



Mid-East Means Jobs



2011-2012

Adult Education Student Consumer Handbook

District Mission Statement

Mid-East Career and Technology Centers provide every student dynamic career opportunity by creating and delivering exceptional educational programs

District Vision Statement

Our commitment to every student's success drives us to be the leader in Career-Technical Education

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MID-EAST CAREER AND TECHNOLOGY CENTERS PERSONNEL

William R. Bussey Superintendent
Cathy Pastre Executive Director
Rick White Treasurer

ADULT EDUCATION PERSONNEL

Robert Guentter Jr.....Adult Education Director
TBD..... Coordinator of Nursing
Rick Mautz Admissions & Operating Coordinator
Becky Stevens Financial Aid Coordinator
Janice McFerren Human Resource Development Coordinator
Sue Gibson Customized Office Skills Training Coordinator
Paula Moore.....Paramedic/Public Safety Coordinator
TBD..... Transitions Coordinator
Jackie Allen Executive Secretary
Mary Bradford Secretary
Sherrill Smith..... Evening Secretary
Belinda Johnson..... Practical Nursing Secretary
Jeff MarlattAuto Technology (Buffalo Campus)
Ann Bentley Administrative Assistant
Dan Marion..... Multi-Craft Industrial Technology
Kevin Melick Building Construction and Remodeling
Kendra Tucker..... Certified Medical Office Assistant
Judy Cosgrave Certified Medical Office Assistant
Mike Burchett Heating & Air Conditioning
James Warren Power Lineman
Deb Hall Nurse Aide
Angela Penrod, Greg Gaumer,..... Practical Nursing
Sondra Paazig..... Certification and Testing Center
Sue Waltermire Student Assessment and Counseling
Jack McFerren..... Evening Security/Rufus Putnam

**BOARD OF EDUCATION MEMBERS
MID-EAST CAREER AND TECHNOLOGY CENTERS**

2011

James Cline
President
(Caldwell Exempted Village)

Katie Imlay
Vice-President
(Franklin Local)

Lucy Bates
(Noble Local)

Dennis Douth
(East Guernsey Local)

Marty Patchen
(Rolling Hills Local)

Eva Sieber
(Tri-Valley Local)

Gail Requardt
(East Muskingum Local)

Rick France
(Northern Local)

Bob Daniels
(West Muskingum Local)

Janet Stewart
(Zanesville City)

Kevin Weaver
(Crooksville Exempted Village)

ADULT CENTER FOR EDUCATION

**CALENDAR
2011-2012**

July 4 (Monday).....Independence Day
September 5 (Monday) Labor Day
November 24 – 25..... Thanksgiving Break
(Monday, the 28th optional for some AE programs)
December 26..... Christmas Holiday
January 3Classes Resume
January 16 (Monday) Martin Luther King Observance
February 20 (Monday) – optional for some AE programs Presidents’ Day Observance
To Be Determined by Each Program Spring Break
May 28 (Monday) Memorial Day

*This calendar is subject to change at/or with any Board of Education, gubernatorial or legislative direction of Ohio General Assembly, and may not apply to all programs.

Constitution and Citizenship Day

Each year, on or about September 17th, the Adult Center will provide educational material and information about the US Constitution. This is in commemoration that the US Constitution was signed on September 17, 1787. The US Constitution is the foundation document for which our laws and freedoms are based. For more information about the US Constitution, visit www.constitutionday.us or constitutionday@ed.gov.

WELCOME

This student handbook was developed to answer many of the commonly asked questions that students may have during the school year. Should you have any questions that are not addressed in this handbook, contact the Adult Education Director who you will find listed in the Staff Directory section of the handbook. This handbook adopted June 2011 and in effect July 1, 2011, supersedes all prior handbooks and other written material on the same subjects.

DISTRICT MISSION STATEMENT

Mid-East Career and Technology Centers provide every student dynamic career opportunity by creating and delivering exceptional educational programs.

DISTRICT VISION STATEMENT

Our commitment to every student's success drives us to be the leader in Career-Technical Education.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students, regardless of race, creed, sex, age, handicap or disadvantage.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the district's Civil Rights and Title IX Compliance Officer listed below:

Cathy Pastre
Executive Director
Director, Zanesville Campus
(740) 454-0105 Ext. 202

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint. Students must follow this internal review procedure before considering any intervention or investigation from outside sources.

Harassment

Every student has the right to attend school without fear of demeaning remarks or actions. Verbal, nonverbal, internet or social networking, and physical harassment of other students or staff is not permitted, and will not be tolerated. Types of harassment include, but are not limited to: sexual, gender, ethnic, religious, disability, height and weight.

Any student who observes or who is the victim of harassment should report the incident immediately to the Director of Adult Education. If the alleged harasser is the Director, the affected student should report the incident to the Superintendent.

Due Process

All application of policies described in this handbook will be done in accordance with due process rights. Students have the right to be informed of policies and possible consequences in a timely fashion. Students also have the right to appeal decisions to the Superintendent or his/her designee.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to pursue a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow instructor directions and obey all school rules.

Students have the right to know how they are succeeding in school and will be provided information on a regular basis and as needed, when concerns arise.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Students are also responsible to pay for all tuition costs and fees and to attend classes on a regular basis. Unlike other post-secondary schools, attending class is mandatory at the Adult Center for Education.

SECTION I – GENERAL INFORMATION

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills, lockdowns, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

Emergency Medical Authorization

State law requires that all students must have an Emergency Medical Authorization completed, and filed in the school office. This statement can be found in the student file in the Admissions office for all full-time students. A student may be excluded from school until this requirement has been fulfilled.

Address Change

It is the students' responsibility to report any change of residence or phone number changes to the Adult Center office. **Emergency Medical Authorization forms also need to be updated.** Failure to do so will result in the inability to reach your contact person in emergency situations and for you to receive official school communications.

Injury

All injuries must be reported to an instructor or to the Adult Center Office. If medical attention is required, the school's emergency procedures will be followed. An Injury/Accident Report must be completed and filed with the Director for **every** incident.

Student Parking

All adult students are required to park in approved student parking areas. Parking decals are issued to all full-time students who have started their program. These decals are to be displayed at all times when your vehicle is on school property. Parking decals can be obtained in the Adult Center Education office. To receive a parking decal, students must present a current and valid drivers license and the vehicle registration. Please respect handicapped, visitor, and staff parking areas.

Visitors

Visitors are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to be properly accommodated. Search and Seizure, as defined in this handbook, applies to all visitors to the campus.

Smoking

Tobacco Free School Policy Addendum to Student Handbook

Based on action taken by the Mid-East Board of Education on June 13, 2011, the following Tobacco policy supersedes all other related policies/practices in the Student Handbook:

Effective July 1, 2011, all Mid-East properties are tobacco free. No tobacco products are permitted to be used on any Mid-East property, including parking areas.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor" or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

Standards of Conduct for Drug Free Schools

Staff and students are hereby informed of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

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

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

Recent federal anti-drug laws affect a number of areas in everyone's life. Students could lose eligibility for financial aid, could be denied other federal benefits, such as social security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if

the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Ohio are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned.

A person found to be intoxicated while driving could be forced to pay court costs and lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation and the U.S. Coast Guard.

Here are a few legal facts of which we should be aware. It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not. You can be charged with possessing drugs even if it is not on you. You are considered to possess, under legal terms of "constructive possession," drugs that are in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and cause serious injury to the body. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject himself to all sorts of health risks, drug use can and, in many instances does, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15 - 24 year olds.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book are an excellent source. Look under the heading "Drug Abuse & Addiction-Information and Treatment." The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at (614) 466-7893. See the Adult Director for additional local services which may be available.

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24

hours a day. The National Institute on Drug Abuse Hotline is available 8:00 a.m./2:00 a.m., Monday through Friday and 11:00 a.m./2:00 a.m. on weekends, 1-800-662-4357.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror, and in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000.00 to \$15,000.00. Outpatient programs cost from \$1,000.00 to \$5,000.00. Who pays for these treatments? There may be programs, which cover the costs. One way or another, the person and the taxpayer pays!

It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit. There are classic danger signals that could indicate the first sign of drug use. The primary signals that might indicate drug and alcohol abuse are:

1. Abrupt changes in mood or attitude
2. Continuing slump at work or school
3. Continuing resistance to discipline at home or school
4. A complete new set of friends
5. Cannot get along with family or friends
6. Unusual temper flare-ups
7. Increased borrowing of money
8. Heightened secrecy

We recommend that any person observing any of the above changes in either staff or students should immediately notify the Director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school.

Once management has determined that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided the individual.

There are clinics in the school's vicinity, which can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Service, U.S.

Department of Education, 400 Maryland Avenue, S.W., Room #3073, FOB-6, Washington, D.C. 20202-4571.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local or State Health Department.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, seasonal flu, and other diseases that may be specified by the Local or State Health Department.

As required by Federal law, students will be requested to have their blood checked for HIV and HBV when the student has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Adult Education Director. Violation of this may lead to disciplinary action.

Use of Telephones and Other Devices

Office telephones are not to be used for personal calls. In an emergency ONLY, students may use the office phone to make or receive calls. Cell phones are only permitted to be used in classrooms for emergency situations, and only with prior approval from the class instructor. At all other times, cell phones must be turned off in the classroom. MP³ players and Laser Pens are not permitted in classrooms.

Food and Drinks (Not Permitted in Classrooms)

No food or drinks are permitted in any classrooms. Students and instructors are permitted to have water in the classroom, but must be careful not to damage any computers or other equipment.

Vending machines offer drinks and snacks in the Adult Center Lounge.

If programs are offered at the Zanesville or Buffalo Campuses, day-time Adult Students can also purchase meals at the high school cafeteria. Given limited lunch periods and seating for high

school students, the high school students will receive priority in the lunch lines and for seating/table space. Adults are encouraged to purchase food in the cafeteria, then return to the Adult Center. Ebenezer's, an on campus student run restaurant, is open Tuesday through Friday during the school year to the general public. Check the hall posting for weekly menus.

Dress/Grooming

All students are expected to wear appropriate attire in order to project a professional image. Clothing (including headgear) cannot bear inappropriate messages, alcohol or tobacco related messages, profane language, or sexually suggestive messages. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or could present a safety risk will not be permitted.

Students are to dress appropriately and with modesty at all times. Appropriate dress means that students must avoid the following items: No tank tops, No halter tops, No muscle shirts or midriff blouses, No short shorts or short skirts, and safe and appropriate footwear must be worn at all times. All tops must have sleeves and full backs. Shorts and skirts may not be shorter than 3" below finger tips. Sunglasses or tinted safety glasses are prohibited in the building. Individual programs may require specific dress. Hats are not permitted in any Mid-East buildings.

Students Rights of Expression

The school recognizes the right of students to express themselves, which is linked to the responsibility to do it appropriately.

A material or message cannot be displayed if it:

- Is obscene, libelous, indecent or vulgar.
- Advertises any product or service not permitted by law.
- Intends to be insulting or harassing.
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Adult Education Director. A minimum of 24 hours notice is required to ensure that the Adult Education Director has the opportunity to review the announcement or posting. Any approved announcements or posting may only be placed in the main hallway in designated posting locations.

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. **Search and Seizure also applies to any visitors who are on the campus.**

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Fire, Lockdown, and Tornado Drills

The school complies with all fire safety laws and will conduct fire, lockdown, and tornado drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building.

Fire Drills:

1. All fire drills should be conducted in accordance with the fire plans posted in each designated area of the building.
2. Each room and lab should have a fire drill plan posted.
3. Fire drills should be conducted as per the fire drill instructions.
4. The Adult Director will inform the staff as to the procedures to follow during the fire drills held at Mid-East.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of an air horn warning. Building Safe Zones for tornadoes are posted in each classroom.

Lockdowns will be announced over the Public Address System. In the event that a situation arises where it is safer for staff and students to stay securely in a building, an announcement will be made that we are having a “Campus-wide Lock Down.”

Keep students in the room and lock the door. If a student is out of the room, he or she must report to the nearest classroom/lab/office and stay there.

When it is safe to move about, an announcement will be made over the Public Address System.

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WCLT	- Newark	WOMP	- Wheeling	WSYX	- Columbus
WHTH	- Newark	WTRF	- Wheeling	WTTE	- Columbus
WHIZ	- Zanesville	WWVA	- Wheeling	WAZU	- Columbus
WYBZ	- Zanesville	WCMH	- Columbus		
JOY FM	- Zanesville	WNCI	- Columbus		
WILE	- Cambridge	WHOK	- Columbus		
WCMJ	- Cambridge	WBNS	- Columbus		
WWKC	- Caldwell	WTNS	- Coshocton		
WWJM	- New Lexington	WLWQ	- Columbus		

Students are responsible for knowing about emergency closings and delays. Emergency closing or delays are also posted on the Adult Center website, www.adultcentereducation.org.

SECTION II – SCHOOL ENROLLMENT

Admission Policy

A high school diploma or equivalent is required for individuals entering a full-time program. However, any student who does not have a diploma or GED is encouraged to participate in the Adult Basic and Literacy Education classes, free of charge.

The Director of Adult Education shall make the final decision in the admission of all students. Due process rights allow for an appeal to the Superintendent.

Registration

Students may register Monday through Thursday 8:00 A.M. – 7:00 P.M. and Friday 8:00 A.M. – 3:00 P.M. at the Adult Education Office. All full-time programs require a \$25.00 (non-refundable) application fee. The Practical Nurse and the Paramedic programs require a \$50.00 (non-refundable) pre-entrance application fee.

WorkKeys Assessments

As required by the Ohio Board of Regents all Full-time Career Development students must take the ACT WorkKeys Assessment Test.

As one of the factors which determine the State and Federal subsidies provided to the Adult Center for Education, Ohio Board of Regents annually evaluates the successful passage rate of our students who take the WorkKeys test.

WorkKeys are designed to evaluate student's specific skills in the area of Reading, Math, and Locating Information, as compared with what people who work in the specific career technical field need to know to be effective employees. Resulting, the desired WorkKeys score level in any area may be different for Nurses vs. Auto technician, vs. Office assistants.

We encourage all students to do their best on the WorkKeys.

WorkKeys will be administered as a pre-entrance requirement for Paramedic, and EMT students. For all others, it will be administered before the program start date or during the first 30 days of class start.

For Students who score low in any particular area and want help, the Adult Center for Education can provide free personal tutoring assistance through Adult Basic Literacy Education (ABLE) or on line self directed assistance from Key Train.

Students who do not pass all three (3) parts the first attempt, will be retested $\frac{1}{2}$ to $\frac{3}{4}$ of the way through the program year on those part(s) that the student scored below the WorkKeys program profile expectation. This second testing will be done outside class hours, but at no additional cost to the student. Students, who desire to take any parts of the WorkKeys a third time, may do so for \$15.00 per assessment test.

Finally, WorkKeys is a tool used by more and more employers to make hiring and promotion decisions.

ACT WorkKeys Career Readiness Credential

The Ohio CRC (Career Readiness Credential) is a nationally recognized credential that demonstrates and documents the learning skills necessary for rapidly changing technologies and careers. A **Gold** Certificate will be awarded for scores of 5 or above in all three assessments. A **Silver** Certificate will be awarded for scores of 4 or above in all three assessments and a **Bronze** Certificate will be awarded for scores of 3 or above in all three assessments. The Assessments are ACT Work Keys® Applied Mathematics, Reading for Information and Locating Information.

All full time students will receive a copy of their WorkKeys test scores, and/or the Career Readiness Certificate and are encouraged to place these in their graduation Passport portfolio.

Job Placement Assistance

Training in job-seeking skills, resume writing, and interviewing techniques are part of all full-time adult education programs at no additional cost. Placement rate data is included in Section VII. Students at Mid-East have strong job placement to active advisory committees, instructor business/industry contacts and hours, and structured internships, and strong support from stakeholders.

Transfer Credit and Credit for Previous Learning (except Nursing).

Credit earned in other institutions may be transferred to the Adult Center for Education provided the course content is similar to the course for which credit is being sought and a final grade of “C” or better was earned in the other course.

An official transcript and catalog course description for each course for which credit is being sought must be submitted. To initiate the process, the student should see the Admissions Coordinator prior to enrolling.

Students who come to the school with skills and knowledge gained through on-the-job experience may request that their knowledge be evaluated and credit awarded for courses in their curriculum. All decisions regarding transfer credits shall be made by the Adult Education Director.

Earn College Credits

Adult Center Education does have articulation agreements with multiple education institutions. Current articulations include Ohio Board of Regents (OBR), Career Tech College Transfer (CT²), Franklin University, and Zane State College.

See the program descriptions for individual college transfer credits available for each program.

Copyright Protection

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

Graduation Requirements

Certificates are awarded to students who complete requirements for their program based upon required hours, satisfactory academic/clinical performances and all tuition and fees accounted for. Additionally, full-time career development programs are designed for students to earn industry based certificates, credentials, and licensure. All credentials remain the property of the Adult Center until all tuition and fees are accounted for.

Programs Exclusively for Adults

Adult Education programs follow an “open admissions” policy. This allows any person to enroll in adult education classes upon payment of necessary fees. All students must be 18 years or older, with some exceptions in the ABLE program as per state law and regulations. **SOME PROGRAMS HAVE PRE-REQUISITE REQUIREMENTS FOR ENROLLMENT. PLEASE CONTACT THE ADULT EDUCATION OFFICE FOR INFORMATION.**

Class Cancellation or Delay of Class Start-Up Date

The Adult Center for Education reserves the right to cancel or delay the opening of any class. All fees will be returned if course cancellation is required.

Payment of Fees

1. Tuition and lab fees are to be paid in full prior to the first day of class for each module. Payments for full-time classes must be made by the established tuition due dates. The only exception to these deadlines is made through special arrangements with a sponsoring agency or the Adult Education Office.
2. **Tangible Items**
In the case of students receiving books, tools, supplies, computers or other tangible items of value, these items remain the property of the Adult Center for Education until all program tuition and fees are paid in full.

If a student withdraws from school within the first quarter of a program, within the first quarter of a program and these tangible items are returned to the Adult Center for Education in “as new condition” (ie; all equipment in as new working order), then the Adult Center for Education will credit the students account for the schools budgeted value of these items. **Books are not included as returnable/refundable item.**

3. Students, who do not return these items and have not paid their tuition and fees in full, will be sent two (2) letters requesting their return at approximately two (2) week

intervals. If the items are not returned in acceptable condition, or payment is not received, then the Adult Center for Education will pursue criminal theft charges or will turn the case over to a collection agency. This will result in either criminal charges on the students' record, or a credit bureau report against the student.

4. **Other Tuition and Fees**

The Adult Center for Education will monitor tuition and fee payments on a monthly basis. Students who do not meet the above payment policy, or have worked out a payment plan with the Financial Aid Office, will receive three (3) letters requesting payment at approximately two (2) week intervals. If this does not result in the requested action, the student will be dismissed from the program. All tuition and fee payments due to that point in the course schedule will still be the responsibility of the student regardless of any financial aid, and the Adult Center for Education will turn the case over to either the County Prosecutor or a collection agency for collection.

5. **Student Fees, Fines and Charges**

Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. **Failure to pay fines, fees or charges may result in the withholding of grades, credits, and/or certifications.**

Withdrawal from School

If a student is considering withdrawing, the student should first meet with the course instructor to discuss their situation and to try to work out a solution. If the student then decides that they still must withdraw, they must provide to the Adult Director, a formal written withdraw letter. Non-attendance does not constitute an official withdrawal. Students who miss fourteen (14) consecutive calendar days of unexcused absences will be considered to have unofficially withdrawn from school. The fifteen day will be used as the date of determination that the student is no longer enrolled. The student's last day in school will be used as the withdrawal date for calculation of any Federal refunds to the U.S. Department of Education.

If a student has a Federal student loan, it is his/her responsibility to inform the guaranty agency/lender that he/she is no longer in school. It is also the student's responsibility to arrange for a loan counseling exit interview with the school's financial aid office.

Student Records

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the student restricts the information in writing to the Adult Education Director.

Confidential records contain educational and financial information that has restricted access based on the Family Education Rights Privacy Act (FERPA) and Ohio law. The FERPA policy is included in Section II. These records are kept in the Admissions and Financial Aid Offices and can only be released with the written consent of the adult student (possible exceptions to this are governed by State and Federal laws).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have a record of release from the student to obtain records from an outside professional or agency.

Transcripts: Students have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. To request records, please contact the Adult Admissions office, and/or Health Occupations Office for PN students. A “Request for Transcript” form must be completed and submitted with a \$10.00 processing fee for each request.

Student Concerns, Suggestions and Grievances

Any student concerns, suggestions, or grievances should be communicated either verbally or in writing to the Adult Education Director. No student will be harassed and no student need fear reprisal for the expression of a legitimate concern or issue. If the Adult Education Director does not satisfy the student’s concern(s), the student has the right to request in writing, an appeal to the Superintendent.

Readmission to Adult Education Programs

A student may apply to re-enter a program from which they have been dismissed by applying to the Adult Education Director and may be admitted with the approval of the instructor and the Adult Education Director. At a minimum, all outstanding tuitions and fees must be paid in full before the Director will even consider a request for re-entry.

SECTION III – FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

What Is FERPA?

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

As defined by the Federal Department of Education

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called *eligible* students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the 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 commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know.
 - Other schools to which a student is transferring.
 - Certain government officials in order to carry out lawful functions.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for the school.
 - Accrediting organizations.
 - Individuals who have obtained court order or subpoenas.
 - Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually

of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

Adult Education Policies/Procedures under FERPA

Student Records Access

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Admissions Coordinator/Designee shall be present during any review of student records. Parents of dependent students* may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Admissions Coordinator/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Admissions Coordinator/Designee may be appealed to the Adult Education Director within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Adult Education Director. Within one workweek after receiving the request and records pertaining to it, all person involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the District Superintendent and Board of Directors according to the due process of law. In general, procedures for student grievances handled by the same process as outlined under “Student Concerns, Suggestions and Grievances”, in the Student Handbook.

Release of Student Records

Any person requesting a release of student records must contact the Adult Education Admissions Coordinator/Designee. The Adult Education Admissions Coordinator/Designee shall provide a form to the requestor to be completed and signed. The Adult Education Admissions Coordinator/Designee then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student’s file.

The Adult Center for Education will secure written consent before the release of any personally identifiable information from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

*Dependent Student – A dependent student is one who answers NO to every question in step three of the Free Application for Federal Student Aid (FAFSA).

SECTION IV – ACADEMICS/ACTIVITIES

The Adult Education programs are designed to prepare a student for a position in the 21st Century workforce; each student is expected to be in the classroom at the beginning and ending of each scheduled session.

Attendance and Grade Requirements

These standards apply to most programs. Some programs, or portions of programs may have higher standards.

1. To maintain a status of “good standing” a student must maintain a grade average of at least “C-” and an attendance rate of at least 90%.
2. A 90% attendance standard allows for 10% of class hours to be missed.
3. A student who does not maintain “good standing” status is not eligible to receive federal financial aid. For the disbursement of financial aid, students must meet 90% of the class hours required for that disbursement.

Adult Full-time Grading Scale (Classes other than Practical Nursing and Public Safety)

A+ = 100 – 4.0	C = 77 – 72 = 2.0	
A = 99 – 92 = 3.9	C- = 71 – 70 = 1.7	I = Incomplete
A- = 91 – 90 = 3.7	D+ = 69 – 68 = 1.3	W= Withdrawn
B+ = 89 – 88 = 3.3	D = 67 – 62 = 1.0	
B = 87 – 82 = 3.0	D- = 61 – 60 = .67	
B - = 81 – 80 = 2.7	F = Below 60	
C+ = 79 – 78 = 2.3		

Students have up to 110% of the scheduled weeks for any program to complete the required hours.

Grading Periods

Students shall receive a grade report at the end of each grading period indicating their grade for each course of study for that portion of the academic year. When a student appears to be at risk of failure, notification will be provided to allow discussion of possible actions to improve poor grades.

Practical Nursing (PN), Multi-Skilled Technician (MST) and Public Safety programs (First Responder, EMT-Basic, EMT-Intermediate, EMT Paramedic and Fire Service) have specific attendance and grading requirements; please refer to the Practical Nursing, Multi-Skilled Technician (MST), Public Safety and Fire Service Addendums for their specific requirements.

SECTION V – ACADEMIC AND/OR ATTENDANCE PROBATION/DISMISSALS

Attendance Probation

Attendance will be checked once per month and at the end of each Financial Aid payment period (determined on a per program basis.) A student who falls below 90% attendance will receive a probation notice. The probation shall be in effect for **approximately one month** to allow improvement toward or attainment of “good standing” status. Students must **make up all of their missed time** during that month. If at the end of probation the time is not made up, the student **is subject to dismissal**.

The probation letter will give hours needed to achieve the 90%, the deadline to make up at make up the time, and the consequences if the time is not made up.

Missing time while on probation:

Once placed on probation, if a student misses any more class time, he/she will be required to make up that missed time **in addition to the previously missed time at the end of the same deadline stated in the probation letter**.

Students are ineligible for Title IV Federal Financial Aid (Pell and Direct Loans) and will be considered self-pay until all of their hours are made up and student is once again in compliance with the attendance policy.

Certain individual programs have requirements that supersede these requirements. In such cases, the stricter standard of the individual programs shall apply.

Attendance Probation limits:

A student may not be placed on probation more than **two (2) times** during the entire program. Student will be dismissed from the program if attendance falls below the 90% for **the third time**. Any unpaid tuition and/or fees will be due from the student.

Attendance Make Up Hours

Students who fall below the 90% attendance requirements and are placed on probation are then eligible to earn make up **hours before and after** scheduled class time. Make up time will only be counted on a schedule class day, if the student also attends that same days’ regularly scheduled class.

Students are always welcome to attend the Adult Center for Education outside of class-time to practice skills or meet with the instructors, **but only those on probation will be allowed to record and earn clock hours** to help them return to good standing.

Students that are engaged in authorized make-up clock hours, must have their **make-up plan approved by their instructor in advance**, and work on the **assigned class or supplemental work** provided by the instructor and/or the Admissions Coordinator.

Sign in and out log sheets for approved clock hour make up time are available in the Adult Center for Education Office. These forms must be properly signed for the makeup hours to be logged with the program instructor.

Students must meet the time requirements explained above under “Attendance Probation”, when making up hours to return to good standing.

Academic Probation

A student who falls below “C-” average will receive an initial probation notice. The initial probation shall be in effect for **two (2) class weeks** to allow improvement toward or attainment of “good standing” status. Students must have made progress, according to their instructor, during this initial probation or they will be subject to dismissal.

If the student makes documented progress, but fails to achieve “good standing” during initial probation, a final probation of two (2) class weeks takes effect and the student becomes ineligible to receive federal financial aid. The student must achieve “good standing” by the end of final probation or be subject to dismissal. The probation letters will give the exact deadlines for progress.

Students are ineligible for Title IV Federal Financial Aid (Pell and Direct Loans) and will be considered self-pay until all of their hours are made up and student is once again in compliance with the Academic policy.

Academic Probation Limits:

A student may not be placed on Academic Probation more than 2 times during their program. Student will be dismissed from the program if they fall below “C-“average for the third time. Any unpaid tuition and/or fees will be due from the student.

Academic Make up Work

Students who fall below “C- average” and are placed on probation are then eligible to work on **approved achievement work given by their instructor in advance**. If students need to work on these assignments at school, they will be required to sign-in and out of the Adult office as stated above for the Attendance Make up Hours.

The **instructor** is responsible for recording progress made by the student and required to inform the Adult office when to remove the student from academic probation or dismiss the student.

Code of Conduct

The following misconduct constitutes grounds for discipline, up to and including immediate dismissal.

Serious Offenses

1. Damage, destruction, or theft of school or private property.
2. Assault and/or battery, malice or the threat of malice on the person or property of a school employee, student, or other person on the school premises while in custody and control of a school-related activity.
3. Possession of dangerous weapons, substances, or materials.
4. Disregard of reasonable directions or commands by school authorities.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises or attending school related activities.
6. Disobedience or disregard for established rules of conduct and procedures of the school and/or clinical affiliates.
7. Use of profane or abusive language.
8. Purposely setting a fire.
9. Extortion.
10. False alarms, false reports
11. Explosives.
12. Falsification of personal, medical or employment records on the enrollment application.
13. Falsification of records during the practical nurse clinical experience and paramedic clinicals.
14. Cheating on examinations, quizzes, and evaluations including plagiarizing or copying assignment.

Other Offenses

1. Disruption or interference with classroom/lab activities.
2. Smoking or the use of tobacco in an unauthorized location.
3. Operation of a vehicle in an improper or unsafe manner
4. Violation of the Student Dress Code
5. Chronic non-attendance or tardiness.

For Serious Offenses, the Director may dismiss the student immediately, and file any appropriate charges with local authorities.

For Other Offenses, the procedure and sequence of discipline shall be as follows:

- First Offense – Verbal or written warning from instructor, including zero (0) for assignment, if applicable.
- Second Offense – Written warning from instructor copied to the Director.
- Third Offense – Probation letter from the Director.
- Fourth Offense – Dismissal from the program.

All Code of Conduct items are inclusive. For example, a student will advance through progressive discipline regardless of which combination of offenses occur.

Even upon dismissal for Code of Conduct violation(s), the student will be responsible to pay all tuition and fees to that point in the course, as described in Payment of Fees.

A student may voluntarily withdraw from the school. In this case the student shall submit a letter of withdrawal to the Financial Aid Office.

SECTION VI - FINANCIAL AID ASSISTANCE

Available Financial Aid Programs

The primary goal of the Adult Center for Education Financial Aid Office is to provide financial assistance to eligible students whose financial resources are insufficient to meet educational costs. Although the student and family are expected to provide the primary resources for financing their education, MID-EAST CAREER AND TECHNOLOGY CENTERS will make every effort to meet the difference between the student's costs and the amount they can pay. Awards are made on non-discriminatory basis and can only be withheld if the student does not meet stated policies.

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed on-line at www.fafsa.gov or a paper application may be used. The school code is 012967. FAFSA forms are available in the Financial Aid Office.

After the FAFSA has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Effective Family Contribution). The school uses this number to determine the amount of the student's award.

Full awards are made only if the student is attending a program of at least **900 clock hours**. A student entering a program of less than 900 hours will receive a proportionately reduced award.

William D. Ford Direct Loan Program – Stafford Loans

All loans are now Direct Loans. Visit StudentLoans.gov to apply. NOTE: Federal student loans will not be certified until the ISIR or SAR has been received and the student's financial aid file is complete.Programs of less than 900 hours will be prorated down based on the number of hours in the student's program.***

Subsidized Stafford Loan* - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. The federal government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Repayment begins six months after the borrower ceases to be enrolled in the program.

Federal Unsubsidized Stafford Loan* - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance

and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Federal Parent Loan to Undergraduate Student (PLUS) - Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option.

Interest Rates-Fixed rates for loans first disbursed between July 1, 2011 and June 30, 2012:
 Subsidized Stafford: 3.40% Unsubsidized Stafford: 6.80% Plus Loan: 7.90%

Entrance and Exit Loan Counseling Sessions

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to the student receiving the loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. This can be completed online at www.studentloans.gov. A hold will be placed on the student's record if the Exit session is not completed at that time. Information provided at these sessions should include but is not limited to:

<i>Entrance Interview</i>	<i>Exit Interview</i>
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

Repayment Estimator

This chart may be used as a guide to estimate monthly payments for a standard repayment schedule based on a 6.8% interest rate and the principal balance of the loan when it enters repayment.

Amount Borrowed	Monthly Payment Amount	Total Number of Payments	Total Interest Paid at 6.80%	Total Repaid
\$3,500.00	\$50.00	90	\$971.00	\$4,471.00
\$5,500.00	\$63.00	120	\$2,095.00	\$7,595.00
\$7,500.00	\$86.00	120	\$2,857.00	\$10,357.00
\$8,000.00	\$92.00	120	\$3,048.00	\$11,048.00
\$10,000.00	\$115.00	120	\$3,810.00	\$13,810.00
\$12,000.00	\$138.00	120	\$4,572.00	\$16,572.00
\$14,000.00	\$161.00	120	\$5,333.00	\$19,333.00
\$16,000.00	\$184.00	120	\$6,095.00	\$22,095.00
\$18,000.00	\$207.00	120	\$6,857.00	\$24,857.00
\$20,000.00	\$230.00	120	\$7,619.00	\$27,619.00

Deferments -Under certain circumstances a borrower may defer or postpone repaying a Stafford Loan. Deferments for subsidized Stafford Loans apply to both principal and interest. Deferments for unsubsidized Stafford Loans, Plus Loans and Federal Supplemental Loans for Students loans apply only to principal. For more information about the types of deferments and eligibility requirements you can visit www.studentloans.gov.

Other Sources Of Assistance

Recent High School Graduate Scholarship

For students who have recently graduated from one of 18 local high schools, each school annually has on (1) \$1000 scholarship or two (2) \$500 scholarships to award, which are good toward any adult education full-time program (600 hours or more). Eligible schools include:

- Crooksville Exempted Village
- East Muskingum Local
- Noble Local
- Rolling Hills Local
- Maysville Local
- Caldwell Exempted Village
- Tri-Valley Local
- Cambridge City
- Mid-East CTC (Zanesville Campus)
- Mid-East CTC (Buffalo Campus)
- East Guernsey Local
- Rosecrans High School
- West Muskingum Local
- Northern Local
- Franklin Local
- Zanesville High School
- Foxfire High School
- Zanesville Community School

Contact our high school guidance counselor for details.

Senior Citizen Discounts

Present your Golden Buckeye Card at the time of registration and received a *10% tuition only* discount on any full-time adult education program. The cost of materials, assessments, tools, and other fees are not discounted.

ABLE/GED Scholarship

GED recipients who have earned their GED within the past 12 months qualify for a 10% tuition only discount on any full-time adult education program. The cost of materials, assessments, tools, and other fees are not discounted. Proof of our GED is required at the time of program acceptance to qualify for this scholarship.

Bureau Of Vocational Rehabilitation (BVR)- Financial aid may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation office.

Department Of Veterans Affairs (VA)- Federal training monies available to veterans of the U.S. Armed Services. For eligibility contact V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

Chapter 30 - Montgomery GI Bill- Active Duty Educational Assistance

Period of Service: 7-1-85 to present Eligibility: Two or three years active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill – Selected Reserve Educational Assistance

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Education Assistance Program (REAP)

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001.

Chapter 32 – Veterans’ Educational Assistance Program (VEAP)

Period of Service: 1-1-77 to 6-30-85

Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33 – Post 911

A student must be attending a degree granting institution; however a student signed up for Chapter 33 can still attend an eligible program at the Adult Center for Education and be paid Chapter 30 benefits.

Chapter 35 – Survivors’ and Dependents’ Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Trade Adjustment Assistance (TAA) - Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local Ohio Bureau of Employment Services or One Stop office.

Workforce Investment Act (WIA) - Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your county One-Stop office for eligibility and availability.

Muskingum County One-Stop	740-454-6211
Guernsey County One-Stop	740-432-9317
Perry County One-Stop	740-342-5200
Belmont Connections	740-633-5627
Noble County One-Stop	740-732-2392

How Eligibility Is Determined

As previously stated, financial assistance is awarded 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 award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (**FAFSA**) with information concerning your family’s financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

The Concept of “Need Analysis”

Cost of Attendance	(Tuition, fees, transportation, personal, etc.)
- Family Contribution	(What you and your family are able to contribute toward your educational costs)
= Your Financial Need	(Grant, loan, other resources you can receive)

For all Title IV Programs (Pell Grant, Stafford Loans and Plus Loans) a student enrolled at the Adult Center for Education must:

1. Have financial need, except for some loan programs.
2. Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
3. Be attending at least 12 clock hours per week.
4. Meet Satisfactory Academic Progress standards set by the school.
5. Be a U.S. citizen or eligible non-citizen.

6. Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
7. Not be incarcerated in a federal or state penal institution.
8. Have a high school diploma, or G.E.D.
9. Have a valid Social Security Number.
10. Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use **Federal student aid only for educational purposes.**
11. Sign a statement on the FAFSA certifying that you are **not in default** on a federal student loan and that you do not owe money back on a federal student grant.

12. Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
13. Must provide information in order for school to obtain financial aid history.
14. May not have property that is subject to a judgment lien for a debt owed to the United States Government.

Dependency Status

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called “**Independent Students**” and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse’s income is considered even if they were not married when they filed taxes.

You 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 enrolled in a graduate or professional educational program beyond a Bachelor’s Degree.
- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you. **NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child’s support.**
- You have dependents (**other than your children or spouse**) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a “**Dependent Student**” and **your parents must** complete part of the FAFSA and provide their financial information.

In some instances you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Adult Center's Dependency Override Policy, as stated below.

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 is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a **"life choice"** and **does not qualify** for a Dependency Override.

To receive a Dependency Override the student must make a 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 situation.

How Funds Are Disbursed

All financial aid funds are disbursed by the Treasurer's Office and students are notified of all monies applied to their account. The first disbursement is made approximately 30 days after the program begins and subsequent disbursements are made in each payment period, providing the student meets satisfactory progress standards. Disbursement schedules are posted in the program area for each class. The number of payment periods is based upon the amount of hours in the program. (e.g. a 900 hour program has 2 payment periods of 450 hours each which must be reached by student).

1. Prior to the student entering a program he/she receives an award letter from the Financial Aid Office.
2. At time of disbursement the Financial Aid Office sends the student a Student Notification form indicating the amount of aid to be applied toward his/her account for tuition and other fees. The student must sign this form and also specify what is to be done with any residual funds if applicable.
3. The Adult Education office will credit the student's account for the amount of each disbursement once the school receives the funds. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 business days.

NOTE: The Financial Aid Office must receive a valid Student Aid Report (SAR) or Student Information Record (ISIR) before any aid is disbursed.

Any student who has terminated his/her training and who has an outstanding tuition balance will be sent a letter explaining the outstanding tuition balance and the amount credited to his/her account from the Federal Financial Aid program he/she was entitled to receive. Refunds will be calculated according to school policy and Federal guidelines.

Right Of Students Receiving Financial Aid

1. The graduation and placement rates of past years' students in your program of selection.
2. What the cost of attendance is and the policy on refunds for students who drop out.
3. How the school determines your financial need. How the costs for tuition, fees, room and board, travel, books and personal supplies are considered in your budget
4. If you have a loan you have the right to know what the interest rate is, the total amount that must be repaid, the length of time you have to repay your loan, when you must start to pay it back and any cancellation and deferment privileges that apply. This information is available upon request, in the Financial Aid Office.

Your Responsibilities

1. Review and consider all information about your elected program before enrollment.
2. Complete all forms accurately, paying special attention to the admissions/financial aid applications. Error can delay your receiving financial aid.
3. Provide all documentation required by the Financial Aid Office for verification and provide the office with any changes in your personal information.
4. Read and understand all forms that you are asked to sign and keep copies of them.
5. Realize and accept the responsibility of any promissory notes you sign and notify the lender of any changes in your name, address or school status.
6. Stay in good standing in all grades and attendance policies.
7. Know and comply with the school's Payment of Fees and refund policies.

Satisfactory Academic Progress (SAP)

Attendance Policy for Financial Aid Recipients

Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a student's training program is carefully monitored. Instructors take attendance at the beginning of class. Students leaving early or arriving late will be noted and the times recorded on the attendance sheet. The student must maintain a minimum attendance of 90% of the clock hours to remain in "good standing" with the school.

At the end of each grading period, the student's attendance and progress will be reviewed.

1. If for the grading period, their grade-point average falls below C- (1.7) or attendance falls below 90%, they will receive a probation notice.

2. Upon completion of the probation period, the student's grade-point average must be C- (1.7) and cumulative attendance must be 90% or better. If not, the student may be dismissed. The student will not be eligible for Federal Title IV financial aid during the second probationary period. After two (2) consecutive probation periods, the student will be subject to dismissal.

Student Receiving VA Benefits

Students receiving VA monies are required to maintain 90% or above attendance. If the attendance falls below 90% of scheduled hours in the program, the school will notify VA to terminate the payment of education benefits.

Satisfactory Academic Progress Standards

In order to continue to receive financial aid students must maintain satisfactory progress, according to the following standards:

1. **Quality (grades)** -- Student must maintain a cumulative grade average of C- (1.7) or 70%, except for the Practical Nursing and Public Safety programs, which are identified in their addendums.
2. **Quantitative Measure:** The maximum time frame for program completion may not exceed 110% of the published length of the program.
3. **Completion Rate** -- Student must maintain a cumulative 90% attendance percentage.

To receive the 2nd or subsequent disbursements of aid the student must be meeting the SAP policy for both attendance and grades. (Regardless of whether they are on academic probation or not).

Special Grading Circumstances Remedial Courses

The Adult Center does not grant credit for remedial courses.

Withdrawal

If a student withdraws and the award is reduced to an amount that will not cover tuition and fees, a student must pay the balance due. Withdrawal must be in writing to the Financial Aid Office to be considered in "good standing".

Appeal

A student may submit an appeal in the form of a letter along with any supporting documentation to the Adult Director describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Adult Director will make a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal results. If the appeal is approved financial aid will be reinstated.

Reinstatement

Students are permitted to withdraw and return to the same program **one time**.

Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns.

A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only when the student is meeting the standard or wins an appeal. A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Verification/Correction Policies and Procedures

The school is responsible for verifying the accuracy of the financial data used to calculate the student's effective family contribution (EFC). If there is an asterisk (*) next to EFC number on the SAR or ISIR, it means that the student has been selected for verification by the U.S. Department of Education, to verify the information on the student's Federal Application. The school may also select a student for verification.

If a student is flagged for verification the Financial Aid Office sends a letter to the student requesting a copy of their Federal Income Taxes, the completed Verification worksheet, and all supporting documents must be turned in no later than 10 days of date of letter. The Financial Aid Office then makes any necessary corrections and submits them electronically to the Dept. of Education.

If verification has not been completed prior to the first day of class, the student will be required to pay first period fees. If the student fails to submit the required documentation by the end of the period he/she will **forfeit all aid**, which would have been awarded for that time period. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

Required Verification Items

1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income (AGI)
4. U.S. Income Tax Paid
5. Certain Untaxed Income and Benefits
6. All other untaxed income included on the U.S. tax return excluding information on the schedule.

Note: The above items are required to be verified; however, the Financial Aid Office is obligated to address any other discrepancies and request documentation to resolve them.

Acceptable Documentation In most cases a completed Verification Worksheet and Tax Return can satisfy the verification requirement. Alternative documentation may be accepted in some cases. The Financial Aid Office can tell the student what documentation is needed and acceptable for each item to be verified.

Referral Of Overpayments And Fraud Cases

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future Federal aid funds. If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education. If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

Confirmation Of Citizenship

All students applying for Federal Financial Aid must be able confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal 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 DHS 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 student 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.

SECTION VII --INSTITUTIONAL INFORMATION

Approvals & Accreditation

The Adult Center for Education is accredited by the North Central Association of Colleges and Schools. As a Career and Technical School District, all Adult Center programs are approved by the Ohio Board of Regents.

Additional Information About The School

Your best sources of information are the Adult Center for Education is the full-time Adult Education catalog, Student Handbook and the website, www.adultcentereducation.org. If you still have unanswered questions, please feel free to contact the Adult Education office.

Educational Costs

Before applying for financial aid, students and parents should assess all of the costs of attending the Adult Center for Education. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. 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, direct and indirect, a schedule of tuition and fee costs has been provided below. Indirect Costs include personal expenses, room/board, transportation, child care and loan fees.

Program	Direct Costs		Indirect Costs	
	Tuition	Book/Tools Supplies	Independent Student	Dependent Student
Administrative Assistant	\$4,265	\$1,400	\$9,388	\$7,108
Auto Technology	\$5,205	\$1,615	\$10,550	\$7,989
Building Construction and Remodeling	\$4,980	\$1,670	\$9,168	\$6,888
Certified Medical Office Assistant	\$3,130	\$1,495	\$9,088	\$6,808
HVAC	\$4,000	\$1,780	\$11,060	\$8,210
Multi-Craft Industrial Technology	\$7,650	\$1,800	\$13,712	\$10,292
Multi-Skilled Technician	\$4,430	\$1,030	\$12,606	\$9,471
Paramedic	\$4,130	\$1,395	\$10,780	\$7,930
Practical Nursing	\$7,165	\$2,210	\$11,960	\$8,570
Power Line	\$6,925	\$3,200	\$11,420	\$9,110
Commercial/Residential Electricity	\$6,075	\$2,025	\$11,460	\$8,610
START	\$1,800	\$700	\$9,088	\$6,720

Graduation Requirements

- Student must have obtained cumulative attendance and grade average as defined by the chart below.
- Student shall have mastered the program competencies.
- Student must not have outstanding monies owed to the school.
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interviews and testing.
- Any other specific program requirements.

Completion Rates

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects first-time, full-time students, who completed within the normal time allowed for their program. This information is for reporting purposes only and does not accurately represent total enrollment of our school.

Students enrolled in the 2009-10 School year from July 2, 2009 to June 30, 2010

Full-time students	283	161	Were Full-time - First Time students
Withdrawals	59	127	Completers for FT-FT students
Completers	224		
Overall Full-time Percentage	79.15%		78.88% for FT-FT students

127 completers FT-FT students

Female = 66 students 52%	African Am	2 or more races	Hispanic	White
Ethnicity	2 (3%)	1 (1%)	0	63 (96%)
Pell Grant recipients	2 (100%)	0	0	43 (68%)
Subsidized loan recipients who do not receive Pell Grant	0	0	0	7 (11%)
Recipients of niether Pell or subsidized loans	0	0	0	13 (21%)

Male = 61 students 48%	African Am	2 or more races	Hispanic	White
Ethnicity	2 (3%)	1 (2%)	1 (2%)	57 (93%)
Pell Grant recipients	2 (100%)	1 (2%)	1 (2%)	28 (49%)
Subsidized loan recipients who do not receive Pell Grant	0	0	0	6 (11%)
Recipients of niether Pell or subsidized loans	0	0	0	23 (40%)

School Refund Policy

If a student withdraws from a program, with the correct notification, the following refund policy will apply:

Period Of Enrollment	% Refund	% Retained
0%	100%	0%
1 -10%	90%	10%
11-31%	75%	25%
31-50%	50%	50%
51-60%	25%	75%
61-100%	0%	100%

All refunds are less \$100.00 administrative process fee and less the budgeted cost of any books, supplies, equipment, or other tangible items not returned to the school in “as new” condition. Books and supplies will remain the property of the student, and are not refundable items.

All monies in excess of above charges will be refunded. Refunds will be made within 30 days of the date the Treasurer’s Office receives notification of cancellation and/or withdrawal.

Period of Enrollment is based on weeks, or any portion of a week. Should a student attend any portion of a week, then the entire week shall be considered in the refund calculation.

Refund Policy – Title IV Aid

Refunds to the financial aid programs (PELL/STAFFORD/PLUS) will be made according to the Federal Return of Title IV Funds Policy and will generally be based upon number of weeks and/or hours the student attended. **Students may be required to repay Pell grant/Student Loan funds received for attendance** in addition to any funds required to be returned by the school.

If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan and grant aid the student received for the payment period must be recalculated to reflect the portion of the payment period that he or she completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs.

Students in a full-time program receiving Title IV aid will receive a refund based on percentage of hours completed. Calculation is determined by:

$$\frac{\text{Hours Scheduled to Completed}}{\text{Total Hours in the Payment Period}} = \%$$

Determining the Amount of Unearned Aid to be returned – The calculated percentage of the payment period or period of enrollment completed becomes the percentage of the Title IV aid that the student has earned. The total Title IV aid disbursed to the student or that could have been disbursed to the student, minus the amount of Title IV aid earned by the student yields the amount of Title IV loan and grant aid that is unearned and that must be returned.

NOTE: *Financial assistance is available from various local, State and Federal sources. While the Adult Center will assist students in any possible manner, the ultimate responsibility for pursuing funding sources, making application, and meeting obligations is that of the student.*

Leave Of Absence Policy

The Adult Center does not grant an official leave of absence.

Special Circumstances

The EFC formula is basically the same for all applicants and prior year income is used in the calculation. The financial aid officer has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples would be a layoff, unusually high medical or tuition bills, etc. If you feel that you have a special 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. **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.

Withdrawal Policy

Students planning to withdraw should meet with the Adult Coordinator/Director to complete and sign a letter of withdrawal. *Non-attendance does not constitute an official withdrawal.* If the student has a Federal Stafford loan it is his/her responsibility to inform the lender/guaranty agency that he/she is no longer in school. It is also the student's responsibility to complete Federal loan exit counseling. If the student does not complete the exit counseling before leaving school he/she will receive a letter from the financial aid office. The letter will include instructions on how to complete the exit counseling. If the student does not comply a hold will be placed on his/her record.

Grievance Policy

1. Any student having a grievance should first discuss such grievance with the Instructor(s) involved within three (3) working days of the occurrence.
2. If the discussion does not resolve the issue, the aggrieved may appeal to the Program Coordinator within three (3) working days for a decision. If the program does not have a Coordinator, then the appeal is made to the Adult Director. This grievance must be in writing in the Mid-East Adult Center Grievance/Complaint format.

3. If the issue is still not resolved, the aggrieved may appeal in writing to the Adult Director, or the Superintendent, if the Adult Director has already been involved in the process.

**MID-EAST ADULT CENTER FOR EDUCATION
FORMAT FOR GRIEVANCE/COMPLAINT**

SECTION 1 – IDENTIFICATION OF COMPLAINANT

Name _____ Telephone # _____

Home Address _____

Street City State Zip _____

Program _____ Instructor _____

SECTION II DESCRIPTION OF COMPLAINT

Exact Place _____ Date/Time _____

Persons present or witnessing: _____ Title _____

SECTION III

A. Concise statement of facts reciting basis of complaint, which alleges non-compliance.

B. How do you interpret this situation or incident to be a violation of your civil rights?

C. Did you make an effort to correct the situation by suggestions, actions, or personal restraints?
Explain and give the results as you see them.

Student Signature

Date

Please forward the original to your instructor; and keep a copy for your records. You will receive a written reply or decision from your Director within one workweek after the complaint is received.

Program Tuition and Fees

(Approved by the Board of Education)

<u>Auto Technology –700 Hrs.</u> Tuition (Includes Books, Tools, and Assessment Tests)	\$6,820.00
<u>Building Construction and Remodeling – 720 Hrs.</u> Tuition (Includes Books, Tools, and Assessment Tests)	\$6,650.00
<u>Administrative Assistant – 900 Hrs.</u> Tuition (Includes Books and Assessment Tests)	\$5,665.00
<u>Certified Medical Office Assistant -600 Hrs.</u> Tuition (Includes Books and Assessment Tests)	\$4,625.00
<u>Commercial/Residential Electricity – 720 Hrs.</u>	\$8,100.00
<u>EMT – Basic – 150 Hrs.</u> (Includes Books)	\$ 970.00
<u>EMT – Intermediate – 200 Hrs.</u> (Includes Books)	\$1,595.00
<u>EMT – Responder – 48 Hrs.</u> (Includes Books)	\$ 475.00
<u>Heating & Air Conditioning – 600 Hrs.</u> Tuition (Includes Books, Fees, Tools and Assessment Test)	\$5,780.00
<u>Multi-Craft Industrial Technology 900 Hrs.</u> Tuition (Includes Books, Tools and Assessment Tests)	\$9,450.00
<u>Multi-Skilled Technician 650 Hrs.</u> Tuition (Includes Books and Assessments Tests)	\$5,460.00
<u>IV Therapy – 50 Hrs.</u> (Includes Book and Materials)	\$ 475.00
<u>Home Health Aid -75 Hrs.</u>	\$ 440.00
<u>Nurse Aide (STNA) – 83 Hrs.</u> (Includes Book)	\$ 510.00
<u>Paramedic – 900 Hrs.</u> (Includes Books)	\$5,525.00
<u>Power Lineman 900 Hrs.</u> Tuition (Includes Materials and Tool Kit)	\$10,125.00
<u>Practical Nurse – 1248 Hrs.</u> Tuition (Includes Books, and Fees)	\$9,375.00
<u>Professional Fire Training I and II – 288 Hrs.</u>	\$1,600.00
<u>START – 600 Hrs.</u>	\$2,500.00

These costs may be changed with approval of the MID-EAST CAREER AND TECHNOLOGY CENTERS Board of Education. See catalog for additional published fees.

SECTION VIII - CAMPUS SECURITY ACT

The Federal Government requires schools receiving Title IV funds to provide information concerning certain criminal offenses committed on campus.

	2010	2009	2008
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense-Forcible	0	0	0
Sex Offense/Non-Forcible	0	0	0
Robbery	0	7	0
Aggravated Assault	0	7	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations-Arrest	0	0	0
Liquor Law Violations-Referred for Campus Disciplinary Action	0	4	4
Drug Law Violations-Arrest	0	0	0
Drug Law Violations-Referred for Campus Disciplinary Action	0	4	2
Illegal Weapons-Arrest	0	0	0
Illegal Weapons- Referred for Campus Disciplinary Action	0	2	2
Hate Crimes	0	0	0

Adult students and staff members are encouraged to be responsible for their own security and the security of others. However, in the event of a criminal action or emergency, an Adult Center staff member should be contacted immediately. If possible, adult education staff will attempt to remedy the problem. However, in some cases the incident may be reported to the Muskingum County Sheriff Department, Ohio State Patrol and/or other appropriate law enforcement agency.

SECTION IX – PROGRAM OUTLINES

Auto Technology

Total Program Hours – 700 42 weeks

PROGRAM OUTLINE	THEORY	LAB
Brakes	40	65
Electrical/Electronic Systems	85	195
Engine Performance	80	140
Suspension and Steering	35	60
TOTAL HOURS	240	460

Program Accreditation: NATEF Automotive Service Excellence (ASE) and North Central Accreditation

Student Credentials/Licensure: ASE Brakes, ASE Electrical/Electronic Systems, ASE Suspension & Steering, ASE Engine Performance

College Transfer Credits: Franklin University 22.4 semester credit hours, BS Applied Management (AMGT), CT2 – 8 semester hours or 12 quarter hours for any state funded related program in Ohio.

Building Construction and Remodeling

Total Program Hours – 720 Clock Hours 30 weeks

PROGRAM OUTLINE	THEORY	LAB
NCCER Core (includes OSHA 10)	83	49
NCCER Carpentry Level I	71	133
NCCER Concrete Finishing	30	63
Basic Electricity	20	35
Basic Plumbing	10	15
Basic Computer	15	40
Bobcat/Backhoe/Forklift	12	43
Basic Landscaping	8	18
TOTAL HOURS	270	450

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OSHA 10, First Aid/CPR, NCCER Core, Carpentry Level I, Concrete Finishing I, Drywall

College Transfer Credits: Franklin University 21 semester credit hours, BS Applied Management (AMGT)

Administrative Assistant

Total Program Hours –900 Clock Hours (30 weeks)

PROGRAM OUTLINE	THEORY	LAB
Orientation	1	0
Computer Skills		
Concepts of IT-Includes PC Troubleshooting	6	10
Microsoft Windows XP	6	10
Microsoft Word-2007	10	198
Microsoft Outlook 2007	2	8
Microsoft Excel 2007	5	100
Microsoft Publisher 2007	2.5	10
Microsoft Access 2007	5	50
Microsoft PowerPoint 2007	3	25
Webpage Design	2	7
Scanning	1	2
Acrobat Professional	1	1.5
Photoshop Elements	2	3
Office Procedure		
Calculator/Business Math	1	19
Accounting/QuickBooks	15	20
Interpersonal Communications	9.5	14
Telephone Skills A-Z	2	2
Copyright	4	
Business Etiquette & Prof	3.5	
The Work Environment	10.50	3
Work Place Technologies	7	1
Written Communications, Records and Presentation	10.50	5
Customer and Employee Satisfaction	10.50	3
Mail, Travel, Meetings and Conferences	10.50	5
Your Career.	10.50	5
Microsoft Office/Computer Based Projects	0	83.5
Business Projects	0	17
Internship		114
Finals	0	30
Planning	0	6
Review	2.5	2.5
Total	143.5	756.5

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: Microsoft Certified Applications Specialist-Word, IC3, First Aid/CPR, OPAC (Office Proficiency Assessment & Certification)

College Transfer Credits: Franklin University 24 semester credit hours, BS Applied Management (AMGT), Zane State College 18 credits toward Admin. Office Asst. (AOA) or 21 credits toward Business Microcomputer Apps (BMC)

Certified Medical Office Assistant
Total Program Hours – 600 Clock Hours 30 weeks

Module I – 300 Hours

PROGRAM OUTLINE	THEORY	LAB
Computer Concepts	8	8
Skill Building	10	50
Word	40	64
Excel	40	52
Access	6	6
PowerPoint	2	3
English/Grammar	4	7

Module II – 300 Hours

Medical Business Practice	65	0
Medical Terminology	5	60
Medical Transcription	5	60
Medical Coding	5	60
Student Internship	80	40
TOTAL HOURS	190	410

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OPAC – Office Proficiency Assessment & Certification, then if passed, Microsoft Word, NCCT Medical Office Assistant, NCCT Certified Insurance & Coding Specialist

College Transfer Credits: Franklin University 20 semester credit hours, Bachelors Healthcare Information Systems Management or Healthcare Management

Commercial/Residential Electricity
Total Program Hours – 720 Clock Hours 40 weeks

PROGRAM OUTLINE	THEORY	LAB	NCCER MOD#
CORE			
Basic Safety	10	5	00101-09
Intro to Construction Math	10	5	00102-09
Intro to Hand Tools	5	5	00103-09
Intro to Power Tools	5	5	001-4-09
Intro to Construction Drawings	15	10	00105-09
Basic Rigging/Scaffolds/Material Handling	11	13	00106-09
Basic Communications Skills	5	0	00107-09
Basic Employability Skills	8	0	00108-09
First Aid/CPR	4	6	Mid-East
OSHA 10	10	0	Mid-East
Total Core Hours	83	49	
NCCER ELECTRICAL LEVEL 1			
Orientation to Electrical Trade	4	0	26101-08
Electrical Safety	5	5	26102-08
Intro to Electrical Circuits	8	16	26103-08
Electrical Theory	10	12	26104-08
Intro to NEC	10	5	26105-08
Device Boxes	10	5	26106-08
Hand Bending	8	22	26107-08
Raceways and Fittings	8	12	26108-08
Conductors and Cables	8	10	26109-08
Basic Electrical Drawings	16	9	26110-08
Residential Electrical Services	10	5	26111-08
Electrical Test Equipment	10	5	26112-08
Total NCCER Electrical Level 1 Hours	107	97	
NCCER ELECTRICAL LEVEL 2			
Alternating Current	8	10	26201-08
Motors Theory and Operation	17	10	26202-08
Electrical Lights	12	8	26203-08
Conduit Bending	4	6	26204-08
Pull and Junction Boxes	8	12	26205-08
Conductor Installations	8	12	26206-08
Cable Tray	8	4	26207-08
Conductor Terminations	4	8	26208-08
Grounding and Bonding	8	8	26209-08
Circuit Breakers and Fuses	8	8	26210-08
Control Systems	15	0	26211-08
Total NCCER Electrical Level 2 Hours	100	86	

NON CREDENTIAL REQUIREMENTS	THEORY	LAB	NCCER MOD#
Intro to Solar Photovoltaics	40	28	57101-10
Load Calculations	20	0	
Motor Controls	20	10	
Fiber Optics	10	15	
Voice-Data-Video	10	15	
Lighting Application and Controls	15	15	
Total Non- Credential Hours	115	83	

**COMMERCIAL & RESIDENTIAL
ELECTRICITY RECAP**

Basic Core Competencies	132	83	Core
NCCER Electricity Level I	204	107	ELE Level I
NCCER Electricity Level 2	186	100	ELE Level 2
Enhancement Courses	198	115	Enhancement
Total Program Hours	720	405	

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OSHA 10, First Aid/CPR, NCCER Core, Electricity Levels I & II

College Transfer Credits: Franklin University 20 semester credit hours, BS Applied Management (AMGT)

Emergency Medical Technician - Basic
Total Program Hours – 150 Clock Hours

PROGRAM OUTLINE	THEORY	LAB	CLINICAL
PREPARATORY (21 Hrs.)			
Introduction to EMS	3	0	
EMT Safety and Well Being	3	0	
Scene Safety	3	0	
Moving and Handling Patients	3	3	
Anatomy and Physiology	3	0	
Medical Legal Considerations/Documentation	2	0	
Driving EMS Vehicles	1	0	
PATIENT ASSESSMENT (18 Hrs.)			
Vital Signs – Assessment and Interpretation	6	0	
Scene Size Up/Initial/Focused Assessment	3	0	
Detail Assessment/MCI/Communication	6	0	
Pediatric Assessment	3	3	
Test and Evaluation of Assessment and Preparatory	3	0	
AIRWAY AND CARDIAC ARREST MANAGEMENT (24 Hrs.)			
Respiratory Arrest and Management	6	0	
Airway Laboratory I	0	3	
Airway Laboratory II	0	3	
Cardiac Arrest Management	6	0	
Cardiac Arrest/AED/CPR Laboratory I	0	3	
Cardiac Arrest/AED/CPR Laboratory II	0	3	
Airway and Cardiac Arrest Test and Evaluation	3	0	
TRAUMA PATIENT MANAGEMENT (Adult & Pediatric) (27 Hrs.)			
Bleeding and Shock	3	0	
Soft Tissue Injury/Burns	3	0	
Bleeding and Shock/Soft Tissue Injury/Burns Laboratory	3	3	
Musculoskeletal Care – Upper Extremities	3	0	
Musculoskeletal Care – Pelvis and Lower Extremities	3	0	
Head and Spinal Injury Management	3	0	
Fracture and Spinal Care Laboratory	0	3	
Extrication Laboratory	8	0	
Trauma Management Test and Evaluation	3	0	
MEDICAL PATIENT MANAGEMENT (24 Hrs.)			
Pharmacology/Respiratory Emergencies	3	0	
Cardiac/Diabetic/Altered LOC/Seizure	6	0	
Environmental Emergencies/Drowning/Poisoning	3	0	
Overdose/Behavioral	3	0	
Obstetrics and Gynecological Emergencies	3	0	
Medical Emergencies Laboratory	0	3	
Pediatric Medical Emergencies	3	0	
Medical Emergencies Test and Evaluation	3	0	
CLINICAL EXPERIENCE	0	0	10
CERTIFICATION TESTING	6	0	0
TOTAL HOURS	113	27	10

Program Accreditation: Ohio Department of Public Safety, Division of EMS and North Central Accreditation

Student Credentials/Licensure: National Registry EMT-B

College Transfer Credits:

Emergency Medical Technician - Intermediate

Total Program Hours – 200 Clock Hours

PROGRAM OUTLINE	THEORY	LAB	CLINICAL
Preparatory	5		
Airway Management	25	0	
Patient Assessment	20	0	
Medical Patients	60	0	
Trauma	20	0	
Illness and Injury Management	10	0	
Children and Childbirth	10	0	
Emergency Room	0	50	
TOTAL HOURS	150	50	

Program Accreditation: Ohio Department of Public Safety, Division of EMS and North Central Accreditation

Student Credentials/Licensure: National Registry EMT-I

College Transfer Credits:

First Responder Training

Total Program Hours – 48 Clock Hours

PROGRAM OUTLINE	THEORY	LAB	Clinical
Preparatory	6		
Airway Management	8	0	
Patient Assessment	5	0	
Cardiac Management	8	0	
Illness and Injury Management	16	0	
Children and Childbirth	4	0	
Program Completion Written Exam	1	0	
TOTAL HOURS	48	0	

Program Accreditation: Ohio Department of Public Safety, Division of EMS and North Central Accreditation

Student Credentials/Licensure: National Registry First Responder

College Transfer Credits:

Heating and Air Conditioning

Total Program Hours – 600 Clock Hours 40 weeks

PROGRAM OUTLINE	THEORY	LAB
Fundamentals of Refrigeration	15	10
Temperature Pressure Measurements	15	10
Brazing 15% Silver/Silver Solder 95% Silver	5	0
Refrigeration Terms	5	0
Refrigeration Tools & Materials	10	15
Refrigerant Controls	5	10
Domestic Refrigeration	10	10
OSHA Safety	10	0
Basic Electrical Fundamentals	15	30
Electrical/Magnetic Fundamentals	10	10
Electric Motors	10	10
Electric Circuit & Controls	25	30
Refrigerants	10	15
Refrigerant Recovery/Recycling & Reclaiming	15	10
Heating & Humidification	10	0
Gas Heating	20	35
Hydronic Heating	5	0
Oil Furnaces	5	20
Electric Heating	5	20
Humidification	5	0
Solar Energy	5	0
Heat Pumps	10	20
Heat/Loss & Gain	30	0
EPA Certification	30	0
Furnace & A/C Installation/Heat Pump	0	30
Job Preparing/Interview/Resumes	10	0
TOTAL HOURS	295	305

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OSHA 10, First Aid/CPR, 410A (ESCOR410A100), EPA Refrigerant Recovery Universal Certification (EPA RRU100)

College Transfer Credits: Franklin University 20 semester credit hours, BS Applied Management (AMGT)

Home Health Aid

Total Program Hours – 75 Clock Hours 3 weeks

PROGRAM OUTLINE	THEORY	LAB
The curriculum is divided into five sections: Orientation to Home Care Aide Services, Understanding and Working with Various client Populations, Practical Knowledge and Skills in Home Management, Practical Knowledge and Skills in Personal Care and The Practicum	60	
Lab		15
TOTAL HOURS	60	15

Program Accreditation: Home Health University

Student Credentials/Licensure: National Home Health Aid Certification

College Transfer Credits: NA

Multi-Craft Industrial Technology
Total Program Hours – 900 Clock Hours 47 weeks

PROGRAM OUTLINE	THEORY	LAB
OSHA Safety	36	
Technical Mathematical Module I	36	
Technical Mathematical Module II	36	
Dimensional Metrology	36	
Blueprint Reading Module I	26	
Blueprint Reading Module II/Technical Sketching	36	
Electric Safety Protect on/Schematics	36	
Nation Electric Code	36	
Professional Development	36	
Welding Process Elective (Mig, Arc<Tig or XOY)		36
Welding Process Elective (Mig, Arc<Tig or XOY)		36
Welding Process Elective (Mig, Arc<Tig or XOY)		36
Single Circuit Phase		36
AC Motor Controls		36
Machine Control Systems		36
Programmable Logic: Controls: Module I		36
Programmable Logic: Controls: Module II		36
Analog/Digital Electronics		36
Intergraded Circuits /Microprocessors		36
Hydraulics /Pneumatic Systems		36
Industrial Mechanics I: Belt Drivers		36
Industrial Mechanics II: Chain/Gear Drivers		36
Industrial Mechanics III: Bearing/Couplings		36
Mobile and Support Equipment/Rigging		36
Hand Tools/Power Tools		36
TOTAL HOURS	314	576

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OSHA 10, First Aid/CPR, NCCER Core, Electricity Level I, Industrial Maintenance, Industrial Tech Level I

College Transfer Credits: Franklin University 24 semester credit hours, BS Applied Management (AMGT) and Zane State College 20 credits toward Electrical/ Electronic Engineering Tech (EET).

Multi-Skilled Technician

Total Program Hours – 650 Clock Hours 42 weeks

PROGRAM OUTLINE	THEORY	LAB
Orientation/Work Keys	4	
State Tested Nurse Aide	68	16
Home Health Aide Bridge	20	4
Medical Terminology	30	
First Responder	40	
ECG Technician	48	
Plebotomy Technician	32	16
Basic Cardiac Rhythm Analysis	32	16
Customer Service	28	
Computer Skills	40	
Unit Coordinator	104	80
Preceptorship		72
TOTAL HOURS	446	204

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: STNA, National Home Health Aid Certification, Phlebotomy

College Transfer Credits: Franklin University 21 semester credit hours, BS Applied Management (AMGT)

Nurse Aide

Total Program Hours – 83 Clock Hours 3 weeks

PROGRAM OUTLINE	THEORY	LAB
Overview	3.0	0
Communication and Interpersonal Skills	4.5	0
Infection Control	3.5	0
Safety and Emergency Procedures	8.5	0
Promoting Residents' Independence	1.0	0
Respecting Residents' Rights	1.0	0
Total Practical Hours	21.5	0
Basic Nursing Skills		
Observational Skills, recognizing abnormal signs & symptoms of common conditions and diseases.	18	6
Admission or Discharge. Assisting with eating and hydration, Vital signs.		
Personal Care Skills		
Cleanliness & Grooming, Urinary & Bowel Elimination, Cardiopulmonary Resuscitation	17.0	7
Mental Health & Social Services Needs		
Developmental Tasks, Stereotypes of Aging and Basic Emotional Needs, Sleep and Rest, Sexuality in Aging	7.5	2
, Care of the Confused or Withdrawn Resident, Care of the Dying Resident		
Basic Restorative Services		
Preventing complications of immobility. Bowel and Bladder training, Prosthetic devices	2	1
Residents' Rights	1	0
Subtotal Classroom & Clinical Hours	45.5	16
Overall Total	67	16

Program Accreditation: Ohio Board of Nursing and North Central Accreditation

Student Credentials/Licensure: State Tested Nurse Assistant (STNA)

College Transfer Credits: NA

Paramedic

Total Program Hours – 800 Clock Hours 38 weeks

PROGRAM OUTLINE	THEORY	LAB
Prepatory	40	0
Medical	52	0
Cardiovascular	60	0
Trauma	50	0
Operations	20	0
ACLS	16	0
PALS	16	0
ATT	16	0
Hospital Clinical	0	265
Field Clinical	0	265
TOTAL HOURS	270	530

Program Accreditation: Ohio Department of Public Safety, Division of EMS and North Central Accreditation

Student Credentials/Licensure: National Registry EMT-P

College Transfer Credits: Franklin University 24 semester hours toward BS in Allied Healthcare Management and CT2 30 semester or 45 quarter hours for any state funded related program in Ohio.

Power Lineman

Total Program Hours – 900 Clock Hours

PROGRAM OUTLINE	THEORY	LAB
Orientation	6	2
Personal Protective Equipment	8	32
Lineman's Equipment	10	38
Introduction to Pole Climbing	12	46
Pole & Line Material Identification	8	34
Specialty Tools Operation	6	46
Ladders & Bucket Trucks	6	36
Pole Construction and Assembly	12	92
Line, Splicing and Crimping	12	48
Hoists & Rescue Equipment	24	92
Digger Trucks and Anchors	22	86
Basic Electricity	18	72
Overhead and Underground Service	12	54
OSHA Construction Safety	10	0
First Aid/CPR	2	6
Flagger	2	6
CDL-Class A	10	30
TOTAL HOURS	180	720

Program Accreditation: North Central Accreditation

Student Credentials/Licensure: OSHA 10, First Aid/CPR, Class D Power Lineman (AEP) Curriculum

College Transfer Credits: Franklin University 24 semester credit hours BS in Applied Management

Practical Nurse

Total Program Hours – 1248 Clock Hours 42 weeks

PROGRAM OUTLINE	THEORY	CLINICAL	LAB
Transitions Into Nursing	22	0	0
Nursing Fundamentals	108	18	60
Communications in Nursing	40	0	0
Pharmacology I	30	6	0
Nursing Science & Nutrition	40	0	0
Adult Nursing I	126	78	12
Anatomy & Physiology I	30	0	0
Pharmacology II	60	6	0
Adult Nursing II	112	84	12
Anatomy & Physiology II	30	0	0
Pharmacology III	40	6	0
Mental Health Nursing	40	0	0
Adult Nursing III	64	12	12
Maternal/Child Nursing	120	36	0
Nursing Review	20	0	0
IV Therapy	14	4	6
TOTAL HOURS	896	250	102

Program Accreditation: Ohio Board of Nursing, North Central Accreditation

Student Credentials/Licensure: National Council Licensure Exam (NCLEX) for LPN's

College Transfer Credits: CT² – 30% of nursing credits toward an RN degree, Franklin University 24 semester credit hours, Bachelors in Health Care Management

Professional Fire Training Level I and II
Total Program Hours – 288 Clock Hours

PROGRAM OUTLINE	THEORY	LAB
Orientation and Fire Service History	4	0
Firefighter Safety and Health	4	0
Personal Protective Equipment-PPE	4	0
Portable Fire Extinguishers	2	1
Electrical Emergencies	1	0
Fire Behavior	4	0
Personal Protective Equipment-SCBA	2	2
Rescue and Extrication/Thermal Image Camera	4	4
Rescue and Extrication/Rescue Drags and Carries/R.I.T. Operations	1	3
Building Construction/Building Collapse	8	4
Engine Company Operations/Fire Ground Decision Making	4	0
Fire Detection, Alarm and Suppression Systems	6	6
Pump Training/Maintenance/Checks	4	4
Forcible Entry	4	4
Hazardous Materials Awareness	4	0
Ground Ladders	4	8
Fire Hose/Appliances	2	2
Fire Streams	4	8
Ventilation	4	4
Aerial Ladders/Ladder Company Tactics	2	2
Water Supply/Rural Water Supply	4	8
Emergency Vehicle Operations	8	8
Basic Pre-Hospital Emergency Medical Care for Firefighters	8	8
Mid-Term Testing/Speech Presentations	2	2
Hazardous Materials Operations	16	0
Loss Control/Salvage Practical	2	2
Protecting Fire Scene Evidence-Arson Investigation	4	4
Ropes and Knots/Stokes-Sked-Rigging	4	4
Fire Streams/Foam Applications/Hydro-Carbons/Natural Gas Emergencies/Electrical Emergencies	3	1

Fire Control-Commercial/Residential	4	0
SCBA Practical/Life Safety Initiatives/Quick Clear	6	2
Fire Control-Dumpster/Car Fires	1	3
Fire Control-Grass/Wildland Fires	4	0
Ladder Maze/Aerial Ladders/Hose Practical	0	8
Rescue and Extrication-Technical Rescue Incident/Rope Practical	1	3
Fire Department Communications	4	0
Rescue and Extrication-Rescue and Extrication Tools and Equipment	2	6
Auto Extrication		
Saving Our Own	0	8
Fire Prevention and Public Education	4	0
National Fire Academy Mayday Class	2	6
Final Exam/Review	4	0
Live Burn	0	8
TOTAL HOURS	155	133

Program Accreditation: Ohio Department of Public Safety, Division of EMS and North Central Accreditation

Student Credentials/Licensure: Level I and II Firefighter

College Transfer Credits: CT2 10 semester hours or 16 quarter hours for any state funded related Fire/Public Safety program in Ohio.

HEALTH CARE AND SAFETY PROGRAMS

Individual Addendums are available for the following Mid-East Adult Center for Education Practical Nursing and Public Safety Programs:

Nursing – Health Care

- Practical Nursing (PN)
- Multi-Skilled Technician (MST)

To obtain a copy of the PN/MST Addendum contact:

Health Occupations Coordinator
Adult Center for Education
400 Richards Road
Zanesville, OH 43701
(740) 455-3111

Public Safety EMS and Fire

- EMT - Basic
- EMT – Intermediate
- EMT – Paramedic
- First Responder
- Professional Fire Training Level I and II

To obtain a copy of any of these Public Safety Addendums, contact:

Paula Moore
Public Safety Coordinator
Adult Center for Education
400 Richards Road
Zanesville OH 43701
(740)455-3111 Ext. 171