC, Adult Tech Medical Assistant Course & Clock Hours Credited
Medical Terminology	Medical Terminology - 45 Clock Hours
Certified Nurse Aide License	Certified Nurse Aide – 80 Clock Hours

High School Medical College Prep Course	WCCC, Adult Tech Medical Billing & Coding Course & Hours Credited
Medical Terminology	Medical Terminology - 50 Clock Hours

High School Medical College Prep Course	WCCC, Adult Tech Surgical Technologist Course & Hours Credited
Medical Terminology	Medical Terminology - 45 Clock Hours

High School	WCCC, Adult Tech
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Patient Health Care Tech Course	Medical Assistant Course & Hours Credited
Medical Terminology	Medical Terminology - 45 Clock Hours
Certified Nurse Aide License	Certified Nurse Aide – 80 Clock Hours
Phlebotomy Certification	Phlebotomy – 52 Clock Hours

High School Patient Health Care Tech Course	WCCC, Adult Tech Surgical Technologist Course & Hours Credited
Medical Terminology	Medical Terminology - 45 Clock Hours

High School Patient Health Care Tech Course	WCCC, Adult Tech Medical Billing & Coding Course & Hours Credited
Medical Terminology	Medical Terminology – 50 Clock Hours

High School Sports Medicine & Exercise Science Course	WCCC, Adult Tech Medical Assistant Course & Clock Hours Credited
Medical Terminology	Medical Terminology – 45 Clock Hours

High School Sports Medicine & Exercise Science Course	WCCC, Adult Tech Medical Billing & Coding Course & Hours Credited
Medical Terminology	Medical Terminology - 50 Clock Hours

High School Sports Medicine & Exercise Science Course	WCCC, Adult Tech Surgical Technologist Course & Hours Credited
Medical Terminology	Medical Terminology - 45 Clock Hours

High School Electricity Program	WCCC, Adult Tech Industrial Maintenance Mechanic Course & Hours Credited
	Basic Electricity - 44 Clock Hours

High School Electricity Program	WCCC, Adult Tech HVACR Course & Hours Credited
	Electrical Theory for HVACR - 60 Clock Hours

High School Welding Program	WCCC, Adult Tech Industrial Maintenance Mechanic Course & Hours Credited
	Welding - 44 Clock Hours

Class Cancellations

Most courses require a minimum number of students to offer a class; therefore, The Washington County Career Center, Adult Technical Training reserves the right to cancel or delay the opening of any course that has insufficient enrollment up to the day before a class is to begin. All fees will be returned, where possible, if a class is cancelled by WCCC, Adult Technical Training. All final decisions will be made by the WCCC, Adult Technical Training Director as soon as possible.

ACCSC COMPLAINT REVIEW PROCESS FORM

STUDENT COMPLAINT PROCEDURE

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

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

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
 - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

Student Grievance Procedure

Due Process

All students are subject to the same rules and procedures. Due process may include, but is not limited to notification of charges, conference with those involved in the incident, decision on the facts, and an appeals process described below.

Institutional Student Complaint Procedure

If any student believes that a program or institutional policy or guideline established by WCCC, Adult Technical Training has not been fairly executed, students should submit a written complaint to the Director of WCCC, Adult Technical Training within five business days. The Director will coordinate a meeting between the student and relevant staff, ensuring that an opportunity for a resolution at the lowest level is first afforded. A written notice of the meeting will be issued to the student by the Director within five business days of receipt of the complaint and every effort will be made to have the meeting within ten business days of the alleged incident. If a resolution is not reached at the lowest level, subsequent meetings shall be held to attempt to resolve the matter following typical chain of command: Director level, Superintendent, Board of Education. Students who feel that a resolution was not reached at the institutional level may submit a formal complaint to the school's accreditor, Accrediting Commission of Career Schools and Colleges and/or to the Ohio Department of Higher Education.

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

ODHE - <https://higher.ed.ohio.gov/students/current-college-students/student-complaints/submit-complaint>

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Washington County Career Center Joint Vocational School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) he or she may bring forward a complaint which shall be referred to as a formal grievance.

The purpose of this procedure is to ensure at the lowest possible level a solution to the problems, which may arise affecting the welfare of the student or employee. Whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the supervisory level. An informal grievance with the above mentioned administrator does not require parents/guardians to be present.

- Step 1: (Instructor) An alleged formal discrimination grievance complaint should first be made to the Immediate Supervisor within ten school days of the date the alleged incident occurred.
- Step 2: (Director) If not resolved at Step 1, the decision may be appealed in writing to the district's Title IX and/or Section 504 Coordinator, within five school days.
- Step 3: (Superintendent) If not resolved at Step 2, the decision may be appealed in writing to the district's Superintendent within five school days from the day of disposition.
- Step 4: (Board of Education) If the person is not satisfied with the disposition of his or her complaint at Step 3, he or she may within three school days after a decision by the Superintendent present the complaint to the Board members who will discuss the complaint within the succeeding fifteen school days.
- Step 5: If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington D.C. Grievance.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the supervisor. However, parents and or guardians must be present for youths under age 18 at all level of the formal alleged discrimination process.

Non-Discrimination Policy Statement

The Washington County Career Center is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

The Right to Appeal

Students who believe that their rights have been violated on the basis of sex, physical handicap, or any other justified reason through the action taken by school authorities shall have the right to appeal. The appeal shall be made by the student, who may be accompanied by his or her other representative. According to the WCJVSD policy, an appellate should file his or her complaint with the person who has direct authority over the person against whom the complaint is being filed. In most cases, the appeal steps are as follows:

1. Instructor
2. Director
3. Superintendent
4. Board of Education
5. Courts

Reports, Emergency Procedures, Drug, Alcohol, & Abuse Policies, & Related Reports

To report an emergency, dial an outside line on school phone system by pressing 9, then dial 911.

Fire & Safety Procedures: The buildings of the Washington County Career Center are equipped with fire alarm systems to provide warning in the event of a fire. Should a fire alarm be activated, occupants of the building should evacuate the building in an orderly manner, even if no fire or smoke is readily apparent.

Flammables, Explosives and Fireworks: Dangerous materials such as flammables, explosives and fireworks are not permitted on the university campus or in university buildings except in approved and supervised programs or situations.

Fire Drills: Fire drills are frequently conducted to acquaint students with a rapid and orderly means of exit during an emergency. All students in the building(s) are required to participate in the drills and evacuate the building and remain outside until the signal to return is given.

Tornado Warnings and Plan: When the Director or school officials have been notified that a tornado has been sighted; he will announce such and direct all personnel immediately to prearranged locations. A map indicating designated locations posted in each room.

Alcohol and Drug Policy

Possession, use, or manufacture of intoxicants or illicit drugs (including marijuana) is strictly prohibited at the Washington County Career Center. Students enrolled are subject to disciplinary action for violation of federal or state law regulations. Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited. The Washington County Career Center enforces all state and local laws regarding liquor (including those for underage drinking), prescription drugs, and controlled substances. NOTE: If the smell of alcohol is detected on a student, he or she may be dropped from his or her program of training (this includes while on school grounds, school oriented field trips, or clinical and practicum sites). A student who is suspected of being under the influence of alcohol or drugs will be dismissed for the day and put on probation for a period of thirty (30) days. A second offense will result in immediate suspension from the Washington County Career Center. The Washington County Career Center operates a drug-free learning center and provides referral to substance abuse prevention programs. Contact the Adult Counselor for additional information.

Smoking and Tobacco Products

Because the Washington County Joint Vocational School District Board of Education is dedicated to providing a healthy, comfortable, and productive environment for its staff, students, and visitors, it is the intent of the Board that the Washington County Career Center be smoke-free. To reach this goal, the Board bans smoking and the use of tobacco/e-cigarette products in all school buildings and premises in the district by all persons including staff, students, and visitors at all times.

- First Offense: Verbal Warning
- Second Offense: Written Reprimand
- Third Offense: Suspended from adult classes for the remainder of the quarter with no refund

Weapons and Dangerous Instruments

The Ohio Revised Code states that no person shall carry a dangerous weapon concealed on or about his or her possession. Dangerous weapons are defined as but not limited to firearms, long-knives, brass or iron knuckles, tear gas, explosives, firecrackers, and stun guns. Unless otherwise authorized, a student shall not possess, handle, conceal, or transmit any object that can reasonably be considered a weapon on school grounds at any time or at any school event, activity, or function on school grounds. Please note that Board Policy 5772 states: the definition of a firearm shall include any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion or any

explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than ¼ ounce, a mine, or device similar to any of the devices described above.

Intimidating, Threatening, Degrading, or Disgraceful Acts

A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a teacher, fellow students, visitor, administrator, school employee, volunteer, or member of the school board by written, verbal, or gesturing means.

Ethnic Intimidation

A student shall not engage in any act written, verbal, or physical which intimidates, threatens, degrades, embarrasses, or disgraces a fellow teacher, fellow student, visitor, administrator, school employee, volunteer, or member of the school board because of the person's race, religion, religious beliefs, economic or ethnic background.

Sexual Harassment and Policy

It is the policy of the Washington County Career Center to prohibit sexual harassment of its students, employees, visitors, or any other persons using the facility and to make every effort to eliminate sexual harassment at the school and that all students should be able to enjoy a school environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any student or school employee to make unwelcomed sexual advances or requests for sexual favors or to engage in any other physical or verbal conduct of a sexual nature when such conduct has the purpose or effect of interfering with the student's classroom performance or creates intimidating, hostile, or offensive school environment. Conduct that is harassing to another student, school employee, visitor, volunteer, or any person on campus will not be tolerated. Any person who believes that he or she has been or is subject to harassing acts or conduct should bring such acts or conducts to the prompt attention of a teacher or administrator. The victim of any crime should notify the authority in charge at the appropriate building who will contact the appropriate law enforcement agency regarding the crime.

Damage, Destruction, and Theft of School Property or Personal Property of Others

A student shall not cause or attempt to cause destruction or defacement of school property or personal property. The school shall make every effort to determine the party or parties responsible to recover the cost of the damages or stolen property, and to discipline the offenders.

Student Right to Know and Campus Security Act

Introduction

On November 8, 1990, President Bush signed the "Student Right to Know and Campus Security Act of 1990." The Act applies to every institution of higher education that receives federal financial aid. It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: 1) Descriptions of policies related to campus security and 2) Statistics concerning specific types of crimes.

Reporting Crime and Other Emergencies on Campus

The WCCC, Adult Technical Training office can be contacted by telephone, in person, or by email. There are no pay phones on campus; please find the nearest supervisor or instructor and they will assist you to the nearest phone. The website for the WCCC, Adult Technical Training is www.thecareercenter.net; it provides a list of faculty emails.

If you see or receive knowledge of criminal activity or other emergencies, or if you are the victim of such, please contact the WCCC, Adult Technical Training office or any staff member. If there are crimes occurring on the grounds of the Washington County Career Center that will continue to endanger or affect the campus community, bulletins will be posted and announced.

Campus Facilities Security and Access

Academic and Administrative Facilities: The Custodial/Maintenance personnel or designated department staff member is responsible for locking and unlocking doors. Times vary from building to building and arranged with Department Heads. For activities scheduled at times when a building is normally locked, arrangements need to be made in advance with one of these officials. The school grounds are also monitored by security cameras.

Campus Sex Crimes Prevention Act

Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), as amended by the

Campus Sex Crimes Prevention Act, requires any person who is required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. A list of any persons reported will be kept in the WCCC, Adult Technical Training office files. Inquiries regarding the list may be directed to the WCCC, Adult Technical Training staff.

The Washington County Career Center, Adult Technical Training Annual Campus Security Report – 2025

This report is created to provide all students, prospective students, and staff members the results of the Campus Security Act, which requires schools administering federal financial aid to provide information about campus security policies and crime statistics.

Students and/or employees should report criminal offenses or concerns to the WCCC, Adult Technical Training Director, or if unavailable, the supervisor at that time. Any timely warnings will be distributed to the campus community when considered to represent a serious or continuing threat to students and employees.

Statistics will not include the identification of any victim or person accused: voluntary or confidential reports made by victims or witnesses may be included in annual disclosure of crime statistics.

There are no campus police present at the Washington County Career Center, Adult Technical Training. Please report to the nearest supervisor or school employee in case of an emergency. Security cameras are in use on campus.

Campus includes all academic and administrative buildings on the main campus and all outdoor common areas on WCCC property. Non-Campus includes property surrounding the Washington County Career Center grounds and in the area. Public Property includes the state route and sidewalks through and around the campus.

2025 Campus Safety and Security Survey

Institution: (418250001)

User ID: C4182501

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	1
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2022	2023	2024
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0

j. Motor vehicle theft
(Do not include theft *from* a motor vehicle)

0

0

0

k. Arson

0

0

0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0

f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0

d. <u>Fondling</u>	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)						
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity National Origin

a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a	0	0	0	0	0	0	0	0	0

<https://surveys.ope.ed.gov/campusafety/#/read-only-survey/418250001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmIxdWVf...> 8/16

motor vehicle)

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2023

Criminal offense**Total****Occurrences of Hate crimes (Category of Bias for crimes)**

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

--

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime

Total occurrences On Campus

	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime

Total occurrences on Public Property

	2022	2023	2024
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	1	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

<https://surveys.ope.ed.gov/campusafety/#!/read-only-survey/418250001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmlixdWV...> 13/16

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0

<https://surveys.ope.ed.gov/campusafety/##read-only-survey/418250001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmhxdWV...> 14/16

b. Drug abuse violations

0

1

0

c. Liquor law violations

0

0

1

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

 Number of persons referred for
Disciplinary Action

	2022	2023	2024
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

Number

2022

2023

2024

a. Total unfounded crimes

0

0

0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Full-Service Center Operations, Services, and Policies

Computer Usage/Adult Student Computer/Internet Guidelines Form

The WCCC has expanded the computer resources to provide computer literacy, Internet services, and software application to be used to promote learning in the individual training programs. In order to access this technology, students must review the computer usage rules that will be distributed during orientation and sign the form to be placed in each student file. A student violating any computer policy is subject to disciplinary actions up to and including immediate termination. For reference, the following is the information found on the student agreement form in file:

System User Application and Agreement: The Southeastern Ohio Voluntary Education Cooperative (SEOVEC),
Washington County Joint Vocational School District

Read the following carefully before signing; this is a legally binding document.

General Information

Internet access is now available to all users of the Southeastern Ohio Voluntary Education Cooperative (SEOVEC) communications network. This access is being offered as part of a collaborative effort involving the Ohio Department of Education, its divisions, the State-licensed regional data processing centers, all known collectively as the Ohio Education Computer Network (OECN), and the National Science Foundation (NSF).

Our goal in providing this service is to promote educational excellence in the school districts participating in SEOVEC by facilitating resource sharing, innovation, and communication. Through participation in this effort, SEOVEC provides to the southeastern Ohio educational community a network offering vast, diverse and unique resources. A listing of the member districts of SEOVEC is included at the end of this Agreement.

The SEOVEC communication network is an electronic computer network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. SEOVEC users have access to electronic mail communication with people all over the world; information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions; public domain and shareware software of all types; discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics; access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

Along with access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Washington County Career Center (WCCC), SEOVEC and the OECN have taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. WCCC, SEOVEC and the OECN firmly believe the valuable information and interaction available on this worldwide network far outweighs the possibility users may procure material inconsistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so the user is aware of the responsibilities associated with use of this network.

In general network use requires efficient, ethical and legal utilization of the network resources. If a SEOVEC user violates any of these provisions, his or her account with SEOVEC can be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Guidelines for Acceptable Use

1. Use of the WCCC/SEOVEC network is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. WCCC/SEOVEC system administrators will deem what is inappropriate use of the network; their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of SEOVEC's member districts may request the system administrators to deny, revoke, or suspend specific user accounts.
2. Security on any computer system is a high priority, especially when the system involves many users. Individuals identifying a security problem on the WCCC, SEOVEC or OECN network have an obligation to notify the system administrators at the earliest possible time. It is recommended the problem be reported via telephone if possible or E-mail if the user is reasonably sure E-mail is secure.
3. The purpose of NSFNET, the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Use of an account must support goals consistent with the educational objectives of SEOVEC member school districts. The use of other organization's networks or computing resources must comply with the rules appropriate for that

network.

4. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Additionally, commercial transactions, "for-profit" ventures, employee recruiting, extensive personal business, product advertisement, or political lobbying are unacceptable activities.
5. WCCC, SEOVEC and the OECN make no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. SEOVEC and the OECN specifically deny any responsibility for the accuracy or quality of information obtained through the network services; use of any such information is at the user's risk.
6. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter or destroy or reduce the usability of data of another user or any agencies or other networks that are connected to WCCC, SEOVEC, the OECN, or the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, worms, Trojan horses, etc.
7. All users are expected to abide by generally accepted rules of network etiquette, including (but not limited to) the following:
 - a. Do not use abusive language in messages.
 - b. The network is a public medium. Do not use vulgarities, obscenities or other inappropriate language; reposting or quoting obscene or inappropriate material is also unacceptable.
 - c. Illegal activities are strictly forbidden, will be reported to appropriate authorities, and can result in loss of privileges to use the network.
 - d. Do not reveal personal addresses or phone numbers.
 - e. Electronic mail (E-mail) is not guaranteed to be private; system administrators and operators have access to mail.
 - f. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
 - g. The network is a shared resource with finite capacities.
 - h. Any use of the network which disrupts other users or seriously degrades performance may be determined to be improper by the system administrator; appropriate action will be taken.
 - i. All communications and information accessible via the network should be assumed to be private property.
 - j. Reposting of private communications without prior consent of the author is unacceptable.
8. SEOVEC may occasionally require new registration and account information from all or selected users in order to continue the service. Users agree to notify SEOVEC of any changes in account information (address, etc.) as soon as possible.
9. The SEOVEC and WCCC system administrators reserve the right to limit or suspend access to the OECN and/or INTERNET or to supersede portions of this Agreement as may be deemed necessary for the maintenance, safety or security of the SEOVEC member districts or the OECN.
10. All terms and conditions as stated in this document are applicable to SEOVEC and the OECN in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, United States of America.

THE WASHINGTON COUNTY CAREER CENTER ADULT TECHNICAL TRAINING

2026-2027 Adult Student Handbook

SECTION 2: FINANCIAL AID

The Washington County Career Center, Adult Technical Training
21740 State Route 676
Marietta, Ohio 45750
740.373-6283 • 1.800.648.3695
www.thecareercenter.net

Updated: 06/14/2023

Academic Year Structure and Programs

All clock-hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order for students to be eligible to receive federal financial aid. Students are considered attending on a full-time basis if they attend class at least 24 hours per week. Washington County Career Center, Adult Technical Training (WCCC, Adult Technical Training) defines its academic year as 900 clock-hours and 36 weeks of instruction. The following is a list of programs and the academic year structure for each program.

Full-Time Classes *Eligible for federal financial aid

- Chemical Technician, 600 Clock-Hours and 36 Weeks of Instruction
- Instrumentation & Electricity, 720 Clock-Hours and 48 Weeks of Instruction
- Heating, Ventilation, Air-Conditioning & Refrigeration, 720 Clock-Hours and 48 Weeks of Instruction
- Advanced Heating, Ventilation, Air-Conditioning & Refrigeration, 720 Clock-Hours and 48 Weeks of Instruction
- Industrial Maintenance Mechanic, 720 Clock-Hours and 48 Weeks of Instruction
- Welding, 720 Clock-Hours and 48 Weeks of Instruction
- Advanced Welding, 720 Clock Hours and 48 Weeks of Instruction
- Medical Assistant, 900 Clock-Hours and 48 Weeks of Instruction
- Medical Billing and Coding Specialist, 600 Clock-Hours and 36 Weeks of Instruction
- Surgical Technologist, 900 Clock-Hours and 48 Weeks of Instruction

Part-Time Classes (Under 600 Clock-Hours) *Not eligible for federal financial aid

- Boiler Operations, 125 Clock-Hours
- Introduction to Industrial Maintenance, 200 Clock-Hours
- Chemical Operator, 200 Clock-Hours
- Industrial Lab Tech, 200 Clock-Hours
- Manufacturing Skill Standards Council, Certified Production Technician
- Truck Driver Training Class A CDL, 160 Clock-Hours
- Phlebotomy, 172 Clock-Hours
- State Tested Nurse Assistant/Patient Care Technician, 80 Clock-Hours
- EKG Technician Certificate, 120 Clock-Hours
- Business Office Skills Specialist, 176 Clock-Hours
- A+ Technician Course, 180 Clock-Hours

For specific fees and tuition costs please consult the Course Catalog as fees vary for each course and academic year.

Applying for Financial Aid

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine a financial aid offer without a SAR. You do not need to wait until you test for a program or have been accepted into a program to start this process. Please read the following instructions carefully.

- Gather items that will assist you in completing the FAFSA such as, social security numbers, tax returns, bank statements, untaxed income, assets, child support, etc.
- Go to www.studentaid.gov and select the appropriate box. If you are new to FAFSA you will need to Create a FSA ID and password. Write this down and keep it safely for future use. Click on “Create Account” then “Get Started”. Follow the steps to create your unique ID and password. If you are a dependent student, you and your parent will need to each do this step. Please put our school’s federal code in 030342. Remember to electronically sign and submit the application.
- If you provided an email address on your FAFSA, the U.S. Department of Education will send your SAR by email within 3-5 days. If you did not provide an email address it will arrive by mail within approximately 3 weeks.

Citizenship Requirements

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National

- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

Eligible Noncitizen

- A number is sent to Department Human Services for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

Students who are required to undergo secondary confirmation will be provided in writing

- Explanation of documentation to be submitted
- Deadline for submitting, 30 days
- Notice that students may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation.

Citizenship issues must be resolved prior to any aid being disbursed.

Rights and Responsibilities of Students Receiving Financial Aid

You have the right to know:

- What financial aid programs are available
- Deadlines for submitting applications for aid
- How your financial aid will be distributed
- How your financial need was determined
- The school's refund policy
- The effect outside scholarships may have on your financial aid offer
- How the college determines if you are making satisfactory academic progress, and what happens when you are not
- You have the right to accept, decline or seek adjustment to your financial aid offer(s)
- Information you give to the Office of Financial Aid will be treated confidentially
- You may contact the Office of Financial Aid if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate

It is your responsibility to:

- Apply for financial aid every year
- Complete the FAFSA application form accurately and submit it on time. This is an annual process.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General
- Provide all additional documentation requested by the Financial Aid Office
- Read all forms you sign
- Keep copies of all your financial aid records
- If required, you must register with the Selective Service System

- Notify the Financial Aid Office if you change your enrollment status

Code of Conduct for Financial Aid Professionals

WCCC, Adult Technical Training's financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, WCCC, Adult Technical Training's financial aid professionals will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not offer aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. No amount of cash, gift, or benefit in excess of a minimal amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
 - b. Clear identification of each offer, indicating type of aid, i.e. gift aid (grant, scholarship), or work.
 - c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
 - d. Renewal requirements for each offer, if applicable.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct.

Family Education Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 he 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." WCCC has a form that must be completed and signed by the "eligible student" allowing WCCC to disclose information from your education records to those listed on your FERPA consent form.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. WCCC will notify parents and eligible students of their rights under FERPA at the time of enrollment. For periods of enrollment beyond 12 months in length, WCCC will notify parents and eligible students of their rights under FERPA annually.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service or you may contact them at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Right-to-Know Act

Also known as the "Student Right-to-Know and Campus Security Act" (*Public Law 101-542*), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all current and prospective students.

Students and prospective students can review completion rates by program at:
<https://www.thecareercenter.net/accreditor-placement-rate>

National Student Loan Data System (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, schools, and third-party servicers who are authorized users of the data system. Students may access their own records at www.nsls.ed.gov.

Under the U.S. Department of Education Regulations that became effective on July 1, 2014, schools are required to report enrollment statuses to NSLDS at least every 60 days. WCCC adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. Every 60 days, WCCC will import an Enrollment File Roster from NSLDS. The Financial Aid Coordinator will then update and/or submit enrollment records and/or statuses via the NSLDSFAP Online Enrollment Reporting web site.

Types of Aid

Students in clock-hour certificate programs may qualify for the Federal Pell Grant. To be considered for aid, students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year. Students needing assistance may contact the financial aid coordinator. Federal student aid will not be originated and/or disbursed until the ISIR has been received and the student's financial aid file is complete.

WCCC does not process student loans.

- **Pell Grant** – The Federal Pell Grant is based on financial need. This grant is part of the Title IV entitlement of the Higher Education Act of 1965. Since the Federal Pell Grant is an entitlement, it does not have to be repaid, if the student successfully completes their program and maintains SAP.
- **VA Education Benefits** – WCCC proudly accepts,
 - Chapter 30 Montgomery GI Bill ® Active Duty Educational Assistance
 - Chapter 31 Vocational Rehabilitation

- Chapter 32 Veterans' Education Assistance Program
- Chapter 33 Post 911
- Chapter 35 Survivors' and Dependents' Educational Assistance
- Chapter 1606 Montgomery GI Bill ® Selected Reserve Educational Assistance Program
- Chapter 1607 Montgomery GI Bill ® Selected Reserve Educational Assistance Program

Applying for your VA education benefits can be done in just a few steps:

- Apply online at <https://www.va.gov/education/how-to-apply/>
- Visit your nearest VA regional office to apply in person
- Consult with the VA Certifying Official, which is the Financial Aid Coordinator at WCCC
- Call 1-888-GI BILL 1(888-442-4551) to have an application mailed to you.

To Apply for VA Education Benefits you will need to provide the following:

- DD-214 Discharge Papers (Certified Copy)
- VA Certificate of Eligibility (COE)
- DD-2384 Notice of Basic Eligibility (NOBE) for member of Selective Reserve (See Commanding Officer)

To be certified for VA Education Benefits through WCCC, students must submit all required documentation/forms to the Financial Aid Office and complete the application process.

A Certificate of Eligibility is required to be presented upon registration as proof of your education benefits.

Chapter 33 only pays the school directly, so you are allowed to start a program without payment if you can provide your VA Certificate of Eligibility in advance.

ALL OTHER VA EDUCATION BENEFITS ARE PAYABLE DIRECTLY TO STUDENT AND NOT TO THE SCHOOL. THEREFORE, THE STUDENT IS RESPONSIBLE FOR ALL TUITION AND FEES ASSOCIATED WITH THEIR PROGRAM.

VBTA Policy

Washington County Career Center in accordance with the Veterans Benefits and Transition Act of 2018 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 Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

• State, Local and County Funding

- Workforce Innovation and Opportunities Act (WIOA) – Financial assistance may be available from this program for students who qualify. In Ohio, contact your local Ohio Means Jobs center and in West Virginia, contact your local Workforce West Virginia Office. For contact information visit the financial aid office.
- Opportunities for Ohioans with Disabilities (Ohio) & West Virginia Division of Rehabilitation Services- Financial assistance may be available from this local agency for students who qualify with a disability.
- Trade Adjustment Assistance (TAA) – Financial assistance may be available for student who have lost their job or had hours and wages reduced due to foreign trade. Contact your employer or local employment service center for more information and eligibility requirements.

• Scholarships

- High School Scholarship – For students who have graduated high school in the past 5 years, maintained a 2.5 GPA and 90% or better attendance during their Jr and Sr years of high school. This award could be up to \$2,000 for WCCC high school graduates or up to \$1000 for graduates of other local high schools.
- Check with the financial aid office for WCCC, Adult Technical Training specific scholarships that may be available

- Outside Scholarships can be used for any program at WCCC, Adult Technical Training. Talk to the financial aid office regarding details.
- **Employer Assistance Programs**
 - Financial aid can work with an employer to set up approved options
- **Payment Plans**
 - Interest-free payment plans are offered to those who do not qualify for financial aid assistance or for those whose aid does not cover the total cost. Please see the Registrar for more information.
- **Loans**
 - WCCC, Adult Technical Training does not process student loans.

Cost of Attendance

The cost of attendance (COA) is not the bill that you may get from WCCC, Adult Technical Training; it is the total estimated amount it will cost you to attend WCCC, Adult Technical Training during a typical period of enrollment, including both direct and indirect costs (indirect costs include, but are not limited to, housing, meals, and transportation). The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, transportation, and other educational costs. The COA varies by program and whether the student is an independent or dependent student as calculated by the FAFSA. The COA per program is established by the Financial Aid Office on an annual basis. For more information on COA calculations, please contact the Financial Aid office.

The student's COA is established for use in determining a student's eligibility for all Federal Student Aid program funds, including the Federal Pell Grant Program. Before applying for financial aid, students and parents should assess all of the costs of attending WCCC, Adult Technical Training both direct and indirect. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, a schedule of tuition and fees is provided to every prospective student.

Before applying for financial aid, students and parents should assess all of the costs of attending WCCC, Adult Technical Training, both direct and indirect. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, a schedule of tuition and fees is provided to every prospective student and available on each program's catalog page.

Direct costs are available and printed on each catalog page. Indirect costs are estimated to be \$17,550, which breakdowns to Housing (including utilities and food) 52%, Transportation 17% and Miscellaneous 31%.
obtained from, <https://professionals.collegeboard.org/higher-ed/financial-aid/living-expense/>

Determining Eligibility

Financial assistance is offered to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of need analysis is used to calculate your Pell Grant offer. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA).

Basic Federal Student Aid Eligibility Criteria

To receive federal student aid at WCCC you'll need to...

- Demonstrate financial need
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security number
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25)
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate program;
- Maintain satisfactory academic progress at WCCC, Adult Technical Training
- Sign statements on the Free Application for Federal Student Aid stating that
 - you are not in default on a federal student loan and do not owe money on a federal student grant
 - you will use federal student aid only for educational purposes

- Show you're qualified to obtain a college or career school education by
 - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate
 - completing a high school education in a homeschool setting approved under state law.

The Concept of "Needs Analysis"

Needs Analysis is based on a simple formula of the student's cost of attendance minus the expected family contribution as determined by the FAFSA. The end product is what the student is eligible for in financial assistance.

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Cost of Attendance

The cost of attendance (COA) is not the bill that you may get from WCCC; it is the total estimated amount it will cost you to attend WCCC during a typical period of enrollment, including both direct and indirect costs (indirect costs include, but are not limited to, housing, meals, and transportation). The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, transportation, and loan fees; and other educational costs.

Expected Family Contribution

The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year. The information you report on your Free Application for Federal Student Aid is used to calculate your EFC.

Note: Your EFC is not the amount of money your family will have to pay for training nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate the amount of federal student aid you are eligible to receive.

Disbursements

All financial aid funds are disbursed by the Treasurer's Office in conjunction with Financial Aid Office.

- Prior to enrolling into the program, students will receive information from the Financial Aid Office regarding how to apply for financial aid and what documents may be needed to complete the enrollment process.
- All students applying for Federal Student Aid must meet with the Financial Aid Office prior to enrollment. WCCC, Adult Technical Training obtains written confirmation from students on the types and amounts of Federal Student Aid that a student wants for an award year prior to disbursement. Please contact the Financial Aid Office at 740-373-2766 ext. 2014 to schedule an appointment.
- Dates of disbursement and amount will be printed on the student's Award Offer.
- WCCC, Adult Technical training will credit the Federal Student Aid disbursement to a student's account only against allowable institutional charges, including current charges for tuition, fees, books/supplies/tools, and other required educational charges. All excess funds (credit balance) will be paid directly to the student via paper check. Federal student aid offers are required to be disbursed in at least two installments. Eligible programs at WCCC, Adult Technical Training will consist of two payment periods. A payment period consists of half of the clock-hours and half of the weeks of instruction in a program. Disbursements of federal student aid will be disbursed in the payment period the offer is assigned, i.e. the first disbursement will be made during the first payment period. Students must successfully complete the clock-hours and weeks of instructional time in a payment period before progressing to the next payment period. Below are examples of disbursement schedules.
 - *Medical Assistant – 900 Clock-Hours: two payment periods (450, 450)*
 - *Chemical Technician – 600 Clock-Hours: two payment periods (300, 300)*
 - *Instrumentation & Electricity – 720 Clock-Hours: two payment periods (360, 360)*

Verification Policy and Procedures

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires schools to verify or confirm the data reported by students and their parent(s) on the FAFSA. An asterisk (*) next to EFC number on the SAR, or ISIR, indicates that the student has been selected for verification by the U.S. Department of Education. The school may also select a student for verification. WCCC is responsible for verifying the accuracy of the information and

data used to calculate the expected family contribution (EFC) on the student's FAFSA. For the 2019-2020 award year, students selected for verification will be placed into one of three verification tracking groups. Each group has a separate name, verification code, and list of items that must be verified. The Financial Aid Office will notify the student, in writing, as to what group the student has been placed. Students may refer to the verification worksheet, or contact the Financial Aid Office, for a list of items to be verified in each verification group. Students selected for verification are required to complete a verification worksheet. In addition, students must provide all required supporting documentation and/or information. When all required documentation and/or information has been submitted, the Financial Aid Office will review the information for any necessary corrections. The Financial Aid Office will electronically submit to the Central Processor (CPS) corrections to the student's FAFSA resulting from verification. The CPS will then send notification of changes made by WCCC to the student as notification of these corrections. If a student's financial aid offer changes as a result of verification, a revised financial aid offer will be sent within two weeks of the completed verification process. The student will be required to review and sign the revised Financial Aid Offer prior to receiving any Federal Student Aid.

Acceptable Documentation

The verification worksheet, as well as all required supporting documentation and/or information must be received by the Financial Aid Office no later than thirty (30) days from the start date of class. WCCC will not disburse Federal Student Aid prior to the verification process being complete. If the student, spouse, or parent of a dependent student cannot provide documentation and/or information requested for verification, WCCC may accept alternative documentation. If WCCC has reason to believe that the information provided is not accurate, we may require additional documentation. An enrolled student who is not receiving federal student aid due to incomplete verification will be placed on a monthly payment plan and will be responsible for paying all tuition and fees, books, supplies, and/or tools, and other education costs. Federal student aid will only be disbursed once the verification process is complete. For a withdrawn student who did not receive federal student aid (Pell) due to incomplete verification, WCCC will accept documentation and/or information required to complete the verification process for 120 days after ceasing enrollment, or the deadline established by the U.S. Department of Education, whichever is earlier.

IRS Data Retrieval Tool

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.ed.gov. In most cases, no further documentation is needed to verify income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If the student and spouse, or parents of a dependent student, filed separate IRS income tax returns, the IRS DRT cannot be used and the IRS Tax Return Transcript(s) must be provided for each.

IRS Tax Transcript Document Required

- When the applicant or parent did not use the IRS Data Retrieval Process—either at initial FAFSA filing or through the FAFSA on the Web correction process.
- When information obtained by using the IRS Data Retrieval Tool was changed before or after submission of the FAFSA or the FAFSA correction.
- When a married independent applicant and spouse filed separate tax returns.
- When the married parents of a dependent student filed separate tax returns.
- In all instances, when the dependent student's legal parents are unmarried and living together.
- When an applicant or an applicant's parents had a change in marital status after the end of the reported IRS tax year on December 31. IRS Tax Return Transcripts submitted to WCCC for verification need not be signed by the tax filer, unless WCCC has reason to doubt the authenticity of the document.

Obtaining an IRS Tax Return Transcript

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account

number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Verification of Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual who is required to file an IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for reported tax year, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for reported tax year;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for reported tax year and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for reported tax year.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year must provide a signed copy of the IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- A IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

- An individual who was the victim of IRS tax-related identity they must provide:
 - A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
 - A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

Individuals Who Were Unable to Obtain Verification of Non-filing (VNF) from the IRS or other Tax Related Authorities

Nontax filers - For independent students, and parents of dependent students who did not file and are not required to file an income tax return for the applicable tax year—

- A signed statement certifying that the individual
 - Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation; and
 - Has not filed and is not required to file an income tax return, and a listing of the sources of any income earned by the individual from work and the amount of income from each source; and
 - A copy of IRS Form W-2, or an equivalent document, for each source of employment income received by the individual.

434Note: A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.

Special Circumstance Appeal

The EFC formula is basically the same for all applicants and prior-year income is used in the calculation. The financial aid office has the authority on a case-by-case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples of special or unusual circumstances are as follows:

1. **Loss of income due to non-disability related unemployment** – Your (or spouse's, if married) income, and/or parent(s) income (for a dependent student), earned will be substantially less (20% or more) than that earned in 2017. Also, must be due to an **INVOLUNTARY** reason (layoff, termination, or plant closing) for a minimum of 11 weeks.
2. **Loss of income due to disability related unemployment** – You (or spouse, if married), and/or parent(s) (for a dependent student), were **RECENTLY** classified as disabled and unable to work.
3. **Divorce of Legal Separation** – You and your spouse, or parents (for a dependent student), divorced or legally separated **AFTER** filing the FAFSA, but no later than December 31.
4. **Death of a Spouse or Parent** – Your spouse, or parent(s) (for a dependent) student, died **AFTER** filing the FAFSA, but no later than December 31.

If you feel that you have a special or unusual circumstance, please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the financial aid office will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not *required* of the school. Students will be asked to provide detailed documentation for the appeal; documentation varies based on the appeal.

Dependency Status

Undergraduate students who are under age 24 as of December 31st of the award year are considered to be:

- **Dependent** for federal student aid purposes unless they are married, have dependents other than a spouse, are an orphan, are a veteran or active duty member of the US Armed Forces or satisfy other very limited criteria.
- **Dependent** student, both the student's and student's parent's information must be reported on the FAFSA.

Undergraduate students are considered **Independent** if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are married as of the date you submitted the FAFSA
- You are enrolled in a master's or doctorate program.
- You are currently serving on active duty in the U.S. armed forces for purposes other than training. (You are a National Guard or Reserves enlistee and are on active duty for other than state or training purposes.)
- You are a veteran of the U.S. armed forces.
- You now have—or will have—children who will receive more than half of their support from you between July 1, and June 30 of award year. **NOTE: Having a child does not automatically make you independent. You must be providing more than 50% of the child's support**
- You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30 of award year.
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court.
- It has been determined by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you.
- At any time, on or after July 1 of award year, you were determined to be an unaccompanied youth who was

homeless or were self-supporting and at risk of being homeless, as determined by (a) your high school or district homeless liaison, (b) the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or (c) the director of a runaway or homeless youth basic center or transitional living program.

If you do not meet any of the above criteria, then you are considered a **Dependent Student** for financial aid purposes and your parents must complete part of the FAFSA and provide their financial information. The financial aid office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent in cases involving unusual circumstances; this process is referred to as a dependency override. *Please see Section 5.16 – Dependency Override Policy, for more information).*

Dependency Override Policy

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override will be considered and reviewed on a case-by-case basis, not for a group of students with similar circumstances. To receive a Dependency Override, the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the unusual circumstance.

The US Department of Education has given guidance regarding situations that **do not** qualify as unusual circumstances, and therefore **do not** merit a dependency override. In particular, the following circumstances **do not** merit a dependency override:

- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the application or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency.

Satisfactory Academic Progress

Washington County Career Center is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. Once it is determined that a student is not meeting SAP, a *Financial Aid Warning* will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards during the next payment period:

Qualitative

- Student must maintain a cumulative grade point average of 2.0 or above. (refer to program specific grading scales)
- Student must be working toward completion of a specific program.

Maximum Timeframe

- For an undergraduate program measured in clock hours, a period no longer than 150% of the published length of the program, to remain on FA. For example, if a program's published length for completion is 48 weeks, then the Maximum Timeframe would be 72 weeks (48*150%) to complete.
- Students must be working toward completion of a specific program.

Satisfactory Progress Definitions

- **Financial Aid Warning** – A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in a prior payment period for which they were enrolled or who were in the first payment period of their program. Washington County Career Center Financial Aid Office will issue a financial aid warning notice if a student fails to meet SAP at the end of a payment period. Once a student has been issued a warning they will be required to maintain SAP requirements for the following payment period. If the student is not successful, their federal aid will be terminated until SAP is met.
- **Financial Aid Probation** – A status a school assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period. **Note: WCCC, Adult Technical Training does not place students on Financial Aid Probation Status**

- **Appeal** – A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for FSA funds **Note: WCCC, Adult Technical Training does not have a financial aid appeal process**

Veteran's Administration Requirements for Education Benefits

Washington County Career Center is required to ensure that students receiving Veteran's Administration (VA) Education Benefits are making adequate progress toward completion. VA students will be required to follow the school's SAP policy regarding attendance, grades, SAP Warning and termination.

Withdrawal

- **Official Withdrawal:** A student is required to complete an official withdrawal form in order to obtain any refund of tuition that may be due to the student. A student is not officially withdrawn until the withdrawal form is signed, dated, and returned to the Adult Technical Training Office. Discontinued attendance or notification to the instructor or any other school employee will not constitute an official withdraw. Personal items and school issued kits, etc. that belong to a student who withdraws must be claimed within 30 days of the date of withdrawal or these items will become property of the school.
- **Unofficial Withdrawal:** A student may be automatically terminated when he or she has been absent for more than the requirements of that particular program without notifying the Adult Technical Training office or instructor of the reason for the absence. The student's last recorded date of attendance will be used as the unofficial withdrawal date.

No certificates, transcript, or any other completion paperwork will be distributed until the official withdraw form is completed and returned to the office. Withdrawal from a program does not extinguish a student's tuition obligations. Students are responsible for the payment of all books, tools, and supplies issued to a student prior to the student's withdrawal date. Students are responsible for paying the balance of their account not paid by PELL; any student withdrawing that falls below the requirements to maintain satisfactory academic progress will be responsible to pay any remaining balance due that the award would have covered; this must be paid before reenrolling. The Financial Aid Advisor will counsel the student on any and all financial obligations based on the effective date of withdrawal.

Any unpaid charges on a student's financial account with the office will be subtracted from the refund prior to processing the refund request. Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances made on a case by case basis.

Any unpaid amount(s) due to WCCC, Adult Technical Training must be paid within 45 days of the last day attended. Payment options may be arranged with the Financial Aid office up to and including the 45th day. At that time the account will be placed with a collections agency. All questions and payments are to be directed to the collection agency at that time.

Return of Title IV Funds

Return of Title IV Policy

Washington County Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Once WCCC, Adult Technical Training has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. WCCC, Adult Technical Training will return funds or make a post-withdrawal disbursement within 45 days of a student's departure from a program. If the student owes unpaid tuition and fees, the student will receive an Account Balance Notification from the Financial Aid Office.

Return of Title IV Calculations

A student receiving assistance from Federal Title IV programs (financial aid) is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last date of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula. Example: A student that completes 152 hours in a payment period of 300 would have not

earned all their aid and the school would be required to complete an R2T4 worksheet to determine the amount of aid that has to be returned.

- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy. Example: A student that completes 272 hours in a payment period of 450 would have earned all of their financial aid for that period (it is over 60% completion).

Post Withdrawal Disbursements

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. The post withdrawal disbursement will be based on the Return of Title IV Aid worksheet and in accordance with federal law. If a student is receiving only Federal Pell Grant funds in the post withdrawal disbursement, WCCC will automatically draw in funds on behalf of the student within 45 days of the determination.

Student Account Credit Balances

Credit Balances

A credit balance results when the total payments posted to a student's account exceeds the total of the charges applied or applicable to the account for a specific payment period. A credit balance eligible for a refund is one where all the applicable charges and payments have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions.

Anticipated funds, including anticipated Federal Student Aid, are not considered payments to a student's account until the funds have actually been disbursed to the account. Accounts of students on a Tuition Payment Plan Agreement are not eligible for a refund unless the Tuition Payment Plan Agreement has been completed and paid in full, and payments exceed the applicable charges.

Credit Balances due to Federal Student Aid

WCCC will credit Federal Student Aid funds to a student's account only against allowable institutional charges, including:

- Current charges for tuition and fees
- Current charges for books and supplies and/or tools
- Prior-year charges, up to and not exceeding \$200

Students must provide written authorization to the Financial Aid Office before WCCC can perform any of the following actions with respect to credit balances related to Federal Student Aid funds:

- Hold a credit balance in the student's account across payment periods within the same award year, or
- Apply funds awarded for the current year to prior year charges, up to \$200

WCCC will automatically pay a student his or her credit balance with a direct disbursement within 14 days of the date of disbursement. Federal student aid credit balances will be issued via a paper check and mailed to the student's address on file.

Credit Balances due to Overpayment

If a student overpays their account, related credit balances will be refunded to the student, regardless of the source of the payment. If a credit balance on a student's account is from non-Federal Student Aid funds, the credit balance on the account may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award. WCCC will automatically issue refunds for eligible credit balances due to overpayment. Refunds will be issued via a paper check and sent in the mail.

Credit Balance When a Student Withdraws

For students who withdraw and are recipients of Federal Student Aid, per federal regulations, WCCC will allocate any credit balance as follows:

- Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution must return such funds to the Title IV grant account within 14 days of the date that the institution performs the Return calculation.
- Within 14 days of the date that the institution performs the Return calculation, an institution must pay any remaining Title IV credit balance funds in one or more of the following ways:

- In accordance with the cash management regulations to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution) or to the student.
- If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the Credit balance to the Title IV programs. The Department does not specify the order of return to the Title IV programs for a credit balance. We encourage institutions to make determinations that are in the best interest of the individual student.

WCCC, Adult Technical Training will automatically issue refunds for eligible credit balances when a student withdraws. Refunds will be issued via a paper check and mailed to the student's address on file.

Payment Plans

To help students manage their financial obligations, interest-free payment plans are available. A payment plan provides a monthly payment and is developed using the student's expected enrollment (program length) and financial assistance funding, if applicable. Payment plans can include tuition and fees, book, supplies, and/or tools, and other listed education costs. The first monthly payment of each quarter will include one third of the tuition plus all other listed charges for that quarter. The remaining two thirds of tuition will be allocated to the second and third month of the quarter. If a payment or *Amend Payment Plan Form* is not received within 7 calendar days of the scheduled due date each month the student will be assessed a \$25 late fee. If there is an unusual circumstance and the student is not able to make the payment on the due date the student can complete an *Amend Payment Plan Form*. The financial aid coordinator and the director of Adult Technical Training will approve or deny the request. If approved the \$25 late fee will not be added as long as the payment is paid by the agreed date. A student cannot progress to their next quarter with a remaining balance.

Delinquent Student Accounts

Upon enrollment, students agree to specific payment arrangements and timelines relevant to their program of study. Washington County Career Center periodically reviews, and notifies students of delinquent accounts. WCCC will attempt to collect on delinquent student accounts for ninety (90) days past the scheduled completion date of the program/class of enrollment. Delinquent student accounts that are not resolved with WCCC will be assigned to the Ohio Attorney General's Office. The Attorney General's Office will apply a full range of collection efforts to resolve the debt, including but not limited to withholding state tax refunds. The Attorney General's Office and/or their approved collections agencies will assess collections fees to your account with the Attorney General's Office. The collection fees are based on a percentage of your outstanding debt. Students whose accounts have been forwarded to the Attorney General's Office must contact them to make payments. The Ohio Attorney General's Office can be reached at 1-888-665-5440. A collections hold will be placed on all delinquent accounts. Students are not permitted to enroll in additional programs and/or classes, request official transcripts, or obtain program credentials until their account is paid in full.

Constitution Day

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787, signing of the United States Constitution. To encourage all Americans to learn more about the Constitution, Congress in 1956 established Constitution Week, to begin each year on September 17th, the date in 1787 when delegates to the Convention signed the Constitution. In 2004, Senator Robert C. Byrd of West Virginia included key provisions in the Consolidated Appropriations Act of Fiscal Year 2005 designating September 17th of each year as Constitution Day and requiring public schools and governmental offices to provide educational programs to promote a better understanding of the Constitution. WCCC will recognize Constitution Day on September 17th or first business day following September 17th. We ask that you take the opportunity on this day to expand your knowledge of the U.S. Constitution, the document that provides the basis of our everyday freedoms, and the foundation of our great country.

- **Web Resources:** www.constitutionday.com – An online, interactive Constitution resource page.

Availability of Employees for Information Dissemination

Requests for information by students about Washington County Career Center, Adult Technical Training should be directed to Mr. Evan Schaad, Director of Adult Technical Training, (740) 373-2766 ext. 2010. Requests for information regarding financial aid or student services should be directed to Wendy Ketelsen, (740) 373-2766 ext. 2014. Requests for information regarding applying or enrollment should be directed to Rachel Heiss (740) 373-2766 ext. 2013. For other employees, such as program managers, who may also provide information regarding their specific areas of responsibility, contact the WCCC, Adult Technical Office, (740) 373-6283.

Safeguarding of Confidential Financial and Personal Information

Washington County Career Center, Adult Technical Training is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act* ("GLBA") addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that WCCC, Adult Technical Training develop, implement and maintain a comprehensive information security program ("the Plan") to insure the safeguarding of Confidential Financial Information ("CFI"). WCCC, Adult Technical Training obtains CFI from students, faculty, staff and others that may include, but is not limited to:

- Names
- Social Security Numbers
- Date and location of birth
- Gender
- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

This policy applies to WCCC, Adult Technical Training personnel who administer, manage, maintain or use CFI. It also applies to the supervisors of those individuals. It applies to all locations of this information, whether on campus or from remote locations. CFI includes any paper or electronic record containing non-public personal information about a customer that WCCC, Adult Technical Training or its affiliates, handle and maintain. CFI includes any personally identifiable information provided by students in order to obtain a financial product or service from WCCC, Adult Technical Training (such as financial aid).

Specific Authority

The GLBA is implemented by 16 CFR Part 314 and the Federal Trade Commission (FTC) Rules on "Standards for Safeguarding Customer Information". This policy statement sets WCCC's policy to ensure ongoing protection of CFI and serves as written evidence of a Security Plan in compliance with 16 CFR Part 314.3(a). The GLBA uses the term "customer" to describe persons whose information is to be protected under the Act.

Gramm-Leach-Bliley Act (GLBA) Objectives and Requirements

The objectives of GLBA are to:

- Ensure the security and confidentiality of customer information
- Protect against any anticipated threats or hazards to the security and integrity of such information
- Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

"Customers" of WCCC, Adult Technical Training include, but are not limited to faculty, staff, students, alumni and others. To comply with safeguarding confidential financial records and related personal information and achieve these objectives, WCCC is required to:

- Designate one or more employees to oversee, implement, and enforce an information security program
- Base the information security program on a risk assessment
- Designate and implement safeguards to control identified risks
- Regularly test and monitor the effectiveness of safeguards
- Ensure that all personnel who are involved in activities covered under the Act receive safeguarding training
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information
- Provide for evaluating and adjusting the program in light of relevant circumstances
- Establish an incident response plan
- Report at least annually to the Board of Education on the institution's information security program

Who Receives Information and Why?

As required by GLBA, WCCC, Adult Technical Training does not disclose any non-public financial information about our

students/customers, or former student/customers, to anyone, except as permitted by law. WCCC may exchange such information with its affiliates and certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service student loan accounts, collect on delinquent accounts, or provide other financial services related activities. Upon request, a student/customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Students/customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate. Student Services is responsible for obtaining and presenting information when requested by a customer.

Chief Information Officer

The department that is responsible for the implementation and execution of the Plan at WCCC, Adult Technical Training is the IT Department and staff. All correspondence and inquiries should be directed to the Chief Information Officer in the IT Department.

The Chief Information Officer should assist the various offices of WCCC, Adult Technical Training that have access to CFI to identify and reasonably foresee internal and external risks to the security of CFI. Further, the Chief Information Officer should

(1) evaluate the effectiveness of the current safeguards for controlling these risks; (2) regularly monitor and test the Plan; and (3) design and implement any necessary changes to the Plan. The Technology Coordinator should also work with other relevant departments to identify third-party providers who have access to CFI so that WCCC, Adult Technical Training secures contracts with those third-party providers to ensure the protection of CFI.

Implementation for Policy

- Employee Training and Management – WCCC, Adult Technical Training employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, tax records and any other CFI maintained by WCCC, and the proper storage of CFI materials. All WCCC employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons.
- Information Security System - Access to CFI through the WCCC, Adult Technical Training computer network shall be limited to those WCCC, Adult Technical Training employees who have a valid legitimate reason to have such information. All CFI that may be accessed through the WCCC computer network shall be protected by, and each WCCC, Adult Technical Training employee that needs to have access to CFI shall be assigned, a user name and password. Such user names and passwords shall expire periodically and shall not be posted in public spaces. WCCC, Adult Technical Training will take all reasonable and appropriate steps consistent with current technological development to ensure that all CFI remains secure.
- Safeguards for information processing, storage, transmission, retrieval and disposal may include:
 - requiring electronic data (covered by the GLBA) be entered into a secure, password protected system
 - using secure connections to transmit data outside WCCC, Adult Technical Training; using secure servers
 - ensuring data is not stored on transportable media (floppy drives, zip drives, etc.)
 - permanently erasing covered data from computers, diskettes, magnetic tapes, hard drives, or other electronic media before re-selling, transferring, recycling, or disposing of them
 - storing physical records in a secure area and limiting access to that area; providing safeguards to protect covered data and systems from physical hazards such as fire or water damage
 - disposing of outdated records under a document disposal policy; shredding confidential paper records before disposal
- Detecting, Preventing, and Responding to Attacks, Intrusions, and Other System Failures
 - WCCC, Adult Technical Training will maintain effective systems to prevent, detect, and respond to attacks, intrusions and other system failures. Such systems may include maintaining and implementing current anti-virus software; checking with software vendors and others to regularly obtain and installing patches to correct software vulnerabilities; maintaining appropriate filtering or firewall technologies; alerting those with access to covered data of threats to security; imaging documents and shredding paper copies; backing up data regularly and storing back up information off site, as well as other reasonable measures to protect the integrity and safety of information systems.

- Systems will be implemented to regularly test and monitor the effectiveness of information security safeguards. Monitoring will be conducted to reasonably ensure that safeguards are being followed, and to quickly detect and correct breakdowns in security. The level of monitoring will be appropriate based upon the potential impact and probability of the risks identified, as well as the sensitivity of the information provided. Monitoring may include sampling, system checks, reports of access to systems, reviews of logs, audits, and any other reasonable measures adequate to verify that information security's controls, systems and procedures are working.
- Physical Security of Paper Records
 - Education records shall be stored in secured facilities and/or equipment and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those educational records in which they have legitimate educational interest.
- Disposal of Records
 - Student records shall be maintained and disposed of in accordance with Board of Education Policy AG8310G.

Information Security Incident Reporting

If a student suspects, discovers, and/or determines that a security breach has occurred, the student shall promptly notify his/her instructor, in writing. The instructor will then notify their immediate supervisor and the Director of Adult Technical Training. The Director of Adult Technical Training will immediately notify the Technology Coordinator and Superintendent.

If an information security incident occurs that involves the release of District Confidential Data/Information, the District will take action in accordance with State and Federal law to address the situation, including, when appropriate and/or legally required, notifying affected individuals that their personally-identifiable information was improperly accessed and/or released. Any required notices will be provided in a timely manner.

Pursuant to State law, the District shall disclose any security breach of computerized personal information data ("breach of the security of the system"), following its discovery or notification of the breach of the security of the system, to any Ohio resident whose personal information (as defined below) was, or reasonably is believed to have been, accessed and acquired by an unauthorized person if the access and acquisition by the unauthorized person causes or reasonably is believed will cause a material risk of identity theft or other fraud to the resident.

Principles of Excellence

Executive Order 13607 signed April 27, 2012, by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order and can be reviewed at, <https://www.govinfo.gov/content/pkg/FR-2012-05-02/pdf/2012-10715.pdf>.

Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; assist those student's in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veteran's educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

Washington County Career Center complies with the Principles of Excellence as outlined below.

1. Provide students with a personalized form covering the total cost of an education program
 - a. WCCC provides a personalized Financial Aid Offer and financial aid shopping sheet to all service members, veterans, spouses, and other family members. The financial aid shopping sheet allows students to easily compare institutions and make informed decisions.
2. Provide educational plans for all military and Veteran education beneficiaries

- a. WCCC provides program/course outlines and schedules to all students, including service members, veterans, spouses, and other family members, during orientation.
3. Inform students who are eligible to receive Veteran's Educational Benefits of the availability of Federal Student Aid
 - a. WCCC provides all prospective students with information regarding the availability of Federal student aid, state financial assistance, and VA education benefits. Upon receipt of the enrollment application, additional information is provided detailing the steps to apply for federal student aid and/or VA education benefits to those applicants who declare their intent to utilize those benefits.
4. End fraudulent and aggressive recruiting techniques and misrepresentations
 - a. WCCC does not participate in high-pressure recruitment or marketing tactics to include those efforts toward recruitment of service members, veterans, or their family members. WCCC does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollment, any type of federal financial aid, or any educational funds offered to service members, veterans, or their families.
5. Accommodate Service Members and Reservists absent due to service requirements.
 - a. WCCC will provide accommodations to service members and reservists absent or withdrawn due to service requirements, provided that satisfactory academic progress was being met prior to the service connected withdraw or absence.
6. Designate a point of contact to provide academic and financial advice
 - a. The Washington County Career Center Adult Technical Training School Certifying Official (SCO) is the designated point of contact for academic and financial advice for service members, veterans, spouses, and other family members. Wendy Ketelsen is the SCO and can be contacted at wendy.ketelsen@thecareercenter.net or by phone at 740-373-2766 ext. 2014.
7. Ensure accreditation of all new programs prior to enrolling students
 - a. WCCC is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington VA 22201. Phone: 703-247-4212, Fax: 703-247-4533
8. Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs
 - a. WCCC adheres to all Title IV policies related to the administration of federal student aid and refunds. In addition, to comply with the **Veteran Benefits and Transitions Act of 2018**, any covered individual is permitted to attend or participate in their intended course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance.
 - b. The date on which the secretary provides payment for such course of education to such institution.
 - c. The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility. WCCC, Adult Technical Training 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 Veteran Benefits 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 Affairs. Applicable students are required to provide WCCC, Adult Technical Training with documentation to ensure that they are entitled to VA Education Benefits. The restriction on penalties would not apply in cases where the student owes additional payment(s) to the school beyond the amount of the funding from the VA to the school.

Staff Contacts for Financial Aid

Wendy Ketelsen
 Financial Aid & Student Services Coordinator
 (740) 373-2766 ext. 2014
wendy.ketelsen@thecareercenter.net

Rachel Heiss
 Registrar & Financial Aid Assistant
 (740) 373-2766 ext. 2013
rachel.heiss@thecareercenter.net

THE WASHINGTON COUNTY CAREER CENTER ADULT TECHNICAL TRAINING

2026-2027 Adult Student Handbook

SECTION 3: PROGRAM CATALOG

The Washington County Career Center, Adult Technical Training
21740 State Route 676
Marietta, Ohio 45750
740.373-6283 • 1.800.648.3695
www.thecareercenter.net

Updated: 5/5/2026

Industrial Programs

In compliance with OSHA standards, The Career Center will require students to wear safety/steel toe shoes and safety glasses in all of our trade and industrial classes. The Career Center will not be responsible for purchasing these items.

CDL - Class A

Program Objective: The curriculum for Truck Driver Training is established by the Ohio Department of Public Safety. The student begins with learning the essential driving skills, regulations, safety, and basic mechanical systems. They will then move into the truck for realistic exercises on a closed course, and as confidence is gained, students will drive on low-traffic roadways and city streets with tractor-trailer combinations. The student will then fine-tune driving, routing, and paper-work skills, learn advanced shifting techniques, as well as how to handle a rig under differing road conditions. This program also includes a 10-hour Hazmat endorsement training course. The course objective is to give the student the knowledge and skills needed to pass the CDL drivers examination and enter the field as an entry-level CDL driver.

Course Descriptions:

Commercial Driver's License Theory- Students will attend 40 hours of classroom theory to learn the essential driving skills, regulations, safety, and basic mechanical systems required to be a CDL driver.

Range and Road Training- Students will fine-tune their driving skills by driving on low-traffic roadways and city streets with tractor-trailer combinations accompanied by a CDL instructor.

Hazmat Endorsement Theory- This course teaches students the following: Basic Introductory and Operational Hazardous Materials Requirements, Reporting Hazardous Materials Crashes and Releases, Tunnels and Railroad (RR)-Highway Grade Crossing Requirements, Loading and Unloading Hazardous Materials, Hazardous Materials on Passenger Vehicles, Bulk Packages, Operating Emergency Equipment, Emergency Response Procedures, Engine (Fueling), Tire Check, Routes and Route Planning, and Hazardous Materials Safety Permits (HMSP).

Courses	Theory Hours	Lab Hours	Total Clock Hours
Commercial Driver's License Theory	40	0	40
Range and Road Training	0	120	120
Hazmat Endorsement Theory	10	0	10
TOTAL HOURS	50	120	170

Credential Awarded:	Certificate
Certification(s) Available:	State issued commercial driver's license (upon passing state CDL examination)
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of Valid Driver's License and CDL permit, Complete and Pass your DOT Drug Screen and Physical (submit copy to front office).
Start Date:	Monthly
Tuition:	\$5100
Books, Supplies, & Tools:	\$410 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	170 hours
Length of Time (weeks/months):	Weekday- 4 weeks + 1 day; 8 hours/day Weekend- 8.5 weeks; 10 hours/day
Max # of students per class:	7
Graduation Requirements:	To be eligible for Career Center Certificate each student must: Complete all coursework, achieve at least 90% for all final course grades, and complete 100% of cumulative program hours and all tuition and fees are paid in full.
Sample entry-level job titles:	CDL Driver (Commercial Driver's License Driver), Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Driver, Truck Driver.

Chemical Technician

Program Objective: The Chemical Technician Program is designed to prepare students with the knowledge and hands-on skills necessary to safely operate, monitor, and maintain equipment used in chemical processing facilities. Students will develop competencies in process control, instrumentation, safety procedures, quality assurance, and troubleshooting techniques. Upon completion, graduates will be equipped for entry-level employment as chemical operators in manufacturing and related industrial environments.

Course Descriptions:

Fork Truck Certification- Fork truck training and certification.

Introduction to Process Technology- Students will learn a sequence of topics including safety, instrumentation, applied physics, chemistry, and quality control.

10-Hour OSHA- This training course is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter at a work site. Introduction to Instrumentation and Electricity I and II- Students will learn about control, process variables, direct read instruments, elements of control systems, reading

P&ID, transmitters, final control elements, electrical safety, basic electricity, terminology, Ohm's law, circuits, single phase, three phase, meters, electrical prints, basic wiring, motors, and motor control.

Introduction to Industrial Maintenance I & II- Students will learn about shop hand tools, hand safety, piping, copper tubing, flanges and gaskets, pumps, and equipment.

Introduction to Lab Technician I & II- Students will learn the following: Troubleshooting, Physical Chemistry, Principles of Organic Chemistry, Clerical Skills & Measurement Techniques, Atomic Structure & Chemical Equations, Gravimetrics, Solutions and Stoichiometry, Acid/Base Titrations and Standard Curves, Distillation Techniques, Principles of Instrumentation, Industrial Spectrophotometry.

Courses	Theory Hours	Lab Hours	Total Clock Hours
Introduction to Process Technology	144	36	180
Fork Truck Certification	4	4	8
10 Hour OSHA Training	2	10	12
Intro to Instrumentation & Electricity I	30	46.5	76.5
Intro to Instrumentation & Electricity II	30	46.5	76.5
Intro to Industrial Maintenance I	30	46.5	76.5
Intro to Industrial Maintenance II	30	46.5	76.5
Intro to Lab Technician I	20	27	47
Intro to Lab Technician II	20	27	47
TOTAL HOURS	276	324	600

Credential Awarded:	Certificate
Certification(s) Available:	OSHA 10, Forklift
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, Schedule WorkKeys ® CRC Assessments, and meet program specific WorkKeys benchmarks.
Start Date:	Quarterly
Tuition:	\$6750
Books, Supplies, & Tools:	\$848 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	600 hours
Length of Time (weeks/months):	9 consecutive months; 16 hours/week for 36 weeks
Max # of students per class:	20 per class
Graduation Requirements:	Complete all coursework, complete at least 90% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all

	tuition and fees are paid.
Sample entry-level job titles:	Chemical Operator, Process Operator, Production Operator, Plant Operator, Chemical Plant Technician, Process Technician, Manufacturing Technician, Operations Technician, Control Room Operator, Utilities Operator, Water/Wastewater Treatment Operator, Industrial Equipment Operator, Quality Control Technician

Heating, Ventilation, Air Conditioning & Refrigeration

Program Objective: Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of commercial and domestic air conditioning systems. Included in instruction are the theory and application of basic principals involved in conditioning of air, cooling, heating, filtering, and controlling humidity; the operation characteristics of various units and parts; the use of technical reference manuals; the diagnosis of malfunctions; the overhaul, repair, and adjustment of units of parts such as pumps, compressors, valves, springs, and connections; the repair of electrical control systems; and fabrication. The WCCC, Adult Technical Training specializes in competency-based hands-on training. Our instructors are skilled individuals who work in the trade every day. This program is fitting for many dislocated workers. It provides skills that enable you to be more competitive for plant jobs as potential entry level employees with HVAC or Maintenance Contractors.

Course Descriptions:

RSES Level 1, Part 1- Introduces foundational HVACR concepts including basic system operation, safety practices, tools, and industry terminology aligned with RSES standards.

Electrical Theory for HVACR- Covers fundamental electrical principles including voltage, current, resistance, and circuit components as they apply to HVACR systems.

EPA 608 Certification, Recover, Recycle, & Reclaim- Prepares students for EPA Section 608 certification with a focus on proper refrigerant handling, recovery, recycling, and environmental regulations.

Brazing Training- Provides hands-on instruction in brazing techniques used in HVACR systems, including proper joint preparation, safety, and leak prevention.

Medium & High Efficiency Gas Furnaces- Explores the operation, installation, and troubleshooting of mid- and high-efficiency gas furnaces, including condensing systems.

Electrical Application for HVAC- Applies electrical theory to real-world HVAC systems, focusing on wiring, components, and system diagnostics.

RSES Level 1, Section 2- Builds on Level 1 fundamentals with expanded instruction in system components, controls, and troubleshooting techniques per RSES guidelines.

Refrigeration Properties & Compressors- Examines refrigerant characteristics and compressor types, operation, and performance within HVACR systems.

Evaporators & Metering Devices- Covers the function, types, and operation of evaporators and metering devices, including system performance and troubleshooting.

Electrical Power Supplies & Troubleshooting- Focuses on electrical distribution, power supply systems, and diagnostic techniques for identifying and correcting electrical faults.

Low GWP Certification- Introduces low global warming potential refrigerants, safety considerations, regulations, and proper handling procedures.

Heat Pumps- Explores the operation, installation, and service of heat pump systems, including heating and cooling modes and defrost cycles.

CML Refrigeration- Evaporators, Compressors, Metering Devices & Troubleshooting- Provides in-depth training on key refrigeration components and systematic troubleshooting methods for commercial applications.

CML Refrigeration- Controls, Supermarkets, Walk-ins, Ice Makers & Business Trips- Covers commercial refrigeration controls and applications including supermarket systems, walk-in coolers/freezers, and ice machines, with exposure to real-world operations.

RSES Hydrocarbon Refrigerants Certification- Prepares students for certification in the safe use and handling of hydrocarbon refrigerants, including system requirements and safety standards.

Courses	Theory Hours	Lab Hours	Total Clock Hours
RSES Level 1, Part 1	25	25	50
Electrical Theory for HVAC/R	30	30	60
EPA 608 Certification, Recover, Recycle, & Reclaim	25	25	50
Brazing Certification	10	10	20
Medium & High Efficiency Gas Furnaces	30	30	60
Electrical Application for HVAC	30	30	60
RSES Level 1, Part 2	30	30	60

Refrigeration Properties & Compressors	30	30	60
Evaporators & Metering Devices	25	25	50
Electrical Power Supplies & Troubleshooting	25	25	50
Low GWP Certification	10	10	20
Heat Pumps	30	30	60
CML Refrigeration- Evaporators, Compressors, Metering Devices & Troubleshooting	25	25	50
CML Refrigeration- Controls, Supermarkets, Walk-ins, Ice Makers & Business Trips	25	25	50
RSES Hydrocarbon Refrigerants Certification	10	10	20
TOTAL HOURS	360	360	720

Credential Awarded:	Certificate
Certification(s) Available:	EPA 608, RSES Level 1, ESCO Electricity, ESCO Furnace/Gas Heat, ESCO Heat Pumps, Low GWP
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, Schedule WorkKeys ® CRC Assessments, and meet program specific WorkKeys benchmarks
Start Date:	Fall Quarter
Tuition:	\$8100
Books, Supplies, & Tools:	\$2489 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	720 total hours
Length of Time (weeks/months):	45 weeks; 12 months; 16 hours/week for 45 weeks
Max # of students per class:	20 per class
Graduation Requirements:	Complete all coursework, complete at least 90% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all tuition and fees are paid.
Sample entry-level job titles:	A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, and Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic); HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); HVAC Tech (Heating, Ventilation, and Air Conditioning Technician); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech)

Instrumentation & Electricity

Program Objective: This program is designed to provide students with the foundational knowledge and hands-on skills needed to install, operate, maintain, and troubleshoot electrical and instrumentation systems used in industrial environments. Instruction emphasizes electrical theory, motor controls, programmable logic controllers (PLCs), process instrumentation, and safety practices. Upon completion, students will be prepared for entry-level positions in industrial maintenance, electrical technology, and instrumentation, supporting operations in manufacturing, utilities, and process industries.

Course Descriptions:

DC Circuits- DC Series and Parallel Circuits with circuit calculations for Voltage, Current, Resistance and Power.

Math and Print Reading- The training covers the basic mathematical functions and the interpretation of graphs and tables. Also covers how to read and interpret electrical prints.

Instrumentation I- The training covers the physical properties of matter and energy, the common types of measurement used in industry, instrument communication signals, Transmitters and Controllers.

Hand Tools and Test Equipment- Introduces the proper use, care, and safety of common hand tools and diagnostic test equipment used in electrical and industrial settings. Students will gain hands-on experience and learn basic testing and troubleshooting techniques.

AC Circuits- Alternating Current theory, Inductance in AC Circuits, Resistive Inductive Series and Parallel Circuit Calculations.

Programmable Logic Controls- How to troubleshoot, commission and repair PLC hardware, develop basic PLC programs and troubleshoot basic PLC programs

Instrumentation II- Review of Level, Flow, Pressure and Weight sensors used in industry, the use of transmitters and recorders in control systems.

Commercial Wiring and Prints- How to properly size and install home and commercial electrical wiring circuits in compliance with the National Electric Code.

Transformers and DC Machines- The study of three-phase transformer wye and delta connections, single-phase transformers and DC generators.

Process & Instrument Drawing, Motor Control Drawings, & Wiring- Read and interpret Process and Instrument Drawings, Motor Control diagrams, and Ladder Logic Diagrams.

Instrumentation III- Learn to use controllers, the types of control modes, controller tuning, final control elements and control loops.

Instrument and Control Wiring- Learn to work with and properly install various types of analog and discrete instrument and control wiring including coax, Cat-5 Ethernet and Fiber Optic.

Instrumentation IV- Learn how to size, maintenance and repair control valves and actuators and their proper use in different types of control systems.

AC Machines and Control Wiring- Operate, Control and Troubleshoot, AC generators and the different types of AC motors.

Motor Drives and Control Troubleshooting- Learn methods of motor control troubleshooting, the use of prints to troubleshoot various motor control circuits and the use of test equipment to troubleshoot motor control circuits in the lab.

Fiber Optic- Introduces the fundamentals of fiber optics based on Fiber Optic Association standards, including how fiber optic systems work, basic components, and industry terminology.

Courses	Theory Hours	Lab Hours	Total Clock Hours
DC Circuits	42	6	48
Math and Print Reading	22	22	44
Instrumentation I			44
Hand Tools & Test Equipment			44
AC Circuits	38	10	48
Programmable Logic Controls			44
Instrumentation II			44

Commercial Wiring and Prints			44
Instrumentation III			44
Transformers and DC Machines	34	14	48
Process & Instrument Drawings, Motor Control Drawings & Wiring	15	29	44
Instrument and Control Wiring			44
Fiber Optic			44
Instrumentation IV	18	26	44
AC Machines and Control Wiring	24	24	44
Motor Drives & Control Troubleshooting	10	38	48
TOTAL HOURS	394	326	720

Credential Awarded:	Certificate
Certification(s) Available:	Ramsey Credential for Instrumentation and Electrical
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, Schedule WorkKeys ® CRC Assessments, and meet program specific WorkKeys benchmarks
Start Date:	Quarterly
Tuition:	\$7,790
Books, Supplies, & Tools:	\$2,491 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	720, regularly 16 hours/week for 45 weeks
Length of Time (weeks/months):	12 consecutive months
Max # of students:	13 per class
Graduation Requirements:	Complete all coursework, complete at least 90% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all tuition and fees are paid.
Sample entry-level job titles:	Control Technician, E and I Mechanic (Electrical and Instrument Mechanic), E and I Mechanic (Electrical and Instrumentation Mechanic), Electrical and Instrument Technician (E and I Tech), Electrical Maintenance Technician, Electronic Technician, I and C Tech (Instrument and Control Technician), Instrument and Electrical Technician (I and E Tech), Repair Technician, Scale Technician.

Fiber Optic Technician

Program Objective: After successfully completing this program, students will have the skills necessary to become a FOA Certified Fiber Optic Technician.

Course Descriptions:

Fiber Optic Theory- Introduces the fundamentals of fiber optics based on Fiber Optic Association standards, including how fiber optic systems work, basic components, and industry terminology.

Splicing, Terminating, Testing Lab- Covers practical skills in splicing, connector termination, and basic testing of fiber optic systems.

Courses	Theory Hours	Lab Hours	Total Clock Hours
Fiber Optics Theory	10		10
Splicing, Terminating, and Testing Lab		30	30
TOTAL HOURS	10	30	40

Credential Awarded:	Certificate
Certification(s) Available:	FOA (Fiber Optic Association)– Certified Fiber Optic Technician
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Schedule WorkKeys ® CRC Assessments, and meet program specific WorkKeys benchmarks.
Start Date:	Quarterly
Tuition:	\$810
Books, Supplies, & Tools:	\$190 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	40 hours
Length of Time (weeks/months):	2 days/week for 3 weeks
Max # of students:	15 per class
Graduation Requirements:	Complete all coursework, complete at least 90% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all tuition and fees are paid.
Sample entry-level job titles:	Cable Splicer, Cable Technician, Cable Television Technician (Cable TV Tech), Combination Technician, Field Service Technician, Installation and Repair Technician (I and R Technician), Installer, Lineman, Outside Plant Technician, Service Technician

Industrial Maintenance Mechanic

Program Objective: In cooperation with local industry, this training program is designed to give the student the basic skills needed for today's maintenance technician.

Course Descriptions:

Basic Electricity- Basic electrical theory and Ohm's law, working safely with electricity including Lock-out/Tag-out, GFCI protection, the proper use of extension cords, National Electric Code, Motor control systems and lighting system fundamentals.

Intro to CNC- Students will learn the fundamentals of CNC machine operation, programming, setup, and safety.

Machining- This course introduces students to the fundamentals of machining. Students will learn basic operations on lathes, milling machines, and drill presses while developing skills in blueprint reading, material selection, and shop safety. Emphasis is placed on accuracy, quality workmanship, and industry-standard machining practices.

Mechanical Drivers & Vacuum Pumps- Students learn how to properly mount, level and align a motor, the various types of key fasteners used in industry, power transmission shafts, bearings, V-belts, chain drives, spur gears and multiple shaft drives.

Shop Tools & Precision Measurement- Students learn how to properly identify and safely use hand and shop tools used in the Mechanic/Millwright trade. Students learn how to sketch objects, sketch existing pipe run and cut pipe to length from the sketch.

Mechanical Drawings & Prints- This course introduces the interpretation and creation of mechanical drawings and prints. Students learn to read blueprints, understand symbols and dimensions, and apply basic drafting standards for clear technical communication.

Belts and Bearings- Introduction to mechanical drive systems, including V-belts, chains, and gears, with emphasis on selection, installation, and maintenance. Students also study bearings, seals, and gaskets, including identification, service, lubrication, troubleshooting, and replacement, as well as advanced gear drives and their maintenance and reassembly.

Chains, Gaskets, Seals & Gears- Students study the function, operation and maintenance of brakes, clutches and blowers.

Hydraulics- Discussion and actual experience with fundamental fluid power principles and formulas. Apply

the knowledge using the fundamental characteristics of hydraulic components. Emphasis on understanding schematic symbols and their application to hydraulic circuit function and diagnosing malfunctions in a component or complete system.

Pumps- Study the operation, use and maintenance of Centrifugal, Gear, Turbine, Diaphragm, Peristaltic, Piston and Magnetic pumps.

Intro to HVACR- Introducing the student to the basics of Refrigeration, Air Conditioning and Heating systems.

Preventative Maintenance- Introduction to preventative maintenance practices, including visual periodic inspection, oil/grease change frequency, oil analysis, vibration analysis, and infrared.

Dial Indicator & Laser Alignment- How to properly align equipment using laser alignment equipment.

Scaffold Safety- Learn the safety requirements, standards and various types of scaffolding used in industry.

Confined Space Entry & Non-Entry Rescue- Familiarization with the hazards of Confined Spaces, OSHA Standards, the Confined Space Entry Permitting procedure and equipment used in a rescue.

Pipefitting- Introduction to mechanical piping systems, including industrial-quality mechanical devices, written test and lab activities that will teach fundamentals of piping systems. Fundamentals include piping, pipe installation, tubing, hoses and valves.

Rigging- Study the equipment and procedures used in industry to lift objects safely.

Welding- Welding safety, how to use a cutting torch, rod identification, the differences between STICK, TIG and MIG welding and practice welding with each

Forklift Trucks- Upon completion of this training course, the trainee will be able to explain, identify, describe, and/or demonstrate the actions and responsibilities required to comply with the enabling objectives that are established for fork truck training by completing a written examination with 80% or greater score and a performance examination by 85%.

Courses	Theory Hours	Lab Hours	Total Clock Hours
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Mechanical Drives & Vacuum Pumps	20	28	48
Shop Tools and Precision Measurements	20	24	44
Machining	8	36	44
Mechanical Drawings & Prints	36	8	44
Intro to CNC	8	36	44
Pumps	28	16	44
Pipefitting	24	20	44
Hydraulics	24	24	48
Belts and Bearings	24	20	44
Dial Indicator and Laser Alignment	12	36	48
Basic Electricity	24	20	44
Introduction to HVAC-R	32	12	44
Chains, Gaskets, Seals, and Gears	16	28	44
Rigging	24	20	44
Welding	8	36	44
Preventive Maintenance	16	8	24
Confined Space Entry and Non-Entry Rescue	4	4	8
Scaffold Safety	4	4	8
Forklift Trucks	4	4	8
TOTAL HOURS	352	368	720

Credential Awarded:	Certificate
Certification(s) Available:	Forklift, Ramsey Credential for Millwrights,
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, Schedule WorkKeys ® CRC Assessments, and meet program specific WorkKeys benchmarks
Start Date:	Quarterly
Tuition:	\$8100
Books, Supplies, & Tools:	\$1715 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	720, regularly 16 hours/week for 45 weeks
Length of Time (weeks/months):	12 consecutive months
Max # of students:	12 per class
Graduation Requirements:	Complete all coursework, complete at least 90% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all tuition and fees are paid.
Sample entry-level job titles:	Industrial Machinery Mechanic, Industrial Mechanic, Loom Fixer, Loom Technician, Machine Adjuster, Machine Mechanic, Maintenance Technician, Mechanic, Overhauler, Sewing Machine Mechanic.

Welding

Program Objective: The Welding Program is designed to prepare the student for a beginning career in the field of industrial welding. These classes allow students to upgrade their skill level or improve employment opportunities in their present jobs.

Course Descriptions:

Oxyacetylene, Plasma, & Air Arc Cutting- Safety,

Equipment, Application & Procedures- Students will learn the difference between Oxy Acetylene, Plasma & Air Arc Cutting.

Shielded Metal Arc Welding- Students will learn arc welding safety and the fundamentals of SMAW – Stick welding process.

Welding Symbols I- Students will learn symbols specific to the welding field, their meaning, and how to use them.

Math for Welders- Students will learn the math skills needed to successfully perform in a welding career.

Gas Metal Arc Welding- Safety, Equipment, Application & Procedures- GMAW safety and theory, Stringers and pad build-up, Horizontal Fillet welds, Open root flat, vertical and overhead welds.

Welding Symbols II- Students will learn symbols specific to the welding field, their meaning, and how to use them.

Layouts & Measurements I- In this class, students will learn pipefitter terminology, mathematics & plane figures, angles and angular layout, calculated welded offsets, tees, laterals & circumferential sleeves, pipe blanking, elliptical holes, brackets and pipe flanges.

Gas Tungsten Arc Welding- Safety, Equipment, Application & Procedures- GTAW safety and theory, Stringers and pad build-up, Horizontal Fillet welds, Open root flat, vertical and overhead welds.

Welding Symbols III- Students will learn symbols specific to the welding field, their meaning, and how to use them.

Layouts & Measurements II- In this class, students will learn pipefitter terminology, mathematics & plane figures, angles and angular layout, calculated welded offsets, tees, laterals & circumferential sleeves, pipe blanking, elliptical holes, brackets and pipe flanges.

Welding Certification Testing- Use of Welding Certification procedures to take up to four Welding Certification tests.

Courses	Theory Hours	Lab Hours	Total Clock Hours
Oxyacetylene, Plasma, & Air Arc Cutting- Safety, Equipment, Application & Procedures	8	24	32
Shielded Metal Arc Welding	16	108	124
Welding Symbols I	16	0	16
Math for Welders	8	0	8
Gas Metal Arc Welding- Safety, Equipment, Application & Procedures	16	124	140
Welding Symbols II	16	0	16
Layouts & Measurements I	12	12	24
Gas Tungsten Arc Welding- Safety, Equipment, Application & Procedures	16	124	140
Welding Symbols III	16	0	16
Layouts & Measurements II	12	12	24
Welding Certification Testing	8	172	180
TOTAL HOURS	156	564	720

Credential Awarded:	Certificate
Certification(s) Available:	Four American Welding Society (AWS) Certifications included; additional certifications available
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, Schedule WorkKeys® CRC Assessments, and meet program specific WorkKeys benchmarks
Start Date:	Quarterly

Tuition:	\$8100
Books, Supplies, & Tools:	\$1650 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	720, regularly 16 hours/week for 45 weeks
Length of Time (weeks/months):	12 consecutive months
Max # of students:	12 per section
Graduation Requirements:	Complete all coursework, complete at least 80% of cumulative hours to receive certificate and transcript, achieve a cumulative 2.5 C Grade Point Average, and all tuition and fees are paid.
Sample entry-level job titles:	Aluminum Welder, Assembly Line Brazer, Brazer, Fabrication Welder, Fabricator, Maintenance Welder, Solderer, Sub Arc Operator, Welder, Wirer

Medical Programs

Certified Nurse Aide

Program Objective: Our nurse aide program is designed to provide training for nursing assistants. Upon completion of this 80-hour course and obtaining the proper state certification, the student will be eligible for employment in the following facilities hospitals, home health agencies, and more.

Course Descriptions:

Clinicals- Students will gain real world experience by assisting with common everyday tasks at a local nursing home under the supervisor of the CNA instructor.

TCEP Curriculum- In this course, students learn the fundamentals of infection control, including the spread and signs of infection, while gaining an understanding of the nurse aide's role, professionalism, communication, and legal responsibilities. Students develop skills in personal care, basic nursing procedures, and observation, including vital signs and recognizing changes in health. Additional topics include patient safety, choking response, medical records, nutrition, and care in long-term settings, with an emphasis on respecting residents' rights and promoting independence.

Course	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
Clinicals			20	20
TCEP Curriculum	30	30	0	60
TOTAL HOURS	30	30	20	80

Credential Awarded:	Certificate
Certification(s) Available:	State Tested License/Certified Nurses Aid
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, submit completed Background Check form, submit completed physical form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Monthly
Tuition:	\$700
Books, Supplies, & Tools:	\$252 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	80
Length of Time (weeks/months):	2 weeks/0.5 months
Max # of students:	8 per cohort
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, Patient Care Assistant (PCA), State Tested Nursing Assistant (STNA)

Emergency Medical Technician -Basic

Program Objective: The EMT objectives are to give our students hands-on training to prepare them for the workforce; this includes EMS medical techniques, AIDET, and empathy, which helps our community's medical employers reach patient satisfaction scores at their facility. We want our students to have the best education to produce highly qualified candidates for all employers.

Course Descriptions:

EMT-Basic Course- The Emergency Medical Technician (EMT-B) course prepares individuals to provide emergency medical care and transportation to critical and emergent patients who access the EMS system. EMTs possess the fundamental knowledge and skills necessary to stabilize and safely transport patients, ranging from non-emergency and routine medical transports to life-threatening emergencies. They function as integral members of a comprehensive EMS response system, operating under medical oversight. EMTs perform interventions using the basic equipment typically found on an ambulance, serving as a vital connection between emergency scenes and the healthcare system.

EMT-Basic Clinicals- During this phase of the program, EMT-B students will have the opportunity to apply the knowledge and skills they have acquired in the EMT-B program within a healthcare setting. Referred to as the “clinical” portion, participants must be at least 18 years old to participate. Each student will observe and assist healthcare professionals in a hospital-based emergency department, gaining valuable hands-on experience. Additionally, students will have the opportunity to observe and assist prehospital care providers by accompanying them on ambulance units. The clinical rotation typically takes place in the latter half of the program for students who have attained a solid understanding of fundamental concepts.

Course	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
EMT-Basic Course	140			140
EMT-Basic Clinicals			20	20
TOTAL HOURS	140	0	20	160

Credential Awarded:	Certificate
Certification(s) Available:	Certified National Registry and Ohio Emergency Medical Technician
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, complete physical/vaccinations, and take the WorkKeys® CRC Assessments and meet program benchmarks.
Start Date:	Quarterly
Tuition:	\$1,665
Books, Supplies, & Tools:	\$744 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	160 Hours
Length of Time (weeks/months):	15 weeks/4 months
Max # of students:	10 per class
Graduation Requirements:	Complete all coursework, achieve an 80% or higher GPA, complete at least 90% of cumulative hours, take the National Registry Cognitive and Practical Skills certification exam, and all tuition and fees are paid.
Sample entry-level job titles:	Emergency Medical Technician (EMT), First Responder

Medical Assistant

Program Objective: To produce multi-skilled personnel that can perform administrative and clinical procedures.

Hybrid format: WCCC, Adult Technical Training will permit a portion of the didactic hours of the program via a hybrid format for students choosing to participate in distance learning. All students will have an orientation on the first day of class for both in-person learning and the possibility of hybrid learning. All learning outcomes and program requirements are the same for students opting for the hybrid option of the program. Students opting for hybrid learning must have a laptop and internet access to participate in the didactic hours via Microsoft Teams. All clinical and lab hours will be held in-person.

Course Descriptions:

Fundamentals of Medical Assisting- The content focuses on professionalism, professional organizations, history of medicine, patient reception, patient scheduling techniques, telephone skills, and creating and maintaining the physical environment of the office.

Medical Terminology- This course is a comprehensive study of the medical language including word construction, pronunciation, spelling, and definitions.

Certified Nurse Aide- The Certified Nurse Aide (CNA) course provides Medical Assisting students with essential patient care knowledge and hands-on clinical skills for healthcare settings. Topics include basic nursing care, infection control, communication, patient safety, vital signs, and assisting with daily living activities. Students develop professionalism, compassion, teamwork, and ethical care practices while working with diverse populations. The course includes classroom, lab, and supervised clinical experience. Upon completion, students are eligible to sit for the Ohio Certified Nurse Aide (CNA) exam and gain skills applicable across a variety of healthcare environments.

Clinical Procedures I- This course prepares medical assistant students with the knowledge and skills to support patient care in a medical office. Topics include basic anatomy, infection control, patient records, exam preparation, assisting with procedures, minor surgery, and diagnostic testing across specialties. Lab and supervised practice are included to build clinical competency.

Medical Office Procedures- This course provides an overview of administrative procedures in medical offices, including patient scheduling, phone etiquette, records management, insurance processing, billing basics, and electronic health records (EHR). Students also learn healthcare laws, HIPAA compliance, and professional communication. By the end, students are prepared to perform essential front-office duties that support daily operations and patient care.

Anatomy & Physiology- Anatomy and Physiology for Medical Assisting provides students with a foundational understanding of the structure and function of the human body and its systems. The course covers medical

terminology, body organization, and the major body systems while emphasizing the relationship between anatomy, physiology, health, and disease. Students apply this knowledge to clinical procedures, patient care, and healthcare practices commonly performed in the Medical Assisting profession through classroom instruction, laboratory activities, and hands-on learning experiences.

Phlebotomy- This course prepares students to perform venipuncture and skin puncture. Students learn how blood specimens are obtained, OSHA safety precautions, additive content, tube colors. Vacuum tube method verses butterfly method are explored.

Pharmacology- This course introduces the principles of pharmacology and medication administration. Students will learn drug classifications, actions, side effects, and safe handling procedures. A strong focus is placed on medical math, including dosage calculations, conversions, and proper documentation to ensure safe medication administration. This course prepares students to support healthcare providers in medication-related tasks and enhances clinical accuracy.

Clinical Procedures II- Clinical Procedures II builds on foundational skills and prepares students for advanced patient care in ambulatory settings. Topics include medication administration, injections, EKGs, specimen collection, lab procedures, diagnostic testing, sterile technique, and patient preparation. Emphasis is placed on safety, infection control, professionalism, and communication through hands-on lab and simulation.

Medical Assisting Practice- Medical Assisting Review is designed to prepare students for successful completion of a national certification examination and entry into the healthcare workforce. This course provides a comprehensive review of administrative, clinical, and general medical assisting concepts, including patient care, pharmacology, laboratory procedures, medical law and ethics, insurance and billing, anatomy and physiology, infection control, and professionalism. Students will strengthen critical thinking, test-taking strategies, and practical knowledge through review activities, practice examinations, and hands-on application of skills learned throughout the program.

Orientation Seminar- This introductory course prepares students for success in their clinical rotations by reviewing professional expectations, workplace safety, HIPAA compliance, and patient communication skills. Students will learn the policies and procedures of the clinical setting, including proper documentation, infection control practices, and workplace professionalism. This course serves as a bridge between classroom learning and hands-on clinical experience.

Medical Assistant Externship- The 290-hour practicum is served in a medical facility where the student receives “hands-on” practice performing administrative and clinical procedures under the supervision of a licensed Physician. The student’s progress is evaluated by a member of the school’s faculty and a staff member of the medical facility. Successful completion of the practicum is required for graduation. The practicum is a non-paid experience and is taken after the successful completion of all course work prior to the student’s final quarter.

Course	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
Fundamentals of Medical Assisting	45	10		55
Medical Terminology	45			45
Certified Nurse Aide	40	24	16	80
Clinical Procedures I	30	15		45
Medical Office Procedures	70	20		90
Anatomy and Physiology	45			45
Phlebotomy	26	26		52
Pharmacology	30	8		38
Clinical Procedures II	70	20		90
Medical Assisting Practice	35	10		45
Orientation Seminar	25			25
Medical Assistant Externship			290	290
TOTAL HOURS				900

Credential Awarded:	Certificate
Certification(s) Available:	National Healthcareer Association (NHA)- Certified Clinical Medical Assistant; NHA Phlebotomy certification; NHA Certified Medical Administrative Assistant; and Certified Nurse Aide (Ohio state certification)
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Annually
Tuition:	\$9,000
Books, Supplies, & Tools:	\$3,148 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	900 hours
Length of Time (weeks/months):	39 weeks/10 months
Max # of students:	15
Graduation Requirements:	Complete all coursework, achieve an 80% or higher GPA, complete at least 90% of cumulative hours, and all tuition and fees are paid.
Sample entry-level job titles:	Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Outpatient Surgery Assistant, Registered Medical Assistant (RMA)

Surgical Technologist

Program Objective: A surgical technologist works as part of a surgical team as an allied health professional. These technologists ensure that the operative procedures followed are conducted under optimal conditions. Surgical Technologists can work in sterile and non-sterile conditions. As a Surgical Technologists' main responsibilities are phases of patient care in preoperative, intraoperative, & postoperative case management, surgical case management, working with in the team with little or no supervision, and must uphold the necessary standards of honesty and moral integrity while displaying a caring attitude with every patient. The Principles and Practice Course will require considerable laboratory time. Some student visits to the operating room will begin midway through the course as an introduction to the operating room (students do not scrub during this rotation).

Hybrid format: WCCC, Adult Technical Training will permit a portion of the didactic hours of the program via a hybrid format for students choosing to participate in distance learning. All students will have an orientation on the first day of class for both in-person learning and the possibility of hybrid learning. All learning outcomes and program requirements are the same for students opting for the hybrid option of the program. Students opting for hybrid learning must have a laptop and internet access to participate in the didactic hours via Microsoft Teams. All clinical and lab hours will be held in-person.

Course Descriptions:

Medical Terminology- This course introduces the basic structure of medical language, including word roots, prefixes, and suffixes. Emphasis is placed on the correct spelling, pronunciation, and definition of medical terms related to anatomy, physiology, surgical procedures, and clinical practice. Students will develop the ability to interpret and use medical terminology in both written and oral communication in the healthcare setting.

Foundation of Surgical Technology- This course provides students with an introduction to the field of surgical technology. Topics include the history and role of the surgical technologist, operating room organization, safety practices, infection control, aseptic techniques, and the principles of patient care in the surgical environment. Students will gain foundational knowledge necessary for success in lab and clinical settings.

Introduction to Surgical Technology I & II- Intro to Surgical Technology is designed to provide the surgical technologist student with the knowledge of how to function competently and safely in the perioperative setting with an in-depth look at basic patient care concepts. Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Student will also learn hospital organization, safety and legal issues, professionalism, and how to deal with ethical issues. Students will be actively involved in applying learned concepts in the lab setting.

Lab I- Lab I provides hands-on training in fundamental surgical skills within a controlled laboratory setting. Students will practice aseptic technique, sterile gowning and gloving, basic instrumentation handling, patient positioning, and operating room setup. Emphasis is placed on building proficiency in the skills needed for initial clinical experiences.

Anatomy & Physiology- This course is designed to give the student knowledge in identifying the basic organizational structures of the human body, including body planes, organization of the body, and terms of reference, cells and tissues basic structure and function, analyze the digestive & biliary, urinary, reproduction, nervous, and respiratory systems and their functions, and relate pathophysiology to surgical intervention, infection and inflammation of these body systems.

Pharmacology/Principles & Practices- This course explores the principles of pharmacology as they relate to surgical technology, including drug classifications, dosage calculations, and routes of administration. Topics include anesthesia concepts, medications commonly used in the operating room, and legal/ethical considerations in medication handling. Students will also study foundational surgical principles such as wound healing, patient safety, and procedural protocols

Lab II- Lab II builds upon the skills learned in Lab I, advancing students' proficiency in surgical procedures. Students will practice instrument passing, sterile field setup, draping, suturing techniques, and procedural sequencing for a variety of surgical specialties. This lab is designed to prepare students for safe and effective participation in clinical rotations.

Surgical Med Pass- This course provides Surgical Technology students with foundational knowledge and practical skills related to medication administration in the perioperative setting. Students will learn principles of medication safety, dosage calculation, routes of administration, medication classifications commonly used in surgical procedures, sterile medication handling, labeling, documentation, and legal and ethical considerations. Emphasis is placed on safe preparation,

passing, and handling of medications on the sterile field, including hands-on practice in simulated lab settings to reinforce competency and adherence to patient safety standards.

Microbiology- Microbiology focuses on the study of microorganisms and their relevance to the surgical environment. Topics include microbial classification, growth, infection control, and the role of pathogens in surgical site infections. Emphasis is placed on sterile technique and the critical role of the surgical technologist in maintaining asepsis in the operating room.

Surgical Procedures- This course introduces students to the step-by-step processes of surgical procedures across various specialties. Students will study preoperative, intraoperative, and postoperative responsibilities of the surgical technologist, including instrumentation, procedural sequencing, and patient safety considerations. This course prepares students to actively participate in surgical procedures during clinical rotations.

Clinical Rotation I- This course consists of an eight-week

supervised clinical rotation during which students will complete comprehensive orientation to clinical practicum; participate as a surgical team member in the scrub role as a student. The student will develop professional relationships and behaviors while in the surgical environment and learn to adequately document their experiences in the practicum.

Professional Practices- Students will explore issues and situations facing surgical technologist in this capstone course. Topics will include job- seeking skills and written professional portfolios, malpractice insurance, coping techniques, and preparation for the surgical technologist examination.

Clinical Rotation II- This course consists of an eight-week supervised clinical rotation during which students will perform duties of a surgical technologist as a student. The student will develop professional behaviors and develop relationships with the other surgical team members. Students will also learn to adequately document their experiences in their clinical rotation.

Course	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
Medical Terminology	45			45
Foundation of Surgical Technology	30	15		45
Introduction to Surgical Technology I	35	10		45
Lab I	10	35		45
Anatomy & Physiology	37	8		45
Pharmacology/Principles & Practices	30	15		45
Lab II		45		45
Introduction to Surgical Technology II	35	10		45
Surgical Med Pass	15	7.5		22.5
Microbiology	15	7.5		22.5
Surgical Procedures	30	15		45
Clinical Rotation I			180	180
Professional Practices	45			45
Clinical Rotation II			225	225
TOTAL HOURS	282	168	405	900

Credential Awarded:	Certificate
Certification(s) Available:	Tech in Surgery Certified
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Quarterly
Tuition:	\$9,210
Books, Supplies, & Tools:	\$2,645 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	900 Hours, 16 hours/week for 22.5 weeks, then 24 hours/week for 22.5 weeks
Length of Time	12 consecutive months

(weeks/months):	
Max. # of students:	12 per section
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Certified Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech)

Phlebotomy

Program Objective: In this class you will learn proper blood collection using a vacutainer, a syringe, and micro-collection, as well as learning how to draw from geriatric patients, children and infants. Ethics and Anatomy are also an important part of this class. The clinical hours are spent in a laboratory setting where students learn how to spin the blood, separate the serum from the cells, and learn which department each tube is distributed to. At the end of this course, students will take the National Certification Exam through the National Healthcareer Association to receive the (CPT) Phlebotomy Technician Certificate.

Course Descriptions:

Phlebotomy- In this class, students will learn proper blood collection using a vacutainer, a syringe, and micro collection, as well as how to draw from geriatric patients, children, and infants. Ethics and anatomy are also an important part of this class.

Clinicals- The clinical hours are spent in a laboratory/hospital setting where students learn how to spin the blood, separate the serum from the cells, and learn which department each tube is distributed to.

Course	Theory Hours	Lab Hours	Clinical Hours	Total Clock Hours
Phlebotomy	40	12		52
Clinicals			120	120
TOTAL HOURS	40	12	120	172

Credential Awarded:	Certificate
Certification(s) Available:	CPT Phlebotomy Technician Certificate
Admissions Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Quarterly
Tuition:	\$2005
Books, Supplies, & Tools:	\$798 *subject to change
Location:	Main campus
Instructional Hours:	172 Hours
Length of Time (weeks/months):	14 weeks/4 months
Max # of Students:	16 per cohort
Graduation Requirements:	Complete all coursework with a passing grade of at least 80%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Lab Liaison Technician, Mobile Examiner, Patient Service Technician (PST), Phlebotomist, Phlebotomy Technician, Registered Phlebotomist

Practical Nursing:

Program Objective: The objective of the Practical Nursing Program is to prepare students with the knowledge, clinical skills, and professional behaviors required to provide safe, effective, and ethical care to individuals across the lifespan. The program aims to equip students with foundational nursing theory and practical experience necessary for entry-level nursing practice, develop critical thinking, communication, and decision-making skills in diverse healthcare settings, promote the principles of patient-centered care, cultural competence, and interdisciplinary collaboration, foster accountability and adherence to legal, ethical, and professional standards of nursing, and prepare graduates to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and pursue licensure as a Licensed Practical Nurse (LPN).

Hybrid format: WCCC, Adult Technical Training will permit a portion of the didactic hours of the program via a hybrid format for students choosing to participate in distance learning. All students will have an orientation on the first day of class for both in-person learning and the possibility of hybrid learning. All learning outcomes and program requirements are the same for students opting for the hybrid option of the program. Students opting for hybrid learning must have a laptop and internet access to participate in the didactic hours via Microsoft Teams. All clinical and lab hours will be held in-person.

Course Descriptions:

Nursing Fundamentals- This course provided a foundation in which the student develops basic professional attitudes, manual skills and basic knowledge and nursing principles. The patient will be viewed as a person with psychological and physical needs with emphasis on total patient care. It will be recognized that individuals have both the ability and the right to make choices which are affected by their beliefs, values, and cultures. Course content includes but is not limited to health and wellness, health care delivery system, evidence-based practice, nursing process, infection control, vital sign measurement health assessment, caring and spiritual health, growth and development, self and family concepts in nursing, stress and coping, loss and grief. The course will also address topics to promote physical health: Exercise and activity, safety, hygiene, oxygenation, sleep, pain management, nutrition, urinary and bowel elimination, immobility, skin integrity and wound care, sensory alterations, and the surgical patient. Laboratory skills practice and supervised clinical experience will enhance the completion of this course.

Communications- This course provides a focus on the development of communication abilities utilized in professional nursing. This individual's relationship with self, others, and groups are discussed. Students learn verbal and non-verbal communication skills, self-awareness, and sensitivity to others. Interpersonal skills are introduced to enable the student to develop effective human caring relationships with a diverse population of patients and colleagues.

Nursing Science I- This course provides the introduction to Nursing Science. The course will familiarize the student with concepts related to pharmacology, anatomy, physiology, and nutrition. Biology, chemistry, and microbiology as it related to each of these subjects will be explored. Safe pharmacotherapeutics and safe medication administration will be stressed.

Pharmacology I- This course introduces the practical nurse to basic pharmacologic principles essential in administering medications safely and monitoring patients that receive those medications. The course will look at the history of pharmacology, patient safety, principles of pharmacodynamics and pharmacokinetics, medication math, and the basic skills of medication administration.

Nursing I- This course provided the student practical nurse the information to acquire beginning knowledge and skills to promote, assist and support individuals in achieving optimal wellness. Course content will include but not be limited to the patient undergoing surgery, pain management, IV therapy, fluids and electrolytes, acid-base imbalances and shock. Nursing care of patients with respiratory, cardiac and genitourinary/reproductive systems conditions will be discussed. Laboratory and clinical experiences will enhance the completion of this course. The student will have supervised practice in both the lab and in the clinical setting. The student is encouraged to be responsible for independently practicing skills to ensure mastery.

Nursing Science II- This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing Course currently being taught in this term. Safe pharmacotherapeutics and safe medication administration including the intravenous route will continue to be stressed.

Pharmacology II- This course provides a continuing focus on pharmacology and medication math that coincides with the Nursing Course currently being taught in this term. This course includes IV therapy.

Mental Health- This course introduces the student to the concepts related to mental health. It will provide basic information about mental health theories, personality development, coping and communication styles, psychiatric diagnoses and nursing actions. Mental health and psychiatric disorders are a concern in the United States with depression, anxiety, bipolar disorders, suicide rates, schizophrenia, dementia, eating disorders, substance abuse, postpartum issues and Alzheimer disease as some of the leading topics. All of these disorders and others will be discussed, and appropriate interventions explored.

Nursing II- This is the second course in nursing. It provides a continuation of content for the student practical nurse to acquire additional knowledge in the integumentary, lymphatic/hematology, endocrine and immune systems. Supervised lab and clinical experiences will enhance classroom learning. The student will again be encouraged to practice independently to master the skills to be performed in the clinical setting. This course will additionally discuss complementary and alternative modalities, caring for patients with infection/infectious illness, those with cancer, care needed for the patient at home and at the end of life and those with emergent conditions.

Maternal/Infant Nursing- This course recognizes that the individual is a unique biopsychosocial and spiritual being characterized by inherent similarities and individual differences. It further recognizes that human behavior is motivated toward human needs fulfillment. The course is designed to enable the student nurse to acquire the basic facts, principles, and skills to care for the maternity patient and/or family. Further basic understanding of the development of the newborn and infant will be discussed. Students will use prior Nursing Fundamentals education and clinical experience as a foundation for success in this course.

Nursing Science III- This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing course currently being taught in this term. Safe pharmacotherapeutics and safe medication administration including the intravenous route will continue to be stressed.

Pharmacology III- This course provides a continuing focus on pharmacology and medication math that coincides with the Nursing Course currently being taught in this term.

Child/Junior/Adolescent Nursing- This course provides the practical nurse student with the information to acquire the knowledge and skills to promote growth and development and deviations in health for the child, junior, and adolescent health. Laboratory and clinical experiences will once again enhance the student's knowledge and understanding of concepts learned in the classroom.

Nursing Science IV- This course provides a continuing focus on nutrition, pharmacology, anatomy & physiology that coincides with the Nursing Course currently being taught in this term. Safe pharmacotherapeutics and safe medical administration, including the intravenous route, will continue to be stressed.

Nursing III/Geriatrics- This course provides the practical nurse student the information to acquire the knowledge and skills to complete the remaining body systems including the sensory, neurological, hepatic, and immune systems as well as patients experiencing shock. Laboratory and clinical experiences will once again enhance the student's knowledge and understanding of concepts learned in the classroom. This course will additionally discuss complementary and alternative modalities, caring for patients with infection/infectious illness, those with cancer, care needed for the patient at home and at the end of life and those with emergent conditions. This course will also provide a focus on the physical, psychological, sociocultural, and spiritual aspects of aging and provides knowledge, skills, and experience to recognize and approach common problems in older adults in healthcare settings.

Nursing Review- This course provides a review of the previous content covered in the program. Practice NCLEX-PN style testing will be provided to assist the student in preparation for the ATI exit examination. This will allow the student an opportunity to identify areas in which they need to further prepare for the NCLEX-PN examination that leads to licensure as a practical nurse.

Pharmacology IV- This course provides a continuing focus on pharmacology and medication math that coincides with the Nursing Course currently being taught in this term.

Nursing Management- This course prepares the student for the role of the practical nurse by focusing on professional responsibilities, accountability, and scope of practice. Legal and ethical principles are explored in relation to patient rights,

including the right to make informed healthcare decisions. Emphasis is placed on the application of nursing management concepts appropriate to the PN, including prioritization, time management, and participation in the delegation process under the direction of the registered nurse. Concepts of leadership, advocacy, and quality improvement are introduced to support entry-level practice.

Courses	Theory Hours	Clinical Hours	Lab Hours	Total Clock Hours
Nursing Fundamentals	99	30	25	154
Communications	20			20
Nursing Science I	50			50
Pharmacology I	21		5	26
Nursing I	65	36	12	113
Nursing Science II	50			50
Pharmacology II	21		5	26
Mental Health	55	6		61
Nursing II	80	24	6	110
Maternal/Infant	48	6	3	57
Nursing Science III	40			40
Pharmacology III	16			16
Child/Junior/Adolescent	18	6	3	27
Nursing Science IV	40			40
Nursing III/Geriatrics	101	42	3	146
Nursing Review	30			30
Pharmacology IV	16			16
Nursing Management	18			18
TOTAL HOURS	788	150	62	1,000

Credential Awarded:	Certificate
Certification(s) Available:	Licensed Practical Nurse (LPN) issued by Ohio Board of Nursing
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, submit completed Background Check form, submit completed physical form, complete Drug Screening, and schedule for the TEAS exam and meet program benchmarks
Start Date:	Annually in August
Tuition:	\$14,000
Books, Supplies, & Tools:	\$3,375 <i>*subject to change</i>
Location:	Main
Instructional Hours:	1,000
Length of Time (weeks/months):	40 weeks/10 months
Max # of students:	25 per cohort
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Charge Nurse, Clinic Licensed Practical Nurse (Clinic LPN), Clinic Nurse, Home Health Licensed Practical Nurse (Home Health LPN), Licensed Vocational Nurse (LVN), Office Nurse, Pediatric LPN (Pediatric Licensed Practical Nurse), Private Duty Nurse, Radiation Oncology Nurse, Triage LPN (Triage Licensed Practical Nurse)

Business Programs

Business Office Skills Specialist (B.O.S.S.)

Program Objective: This learning experience will introduce students to the basic entry level skills needed to be successful in an office-related career. Knowledge and experience will be gained in the areas of Microsoft Office and general office procedures, which include communication (written and verbal), time management, telephone skills, and working with others. Students will learn superior customer service skills and how to understand the customer's needs as well as how to deal with difficult customers.

Course Descriptions:

Microsoft Office- This entry-level course introduces students to core Microsoft Office applications, including Excel, Word, and PowerPoint. Students will learn basic skills such as creating documents, organizing data, and building simple presentations, along with essential formatting and file management techniques

Keyboarding- In this course, the student will learn the touch method of keyboarding using a personal computer keyboard as well as document processing for personal letters and memos. Emphasis will be on speed and accuracy as well as spelling, grammar, and punctuation.

Workplace Communications- Students will learn effective verbal and written communication skills needed in the workplace.

Customer Service Fundamentals- In this class, students will master customer service and sales skills, including understanding the customer life cycle, developing effective strategies to engage customers, assessing customer needs and closing sales.

Project Management & Presenting Techniques- This course builds foundational skills in project management and communication, focusing on planning, scheduling, resource allocation, and performance measurement for successful project completion. Students also develop effective communication techniques through one-on-one, small groups, and public speaking experiences, gaining the knowledge and confidence needed to present ideas clearly in a variety of settings.

Retail Fundamentals- Students will develop basic employability and workplace skills including identifying the economic impact of the retail industry, recognizing the retail cycle, developing basic customer service and math skills to conduct sales transactions, and learning technology tools used in retail.

Computer Applications- This introductory course provides students with basic computer skills used in everyday and workplace settings. Students will learn fundamental functions of common software applications, along with essential skills such as file management, internet use, and digital communication. Emphasis is placed on building confidence and efficiency in using technology.

Course	Theory Hours	Lab Hours	Total Clock Hours
Microsoft Office			52
Keyboarding			22
Workplace Communications			26
Customer Service Fundamentals			32
Project Management & Presenting Techniques			9
Retail Fundamentals			13
Computer Applications			22
TOTAL HOURS	68	108	176

Credential Awarded:	Certificate
Certification(s) Available:	NRF Foundation RISE UP- Retail Industry Fundamentals Specialist NRF Foundation RISE UP- Customer Service & Sales Certified Specialist
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate,

	submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Spring and Fall Quarters
Tuition:	\$2,785
Books, Supplies, & Tools:	\$776 <i>*subject to change</i>
Location:	Main Campus
Instructional Hours:	176 hours, 8 hours/week for 24 weeks
Length of Time (weeks/months):	6 consecutive months
Max # of students:	10 per section
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant

Career Enhancement Programs

Chemical Operator

Program Objective: The Chemical Operator Program is designed to help the student prepare for job entry into the chemical plants as an operator.

Course Descriptions:

Fork Truck Certification- This course provides students with the knowledge and hands-on skills needed to safely operate a forklift. Topics include equipment inspection, load handling, workplace safety, and OSHA regulations. Students will complete both classroom instruction and practical operation to earn certification.

Introduction to Process Technology- Students will learn a sequence of topics including safety, instrumentation, applied physics, chemistry, and quality control.

10 Hour OSHA Training- This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter at a work site.

Course	Theory Hours	Lab Hours	Total Clock Hours
Introduction to Process Technology	144	36	180
Fork Truck Certification	4	4	8
10 Hour OSHA Training	2	10	12
TOTAL HOURS	116	84	200

Credential Awarded:	Certificate
Certification(s) Available:	OSHA 10 Hour Industrial Safety
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks
Start Date:	Quarterly
Tuition:	\$1,890
Books, Supplies, & Tools:	Extra
Location:	Main Campus & Off Site
Instructional Hours:	200 hours
Length of Time (weeks/months):	3 consecutive months
Max. # of students:	20
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Chemical Operator, Chlorination Operator, Multiskill Operator, Outside Operator, Process Operator, Spray Dry Operator, Vessel Operator

Customer Service & Sales Fundamentals

Program objective: This program prepares students with the foundational skills needed to succeed in customer service and sales roles. Students will develop effective communication, problem-solving, and relationship-building techniques, while learning basic sales strategies and customer engagement practices to deliver positive customer experiences and support business success.

Course Descriptions:

Customer Service & Sales- In this class, students will master customer service and sales skills, including understanding the customer life cycle, developing effective strategies to engage customers, assessing customer needs and closing sales.

Retail Industry Fundamentals- Students will develop basic employability and workplace skills including identifying the economic impact of the retail industry, recognizing the retail cycle, developing basic customer service and math skills to conduct sales transactions, and learning technology tools used in retail.

Course	Theory Hours	Lab Hours	Total Clock Hours
Customer Service & Sales	7.5	0	7.5
Retail Industry Fundamentals	7.5	0	7.5
TOTAL HOURS	15	0	15

Credential Awarded:	Certificate
Certification(s) Available:	NRF Foundation RISE UP- Retail Industry Fundamentals Specialist NRF Foundation RISE UP- Customer Service & Sales Certified Specialist
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, and Pay Application Fee
Start Date:	Quarterly
Tuition:	\$300
Books, Supplies, & Tools:	\$320
Location:	Main Campus & Off Site
Instructional Hours:	15 hours
Length of Time (weeks/months):	2 weeks
Max # of students:	5
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.

Professional Medical Coder

Program objective:

This program will prepare each student for academic and real-world success on the path to CPC certification. Real physician-office medical records are dissected, helping students interpret the documentation, appropriately select codes, and become more accurate and efficient coders. Completion on this course reduces a newly certified person's apprenticeship to one year versus the AAPC's two-year requirement.

Course Descriptions:

AAPC Coding- AAPC's curriculum will prepare each student for academic and real-world success on the path to CPC certification. Real physician-office medical records are dissected, helping students interpret the documentation, appropriately select codes, and become more accurate and efficient coders.

Course	Theory Hours	Lab Hours	Total Clock Hours
AAPC Coding	200		200
TOTAL HOURS			200

Credential Awarded:	Certificate
Certification(s) Available:	AAPC – CPC (Certified Professional Coder)
Admission Requirements:	Complete Application Form, Complete Enrollment Agreement Form, Pay Application Fee, Submit Copy of High School Diploma or GED Certificate, submit completed Background Check form, complete Drug Screening, and Schedule for WorkKeys® CRC Assessments and meet program benchmarks.
Start Date:	Quarterly
Tuition:	\$1598
Books, Supplies, & Tools:	\$1538 <i>*subject to change</i>
Location:	Main campus
Instructional Hours:	200 hours
Length of Time (weeks/months):	3 consecutive months, 12 weeks
Max # of students:	16 per cohort
Graduation Requirements:	Complete all coursework with a passing grade of at least 90%, certification test taken, and all tuition and fees are paid.
Sample entry-level job titles:	Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Clerk, Medical Records Coordinator, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT).

2026-2027 Important Dates

While each program may have a unique calendar, the following are days in which the building will be closed:

July 3: Independence Day
September 7: Labor Day
November 11: Veteran's Day
November 26 & 27: Thanksgiving
December 24 & 25: Christmas
December 31 & January 1: New Year's
January 18: Martin Luther King Jr. Day
February 15: President's Day
March 26: Good Friday
May 31: Memorial Day

2026-2027 Quarter Dates for WCCC, Adult Technical Training

Summer Quarter: July 6, 2026 – September 22, 2026
Fall Quarter: September 28, 2026 – December 17, 2026
Winter Quarter: January 4, 2027 – March 24, 2027
Spring Quarter: March 29, 2027 – June 15, 2027