

MIAMI VALLEY  
CAREER TECHNOLOGY CENTER

WHERE DO  
YOU WANT  
TO GO?

ADULT EDUCATION CENTER

MIAMI VALLEY  
CAREER TECHNOLOGY CENTER



# Policies

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## Mission Statement

We are dedicated to providing premier education choices and advanced employment preparation for youth, adults, and organization of the Miami Valley.

The Miami Valley Career Technology Center affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.

## History

The Miami Valley Career Technology Center (MVCTC) formerly the Montgomery County Joint Vocational School started as an idea in 1965, after a community survey pointed out the need for students to learn skill development for success on the job. Representatives from several groups came together to forge a plan for a joint vocational school (JVS), which included members of the Montgomery County School Board, civic, educational, and business leaders. The first school districts involved in the JVS were Bethel, Brookville, Jefferson, Miamisburg, Milton Union, New Lebanon, Northridge, Tippecanoe, Tri-County North, Trotwood Madison, Valley View, Vandalia, Wayne, and West Carrollton.

With the passage of a two-mill levy in 1968, the 200-acre site on Hoke Road was purchased and two buildings were constructed and are now known as the East and West Buildings. In addition, in 1968 the school districts of Carlisle and Miami East became a part of the JVS District.

In 1969 the school district of Northmont, became a member of the JVS and 1970 added the school districts of Eaton, Preble Shawnee, and Twin Valley South.

After six years of work, the Montgomery County Joint Vocational School (MCJVS) opened their doors in March of 1971 with the first Adult Education programs. The following September, the first classes of high school students started programs, with 1,200 students enrolled.

In 1974 the school districts of Ansonia, Arcanum, Franklin Monroe, Mississinawa Valley, C.R. Coblenz (National Trail), Tri-Village, and Versailles joined the JVS district to bring the total number of partner school districts to 27. With the addition of these partner school districts, the South Building was added on campus the same year.

In 2009, the growth in Adult Education programs brought on additional expansion with the new adult education building on the Hoke Road campus. The new addition allowed MVCTC to increase the healthcare programs offered, meeting the demands of the 21st century workforce and helping adults get the training they need for future success.

MVCTC still serves these 27 partner school districts and communities from a five county area. MVCTC offers over 40 career technical programs for high school juniors and seniors, and lifelong learning opportunities for adult students in the Adult Education programs. Working with local business and industry partners, MVCTC continues to help attract and create jobs for the region's economic growth.

## POLICIES

### Facilities and Equipment

The Miami Valley Career Technology Center Adult Education division has provided adults with high-quality training and education for over 40 years. Our labs and equipment are modern and reviewed by business and industry partners. Our programs allow students to explore new areas and develop new abilities for either personal or professional reasons- all for a reasonable investment of time and money and in a friendly yet challenging atmosphere.

### Accreditation

The Miami Valley Career Technology Center is currently authorized for Title IV by the US Department of Education and operates within guidelines set by the Ohio Department of Higher Education and is a part of the University System of Ohio.

## Class sizes

The typical maximum number of students in a classroom setting would be 34 and in a lab setting of not more than a 10 to 1 student to instructor ratio.

## Admission

The Miami Valley Career Technology Center (MVCTC) invites students to visit the campus and talk with MVCTC staff. Open Houses are regularly scheduled. The sessions begin with program information and include a tour of the facilities. The dates of the Open Houses are published on the Adult Education website.

### Admission Requirements:

- 1) The admissions process begins with an entrance exam. The student must meet the required levels on the ACT Workkeys Assessment.
- 2) Call 937-854-6297 to schedule or for additional information and opportunities to prepare for the assessment.
- 3) Upon completion of the entrance assessment, students will meet with the Adult Counselor to discuss specific program requirements. Students may also make an appointment to tour the facility and meet instructors.
- 4) After successful completion of the entrance exam and the meeting with the Adult Counselor, students will complete an enrollment contract.
- 5) Federal Financial Aid is available for programs 600 hours or more to those who qualify. A high school diploma or GED is required for programs that are 600 hours or more.

### Transfer of Credit to Other Educational Institutions

MVCTC is an Ohio Technical Center and a member of the Ohio Department of Higher Education.

The language in section 3333.162 of the Ohio Revised Code requires the Ohio Department of Education to develop policies and procedures ensuring that students at an adult career-technical education institution or secondary career-technical education institution can transfer agreed upon technical courses completed there (that adhere to recognized industry standards) to any state institution of higher education "without unnecessary duplication or institutional barriers."

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education.

For specific program transfer information see:  
<https://ohiohighered.org/transfer/ct2>

MVCTC furnishes transcripts and communicates with private schools such as Franklin University, Harrison College and Indiana Wesleyan to crosswalk curriculum and convert clock hours to credit.

### Advanced Placement to MVCTC Programs

MVCTC recognizes partial program completion when equated to clock hours and syllabi.

Steps to request clock hour credit:

- 1) Furnish copy of transcript or credential to the Program Coordinator
- 2) For courses/programs that have alignment of syllabi and sequenced course outlines, MVCTC staff will review and award clock hour credit.

- 3) When alignment is not clear, challenge exams will be provided. 80% will determine mastery and clock hour credit will be granted.

Students may request appeal of the award to the Supervisor of Adult Education. The Supervisor's decision will be based on challenge test results and third party certification.

### ATTENDANCE POLICY

Students are expected to be present at all class sessions. Instructors are required to record individual student attendance accurately. Federal financial aid regulations, as well as certain sponsoring agencies, require a specified rate of attendance in order to maintain funding eligibility.

Any non attendance is regarded as an absence. In order to qualify for a MVCTC certificate of completion, a student must attend a minimum of 90% of the course hours. If program specific information is applicable you will find it attached as an addendum to the student handbook for your program. Some programs may have higher attendance requirements due to specific accreditation standards. Programs may require participation at clinical sites, internships or off campus projects. These experiences may require attendance outside the regularly scheduled class times.

1. Attendance records are reviewed weekly. The maximum permissible rate of absence for a program is ten percent (10%) of the clock hours. Students will be issued a warning letter when the rate of absence exceeds five percent (5%) of the clock hours.
2. Students who have or exceed an absence rate of ten percent (10%) of the clock hours are subject to dismissal from the program. A termination letter will be issued by the Adult Education Supervisor to a student which may result in dismissal.
3. The process for issuing letters will begin with the instructor notifying the Adult Education Coordinator about student absences. The coordinator will verify hours of absence and send an email with the information to the Adult Education Supervisor. The Adult Education Supervisor will issue letters by mail and/or through the Adult Education Coordinator. The Adult Education Supervisor will send email to the appropriate staff.

### Tardiness Policy

Late students will be admitted to class; however, time missed will be recorded, compiled, and applied to the attendance record. If program specific information is applicable you will find it attached as an addendum to the student handbook.

### Make Up Credit

Each student is responsible to complete assignments, projects, or work that is missed *within one week of absence*.

To earn a certificate of completion, course work must be satisfactorily completed within an appropriate period of time, which is set by the instructor or supervisor.

Course work required for certificate completion due to extended absence will be specified in a written document signed by the student and appropriate MVCTC official.

Options for Make-Up Credit (for class hours): are to be completed within one week of class end date. Hours may be made up by the following methods:

1. Additional hours at a job site
2. Additional class assignment(s)
3. For trades classes, completion of Manufacturing Skills Standards Council (MSSC) module in computer skills lab (Room 410)

### Student Code of Conduct

Adult students are to act in a mature, responsible manner. In the event that an adult student's conduct is disruptive to the educational process or destructive to property in the classroom, lab, or clinical area, it will be necessary to take corrective action.

Students are expected to demonstrate the following:

1. A desire to learn and develop their professional skills
2. Preparation for each class
3. Good attendance and punctuality
4. Positive classroom participation
5. A courteous, respectful and non-judgmental attitude towards staff and other students
6. A willingness to receive constructive feedback
7. The desire to take responsibility for their own values, attitudes, inter-personal relationships and academic performance

Students are expected to abstain from the following:

1. Insubordination – a student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
2. Disruption – a student shall not by use of violence, fighting, force, coercion, threat, harassment, unnecessary noise or talking, or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
3. Use of tobacco and illegal drugs. MVCTC is a smoke-free, tobacco-free, and drug-free campus.
4. Theft
5. Possession of dangerous weapons
6. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances
7. Inappropriate dress
8. Frightening, degrading, or disgraceful acts
9. Bullying
10. Use of electronic devices that are being used as a disruption to the educational process. Improper use of social media that is disruptive to the classroom climate including texts, use of Twitter and Facebook are unacceptable
11. Dishonesty
12. Illegal acts

Violation of the Student Code of Conduct can result in emergency (temporary) removal or dismissal (permanent) from the program.

### Due Process Rights

Students are expected to follow all school policies. Students should attempt to resolve all issues at the lowest possible level starting with the instructor. However, if the outcome from a school official's decision is regarded as unfair, the student has a right to an informal hearing with the Adult Education Supervisor. At an informal hearing the student has the right to present his/her side of issues, and to challenge allegations from others.

A request for an informal hearing should be made directly to the Adult Education Supervisor.

### Probation Policy

Any student considered to be making unsatisfactory progress may be placed on probation for a 30-day period. At the end of that period, the student's progress would be evaluated. Progress must be deemed satisfactory to allow continuation in the program.

## Termination Policy

Those failing to meet the probation minimum standards will be considered for termination upon review of their records by the Adult Education Supervisor, Adult Education Coordinator, or Adult Education Counselor- individually or as a panel. The Adult Education Supervisor's decision will be final.

## Grading Policy

The nature of skill training sometimes makes it difficult to utilize an academic rating scale. However, when grades are given, the following grading scale will be used. Program specific information for health occupations will be included as an attached addendum in the related student handbook.

<u>MVCTC:</u>		<u>FAA and NCCER Certification Test</u>	
100 - 90	A	100 - 70	Passing
89 - 80	B	69 -	Failing
79 - 70	C		
69 - 0	F		

A student may receive a grade of "Incomplete" in the event that a specific course assignment, project, or requirement has not been finished. All course requirements must be resolved within a reasonable time frame before a certificate of completion and other records can be issued and/or released. A grade of "F" or an unresolved grade of "Incomplete" indicates that a student was not successful.

## Satisfactory Academic Progress

Students must maintain a grade average which indicates satisfactory progress toward a certificate (see Probation Policy). Progress is reviewed at the end of each course, term, or quarter. Program minimum grade requirement (2.0) must be met to achieve satisfactory academic progress at the end of each course, term, or quarter. Students with less than the equivalent of a "C" or 2.0 will be deemed as making unsatisfactory progress.

## Standards For Successful Program Completion

1. Attend a minimum of 90% for each class
2. Maintain satisfactory grades for assignments, projects, and tests
3. Satisfy all class fee requirements

## Academic credential awarded upon Career Program completion

### Certificates

A Career Passport is presented to all students who successfully complete a career program. The Career Passport includes a certificate of completion and a statement of the hours completed and competencies achieved.

## Withdrawal/Refund Policy

### Withdrawal from a Course

A student who finds it necessary to withdraw from a course, while not required to be in writing, must do so in person at the Adult Education Office. Notification given to an instructor does not constitute an official withdrawal. Failing to officially withdraw can lead to additional fees or loss of eligibility for a possible refund (see Refund Policy). Withdrawal without notification will result in a grade of "F" and forfeiture of all fees paid. Any student requesting a refund within 3 days of signing the enrollment agreement will receive a 100% refund.

## Refund Policy

A refund applies only to tuition. There is no refund for books, tools, uniforms, or other objects or supplies which become the property of the student. Refunds are processed within 30 days. Refunds will be calculated from the last date of attendance.

If a student withdraws:

### On or before day one of the program term

**100% of tuition refunded**

*(School retains a \$25 nonrefundable processing fee)*

### Between day two and including 10% of the program term

**90% of tuition refunded**

*(School retains a \$25 nonrefundable processing fee)*

### Between 11% and including 25% of the program term

**50% of tuition refunded**

*(School retains a \$25 nonrefundable processing fee)*

### Between 26% and including 50% of the program term

**25% of tuition refunded**

*(School retains a \$25 nonrefundable processing fee)*

### Between 51% and end of program term

**No refund**

## Return to Title IV Funds Policy

Refunds to the financial aid programs (Pell Grant, Stafford Loan, and Parent Loan) will be made according to the federal Return to Title IV Funds Policy. These are generally prorated based on attendance if the withdrawal date occurs within the first 60% of the payment period. Depending on individual case circumstances, both the student and MVCTC may be required to return money to the funding sources. In addition, the student may incur a balance due to MVCTC. Refunds will be calculated from the last date of attendance.

\*In order to qualify for federal funding, students must maintain 90% or greater attendance.

## Job Placement

Job preparation skills including interviewing, resume and cover letter preparation, and completion of online applications are part of the program curriculum. Additional assistance is available upon request through the resource center.

Job placement assistance is available to MVCTC graduates in good standing.

Students are made aware of appropriate employment opportunities during training. Many students secure employment as a result of their positive internship experience. Although the ultimate responsibility remains with the student to obtain employment, job placement assistance is available to graduates upon completion and at no additional cost. As such, MVCTC solicits jobs from employers and posts them regularly on the MVCTC website under the topic: Business Partner Employment Opportunities. The page is dedicated to listing job openings for MVCTC current and past students. The job postings listed are sent to MVCTC from our business partners and employers throughout the Miami Valley. In addition, job opportunities will be posted to our alumni Facebook page, staff newsletter and shared with appropriate instructors.

## Student Services

Services are available for both potential and enrolled students. The MVCTC ABLE/GED Program offers basic skill upgrading and GED preparation at no cost to adults in the Miami Valley. Services are available through a Adult Basic and Literacy education (ABLE-a State and Federal funded program in Greene, Montgomery and Preble Counties). Services include the following:

- GED Preparation

Academic skill enhancement in reading, writing and mathematics to prepare individuals for postsecondary level classes and employment testing.

Career exploration

Screening for learning challenges using the Powerpath System

Bridge classes for entering vocational programs

Detailed information for these free services is available by calling 937-854-6297.

Services for enrolled students include the following: Advising

- Study skills and screening for learning differences

Student Advocate services for non-academic challenges

Students can request assistance from their instructor, administrator or contact student services personnel directly. Information is available in the Adult Education Office or by calling 937-854-6297

## FINANCIAL AID

### Student Eligibility

Financial aid is available, but there are qualifications. To receive aid from any of the federal student aid programs, you must meet all of the following criteria:

- Successful completion of the three-part entrance exam (WorkKeys).
- Demonstrate financial need, except for some loan programs. Have a high school diploma or GED.
- Be enrolled as a regular student working toward a certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen. Have a valid Social Security Number.
- Meet satisfactory academic progress standards set by the school.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Not be incarcerated in a federal or state penal institution. Not have been convicted under federal or state law for the sale of or possession of drugs. (Period of ineligibility depends on the type and number of convictions. To find out how, or if this law applies to you call 1 800.433.3243).
- Comply with the Selective Service registration if required. If you are a male age 18 through 25 and have not yet registered, you may do so by checking a box on the FAFSA. You may also register on line at: [www.sss.gov](http://www.sss.gov)

If you have any questions about whether or not you're eligible for financial aid, we urge you to contact our Financial Aid Advisor.

### Financial Aid FAQ's

*Do I have to wait until/ test or get accepted into an extended (full-time) program before applying for financial aid?*

No. You may complete the FAFSA (Free Application for Federal Student Aid) at any time, as a matter of fact we encourage you to go online at [www.fafsa.gov](http://www.fafsa.gov) and get started. It is the student's responsibility to complete the FAFSA and receive a valid SAR (Student Aid Report) prior to meeting with the financial aid office. However, even though you can "apply" for financial aid prior to testing, you will not be eligible for a financial aid appointment until testing has been successfully completed.

*What should I do next with my SAR?*

After receiving a valid SAR (Student Aid Report) and completing the Entrance Loan Counseling session, if required, the student should contact the Financial Aid Office to schedule an individual appointment. During this appointment, the student's eligibility for the Pell Grant and Stafford Loan proceeds will be determined.

*I don't think I will qualify for Pell but can I still apply for student loans?*

Yes. Your income doesn't matter except that it may cause all or some of your loan funds to be unsubsidized. (Unsubsidized means that interest will be accruing during your in-school and grace period).

*I know that I am not Pell eligible because of my income, and my employer will pay for everything. Why do I still have to complete the FAFSA?*

If you are Pell eligible, most employers require that Pell be applied to your fees first, and then your employer pays all or part of the balance. The financial aid office has to let your employer know if you are eligible or not. Please contact your Human Resources specialist for individual circumstances.

*I am not Pell eligible and my employer is paying for everything but I still need money to help out with living expenses, child care, etc. Can I apply for student loans and keep that money for myself?*

Yes. Normally the only funds that your employer requires to be applied to your account is Pell. Please contact your Human Resources specialist for individual circumstances.

*An outside agency such as WIOA or BVR is going to pay for my schooling. Why do I have to complete the FAFSA form?*

If you are Pell eligible, most agencies require that Pell be applied to your fees first, and then the agency will pay all or part of your balance. The financial aid office has to let the agency know if you are eligible or not.

*I am currently attending another school. Can my aid just transfer to your school?*

No, any current loans would be canceled when you leave the other school and you will have to re-apply for new loans. You may not be able to get full new loan amounts if there is an overlapping loan period between schools. If you have Pell you will be awarded based on the percentage you have already used at the other school. For example, your award at the other school was \$5350 and you used 50% (\$2675). Your award here is \$3700. You have 50% remaining eligibility so the maximum amount for this school would be \$1850 (\$3700 X 50%).

*I already have a SAR for this award year because of attending another school. Do I complete a new FAFSA for your school?*

No, you can only have one SAR per award year. You would need to update your current SAR by adding our school code of 015980.

*I am on my own and self-supporting. Why do I have to provide my parents information?*

Dependency status is determined by the questions you answer in Section Two on the FAFSA form. If you answer no to every question on this form, then you are a dependent student for financial aid purposes and you must provide your parents information. Residency is not a factor.

*I answered no to all the questions in Section Two but I do have a child. Doesn't that make me independent?*

Not necessarily. The qualifying question is, "Do you have children who will receive more than half of their support from you?" For instance, you have little or no income, you and your child are living with your parents and they are providing most of your needs, then they would be the ones providing over 50%.

*My high school diploma is from a foreign country Is that acceptable?*

In order to receive financial aid your diploma must be equivalent to a U.S. diploma. It is the student's responsibility to have the diploma reviewed by a credential evaluator. You may request a list of evaluators from the financial aid office. The evaluators do charge for this service. Keep in mind that this process can take several weeks, so start early.

*I currently have a student loan in default status. Can I still get my Pell grant?*

No, if you are in default you are not eligible to receive any Title IV aid. As a matter of fact, you may not be able to receive other sources of funding such as WIOA. Once the default is resolved you will again be eligible. Any default status must be completely resolved at least one month prior to the program start date. If you are already in the program and go into default, your aid will be suspended and you will become responsible for tuition and fees.

## Grants/Aid

Grants and aid are available for select student, but it's important to note that it is the student's responsibility to file a FAFSA (Free Application for Federal Student Aid) and receive the SAR (Student Aid Report). The school cannot determine an award without this information. You do not need to wait until you test or get accepted to start this process. To begin the process, please read the following instructions carefully.

1. Request a PIN online. The web address is: [www.pin.ed.gov](http://www.pin.ed.gov)  
Once you have the PIN you will be able to sign your FAFSA electronically.
2. Complete a FAFSA. You may file online at: [www.studentaid.gov](http://www.studentaid.gov). Please choose Miami Valley Career Technology Center as your school. Our federal school code is 015980. For assistance in completing the FAFSA you may call the Department of Education at 1.800.433.3243.
3. You will receive a SAR (Student Aid Report) in the mail once your application has been processed. If you provided an e-mail address you will be notified and be able to print a SAR from the Internet.
4. After receiving a valid SAR and completing the Entrance Loan Counseling session and loan application (MPN), if required, the student should contact the Financial Aid Office to schedule an individual appointment. During this appointment, the student's eligibility for the Pell Grant and Stafford Loan proceeds will be determined.

## Subsidized Stafford Loan

The Subsidized Stafford Loan program is a federal program based on need, but repayment is required. Repayment begins six months after you leave school. The maximum amount is \$3,500 for both independent and dependent students. Please follow the step-by-step instructions below to apply:

### Applying for Federal Stafford Loan

To start the process you will need to have your PIN (Personal Identification Number) from the Department of Education. The next step is to complete Stafford Loan Entrance Counseling at: [www.studentaid.gov](http://www.studentaid.gov).

Please follow the prompts on the screen to complete the loan counseling session. Next you will be required to complete a **Master Promissory Note (MPN)**. You will select the MPN for "**subsidized/unsubsidized**." Please allow 30-40 minutes to complete. The MPN must be completed in one session. If you fail to complete the online application in one session, entered data will be wiped clean and you will be required to start again from the beginning. You will provide reference information for two people you have known for at least 3 years. These people are not obligated to the loan. You will need their complete addresses and phone numbers.

Once you complete the MPN and all other financial aid paperwork has been reviewed by the Financial Aid office, your loan will be certified.

Exit counseling sessions must be completed at the time of graduation, or when a student withdraws from school. A hold will be placed on the school records of those who fail to attend an exit counseling session at the appropriate time.

### Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan program is not need-based and does require repayment. Payments begin six months after you leave school. Maximum amount is \$9,500 less any subsidized money for independent students, and \$5,500 less any subsidized money for dependent students. Please follow the step-by-step instructions below to apply:

### Federal Plus Loan

The Federal Plus Loan program is available only to parents of dependent students. It is not need-based, but the parent's credit worthiness affects the outcome. Interest rates are currently at 7.9%. Repayment may begin while the student is still in school. The maximum amount available to borrow may not exceed the total cost of attendance less any other aid to be received.

### Applying for Federal PLUS – (Parent Loan for Undergraduate Students)

Parents of dependent students apply online in a two-step process. The brief online application determines credit worthiness. An immediate decision is given. Once approved, the Master Promissory Note (MPN) must also be completed. When the student's financial aid file is complete, the school will originate the Parent Loan and schedule the disbursements.

Both the application and MPN are completed at [www.studentaid.gov](http://www.studentaid.gov). The parent must sign in with their own federal Personal identification Number (PIN), not the student's.

Please note: If a parent is denied a Parent Loan, the dependent student is considered *independent* for loan purposes and eligible to borrow the same maximum amount as an independent student. More information about all federal loan programs is available at [www.studentaid.gov](http://www.studentaid.gov).

### **Veteran's Benefits**

For any questions regarding your eligibility for Veteran's benefits, you may call the Veteran's Administration at 1-888-442-4551 or visit their website.

### **Additional Sources**

Financial Aid may be available from the following sources for both full-time programs and short-term classes:

#### **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. Partial to total aid may be available to cover tuition, books, and supplies. Contact your local Bureau of Vocational Rehabilitation office or a MVCTC counselor at 937-854-6259.

#### **Workforce Innovation and Opportunity Act (WIOA)**

Financial Aid may be available from this program for students who qualify. Partial to total aid may be available to cover tuition, books and supplies. Students must contact the WIOA agency in their county of residence to see whether they qualify.

#### **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 office to determine whether you may be affected.

### **Calendar**

A District Calendar is attached to indicate dates the campus is closed for all students. Adult Education Program sheets have specific term dates for each Career Program.

In order to be prepared for entry into the program of your choice, you are encouraged to contact the school. Some programs require steps that involve specific time frames and planning. Generally, decisions regarding class minimums are made at least 10 days prior to the start of the class. Students are encouraged to complete the enrollment process at least two weeks prior to the first day of class.

### **School Closing due to Bad Weather**

The decision whether to cancel adult daytime classes is not related to decisions regarding high school classes.

Decisions affecting adult daytime classes will be posted on the MVCTC Adult Education website: [www.mvctc.com/ae](http://www.mvctc.com/ae), and recorded on the greeting of the receptionist's telephone 937-854-6297. It is recommended that each class establish a student "phone tree" should it be necessary to communicate information.

The decision whether to cancel adult evening classes is not related to decisions regarding daytime classes. All classes -day and evening -will be addressed on an individual basis and announcements will be posted on the opening page of the MVCTC Adult Education website.

Decisions affecting evening classes starting after 3:00 PM will be announced no later than 1 ½ hours prior to the class start time. Decisions affecting evening classes with a start time of 5:30PM or later will be announced no later than 4:00PM.

### **Student Complaint/Grievance Procedure**

The Adult Education Division of MVCTC follows processes outlined in its Board of Education Policies. As with every school board in the State of Ohio, MVCTC is required to formulate policies and regulations for the efficient and orderly operation of the schools under their control. Adopted policies serve as a guide for the administration and help to promote common understanding and uniformity in the basic procedures and operations of all the individual schools of the District.

As such, MVCTC is concerned and guards the safety and rights of students through its grievance procedure. Students are encouraged to discuss issues with instructors as a first attempt for resolution. Students may also discuss concerns with Program Coordinators. If resolution is unsuccessful, the student may request an informal hearing with the Supervisor of Adult Education. Within five working days, the Supervisor will investigate and discuss the resolution with the concerned party.

### **Appeal Process**

If the student wishes to appeal a decision regarding a particular complaint, the following steps are available:

- 1) The Supervisor will inform the Director of Instructional Development in writing of the student complaint and the prior efforts to gain resolution.
- 2) The student will be encouraged (required) to put his/her concerns in writing.
- 3) The Superintendent or his designee will rule on unresolved complaints in a timely manner and the Board of Education will have final say in matters regarding students and staff.
- 4) Miami Valley Career Technology Center functions within the jurisdiction of the Ohio Department of Higher Education and accreditation approval is provided by the Council on Occupational Education (COE). Complaints may be registered by a signed letter sent to the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350. For Ohio, letters may be sent to The Ohio Department of Education, 25 S Front St, Columbus, OH 43215

### **Additional Time**

Students are expected to finish a program within the time agreed to on the enrollment contract, however if a student requires additional time up to 150% of normal completion time, the student will be required to meet with school officials to develop a plan for individual completion. Title IV regulations will be followed regarding financial aid implications.

### **Leave of Absence (LOA)**

Miami Valley Career Technology Center does allow students to take a leave of absence when circumstances warrant.

The procedures follow the Federal Student Aid guidelines.

- All requests for a LOA must be submitted in writing and must include the reason for the student's request, the expected beginning and end dates covered by the LOA and contact information for the student while on LOA.
- Appropriate school personnel will determine if there is a reasonable expectation that the student will return from the LOA and approve the Leave accordingly.
- All Leaves may not exceed a total of 180 days in any 12-month period.
- The student will not be assessed any additional institutional charges and the student's need may not increase.
- The student will not be eligible for any additional Federal Student Aid.
- If the student is a Title IV recipient, he or she must meet with the Financial Aid Coordinator prior to granting the Leave in order to discuss how the LOA affects the student's financial aid. The student will also be given the explanation of how failure to return from the LOA will impact loan repayment terms including the expiration of the student's grace period.
- If the student does not resume attendance on or before the expected end of the Leave of Absence, the student will be considered withdrawn as of the last day of attendance prior to the Leave.
- Students will be provided with copies of all LOA documents.



## **NONDISCRIMINATION/HARASSMENT**

(Reference MVCTC Board Policy 5517)

### **Nondiscrimination**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination.

Employees or students who engage in discrimination and/or harassment (referred to as "discrimination/harassment" in this Policy) of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a complaint; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

### **Harassment**

The Board is committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, disability, age or sex is prohibited on school grounds and at all school functions.

Prohibited harassment includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. Prohibited harassment will not be tolerated by students or staff towards other students or staff.

### **Prohibited Harassment of Students**

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the student when:

- A. submission to or rejection of such conduct by a student is used as the basis for educational judgments or conditions affecting the student; or
- B such conduct has the purpose or effect of unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; creating an intimidating, hostile or offensive educational environment; or otherwise adversely and unreasonably impacting upon a student's educational opportunities.

### **Harassment of Employees**

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the employee when:

- A. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. submission to or rejection of such conduct by an employee is used as the basis for employment judgments affecting the employee; or
- C. such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance; creating an intimidating, hostile or offensive working environment; or otherwise adversely and unreasonably impacting upon an employee's employment opportunities.

### **Reporting and Investigating Discrimination/Harassment**

It is the responsibility of every supervisor and administrator to recognize acts of discrimination/harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and are responsible for implementing the discrimination/harassment complaint resolution procedures established through this policy.

Discrimination/harassment complaints for all protected bases of prohibited discrimination/harassment (race, color, national origin, ancestry, citizenship, religion, disability, age or sex) go to the district's Title IX Coordinator, the Director of Student Services, who handles more than Title IX sex discrimination. The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315 (937) 837-7781.

Persons who have reason to believe that discrimination/harassment has occurred should promptly report the incident as follows:

- A. If the persons so reporting are students or parents, to the principal, director, a school counselor or the Title IX Coordinator.
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the persons so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged harasser, then to the Business Manager/Personnel Director.

Contact information for the above individuals may be found on the Board's website: <http://www.mvctc.com>.

Staff members must document all reports of incidents of discrimination/harassment as well as any incidents they observe in writing to the person(s) identified above.

If not reported to the Title IX Coordinator, the person receiving the report will ensure that the Title IX coordinator receives prompt notice of the complaint.

If a staff member has reason to believe s/he is observing prohibited discrimination/harassment by an individual over whom the staff member has supervisory authority, the staff member should intervene to stop the discrimination/harassment, unless circumstances exist which would make such intervention dangerous.

### Communication

The Superintendent is directed to make every effort to make certain that everyone affected by the policy shall be informed of its provisions and also that infractions of it may be in violation of federal or state civil and/or criminal laws. It is the intention of the Board to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

### Review and Reporting

The Superintendent will report annually to the Board on reported harassment incidents.

### Training

The Superintendent will coordinate comprehensive training for Miami Valley Career Technology Center (MVCTC) officials, administrators, staff, and security personnel responsible for implementing and enforcing Federal anti-discrimination and anti-harassment laws and related policies and procedures.

### Office for Civil Rights

An individual may, at any time, contact the U.S. Department of Education, Office for Civil Rights at:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

The Title IX Coordinator may be contacted at:  
6800 Hoke Road,  
Englewood, OH 45315  
(937) 837-7781.

Steps for Administrators to Follow in Processing Reports about Discrimination and/or Harassment (referred to as "nondiscrimination/harassment" in this regulation)

**Step 1:** All reports should be directed to:

- A. If the persons so reporting are students or parents, to the principal, director, a school counselor or the Title IX Coordinator.
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the persons so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged discriminator and/or harasser, then to the business manager/personnel director.

The Title IX Coordinator may be contacted at:  
6800 Hoke Road  
Englewood, OH 45315  
(937) 837-7781

Any administrator or supervisor who receives a report must notify the Title IX Coordinator within three (3) business days to let him/her know of the report and to obtain help if needed. The business manager/personnel director shall assume responsibilities otherwise assigned to the Title IX Coordinator if the Title IX Coordinator is a party at interest in the complaint.

**OPTIONAL Step 2:** Within five (5) business days of receipt of a report of discrimination/harassment, the administrator or supervisor will offer the complainant an informal resolution process to attempt to resolve the complaint through informal discussion and problem solving first. Participation in the informal process is voluntary and the formal process is the default process to be used. If the complainant chooses to participate in an informal process, it will be with appropriate involvement by the MVCTC (e.g., participation by a counselor, trained mediator, or if appropriate, a teacher or administrator). In some cases, such as alleged sexual assaults, an informal process such as mediation is not appropriate, even on a voluntary basis. The complainant has the right to end the informal process at any time and begin the formal process.

**Step 3:** If Step 2 does not produce a resolution within (5) business days or the complainant does not agree to informal resolution of the complaint, the administrator or supervisor will initiate the formal reporting process.

**Step 4:** When initiating the formal process, the administrator or supervisor will share the following with the complainant:

- A. "Confidentiality" means that the person's identity will remain unknown to the person(s) he/she is accusing. To the extent that the complainant requests confidentiality or asks that the complaint not be pursued, the MVCTC will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the complainant continues to ask that his/her name or other identifiable information not be revealed, the MVCTC will explain that it must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The MVCTC will weigh the request for confidentiality against the following factors: the seriousness of the alleged discrimination/harassment, the complainant's age, whether there have been other discrimination/harassment complaints about the same individual, and the alleged discriminator's/harassers rights to receive information about the allegations if the information is maintained by the MVCTC as an "education record" under FERPA.
- B. The Superintendent and Title IX Coordinator will receive a copy of all reports written about this matter, unless either is a party at interest.
- C. MVCTC will use a preponderance of the evidence standard to investigate allegations of discrimination/harassment.
- D. Minor students do not need parental permission to file complaints or participate in the complaint process; however, parents will generally be informed of cases involving their children.
- E. There is a prohibition of retaliation against persons who report alleged discrimination/harassment or participate in the investigation process.

**Step 5:** Within seven (7) business days of the discrimination/harassment being reported, the administrator or supervisor will have the complainant fill out the Discrimination/Harassment Complaint Form. If after reading the complaint, the administrator or supervisor believes a different procedure is more relevant, the administrator or supervisor will so advise the complainant. If not, the administrator or supervisor will send a copy of the Form to the Title IX Coordinator within three (3) business days and he/she will assign the administrator or supervisor or another person to conduct the investigation.

**Step 6:** The timeframe for the investigation process is estimated to take ten (10) to twenty (20) business days. During the impartial investigation, the investigator should contact the person who initiated the complaint on an ongoing basis in order to obtain additional information and update him/her about the status of the investigation, and provide the opportunity for the complainant to identify witnesses or parties involved, or present other evidence to the investigator if applicable. Whoever conducts the investigation will complete the Investigation Report Form and submit a copy to the Title IX Coordinator. To ensure that the discrimination/harassment does not recur, the following remedies are examples of actions that could be taken: disciplinary action, change in classroom assignment or schedule, mediation, etc. Such actions should be processed through regular administrative channels.

**Step 7:** To the extent permitted by the FERPA, 20 U.S.C. 1232g and Ohio Revised Code 3319.321, written notice of the outcome of the complaint will be provided to the parties within (3) three business days following the completion of the investigation. If a party is not satisfied with the results of the investigation, he/she may appeal to the Superintendent/designee. The decision of the Superintendent/designee is final.

**Step 8:** If the accusation is substantiated, the MVCTC will take appropriate steps within (10) ten business days to remedy harm to the victim as appropriate and to prevent recurrence of the discrimination/harassment. The immediate supervisor or building administrator shall be responsible for implementation of appropriate remedies such as disciplinary action, change in classroom assignment or schedule, mediation, etc.

MVCTC is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790; [www.council.org](http://www.council.org).

We are a University System of Ohio Technical Center under the Ohio Department of Higher Education (ODHE), and a member of the University System of Ohio Talent Development Network



6800 Hoke Road Clayton, Ohio 45315-9740  
937-854-6297 Fax 937-837-5619  
<http://ae.mvctc.com>

**ADULT EDUCATION – ENROLLMENT CONTRACT**

**PLEASE PRINT**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (M.I.) (Maiden)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

*To be completed by MVCTC Staff*

Program Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Clock Hours: \_\_\_\_\_ Weeks: \_\_\_\_\_ (As shown on Specific Program Sheet)

**CERTIFICATES:** A Certificate of Completion and a statement of the hours completed and competencies achieved are provided for successful program completion. For students who complete programs with greater than 600 hours, a Career Passport is presented.

**CANCELLATION / TERMINATION BY THE SCHOOL:** Those failing to meet minimum standards will be considered for termination upon review of their records by the Adult Education Supervisor, Coordinator, or Counselor – individually or as a panel. The Adult Supervisor's decision will be final and based upon the criteria below.

- **SATISFACTORY ACADEMIC PROGRESS:** Students must maintain a grade average which indicates satisfactory progress toward a certificate (see Probation Policy). Progress is reviewed at the end of each class, term, or quarter. Program minimum grade requirement must be met to achieve satisfactory academic progress.
- **PROBATION POLICY:** Any student considered to be making unsatisfactory progress may be placed on probation for up to a 30-day period. At the end of that period, the student's progress would be evaluated. Progress must be deemed satisfactory to allow continuation in the program.
- **DUE PROCESS RIGHTS:** Students are expected to follow all school policies. Students should attempt to resolve all issues at the lowest possible level starting with the instructor. However, if the outcome from a school official's decision is regarded as unfair, the student has a right to an informal hearing with the Supervisor of Adult Education. At an informal hearing the student has the right to present his/her side of issues, and to challenge allegations from others. A request for an informal hearing should be made directly to the Supervisor of Adult Education. If grievances are not resolved at the institutional level, contact the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. 770-396-3898. Anonymous letters will not be considered.

**CANCELLATION / TERMINATION BY THE STUDENT:** A student who finds it necessary to withdraw from a course must do so in person at the Adult Education Office. Notification given to an instructor does not constitute an official withdrawal. Failing to officially withdraw can lead to additional fees or loss of eligibility for a possible refund (see Refund Policy). Withdrawal without notification will result in a grade of "F" and forfeiture of all fees paid.

**REFUND POLICY:** A refund applies only to the tuition. There is no refund for books, tools, uniforms, or other objects or supplies which become the property of the student. A \$25 non-refundable processing fee is deducted from all refunds. Refunds will be made within 30 days. Title IV funds will follow the federal guidelines.

- If a student withdraws on or before day 1 of the term: 100%
- Between day 2 and including 10% of the term: 90%
- Between 11% and including 25% of the term: 50%
- Between 26% and including 50% of the term: 25%
- Between 51% and end of term: No refund

**TUITION PERIODS & CHARGES:** As outlined on attached **Specific Program Sheet**. (pg. 3/4)

**TERMS OF PAYMENT:** Payments are due as outlined per attached **Specific Program Sheet**. (pg. 3/4) For students who are unable to meet the term/course costs, a payment plan is available where ½ of the term/course cost can be paid in advance of the class start and the remaining ½ is due by mid-term/mid-course.

**METHOD OF PAYMENT**

*To be completed by MVCTC Staff*

Financial Aid

Self

Agency/Other

Applicants are considered officially enrolled when one of the following conditions are met:

**EMPLOYMENT GUARANTEE:** Miami Valley Career Technology Center cannot and does not guarantee employment.

**ADDITIONAL PROGRAM REQUIREMENTS:** I understand there may be special program requirements such as criminal background check, doctor's physical, immunizations, and/or drug screening.

***I have read, understand and agree to the terms of this agreement. I accept financial responsibility for charges that are not covered by financial aid, agency, or employer. I further acknowledge I have received a copy of this agreement that includes the related Specific Program Sheet with associated costs.***

Student Signature: \_\_\_\_\_  
(If under age 18, must have parent/guardian signature)

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
(MVCTC Staff Member)

Date: \_\_\_\_\_

School Official: \_\_\_\_\_

Date: \_\_\_\_\_

# **Student Handbook**

**2019 – 2020**



**POLICIES AND REGULATIONS  
for Career Programs**

**<http://mvctc.com/ae>**

**6800 Hoke Road  
Englewood, OH  
(937) 854-6297  
800-716-7161**

Rev. 06/03/19

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## MISSION STATEMENT

*We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.*

## APPROVAL AND ACCREDITATION

Miami Valley Career Technology Center functions within the jurisdiction of the Ohio Department of Higher Education, University System of Ohio and accreditation approval is provided by the Council on Occupational Education (COE).

## ADMISSION POLICY AND REQUIREMENTS

Students must have earned a high school diploma or GED to enroll in a program that is eligible for federal financial aid or as required by the respective program. Prior to registering, every prospective student must complete a three-part entrance assessment. To qualify for admission, a student must achieve the required score levels for the desired program. Different programs require different Work Keys ® score levels for admission. If program specific information is applicable you will find it attached as an addendum.

### Registration

Applicants who meet entrance requirements and follow the registration process are considered to be officially enrolled when *one* of the following conditions is met:

1. First payment period fees are paid by cash, check, or credit card, *or*
2. A contract with a funding agency is confirmed, *or*
3. Arrangements for a Pell Grant and/or Stafford Loan are confirmed

**Confirmation of Acceptance** – Students will receive a letter with scheduled report time and location stating the student is admitted to the program.

### Class Cancellation

The school reserves the right to cancel a class due to insufficient enrollment. If class is canceled for any reason, students are notified by mail, electronically, or telephone, and a full refund is issued. Please allow four weeks for a refund check to be processed. Credit card accounts can be refunded immediately.

### Tuition and Fee Payments

- Payments are made based on payment periods which vary by program.
- Payment must be determined for each succeeding payment period prior to the start of said payment period.
- Requests for special payment arrangements are discouraged; however, such requests will be considered by the Adult Education Supervisor on a case-by-case basis. The decision of the Adult Education Supervisor is final.
- Failure to pay course fees in accordance with the appropriate written schedule can result in the offending party's termination from the program.



## STANDARDS FOR SUCCESSFUL PROGRAM COMPLETION

1. Attend a minimum of 90% for each class
2. Maintain satisfactory grades for assignments, projects, and tests
3. Satisfy all class fee requirements

## ATTENDANCE POLICY

Students are expected to be present at all class sessions. Instructors are required to record individual student attendance accurately. Federal financial aid regulations, as well as certain sponsoring agencies, require a specified rate of attendance in order to maintain funding eligibility.

Any non-attendance is regarded as an absence. In order to qualify for a MVCTC certificate of completion, a student must attend a minimum of 90% of the course hours. If program specific information is applicable you will find it attached as an addendum. Some programs may have higher attendance requirements due to specific accreditation standards. Programs require participation in clinical, internships or off campus projects. These experiences may require attendance outside the regularly scheduled class times.

1. Attendance records are reviewed weekly. The maximum permissible rate of absence for a program is ten percent (10%) of the clock hours. Students will be issued a warning letter when the rate of absence exceeds five percent (5%) of the clock hours per term.
2. *Students who have or exceed* an absence rate of ten percent (10%) of the clock hours per term are subject to dismissal from the program. A termination letter will be issued by the Adult Education Supervisor to a student which may result in dismissal.
3. The process for issuing letters will begin with the instructor notifying the Adult Education Coordinator about student absences. The coordinator will verify hours of absence and send an email with the information to the Adult Education Supervisor. The Adult Education Supervisor will issue letters by mail and/or through the Adult Education Coordinator. The Adult Education Supervisor will send email to the appropriate staff.

Students who present proper documentation will be excused to serve Jury Duty, however other court appearances which result in absence are subject to the attendance policy provisions noted below. Special arrangements are made for students called to military duty.

## Tardiness Policy

Late students will be admitted to class; however, time missed will be recorded, compiled, and applied to the attendance record. If program specific information is applicable you will find it attached as an addendum.

## Make Up Credit

Each student is responsible to complete assignments, projects, or work that is missed *within one week of absence*.

To earn a certificate of completion, course work must be satisfactorily completed within an appropriate period of time, which is set by the instructor or supervisor.

Course work required for certificate completion due to extended absence will be specified in a written document signed by the student and appropriate MVCTC official.

**Options for Make-Up Credit (for class hours);** to be completed within one week of class end date.

Hours may be made up by the following methods:

1. Additional hours at a job site
2. Additional class assignment
3. For trades classes, completion of Manufacturing Skills Standards Council (MSSC) module in computer skills lab (Room 410)

### **Grading Policy**

The nature of skill training sometimes makes it difficult to utilize an academic rating scale. However, when grades are given, the following grading scale will be used. Program specific information for health occupations will be included as an attached addendum.

#### **MVCTC:**

100 – 90	=	A
89 – 80	=	B
79 – 70	=	C
69 – 0	=	F

#### **FAA and NCCER Certification Test**

100 – 70	Passing
69 – 0	Failing

A student may receive a grade of “Incomplete” in the event that a specific course assignment, project, or requirement has not been finished. All course requirements must be resolved within a reasonable time frame before a certificate of completion and other records can be issued and/or released. A grade of “F” or an unresolved grade of “Incomplete” indicates that a student was not successful.

### **VA Reporting**

The school has the responsibility to report to the VA within 30 days when any of the following changes of status occur:

- Failure to continue attendance
- Failure to maintain good conduct
- Withdraw from school/classes

### **Satisfactory Academic Progress**

Students must maintain a grade average which indicates satisfactory progress toward a certificate (see Probation Policy). Progress is reviewed at the end of each term. Program minimum grade requirement must be met to achieve satisfactory academic progress.

## **POLICIES AND PROCEDURES**

### **Probation Policy**

Any student considered to be making unsatisfactory progress may be placed on probation for a 30-day period. At the end of that period, the student’s progress would be evaluated. Progress must be deemed satisfactory to allow continuation in the program.

### **Termination Policy**

Those failing to meet these minimum standards will be considered for termination upon review of their records by the Adult Education Supervisor, Adult Education Coordinator, or Adult Education Counselor – individually or as a panel. The Adult Education Supervisor’s decision will be final.

### **Certificates**

A Career Passport is presented to all students who successfully complete a career training program. The Career Passport includes a certificate of completion and a statement of the hours completed and competencies achieved. Certificates will be available within 2 weeks of the course ending.

### **Transfer of Credit Policy**

The school will forward a record of the student to another school or employer only upon written request, and in accordance with Section 438 of Public Law 93-380, known as the “Family Education Rights and Privacy Act of 1974”. In addition, students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students

moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education. There is no cost to the student.

**Transcript Policy**

Each student completing a program of courses will be provided a final transcript as part of the Career Passport. Additional transcript(s) will be provided on request when available with a processing fee of \$5.00 per transcript.

**WITHDRAWAL/REFUND POLICY**

**Withdrawal from a Course**

A student who finds it necessary to withdraw from a course must do so in person at the Adult Education Office. Notification given to an instructor does not constitute an official withdrawal. Failing to officially withdraw can lead to additional fees or loss of eligibility for a possible refund (see Refund Policy). Withdrawal without notification will result in a grade of “F” and forfeiture of all fees paid.

**Refund Policy**

A refund applies only to tuition. There is no refund for books, tools, uniforms, or other objects or supplies which become the property of the student. Refunds may be determined based on weekly tuition if it is in the student’s best interest.

If a student withdraws on or before day one of the payment period (School retains a \$25 nonrefundable processing fee)	100% of tuition
Between day two and including 10% of the payment period (School retains a \$25 nonrefundable processing fee)	90% of tuition
Between 11% and including 25% of the payment period (School retains a \$25 nonrefundable processing fee)	50% of tuition
Between 26% and including 50% of the payment period (School retains a \$25 nonrefundable processing fee)	25% of tuition
Between 51% and end of payment period	No refund

**Return to Title IV Funds Policy**

Refunds to the financial aid programs (Pell Grant, Stafford Loan, and Parent Loan) will be made according to the federal Return to Title IV Funds Policy. These are generally prorated based on attendance if the withdrawal date occurs within the first 60% of the payment period. Depending on individual case circumstances, both the student and MVCTC may be required to return money to the funding sources. In addition, the student may incur a balance due to MVCTC.

\*In order to qualify for federal funding, students must maintain 90% or greater attendance.

### **Student Code of Conduct**

Adult students are to act in a mature, responsible manner. In the event that an adult student's conduct is disruptive to the educational process or destructive to property, in either the classroom, lab, or clinical area, it will be necessary to take corrective action.

Students are expected to demonstrate the following:

1. A desire to learn and develop their professional skills
2. Preparation for each class
3. Good attendance and punctuality
4. Positive classroom participation
5. A courteous, respectful and non-judgmental attitude towards staff and other students
6. A willingness to receive constructive feedback
7. The desire to take responsibility for their own values, attitudes, inter-personal relationships and academic performance

Students are expected to abstain from the following:

1. Insubordination - a student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
2. Disruption - a student shall not by use of violence, fighting, force, coercion, threat, harassment, unnecessary noise or talking, or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
3. Use of tobacco and illegal drugs. MVCTC is a smoke-free, tobacco-free, and drug free campus. E cigarettes are not permitted.
4. Theft
5. Possession of dangerous weapons
6. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances. MVCTC reserves the right to perform unannounced random drug testing. Medications that are prescribed by a physician, including medical marijuana, that may impede performance are prohibited. Facility agreements may identify additional prohibited substances.
7. Inappropriate dress
8. Frightening, degrading, or disgraceful acts
9. Bullying
10. Use of electronic devices including cell phones that are being used as a disruption to the educational process. Improper use of social media that is disruptive to the classroom climate including texts, use of Twitter and Facebook are unacceptable
11. Dishonesty
12. Illegal acts
13. Violation of confidentiality/ Health Insurance Portability and Accountability Act (HIPAA).
14. Falsification of forms, including failure to disclose information.
15. Possession or use of cellular phones/electronic devices is prohibited at all clinical/externship/internship sites.

Violation of the Student Code of Conduct can result in emergency (temporary) removal or dismissal (permanent) from the program.

### **Cheating/Plagiarism**

Cheating and plagiarism, in either the classroom or clinical setting, are grounds for dismissal. A student dismissed for either reason will not be permitted to return at a later date.

### **Due Process Rights**

Students are expected to follow all school policies. Students should attempt to resolve all issues at the lowest possible level starting with the instructor. However, if the outcome from a school official's decision is regarded as unfair, the student has a right to an informal hearing with the Adult Education Supervisor. At an informal hearing the student has the right to present his/her side of issues, and to challenge allegations from others. A request for an informal hearing should be made directly to the Adult Education Supervisor. The supervisor may require the request to be made in writing.

Requests for readmission begin with the Adult Education Supervisor. An appropriate plan will be developed for the student to return to good standing. Additional criteria may be needed to meet individual program requirements.

If grievances are not resolved at the institutional level, contact the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. 770-396-3898. Anonymous letters will not be considered.

### **Medication at School**

Ideally all medication should be taken at home. Any student who is required to take prescribed medication during regular school hours should be able to produce the following documentation when requested:

1. Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported and signature of physician.
2. Medication is to be brought to school in a container appropriately labeled by the pharmacy or physician.
3. Physician's name, address, and phone number are to be included.
4. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances. MVCTC reserves the right to unannounced random drug testing. Medications that are prescribed by a physician, including medical marijuana, that may impede performance is prohibited. Facility agreements may identify additional prohibited substances.

### **Counseling**

The Adult Education Counselor will assist students/applicants with registration; provide applications and information about financial assistance, assist in arranging assessment services, and assist in identifying a realistic program selection based upon skills, aptitudes, interest, and job availability. There is a student advocate made available upon request or recommendation to assist students in accessing community resources.

### **Refreshment Services**

Vending machines and break areas are located in the West Building, Student Activity Center and in the new Adult Education Building vending/food area. These are available for adult use during class breaks. No food or drinks are to be consumed in the classrooms or labs, with one exception: bottled water is permitted.

### **Building Opening and Closing**

The use of facilities and equipment is limited to the published class start and end times. All adult programs are to be completed and students are to leave campus no later than 10:00 PM.

### **School Closing due to Bad Weather**

*The decision whether to cancel adult daytime classes is not related to decisions regarding high school classes.*

Decisions affecting adult daytime classes will be posted on the MVCTC Adult Education website <http://mvctc.com/ae> and recorded on the greeting of the receptionist's telephone 937-854-6297. It is recommended that each class establish a student "phone tree" should it be necessary to communicate information.

The decision whether to cancel adult evening classes is not related to decisions regarding daytime classes. All classes – day and evening - will be addressed on an individual basis and announcements will be posted on the opening page of the MVCTC Adult Education website.

Decisions affecting evening classes starting after 3:00 PM will be announced no later than 1 ½ hours prior to the class start time. Decisions affecting evening classes with a start time of 5:30 PM or later will be announced no later than 4:00 PM.

### **Lost and Found**

Items found may be delivered to the Adult Education Office. Lost items may be claimed at the office.

### **Safety Practices**

MVCTC has the right to establish clothing regulations in the shop or instructional areas where certain forms of clothing may be hazardous, unsafe, or inappropriate. Any equipment lacking safety devices should be reported to the instructor.

### **Borrowing Equipment**

Unauthorized and unplanned borrowing of equipment is not permitted. All equipment is assigned to a designated location and must be readily available to all scheduled classes. Equipment needs should be conveyed to the appropriate supervisor with sufficient advance notice.

### **Shop Regulations**

Labs and equipment used during a class session are to be left in proper order and condition. Students are required to assist in the clean up of the lab at the end of each class session. Students must notify the instructor if they are leaving the lab area. No food or drinks (except bottled water) are permitted in the lab area. Work in the lab without the presence of the instructor is not permitted.

### **Transportation**

Transportation to school or to clinical or lab sites is the responsibility of the student.

### **Parking Regulations**

Students are to park their cars in designated areas. Parking spaces in front of the West Building are for visitors only. Handicap parking is available and is designated at convenient locations to enter each building on campus. Ample lighted parking is available at the school in the student parking lots. Please do not park in fire lanes, other posted areas, or on the grass.

### **Smoking**

*This is a nonsmoking, tobacco free campus. Smoking or the use of any form of tobacco is not permitted anywhere on school property. E Cigarettes are not permitted.*

### **Public Information Access**

Information pertaining to crime statistics and other issues of possible concern is available on the district website [www.mvctc.com](http://www.mvctc.com).

## EQUAL OPPORTUNITY

*The Miami Valley Career Technology Center provides equal admission opportunities, equal educational opportunities, and equal employment opportunities without regard to race, religion, color, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.*

### **NONDISCRIMINATION/HARASSMENT (Reference MVCTC Board Policy 5517)**

#### Nondiscrimination

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined more fully below.

Employees or students who engage in discrimination and/or harassment (referred to as "discrimination/harassment" in this Policy) of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a complaint; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

#### Harassment

The Board is committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, disability, age or sex is prohibited on school grounds and at all school functions.

Prohibited harassment includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer, or other verbal, nonverbal or physical conduct on one or more of the bases stated above. Prohibited harassment will not be tolerated by students or staff towards other students or staff.

#### Prohibited Harassment of Students

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the student when:

- A. submission to or rejection of such conduct by a student is used as the basis for educational judgments or conditions affecting the student; or
- B. such conduct has the purpose or effect of unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; creating an intimidating, hostile or offensive educational environment; or otherwise adversely and unreasonably impacting upon a student's educational opportunities.

#### Harassment of Employees

Prohibited harassment is conduct arising out of or related to the race, color, national origin, ancestry, citizenship, religion, disability, age or sex of the employee when:

- A. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- B. submission to or rejection of such conduct by an employee is used as the basis for employment judgments affecting the employee; or
- C. such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance; creating an intimidating, hostile or offensive working environment; or otherwise adversely and unreasonably impacting upon an employee's employment opportunities.

#### Reporting and Investigating Discrimination/Harassment

It is the responsibility of every supervisor and administrator to recognize acts of discrimination/harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and are responsible for implementing the discrimination/harassment complaint resolution procedures established through this policy.

Discrimination/harassment complaints for all protected bases of prohibited discrimination/harassment (race, color, national origin, ancestry, citizenship, religion, disability, age or sex) go to the district's Title IX Coordinator, the Director of Student Services, who handles more than Title IX sex discrimination. The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315 (937) 837-7781.

Persons who have reason to believe that discrimination/harassment has occurred should promptly report the incident as follows:

- A. If the persons so reporting are students or parents, to the principal, director, a school counselor or the Title IX Coordinator.
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the persons so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged harasser, then to the Business Manager/Personnel Director.

Contact information for the above individuals may be found on the Board's website:  
<http://www.mvctc.com>.

Staff members must document all reports of incidents of discrimination/harassment as well as any incidents they observe in writing to the person(s) identified above.

If not reported to the Title IX Coordinator, the person receiving the report will ensure that the Title IX coordinator receives prompt notice of the complaint.

If a staff member has reason to believe s/he is observing prohibited discrimination/harassment by an individual over whom the staff member has supervisory authority, the staff member should intervene to stop the discrimination/harassment, unless circumstances exist which would make such intervention dangerous.

#### Communication

The Superintendent is directed to make every effort to make certain that everyone affected by the policy shall be informed of its provisions and also that infractions of it may be in violation of federal or state civil and/or criminal laws. It is the intention of the Board to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

#### Review and Reporting

The Superintendent will report annually to the Board on reported harassment incidents.

#### Training

The Superintendent will coordinate comprehensive training for Miami Valley Career Technology Center (MVCTC) officials, administrators, staff, and security personnel responsible for implementing and enforcing Federal anti-discrimination and anti-harassment laws and related policies and procedures.

#### Office for Civil Rights



An individual may, at any time, contact the U.S. Department of Education, Office for Civil Rights at:  
Office for Civil Rights at:

U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115

Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315 (937) 837-7781. Contact information for other individuals identified in this Regulation may be found on the Board's website: <http://www.mvctc.com>.

Steps for Administrators to Follow in Processing Reports about Discrimination and/or Harassment (referred to as "nondiscrimination/harassment" in this regulation)

Step 1: All reports should be directed to:

- A. If the persons so reporting are students or parents, to the principal, director, a school counselor or the Title IX Coordinator.
- B. If the persons so reporting are employees, to their immediate supervisor or the Title IX Coordinator.
- C. If the persons so reporting are third parties (not a student or an employee), to the Title IX Coordinator, or if the Title IX Coordinator is the alleged discriminator and/or harasser, then to the business manager/personnel director.

The Title IX Coordinator may be contacted at 6800 Hoke Road, Englewood, OH 45315, (937) 837-7781. Further contact information may be found on the Board's website: <http://www.mvctc.com>.

Any administrator or supervisor who receives a report must notify the Title IX Coordinator within three (3) business days to let him/her know of the report and to obtain help if needed. The business manager/personnel director shall assume responsibilities otherwise assigned to the Title IX Coordinator if the Title IX Coordinator is a party at interest in the complaint.

OPTIONAL Step 2: Within five (5) business days of receipt of a report of discrimination/harassment, the administrator or supervisor will offer the complainant an informal resolution process to attempt to resolve the complaint through informal discussion and problem solving first. Participation in the informal process is voluntary and the formal process is the default process to be used. If the complainant chooses to participate in an informal process, it will be with appropriate involvement by the MVCTC (e.g., participation by a counselor, trained mediator, or if appropriate, a teacher or administrator). In some cases, such as alleged sexual assaults, an informal process such as mediation is not appropriate, even on a voluntary basis. The complainant has the right to end the informal process at any time and begin the formal process.

Step 3: If Step 2 does not produce a resolution within (5) business days or the complainant does not agree to informal resolution of the complaint, the administrator or supervisor will initiate the formal reporting process.

Step 4: When initiating the formal process, the administrator or supervisor will share the following with the complainant:

- A. "Confidentiality" means that the person's identity will remain unknown to the person(s) he/she is accusing. To the extent that the complainant requests confidentiality or asks that the complaint not be pursued, the MVCTC will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the complainant continues to ask that his/her name or other identifiable information not be revealed, the MVCTC will explain that it must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The MVCTC will weigh the request for confidentiality against the following factors:

the seriousness of the alleged discrimination/harassment, the complainant's age, whether there have been other discrimination/harassment complaints about the same individual, and the alleged discriminator's/harassers rights to receive information about the allegations if the information is maintained by the MVCTC as an "education record" under FERPA.

- B. The Superintendent and Title IX Coordinator will receive a copy of all reports written about this matter, unless either is a party at interest.
- C. MVCTC will use a preponderance of the evidence standard to investigate allegations of discrimination/harassment.
- D. Minor students do not need parental permission to file complaints or participate in the complaint process; however, parents will generally be informed of cases involving their children.
- E. There is a prohibition of retaliation against persons who report alleged discrimination/harassment or participate in the investigation process.

Step 5: Within seven (7) business days of the discrimination/harassment being reported, the administrator or supervisor will have the complainant fill out the Discrimination/Harassment Complaint Form. If after reading the complaint, the administrator or supervisor believes a different procedure is more relevant, the administrator or supervisor will so advise the complainant. If not, the administrator or supervisor will send a copy of the Form to the Title IX Coordinator within three (3) business days and he/she will assign the administrator or supervisor or another person to conduct the investigation.

Step 6: The timeframe for the investigation process is estimated to take ten (10) to twenty (20) business days. During the impartial investigation, the investigator should contact the person who initiated the complaint on an ongoing basis in order to obtain additional information and update him/her about the status of the investigation, and provide the opportunity for the complainant to identify witnesses or parties involved, or present other evidence to the investigator if applicable. Whoever conducts the investigation will complete the Investigation Report Form and submit a copy to the Title IX Coordinator. To ensure that the discrimination/harassment does not recur, the following remedies are examples of actions that could be taken: disciplinary action, change in classroom assignment or schedule, mediation, etc. Such actions should be processed through regular administrative channels.

Step 7: To the extent permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and Ohio Revised Code 3319.321, written notice of the outcome of the complaint will be provided to the parties within (3) three business days following the completion of the investigation. If a party is not satisfied with the results of the investigation, he/she may appeal to the Superintendent/designee. The decision of the Superintendent/designee is final.

Step 8: If the accusation is substantiated, the MVCTC will take appropriate steps within (10) ten business days to remedy harm to the victim as appropriate and to prevent recurrence of the discrimination/harassment. The immediate supervisor or building administrator shall be responsible for implementation of appropriate remedies such as disciplinary action, change in classroom assignment or schedule, mediation, etc.

To access the on-line Bullying/Sexual Harassment/Racial Harassment Reporting Form, go to: [www.mvctc.com](http://www.mvctc.com)

#### **PUBLIC RELATIONS & DIRECTORY INFORMATION**

The MVCTC follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the MVCTC guidance department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on professional and educational videos, printed materials, CTC Tube, and the MVCTC web site. School staff and administration

will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the MVCTC student services department in writing by October 1<sup>st</sup> of the school year or within 30 days of enrollment at MVCTC.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MVCTC district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of

the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

MVCTC will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MVCTC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

MVCTC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MVCTC will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

CARPENTRY

Course Name	Course Description
Heartsaver First Aid/CPR/AED	This is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. First Aid courses are designed to meet OSHA requirements.
OSHA 30	This 30-hour course is a more comprehensive in-depth look into the construction safety standards. The curriculum outline for this course is provided and approved by OSHA. Students that successfully complete this course will be issued an OSHA 30 card.
Core (NCCER)	The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any NCCER craft area.
Carpentry I (NCCER)	Level I consists of 180 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Building Materials; Fasteners and Adhesives; Hand and Power Tools; Reading Plans and Elevations; Wall, Ceiling and Roof Framing; Basic Stair Layout.
Carpentry II (NCCER)	Level II consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Commercial Drawings; Roofing Applications; Exterior Finishing; Drywall Installation and Finishing; Doors and Door Hardware; Suspended Ceilings; Window - Door - Floor and Ceiling Trim.
Carpentry III (NCCER)	Level III consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Rigging Equipment; Rigging Practices; Properties of Concrete; Reinforcing Concrete; Handling and Placing Concrete; Foundations and Slab-On-Grade; Vertical Formwork; Horizontal Formwork.
Carpentry IV (NCCER)	Level IV consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Site Layout One - Distance Measurement and Leveling; Site Layout Two - Angular Measurement; Advanced Roof Systems; Advanced Wall Systems; Advanced Stair Systems; Introduction to Light Equipment; Welding; Commercial Finish Work; Site Preparation.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

CENTRAL SERVICE/STERILE PROCESSING TECHNICIAN

Course Name	Course Description
Central Service/Sterile Processing Technician	Course preparation includes Human Anatomy, Microbiology, Decontamination, Sterilization, Inventory Control, and Instrumentation Processing.
Central Service/Sterile Processing Technician Clinical Experience	Includes 530 hours of clinical externship working one-on-one with a hospital preceptor for on-the-job training. Upon completion students should be able to demonstrate proper procedures for decontamination, preparation and packaging of instrumentation, sterilization, storage, and distribution.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

DENTAL ASSISTING

Course Name	Course Description
DA 101 - Introduction to Dentistry	History of dentistry in its earliest stages and the men and women responsible for the profession today as well as the dental team, and its function. This course will include the profession, the law, dental ethics and occupational health and safety and the dental assistant's' responsibility in the practice.
DA 102 - Sciences in Dentistry	Development of the face, neck and oral structures and developmental disturbances related to these structures, knowledge of the teeth and associated structures, tooth eruption and understanding the anatomy of these structures.
DA - 103 Preventive Practices in Dentistry	Overview of dental caries, periodontal disease, preventive dentistry, nutrition, oral pathology, microbiology, disease transmission, principles of disinfection, instrument processing, regulatory agencies, waste management and dental unit water lines. Includes CDC and OSHA standards regarding disease transmission, chemical and waste management, dental unit waterlines and ergonomics.
DA 104 - Comprehensive Dentistry I	The maintenance and management of the patient record and its components and become acquainted with the examination and diagnostic techniques for patient assessment. Gain the knowledge and skills needed to perform all entry level activities and knowledge of dental instruments utilized in the clinical setting.
DA - 204 Comprehensive Dentistry II	This course will give the students an opportunity to understand restorative and esthetic dentistry, along with the assistant's role in providing care. Students will be expected to fully participate in lab procedures.
DA 205 - Dental Radiology	Importance of dental radiographs and the skills needed to perform all entry level activities related to radiography, radiographic equipment and radiologic safety including processing of radiographs.
DA 206 - Dental Specialties I	Various specialties in dentistry will be discussed including oral and maxiofacial surgery, periodontics, endodontics, orthodontics and pediatric dentistry. Also includes surgical preparation and procedures.
DA 207 - Clinical Externship	Students complete 150 hours of clinical externship in a Dentist's office working one-on-one with a preceptor for hands on Dental Assisting training.
DA 301 - Business Administration	Introduction to communication in the dental office, including verbal, nonverbal, and written forms of communication. This course will also prepare students for employment, including locating opportunities, preparing their resume, and marketing their skills.
DA 302 - CODA Comprehensive Review	Prepares students to take all three components of the Ohio Dental Assisting Certification Exam. This course will also include infection control, radiation health and safety and general chair-side assisting.
DA 306 - Dental Specialties II	Continuation of topics covered in Dental Specialties I.
DA 307 - Clinical Externship	Students complete 150 hours of clinical externship in a Dentist's office working one-on-one with a preceptor for hands on Dental Assisting training.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

## ELECTRICIAN

Course Name	Course Description
Heartsaver First Aid/CPR/AED	This is a classroom, video-based, Instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. First Aid courses are designed to meet OSHA requirements.
OSHA 30	This 30-hour course is a more comprehensive in-depth look into the construction safety standards. The curriculum outline for this course is provided and approved by OSHA. Students that successfully complete this course will be issued an OSHA 30 card.
Core (NCCER)	The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any NCCER craft area.
Electrical I	Level I consists of 144 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Orientation to the Electrical trade; Electrical Safety; Basic Electrical Construction Drawings; Test Equipment; Introduction to the National Electrical Code; Grounding and Bonding; Introduction to Conduit Bending; Conductors and Cable; Lighting; Circuit Breakers and Fuses.
Electrical II	Level II consists of 144 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Introduction to Electrical Circuits; Electrical Theory; Alternating Current; Devices; Pull and Junction Boxes; Raceways and Fittings; Cable Tray; Residential Electric Services; Motors Theory; Application; Control Systems and Fundamental Concepts.
Electrical III	Level III consists of 144 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Load Calculations - Branch and Feeder Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls;
Industrial Wiring	Learn the standards for layout and construction of electrical circuits for industrial buildings. Includes information on signaling systems, industrial blueprint reading, and the use of special industrial equipment to address common industrial conditions. Additional topics include substation feeder bus systems, trolley busways, motors and air conditioning, and lightning protection.
Motor Control I	Learn the fundamentals of machine control wiring. Topics include control transformers, fuses, disconnects, push buttons, pilot lights, selector switches, relays, timers, motor starters, reversing motor starters, limit switches, and solenoids. Also learn proper wiring, how to read ladder diagrams, and troubleshooting.
Motor Control II	A continuation of Motor Control I with more complicated control diagrams. Topics include multi-speed starters, timers, counters, temperature controls, control panel design basics, drawing ladder diagrams from operations descriptions.
Programmable Controls I	Explains basic programmable controls (PLC) in a hands-on way using Allen Bradley 100. Includes: wiring; programming; writing programs from ladder diagrams; troubleshooting; and program entering.
Programmable Controls II	More complicated control diagrams. Covers: multi-speed starters; timers; counters; temperature controls; control panel design basics; drawing ladder diagrams from operations descriptions.
Programmable Controls III	This course will introduce students to fast responding Input modules and devices, Analog Input/Output Modules, Analog Input/Output Devices, Process Control Signals, PID instructions, hands on wiring and troubleshooting of Analog modules and devices.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297



## HEAVY EQUIPMENT OPERATIONS

Course Name	Course Description
Heartsaver First Aid/CPR/AED	This is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. First Aid courses are designed to meet OSHA requirements.
OSHA 30	This 30-hour course is a more comprehensive in-depth look into the construction safety standards. The curriculum outline for this course is provided and approved by OSHA. Students that successfully complete this course will be issued an OSHA 30 card.
Core (NCCER)	The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any NCCER craft area.
NCCER Certified Training - HEO Level I	Level I consists of 144 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Explain the Basic Terminology, Types and Uses of Equipment; Explain the Responsibilities and Characteristics of a Good Operator; Explain the Importance of Heavy Equipment Safety.
NCCER Certified Training - HEO Level II	Level II consists of 180 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Earthmoving Processes; Advanced Grades; Read Civil Blueprints.
NCCER Certified Training - HEO Level III	Level III consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Finishing and Grading Various Soil Types; Crew Leader Skills.
NCCER Certified Training - Highway/Heavy Construction Level IV	Level IV consists of 120 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key Content: Identify and Explain Earthmoving and Action Operations; Describe the Processing of Aggregates; Explain the Operation of a Concrete Plant; Explain the Operation of a Hot Mix Asphalt Plant; Describe Hot Mix Asphalt Paving Operations, Including Grade Control, Raking and Compaction.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

HEATING VENTILATION, AIR CONDITIONING and REFRIGERATION (HVAC-R)

Course Name	Course Description
Heartsaver First Aid/CPR/AED	This is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. First Aid courses are designed to meet OSHA requirements.
OSHA 30	This 30-hour course is a more comprehensive in-depth look into the construction safety standards. The curriculum outline for this course is provided and approved by OSHA. Students that successfully complete this course will be issued an OSHA 30 card.
Core (NCCER)	The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any NCCER craft area.
HVAC-R Level I	Level I consists of 180 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Introduction to HVAC-R; Trade Mathematics; Copper and Plastic Piping Practices; Soldering and Brazing; Ferrous Metal Piping Practices; Basic Electricity; Introduction to Cooling; Introduction to Heating and Air Distribution Systems.
HVAC-R Level II	Level II consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Commercial Airside Systems; Chimneys, Vents, and Flues; Introduction to Hydronic Systems; Air Quality Equipment; Leak Detection; Evacuation, Recovery, and Charging; Alternating Current; Basic Electronics; Introduction to Control Circuit Troubleshooting; Troubleshooting Gas Heating; Troubleshooting Cooling; Heat Pumps; Basic Installation and Maintenance Practices; Sheet Metal Duct Systems; Fiberglass and Flexible Duct Systems.
HVAC-R Level III	Level III consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Fasteners; Hardware and Wiring Terminations; Control Circuit and Motor Troubleshooting; Troubleshooting Cooling; Troubleshooting Heat Pumps; Troubleshooting Gas Heating; Troubleshooting Oil Heating; Troubleshooting Accessories; Zoning, Ductless, and Variable Refrigerant Flow Systems; Commercial Hydronic Systems; Steam Systems; Retail Refrigeration Systems; Customer Relations.
HVAC-R Level IV	Level IV consists of 216 class hours. Designed by the National Center for Construction Education and Research. Includes lab and lecture. Key content: Water Treatment; Indoor Air Quality; Energy Conservation Equipment; Building Management Systems; System Air Balancing; Construction Drawings and Specifications; Heating and Cooling System Design; Commercial and Industrial Refrigeration Systems; Alternative and Specialized Heating and Cooling Systems; Fundamentals of Crew Leadership.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

MEDICAL ASSISTING TECHNOLOGY

Course Name	Course Description
MA 101 Anatomy and Physiology I	Learn to identify medical terminology, describe the normal structure and function of selected body systems and explain how the major disease processes deviate from the normal body structure.
MA 102 Communication	The student will receive basic information to enhance communication skills.
MA 103 Math	Obtain basic review of math skills and information that is required to provide safe, effective health care to clients.
MA 104 Office Procedures I	Presents an overview of today's healthcare system and the various careers found in the system. Provides fundamental information for duties performed in a medical office and their ethical and legal considerations.
MA 105 Computers I	Provides information pertinent to operating a computer efficiently and to develop correct keyboarding skills concentrating on accuracy of input.
MA 106 Skills I	Develop skills commonly performed in the clinical area of a healthcare office.
MA 107 Pharmacology I	Provides fundamental knowledge of basic pharmacology.
MA 201 Anatomy and Physiology II	Learn to identify medical terminology, describe the normal structure and function of selected body systems and explain how the major disease processes deviate from the normal body structure.
MA 202 Ethics	Provides basic knowledge with regards to medical terminology used in the healthcare field in relationship to ethics.
MA 203 Growth and Development	Provides fundamental knowledge of human growth and development utilizing the seven major life stages.
MA 204 Office Procedures II	This course serves as a continuation of the courses taught in term one with an emphasis on Office Procedures I.
MA 205 Computers II	Understanding the use of electronic medical records and the advancement of technology in the medical office.
MA 206 Skills II	Develop skills commonly performed in the clinical area of a healthcare office. Develop an awareness of the healthcare worker's responsibility with regards to providing a safe environment for themselves, co-workers and patients.
MA 207 Pharmacology II	Introduction to administering medications in a legal and ethical manner.
MA 208 Nutrition	Provides fundamental knowledge of nutrition. The information serves as a foundation for the addition of more complex materials essential to providing safe care in the healthcare setting.
MA 209 Observations	Observation experiences in five medical facilities for a total of 30 hours.
MA 301 Capstone	Understanding how to become productive healthcare employees focusing on finance and management.

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EYE CARE-OPHTHALMIC ASSISTANT

Course Name	Course Description
OT 102 - Professional Skills	Covers study skills and utilization of course resources to assist the student in successful completion of the program. In addition, this course will include CPR certification, Communication, Professionalism, Ethics and HIPAA regulation.
OT 103 - Basic Ocular Anatomy, Physiology and Terminology	This course covers anatomy, physiology and terminology related to the eye and general anatomical systems.
OT 104 - Basic Ophthalmic Testing	This course involves study of and practical experience in patient pretesting as well as the specialized testing procedures. The history of optometry/ophthalmology, relationships between optometry, ophthalmology and opticianry and various paraprofessional careers in vision care.
OT 105 - Ophthalmic Optics	This course covers the properties of light and the function of a lens in vision correction. Included is a review of the basic math needed in vision care and the physiologic aspects of vision. Includes spherical, cylindrical and prism lenses using a Lensometer in the lab portion of the class.
OT 106 - Advanced Optics	This course covers the physiological optics and the uses, structure and function of lenses in the correction of refractive error. This course continues the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses using a Lensometer in the lab portion of the class.
OT 203 - Ocular Disorders/Pathophysiology and Ocular Pharmacology I	Builds on Basic Ocular Anatomy and Physiology as well as covers common ocular pathology with emphasis on disorders and diseases of the eyelids, lacrimal system, orbit and extraocular muscles, conjunctiva, episclera, sclera, tear film layer, cornea, uveal tract, anterior segment, and crystalline lens. Covers the different classes of ophthalmic medications and their use in diagnostics and treatment of eye disorders.
OT 204 - Intermediate Ophthalmic Testing	Provides experience and knowledge in areas of special vision care and procedures. Includes hands-on lab experience of procedures learned in lecture.
OT 205 - Basic Contact Lens Dispensing	Covers the basics of soft and hard contact lenses and the various parameters which make up a contact lens prescription. Includes problems associated with contact lens wear.
OT 206 - Optical Dispensing	Covers introduction/basic ocular dispensing of spectacles. Continues use of the Lensometer in lab.
OT 208 - Clinical Rotation	Students will go out and observe and gradually begin practice of optometric and ophthalmic procedures in order for them to see how what they are learning is put to use in the workplace.
OT 301 - Office Management Procedures	This course is based on performing business office procedures and will include managing telephones, managing appointments, maintaining patient records, performing financial transactions, completion of third-party reimbursement forms, maintaining office and clinic inventory, managing a recall system, and operating business equipment.
OT 304 - Advanced Ophthalmic Testing	Continues the specialized testing from intermediate ophthalmic testing. There will be a continuation of refractometry practical and theory with emphasis on the "unhappy glasses patient." Also includes more advanced testing.
OT 305 - Advanced Contact Lens Dispensing	Covers the advanced parameters of soft and hard contact lenses and the contact lens prescription. Includes problems associated with contact lens wear.
OT 306 - Advanced Optical Dispensing	Covers advanced Ocular Dispensing of Spectacles, including methods of measurement and adjustment of eyewear as well as problem solving. Also covers insertion and removal of lenses as well as frame repairs.
OT 307 - Ocular Disorder/Pathophysiology and Ocular Pharmacology II	Covers common ocular pathology with emphasis on disorders and diseases of the anterior chamber angle, vitreous, retina, optic nerve and visual pathway. Includes systemic disorders and diseases affecting the eye. Covers surgical procedures and the different classes of ophthalmic medications and their use in diagnostics and treatment of eye disorders.
OT 308 - Clinical Rotation	Further allows students to go out and observe and continue practice of optometric and ophthalmic practices in order for them to put to use what they are learning.
OT 401 - Senior Seminar	Students meet for a total of 26 hours in the classroom setting to discuss what they are learning in the clinical setting.

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	Instructors will also complete content review in preparation for the CPOT exam.
OT 408 - Clinical Rotation	Students participate in 32 hours per week for ten weeks of assigned clinical experience in an ophthalmic clinic setting. The student is expected to achieve specific educational objectives determined for this experience.

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PRACTICAL NURSING

Course Name	Course Description
NUR 100 - Introduction to Nursing	Discusses the history of nursing, the nursing profession, nursing organizations, career opportunities, stress & coping, safety, professionalism, communication, accountability, and responsibility.
ESS 101 - Program Essentials for Success	Prepares the student for the challenges of the nursing program including orientation, study skills, test taking strategies, team building, mini Power Path, CPR, Computer skills training.
NAT 102 - Nurse Aide Training Program	See Nurse Aide Training Program Description on page P69.
HCT 103 - Healthcare Terminology/Introduction to Body Structure & Function	Provides an overview of terminology, anatomy, physiology, and disease processes focusing on basic word structure, prefixes, and suffixes. Also describes the organizational structure of the human body including cells, tissues, glands, membranes and organs and the introductory study of the nervous, cardiovascular, respiratory, digestive, urinary, and endocrine systems.
MAT 104 - Healthcare Math/Dosage Calculation	Identifies the metric, apothecary and household units of measurement utilized in drug dosage calculation including equivalencies to convert between units of measurement. Students will calculate IV drip in ml/hr and gtt/min, convert traditional and 24 hour time, and convert Centigrade (Celsius) and Fahrenheit temperature readings.
NUR 201 - Body Structure & Function	Includes the organization and function of the human body including anatomy, physiology, chemistry, biology, microbiology, and related terminology.
NUR 202 - Fundamentals of Practical Nursing	Combines concurrent theory, lab simulation, and clinical care delivery to provide basic knowledge and skills needed to meet client health needs. Emphasis is placed on basic human needs, safety factors, and caring for clients.
NUR 203 - Drug Therapy	Prepares the student to safely and accurately administer medications including calculation of dosages, pharmacokinetics, pharmacodynamics, and administration routes and techniques. Includes lab simulation of medication administration.
NUR 204 - IV Therapy	Provides nursing considerations in IV Therapy to safely meet the needs of their clients in regard to IV Therapy. Consistent with Ohio law (Chapter 4723 Ohio Revised Code) and derived Board of Nursing rules (Chapter 4723-17 Ohio Administrative Code, Role of Licensed Practical Nurses in Intravenous Therapy).
NUR 300 - Adult Nursing I	Covers diagnostic testing, pharmacological therapy, nutrition, and diet therapy for disorders related to Diabetes, and the Integumentary, Cardiac, Renal, Respiratory, and Endocrine systems. Includes lab simulation, and related clinical experiences. The interdependent nature of the nursing process is emphasized throughout the course.
NUR 301 - Adult Nursing II	Covers diagnostic testing, pharmacological therapy, nutrition, and diet therapy related to Pain, Surgery, Cancer, Death and Dying, Immune system, Nervous System, and Eye and Ear disorders. Includes lab simulation, and related clinical experiences. The interdependent nature of the nursing process is emphasized throughout the course.
NUR 302 - Adult Nursing II (Cont.)	Covers diagnostic testing, pharmacological therapy, nutrition, and diet therapy related to the GI tract, orthopedic, and psychological disorders. Includes lab simulation, and related clinical experiences. The interdependent nature of the nursing process is emphasized throughout the course.
NUR 303 - Maternal Newborn	Provides concurrent theory and clinical experiences related to the adaptational needs of the mother, the neonate and the family unit. Includes 7 hours in a clinical setting.
NUR 304 - Growth and Development	This course is a study of the individual's and the family's adaptation throughout all stages of the life continuum focusing on each level of development, with progression from birth to death including biopsychosocial, spiritual, and cultural needs.
NUR 305 - Child & Adolescent	This course provides concurrent theory and clinical experiences related to the adaptational needs of the infant, child, and their family unit. The primary focus is the application of scientific principles and the nursing process to promote, maintain or restore health during childhood. The role of the practical nurse is also emphasized. Includes 14 hours in a clinical setting.
NUR 306 - Ethics	Explores the role of the licensed practical nurse and the opportunities for continuous personal and professional growth within the profession. Current trends in nursing education and practice are discussed to define the essential

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	attributes of nursing practice.
NUR 307 - Capstone Content Review	A Comprehensive Content review to prepare students to take their comprehensive predictor exam and post graduate licensure NCLEX exam. The course uses an online classroom lead by an ATI Capstone Nurse Educator and facilitated by an MVCTC faculty member. As determined by weekly assessments, the course provides each student with an individualized remediation plan based on identified needs.

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PRECISION MACHINING

Course Name	Course Description
Blueprint Reading & Math I	Learn to read basic blueprints. Topics include: interpreting drawing; sketching; inclined surfaces; circular features; scale; symbols; sections; views; chamfers; and one and two-view drawings. Math work includes calculating fractions; decimals; whole numbers; and how to apply these to practical problems.
Blueprint Reading & Math II	Improve blueprint reading skills by learning to compute and apply tolerances, allowances, and inch and metric fits. Topics include: thread fasteners; revolved and removed sections; development drawings; auxiliary views; view arrangement; piping; bearings; castings; steel specifications; and aligning parts and holes. Math calculations include powers; square roots and working with shop formulas. Students also study and solve problems relating to geometric shapes.
Blueprint Reading & Math III	Solve difficult blueprints and learn about pin fasteners, broken out and practical sections, chain dimensions, assembly drawings, structural steel shapes, cams, gears, and ratchet wheels. Students also study modern engineering tolerances which involve solving ratio, direct, and inverse problems. Students also calculate 90 degree triangles as well as oblique triangles. Calculator interpolations are also taught.
Introduction to CNC Machining and Programming	This course is designed to provide the basic knowledge and skills required to create a CNC program that will convert stock material into a finished product. The student will be capable of defining the list of required processes, their logical/optimum sequence, create the complete CNC part program, install the appropriate tools correctly, establish the program zero point, and perform corresponding tool offsets. The course emphasis is structured to include classroom instructional theory and hands-on operations.
CNC I	Class combines lecture with individual project work. Software used is the latest version of Feature Mill that calculates speeds and feeds, generates an NC program for a CNC machine, provides 2D & 3D animated color toolpath verification, and creates and prints detailed manufacturing process plans with detailed tool lists and NC codes.
CNC II	For the student who is familiar with computer programming and machine operation, who has CNC experience, is comfortable in the Windows environment, and is familiar with the latest release of Feature Mill.
Machine Shop I	Course includes 18 hours of Blueprint Reading and Math I. Learn to safely operate engine lathes, vertical mills, surface grinders, saws, and drill presses.
Machine Shop II	Course includes 18 hours of Blueprint Reading and Math II. Students manufacture projects requiring close tolerances, make precision layouts, perform lab tasks such as set up sine bars and plate, indicate in four jaw chucks, weld band saw blades, and grind drills. An essential part of this course is introduction to CNC machining and programming and CNC I. The CNC class combines lecture with individual project work. Software used is the latest version of Feature Mill which calculates speeds and feeds, generates an NC program for a CNC machine, providing 2D animated color tool path verification and detailed manufacturing process plans with tool lists and NC codes.
Machine Shop III	Course includes 18 hours of Blueprint Reading and Math III. Students are required to manufacture projects of very close tolerance ( $\pm .0002$ ). Calculate and set up an index head, calculate and turn a taper using taper attachment and tail stock offset mode, study CNC mill operations, and write a program utilizing Fanuc computer software. Also included in this course is CNC II. Students must be familiar with computer programming and machine operation, have CNC experience, be familiar with the Windows environment and the latest release of Feature Mill.
Robotics and Advanced Manufacturing	Course includes This is a hybrid course that includes both online and lab curriculum. 30 hours curriculum must be completed before starting hands-on training. The hands-on training will include utilizing the "Teach Pendant" to operate the FANUC robots. The training is done in the new state-of-the-art Robotics & Advanced Manufacturing Technology Collaborative (RAMTEC) lab. FANUC America Corporation provides industry-leading robotics, CNC systems, and factory automation. FANUC's innovative technologies and proven expertise help manufacturers in the Americas maximize efficiency, reliability and profitability. Through a unique partnership with FANUC, RAMTEC offers both CNC certification and robotics certification. Students will also learn basic operations and programming as well as troubleshooting and maintenance.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297



VETERINARY ASSISTANT

Course Name	Course Description
Animal Anatomy and Physiology	This course includes a survey of major body systems, structures, and functions; species comparisons; common pathologies of small animals. Students also learn medical terminology.
Animal Behavior and Handling	Learn to safely restrain and handle dogs and cats. Understand their normal behavior and behavior problems.
Clinical Pathology	Learn to perform routine veterinary office tests such as basic blood counts, urinalysis, fecal parasite identification, and ELISA test and the safe handling of samples. Prerequisite: Laboratory Skills for the Veterinary Assistant.
Infection Control	Learn the basic principles of disease transmission and control, sanitation, types of pathogens, selection of disinfectants, common infectious diseases of cats and dogs, vaccination and immunity, and zoonosis and prevention.
Laboratory Skills for Veterinary Assistant	Students will learn the role of the Veterinary Assistant in supporting the Veterinarian regarding the many aspects of laboratory diagnosis and testing. Topics include: preparing samples for shipment to referral labs, receiving telephone reports, and lab terminology.
Nutrition of Cats and Dogs	This course includes learning about the basic nutrition of cats and dogs, types of nutrients needed for good health, interpreting labels, computing nutritional needs, evaluating diets, feeding the sick animal, and special dietary needs.
Pocket Pets and Exotics Husbandry	Students will learn the proper care and feeding of small mammals. Gender determination, medical problems, behavior, restraint and handling, and breeding of rodents and rabbits will be emphasized.
Veterinary Nursing	Topics include: convalescent pet care, administering medication, monitoring IV drips, assist in applying and caring for splints and bandages, aseptic techniques, using autoclaves, monitoring anesthesia and recovery, determining vital signs, feeding sick pets, and using and caring for instruments and equipment.
Veterinary Receptionist and Office Procedures	Learn cat and dog breeds, record keeping, the legal aspects of veterinary practice, client education, OSHA regulations, making appointments, and pharmacy procedures.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

## Program Curriculum Design

**Program Title:**

**TOTAL HOURS**

Carpentry

900

TOPIC	THEORY	LAB	CLINICAL	OTHER
CPR/First Aid/AED	2	2.5		
OSHA	31.5			
NCCER CORE	40	14		
Orientation to the Trade	3.5			
**Building Materials, Fasteners, and Adhesives	4	4.5		
Hand and Power Tools	5	5		
Reading Plans and Elevations	15	10		
**Floor Systems	12	15		
**Wall and Ceiling Framing	5	15		
**Roof Framing	15	25		
**Introduction to Concrete, Reinforcing Materials, and Forms	3	3		
**Windows and Exterior Doors	4	9		
Basic Stair Layout	4	9		
Commercial Drawings	9	16		
**Roofing Applications	12	17		
**Thermal and Moisture Protection	5	5		
**Exterior Finishing	10	20		
Cold-Formed Steel Framing	5	10		
**Drywall Installation	5	10		
Drywall Finishing	5	8		
Doors and Door Hardware	9	11		

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Suspended Ceilings	5	10		
Window, Door, Floor, and Ceiling Trim	15	15		
Cabinet Installation	4	10		
Cabinet Fabrication	5	6		
Rigging Equipment	5	5		
Rigging Practices	8	8		
Properties of Concrete	4	6		
**Reinforcing Concrete	5	10		
Handling and Placing Concrete	10	12		
Trenching and Excavating	4	6		
Foundations and Slab-On-Grade	8	12		
Vertical Formwork	14	15		
Horizontal Formwork	10	10		
Tilt-Up Wall Panels	10	10		
Site Layout One – Distance Measurement and Leveling	10	12		
Layout Two — Angular Measurement	12	18		
**Advanced Roof Systems	10	15		
**Advanced Wall Systems	10	15		
Advanced Stair Systems	10	15		
Introduction to Light Equipment	5	5		
Welding	10	10		
Commercial Finish Work	2	3		
**Site Preparation	3	4		
Introductory Skills for the Crew Leader	16			
**Lab Related Special Projects		60		
<b>TOTAL</b>	<b>399</b>	<b>501</b>	<b>0</b>	<b>0</b>

\*\* Includes Green Technology

**GRAND TOTAL**

**900**

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**DENTAL ASSISTING  
CURRICULUM OUTLINE**

<b>Course</b>	<b>Term 1</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total Hours</b>
DA102A	Dental Health Sciences	55	10		65
DA103A	Preventive Practices in Dentistry	20	16		36
DA104A	Comprehensive Dentistry	51	52		103
	<b><i>SUBTOTAL</i></b>				<b>204</b>
	<b>Term 2</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
DA201A	Business Administration	4	8		12
DA202A	Comprehensive Review (CODA)	15	57		72
DA205A	Dental Radiology	20	40		60
DA207A	Clinical Externship			272	272
	<b><i>SUBTOTAL</i></b>				<b>416</b>
	<b>GRAND TOTAL</b>				<b>620</b>

Effective August 2019

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## Program Curriculum Design

**Program Title:**

Electrical

CPR/First Aid/AED	2	2.5
OSHA	31.5	
NCCER CORE	40	14
Orientation to the Electrical Trade	4.5	
Electrical Safety	10	15
Introduction to Electrical Circuits	5	10
Electrical Theory	5	10
Introduction to the National Electrical Code®	4.5	4.5
Device Boxes	4	6
Hand Bending	4.5	12
Raceways and Fittings	10	10
Conductors and Cables	5	5
Basic Electrical Construction Drawings	4	6
Residential Electrical Services	6	9
Electrical Test Equipment	5	10
Alternating Current	9	9
Motors: Theory and Application	10	10
Electric Lighting	6	9
Conduit Bending	8	10
Pull and Junction Boxes	6	7
Conductor Installations	5	5
Cable Tray	3	5
Conductor Terminations and Splices	3	5
Grounding and Bonding	7	8

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Circuit Breakers and Fuses	6	7
Control Systems & fundamental Concepts	6	7
Load Calculations: Branch and Feeder Circuits	8	9
Conductor Selection and Calculations	7	8
Practical Applications of Lighting	4	9
Hazardous Locations	8	7
Overcurrent Protection	10	15
Distribution Equipment	7	6
Transformers	6	6
Commercial Electrical Services	6	10
Motor Calculations	6	8
Voice, Data, and Video	7	3
Motor Controls	8	12
Industrial Wiring	25	29
Motor Control II	20	34
Programmable Controls I	24	30
AC Drives & Motors	24	30
Programmable Controls II	20	34
Programmable Controls III	20	34

**TOTAL**

**420**

**480**

**GRAND TOTAL**

**900**

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## Program Curriculum Design

**Program Title:**

Heavy Equipment Operations

TOPIC	THEORY	LAB	CLINICAL	OTHER
Basic Safety	5	5		
Introduction to Construction Math	10			
Introduction to Hand Tools	5	3		
Introduction to Power Tools	5	3		
Introduction to Construction Drawings	5	5		
Basic Rigging	5	8		
Orientation to the Trade	5			
Heavy Equipment Safety	10	20		
Identification of Heavy Equipment	5	10		
Basic Operations and Techniques	15	20		
Tractors	5	5		
Grades, Part One	15	30		
Introduction to Earthmoving	15	30		
Dump Trucks	5	10		
Rollers	5	20		
Scrapers	5	12		
Loaders	5	30		
Forklifts	5	5		
Excavation Math	9	15		
Grades, Part Two	15	35		
Civil Blueprint Reading	10	15		
Dozers	10	35		

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Backhoes	10	35		
Excavators	10	35		
Motor Graders	10	20		
Advanced Operational Techniques	9	25		
Finishing and Grading	12	40		
Soils	4	4		
CPR/First Aid/AED	2.5	2		
OSHA	31.5			
CDL	40	120		
<b>TOTAL</b>	<b>303</b>	<b>597</b>	<b>0</b>	<b>0</b>

**GRAND TOTAL:**

**900**

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## HVAC-R Program Curriculum Design

TOPIC	THEORY	LAB	CLINICAL	OTHER
<b>CPR/First Aid/AED</b>	2.5	2		
<b>OSHA</b>	31.5			
<b>NCCER CORE</b>	40	14		
<b>HVAC 1</b>				
Introduction to HVAC	4			
Trade Mathematics	4	4		
Basic Electricity	12	20		
Introduction to Heating	15	30		
Introduction to Cooling	15	30		
Introduction to Air Distribution Systems	10	10		
Basic Copper and Plastic Piping Practices	5	15		
Soldering and Brazing	5	20		
Basic Carbon Steel Piping Practices	7	10		
<b>HVAC 2</b>				
Commercial Airside Systems	5	5		
Chimneys, Vents and Flues	5	6		
Introduction to Hydronic Systems	5	5		
Air Quality Equipment	5	6		
Leak Detection, Evacuation, Recovery, and Charging	12	20		
Alternating Current	9	15		
Heat Pumps	10	18		
Sheet Metal Duct Systems	5	18		
Fiberglass & Fabric Duct Systems	2	5		
Basic Maintenance	9	12		
Refrigerants & Oils	5	8		
Compressors	5	8		
Metering Devices	5	8		
<b>HVAC 3</b>				
Fasteners, Hardware, and Wiring Terminations	3	4		
Control Circuit and Motor Troubleshooting	10	18		
Troubleshooting Cooling	10	18		
Troubleshooting Heat Pumps	10	18		
Troubleshooting Gas Heating	10	18		
Troubleshooting Oil Heating	10	18		
Troubleshooting Accessories	2	6		
Zoning, Ductless, and Variable Refrigerant Flow Systems	8	10		
Commercial Hydronic Systems	2	2		
Steam Systems	2	2		
Retail Refrigeration System	2	3		
Customer Relations	4	8		
<b>TOTAL:</b>	<b>306</b>	<b>414</b>	<b>GRAND TOTAL: 720</b>	

**TOTAL:** For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

**MVCTC Adult Education**  
**Medical Assisting Technology**

**CURRICULUM OUTLINE 2018-2019**

<b>Course</b>	<b>Term I</b>	<b>Theory</b>	<b>Lab</b>	<b>Practicum</b>	<b>Total Hours</b>
MA101	Anatomy and Physiology I	40			40
MA102	Communication	16			16
MA103	Math	18			18
MA104	Office Procedures I	48			48
MA105	Computer I	24			24
MA106	Skills I	30	40		70
MA107	Pharmacology I	14	10		24
	<b><i>SUBTOTAL</i></b>	<b>190</b>	<b>50</b>		<b>240</b>
	<b>Term II</b>				<b>Total</b>
MA201	Anatomy and Physiology II	40			40
MA202	Ethics	14			14
MA203	Growth and Development	9			9
MA204	Office Procedures II	24	24		48
MA205	Computer II	24	12		36
MA206	Skills II	24	48		72
MA207	Pharmacology II	10	2		12
MA208	Nutrition	9			9

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

	<b>SUBTOTAL</b>	<b>154</b>	<b>86</b>		<b>240</b>
	<b>Term III</b>				<b>Total</b>
<b>MA301</b>	<b>Capstone</b>	<b>52</b>		<b>168</b>	<b>220</b>
	<b>SUBTOTAL</b>	<b>52</b>		<b>168</b>	<b>220</b>
	<b>GRAND TOTAL</b>	<b>416</b>	<b>116</b>	<b>168</b>	<b>700</b>

\*The 100 and 200 level courses must be completed and the competencies passed prior to MA301 and the uncompensated practicum placement.

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

## Eye Care / Ophthalmic Assistant

### CURRICULUM OUTLINE

Course Number	Term 1	Theory	Lab	Clinical	Total Hours
OA 102	Professional Skills	20			20
OA 103	Basic Ocular Anatomy, Physiology, and Terminology	48			48
OA 104	Basic Ophthalmic Testing	40	36		76
OA 105	Ophthalmic Optics	19	5		24
OA 106	Advanced Optics	18	6		24
	<b>SUBTOTAL</b>	<b>145</b>	<b>47</b>		<b>192</b>
	<b>Term 2</b>				
OA 203	Ocular Disorders/Pathophysiology & Ocular Pharmacology I	38			38
OA 204	Intermediate Ophthalmic Testing	40	30		70
OA 205	Basic Contact Lens Dispensing	14	14		28
OA 206	Optical Dispensing	14	14		28
OA 208	Clinical Rotation			76	76
	<b>SUBTOTAL</b>	<b>106</b>	<b>58</b>	<b>76</b>	<b>240</b>
OA 301	Office Management Procedures	12			12
OA 304	Advanced Ophthalmic Testing & Imaging	52	32		84
OA 306	Advanced Optical Dispensing	16	8		24
OA 307	Ocular Disorders/Pathophysiology & Ocular Pharmacology II	36			36
OA 308	Clinical Rotation			84	84
	<b>SUBTOTAL</b>	<b>108</b>	<b>48</b>	<b>84</b>	<b>240</b>

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

Term 4					
OA 401	Senior Seminar	26			26
OA 408	Clinical Rotation			320	320
	<b>SUBTOTAL</b>	<b>26</b>		<b>320</b>	<b>346</b>
	<b>GRAND TOTAL</b>	<b>385</b>	<b>153</b>	<b>480</b>	<b>1018</b>

For more information, go to [mvetc.com/ae](http://mvetc.com/ae) or call 937-854-6297

**Program of Practical Nurse Education  
CURRICULUM OUTLINE**

<b>Class</b>	<b>Term 1 (4 or 6 weeks)</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total Hours</b>
ESS 101A	Program Essentials for Success	20.5			20.5
NAT 102A	Nurse Aide Training Program	30	30	16	76
HCT 103A	Healthcare Terminology/Introduction to Body Structure & Function	32.5			32.5
MAT 104A	Healthcare Math/Dosage Calculation	27			27
NUR 100A	Introduction to Nursing	10			10
	<b>SUBTOTAL</b>	<b>120</b>	<b>30</b>	<b>16</b>	<b>166</b>
<b>Term 2 (10 weeks)</b>		<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
NUR 201A	Body Structure & Function	57			57
NUR 202A	Fundamentals of Practical Nursing	114	58		172
NUR 202AC	Fundamentals of Practical Nursing – Clinical			56	56
NUR 203A	Drug Therapy	25	17		42
	<b>SUBTOTAL</b>	<b>196</b>	<b>75</b>	<b>56</b>	<b>327</b>
<b>Term 3 (10 weeks)</b>		<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
NUR 204A	IV Therapy	7	7	7	21
NUR 300B	Adult Nursing I	123	8		131
NUR 300AC	Adult Nursing I – Clinical			112	112
NUR 304B	Growth and Development	48			48
	<b>SUBTOTAL</b>	<b>178</b>	<b>15</b>	<b>119</b>	<b>312</b>
<b>Term 4 (8 weeks)</b>		<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
NUR 301A	Adult Nursing II	75	3		78
NUR 301AC	Adult Nursing II – Clinical			105	105
NUR 303A	Maternal Newborn	56	7		63
NUR 306A	Nursing Ethics Issues and Trends	30			30
	<b>SUBTOTAL</b>	<b>161</b>	<b>10</b>	<b>105</b>	<b>276</b>
<b>Term 5 (10 weeks)</b>		<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
NUR 302B	Adult Nursing II	69			69
NUR 302AC	Adult Nursing II – Clinical			112	112
NUR 305A	Child & Adolescent	46	12	7	65
NUR 307B	Capstone Content Review and Virtual NCLEX Review	73			73
	<b>SUBTOTAL</b>	<b>188</b>	<b>12</b>	<b>119</b>	<b>319</b>
	<b>GRAND TOTAL (44 weeks)</b>	<b>843</b>	<b>135</b>	<b>422</b>	<b>1400</b>

Effective November 2019

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

# Program Curriculum Design

Program Title:  
PRECISION MACHINING

720

Updated 5/8/19

TOPIC	THEORY	LAB	CLINICAL	OTHER
Blueprint & Math 1	18			
Machine Shop 1	42	102		
Blueprint & Math 2	18			
Machine Shop 2	40	104		
Blueprint & Math 3	18			
Machine Shop 3	40	122		
Intro to CNC Machining & Programming	30	42		
CNC - 1	30	42		
Robotics	24	48		
<b>TOTAL</b>	260	460.0	0	0

**GRAND TOTAL** **720**

For more information, go to mvctc.co/ae or call 937-854-6297



**VETERINARY AIDE  
CURRICULUM OUTLINE**

<b>Class</b>	<b>Quarter 1</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total Hours</b>
	Animal Anatomy & Physiology	82	20		102
	Nutrition for Cats & Dogs	51			51
	Pocket Pets & Exotic Husbandry	39	12		51
	<b><i>SUBTOTAL</i></b>	<b>172</b>	<b>32</b>		<b>204</b>
	<b>Quarter 2</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
	Clinical Pathology	32	70		102
	Laboratory Skills for the Vet Aide	51			51
	Infection Control	41	10		51
	<b><i>SUBTOTAL</i></b>	<b>124</b>	<b>80</b>		<b>204</b>
	<b>Quarter 3</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
	Veterinary Nursing	60	42		102
	Animal Behavior & Handling	25	26		51
	Veterinary Receptionist & Office Procedures	51			51
	<b><i>SUBTOTAL</i></b>	<b>136</b>	<b>68</b>		<b>204</b>
	<b>GRAND TOTAL</b>	<b>432</b>	<b>180</b>		<b>612</b>

For more information, go to [mvctc.com/ae](http://mvctc.com/ae) or call 937-854-6297

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**  
**CARPENTRY PROGRAM & PAYMENT SCHEDULE 2018-19**

**April 1, 2019 - April 14, 2020**

**CLASS SCHEDULE: Mon - Thur, 5:30 - 10:00 pm**

This class engages in offsite projects that may require attendance outside regular class hours.

<u>Payment Period 1</u>		<u>April 1, 2019 - October 1, 2019</u>		
<u># Weeks</u>	<u># Hours</u>			
27	450	Tuition	\$ 4,565.00	[No Class: May 27]
		Textbooks	270.00 *	[BREAK: July 1 - 5]
		Lab Fee	1,300.00 **	[No Class: Sept 2]
		Certification	-	
		<b>Total</b>	<b>\$ 6,135.00</b>	<b>Payment due no later than: 03/18/19</b>

<u>Payment Period 2</u>		<u>October 2, 2019 - April 14, 2020</u>		
<u># Weeks</u>	<u># Hours</u>			
26	450	Tuition	\$ 4,565.00	[No Class: Nov 27 & 28]
		Textbooks	240.00	[BREAK: Dec 23 - Jan 2]
		Lab Fee	800.00	[No Class: Jan 20]
		Certification	40.00	[No Class: Feb 17]
		<b>Total</b>	<b>\$ 5,645.00</b>	<b>Payment due no later than: 09/23/19</b>

<u>Total Weeks</u>	<u>Total Hours</u>		
<u>53</u>	<u>900</u>	<b>Course Total</b>	<b><u>\$ 11,780.00</u></b>

All costs are subject to change without prior notice due to unforeseen fluctuation in product or service cost.

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Revised: 9/13/18

## CARPENTRY, Continued

### Textbooks:

Term 1	Core Curriculum	\$	65.00
Term 1	Carpentry Level 1		85.00
Term 2	Carpentry Level 2		120.00
Term 3	Carpentry Forms		120.00
Term 4	Advanced Carpentry		120.00
<b>Textbook Total</b>		<b>\$</b>	<b>510.00</b>

\*(Cost included on previous page)

### CARPENTRY TOOLS \$ 525.00

\*\* (Cost included on previous page)

1	25 FT PWR GRIP TAPE MEASURE
1	3/8X100 FATMAX TAPE LONG
1	3 PC NAIL SET PK
1	*CVR* SQ HD 4 NAIL SET 4/32
1	24 ALUM LVL WORKMASTER
1	PRO GRIP UTIL KN
1	*NLA *CVR* 10 4-IN-HAND
1	18 HD PRY BAR
1	10-1/4 NAIL CLAW
1	100 FT CHALK LINE REEL
1	*CVR* PLANE BENCH SMOOTH 15/8 X 7
1	3PC CHISEL SET
1	SD 5 IN 1
1	12 STL COMB SQ
1	*CVR* PNLSAW SHARPTOOTH 20 9 PT
1	8 OZ STL PLUMB BOB
1	SLIDING T-BEVEL W/ PLAS HNDL
1	CRPNTR PENCIL MED LEAD
1	10-1/4 QCK SQ LAYOUT TOOL
1	CLR LENS *STARLI
1	FATMAX XTREME OPEN TOTE
1	22 OZ STRAIGHT CLAW HAMMER
1	16 OZ CURVED CLAW HAMMER
1	Tool Belt

### Program Admission Requirements:

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment

## MIAMI VALLEY CAREER TECHNOLOGY CENTER

### CENTRAL SERVICE/STERILE PROCESSING TECHNICIAN PROGRAM & PAYMENT SCHEDULE, 2020

January 6, 2020 -- August 7, 2020

CLASS SCHEDULE: Weeks 1-4: Monday - Thursday 6:00 - 9:00 pm

CLASS SCHEDULE: Weeks 5-30: Tuesday Nights Only 6:00 - 8:00 pm

The class includes an internship or clinical. These hours will occur outside regular class hours.

#### Additional Fees Not Paid to School:

Physical & Immunizations                      varies

#### Payment Period 1

<u># Weeks</u>	<u># Hours</u>
15	290

#### January 6, 2020 - April 17, 2020

Tuition	\$ 3,600.00	[School Closed: 1/20]
Background Check	60.00	[School Closed: 2/17]
Textbooks	245.00	[Will have class 6-9p on 2/3]
Liability Insurance	20.00	[School Closed: 04/10]
		[Break: 04/20 - 04/24]

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<b>Total</b>	<b>\$ 3,925.00</b>	<b>Payment due no later than: 12/20/19</b>
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#### Payment Period 2

<u># Weeks</u>	<u># Hours</u>
15	310

#### April 28, 2020 - August 7, 2020

Tuition	\$ 3,660.00	[School Closed: 05/25]
CRCST Exam	\$ 130.00	[School Closed: 07/03]
CER Exam	\$ 130.00	
<b>Total</b>	<b>\$ 3,920.00</b>	<b>Payment due no later than: 04/09/20</b>

<u>Total Weeks</u>	<u>Total Hours</u>
30	600

**Course Total                      \$ 7,845.00**

#### CSSPT BOOKS:

CST Boxed Course Set: Central Service Technical Manual 8th Ed with workbook and CER Boxed Course Set: Endoscope Reprocessing Manual 1st Ed with workbook from International Association of Healthcare Central Service Material Management (IAHCSMM).

revised 10/01/19

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**CSSPT, Continued**

**Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Physical Examination  
Immunization: Two-Step TB  
Immunization: Measles, Mumps, Rubella (MMR)  
Immunization: Tdap (tetanus, diphtheria, pertussis)  
Immunization: Chicken Pox  
Immunization: Hepatitis B  
Immunization: Influenza Vaccine  
Background check completed at MVCTC  
Drug Screen at Arcpoint Labs

**Confirmation of Funding – examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

***You cannot be approved in the program until funding is confirmed***

# MIAMI VALLEY CAREER TECHNOLOGY CENTER

## DENTAL ASSISTING PROGRAM & PAYMENT SCHEDULE 2019-20

**August 12, 2019 - April 30, 2020**

**CLASS SCHEDULE: Mon - Thur, 6:00 - 9:00 pm through December 13, then Mon-Tues**

Schedule will include 3 Saturday classes from 9:00 am - 12:00 pm on 9/7/19, 1/25/20, and 2/22/20. The class includes an internship at dental facilities. These hours will occur outside regular class hours.

**Additional Fees Not Paid to School:**

Physical & Immunizations	varies
Shoes	varies

**Payment Period 1**

<u># Weeks</u>	<u># Hours</u>
22	310

**August 12, 2019 - February 4, 2020**

Tuition	\$ 3,100.00	[No Class: 9/2/19] [Class on Sat, 9/7: 9:00 - 12:00]
Background Check	60.00	[Break: 11/25 - 11/29]
Textbooks	180.00	[Break: 12/16 - 1/3]
Lab Fees	353.00	
Liability Insurance	20.00	[No Class: 1/20/20]
Uniforms	120.00	[Class on Sat, 1/25: 9:00 - 12:00]
Certification Exam	65.00	

<b><u>Total</u></b>	<b><u>\$ 3,898.00</u></b>	<b><u>Payment due no later than: 7/29/19</u></b>
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**Payment Period 2**

<u># Weeks</u>	<u># Hours</u>
12	310

**February 5, 2020 - April 30, 2020**

Tuition	\$ 3,100.00	[No Class: 2/17/20]
Textbooks	-	[Class on Sat, 2/22: 9:00 - 12:00]
Lab Fees	352.00	

<b><u>Total</u></b>	<b><u>\$ 3,452.00</u></b>	<b><u>Payment due no later than: 1/22/20</u></b>
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<u>Total Weeks</u>	<u>Total Hours</u>
<u>34</u>	<u>620</u>

<b><u>Course Total</u></b>	<b><u>\$ 7,350.00</u></b>	
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**Textbooks**

Modern Dental Assisting	100.00	
Modern Dental Assist Student W/B	40.00	
Dental Instruments, Pocket Guide	40.00	
<b><u>Textbook Total</u></b>	<b><u>\$ 180.00</u></b>	

(over)

revised 5/23/19

## DENTAL ASSISTING, Continued

### **Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Physical Examination  
Immunization: Hepatitis B, 3 doses or Heplisav-B, 2 doses  
Immunization: Two-Step TB  
Immunization: Influenza Vaccine  
Background Check completed at MVCTC

### **Confirmation of Funding - examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

***You cannot be approved in the program until funding is confirmed.***

# MIAMI VALLEY CAREER TECHNOLOGY CENTER

## ELECTRICIAN -- PROGRAM & PAYMENT SCHEDULE 2019-21

AUGUST 28, 2019 - January 26, 2021

CLASS SCHEDULE: Tue - Thur. 5:30 - 10:00 pm

This class engages in offsite projects that may require attendance outside regular class hours.

<u>PP 1</u>		<u>August 28, 2019 - May 6, 2020</u>		[No School: Nov 26, 27 & 28]
# Weeks	# Hours		\$	[BREAK: Dec 20 - Jan 6]
34	450	Tuition	4,500.00	
		Textbooks	540.00 *	
		Lab Fee	1,810.00 **	
		Certification	-	
		<b>Total</b>	<b>\$ 6,850.00</b>	<b>Payment due no later than: 08/12/19</b>

<u>PP 2</u>		<u>May 7, 2020 - January 26, 2021</u>		[BREAK: July 3 - 13]
# Weeks	# Hours		\$	[No School: Nov 24, 25 & 26]
34	450	Tuition	4,500.00	[BREAK: Dec 18 - Jan 4]
		Textbooks	420.00 *	
		Lab Fee	1,250.00	
		Certification	40.00	
		<b>Total</b>	<b>\$ 6,210.00</b>	<b>Payment due no later than: 04/20/20</b>

<u>Ttl. Weeks</u>	<u>Total Hours</u>		<u>\$</u>
<u>68</u>	<u>900</u>	<b>Course Total</b>	<b><u>13,060.00</u></b>

**\* Textbooks:**

Payment Period 1	Core	\$ 65.00
	NCCER Level 1 Electrical	\$ 90.00
	NEC Code Book	\$ 120.00
	Code Book Tabs	\$ 25.00
	NCCER Level 2 Electrical	\$ 120.00
Payment Period 2	Industrial Wiring Book	\$ 130.00
	NCCER Level 3 Electrical	\$ 120.00
	Elec. Controls for Machines 6th Edt.	\$ 115.00
	PLC 6th Edition	\$ 150.00
	AC Drives & Motors	\$ 25.00
		<b><u>\$ 960.00</u></b> * cost included on previous page

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Revised: 06/12/19



## ELECTRICIAN, Continued

### ELECTRICIAN TOOLS

\$ 775.00 \*\* cost included on previous page

- 1 Heavy-Duty Long-Nose-Pliers – Side-Cutting
- 1 High Leverage Side-Cutting Pliers
- 1 High Leverage Diagonal-Cutting Pliers
- 1 10" Pump Pliers
- 1 10" Adjustable Wrench – Standard Capacity
- 1 1/4" Keystone-Tip Cushion-Grip Screwdriver
- 1 3/16" Cabinet-Tip Cushion-Grip Screwdriver
- 1 5/16" Keystone-Tip Cushion Grip Screwdriver
- 1 #2 Phillips Cushion-Grip Screwdriver
- 1 1/4" Cabinet-Tip Cushion-Grip Screwdriver
- 1 7-Piece Cushion-Grip Nut Driver Set
- 1 No. 2 Square-Recess Cushion-Grip Screwdriver
- 1 3/16" Cabinet-Tip Screwdriver Rapi-Driv®
- 1 25' x 1" Power-Return Rule – Double-Sided
- 1 Magnetic Torpedo Level
- 1 Crimping/Cutting Tool
- 1 16" Canvas Tool Bag
- 1 Canvas Zipper Bag
- 1 Wire Stripper/Cutter – 10-18 AWG Solid Wire
- 1 Utility Knife - Retractable Blade
- 1 Frameless Protective Eyewear
- 1 Conduit Fitting & Reaming Screwdriver
- 1 GFCI Tester
- 1 16oz Claw Hammer
- 1 Digital Meter
- 1 Hack Saw
- 1 6" Electricians Level
- 1 Electricians Guide

### Program Admission Requirements:

- High School Diploma or GED
- Meet program criteria on Workforce Training Assessment

### Confirmation of Funding – examples including but not limited to:

- Financial Aid documents approved and signed
- Funding confirmed by VA, Agency, or Employer
- Self Pay - First payment made or Signed Payment Plan approved

**You cannot be approved in the program until funding is confirmed.**

# MIAMI VALLEY CAREER TECHNOLOGY CENTER

## HEO PROGRAM & PAYMENT SCHEDULE

**APRIL 7, 2020 - June 25, 2021**

**HEO CLASS SCHEDULE: Tue. - Thur. 5:30 - 10:00 pm**

This class engages in offsite projects that may require attendance outside regular class hours.

\* The CDL portion of the class is conducted by Clark State @ their Springfield campus.  
Class hours are Monday - Friday, 8:00 AM - 5:00 PM.

<u>Payment Period 1</u>		<u>April 7, 2020 - December 8, 2020</u>		[No Class: May 21]
# Weeks	# Hours			[BREAK: July 3 - 13]
34	450	Tuition	\$ 4,500.00	
		Textbooks	275.00 *	[No Class: Nov 24, 25 & 26]
		Lab Fee	1,465.00 **	
		CDL Training	2,400.00	
		Certification	-	
		<b>Total</b>	<b>\$ 8,640.00</b>	<b>Payment due no later than: 03/23/20</b>

<u>Payment Period 2A</u>		<u>December 9, 2020 - May 20, 2021</u>		[BREAK: Dec 18 - Jan 4]
# Weeks	# Hours			
21	290	Tuition	\$ 2,900.00	
		Textbooks	120.00 *	
		Lab Fee	500.00	
		CDL Training	1,200.00	
		Certification	40.00	
		<b>Total</b>	<b>\$ 4,760.00</b>	<b>Payment due no later than: 11/16/20</b>

<u>Payment Period 2B</u>		<u>May 24, 2021 - June 25, 2021 - Tentative</u>		
# Weeks	# Hours			
5	160	Tuition	\$ -	
		Textbooks	-	
		Lab Fee	-	
		CDL Training	1,200.00	
		Certification	-	
		<b>Total</b>	<b>\$ 1,200.00</b>	<b>Payment due no later than: 05/10/21</b>

\*Includes CDL Training  
5 weeks = 160 hours

**SEE NOTE AT  
TOP OF PAGE**

Total Weeks	Total Hours	Course Total	\$ 14,600.00
60	900		

All costs are subject to change without prior notice due to unforeseen fluctuation in product or service cost.

(over)

Revised: 10/09/19

**HEO. Continued**

**\* Textbooks:**

Payment Period 1	Core Curriculum	\$ 65.00	
	HEO Level 1	90.00	
	HEO Level 2	120.00	
Payment Period 2	HEO Level 3	120.00	
	<b>Textbook Total</b>	<b>\$ 395.00</b>	* (Cost included on previous page)

**TOOLS**

HARD HAT	\$ 30.00	
SAFETY VEST	\$ 35.00	
<b>Total</b>	<b>\$ 65.00</b>	** (Cost included on previous page)

**Additional Fees Not Paid to School:**

Composite Toed Boots Varies

**Program Admission Requirements:**

Meet program criteria on Workforce Training Assessment  
High School Diploma or GED  
Drug Screen from ArcPoint Lab  
Valid Drivers License

**Financial Aid:**

Confirmation of Completed FAFSA (Student Aid Report)  
Confirmation of Completed Entrance Loan Counseling  
Confirmation of Completed MPN (Master Promissory Note)

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**

**HVAC-R PROGRAM & PAYMENT SCHEDULE 2019-20**

**August 28, 2019 - September 30, 2020**

**CLASS SCHEDULE: Tue - Thur, 5:30 - 10:00 pm**

**This class engages in offsite projects that may require attendance outside regular class hours.**

<u>Payment Period 1</u>		<u>August 28, 2019 - March 19, 2020</u>		[No School: Nov 26, 27 & 28]
<u># Weeks</u>	<u># Hours</u>			[BREAK: Dec 20 - Jan 6]
27	360	Tuition	\$ 3,600.00	
		Textbooks	470.00 *	
		Lab Fee	2,770.00 **	
		Certification	-	
		<b>Total</b>	<b>\$ 6,840.00</b>	<b>Payment due no later than: 08/12/19</b>

<u>Payment Period 2</u>		<u>March 24, 2020 - September 30, 2020</u>		[Break: July 3 - July 13]
<u># Weeks</u>	<u># Hours</u>			
27	360	Tuition	\$ 3,600.00	
		Textbooks	-	
		Lab Fee	820.00	
		Certification	100.00	
		<b>Total</b>	<b>\$ 4,520.00</b>	<b>Payment due no later than: 03/09/20</b>

<u>Total Weeks</u>	<u>Total Hours</u>	<b>Course Total</b>	<b>\$ 11,360.00</b>
54	720		

**\* Textbooks:**

Payment Period 1	Core	\$ 65.00	
	HVAC Level 1	\$ 85.00	
	HVAC Level 2	\$ 120.00	
	HVAC Level 3	\$ 120.00	
	Manual J	\$ 80.00	
	<b>Textbook Total</b>	<b>\$ 470.00</b>	* (Cost included above)

## HVAC, Continued

	<b>HVAC-R TOOLS</b>	<b>\$ 1,950.00</b>	** (Cost included on previous page)
1	*CVR* TEST LEADS (INS. ALLIGATOR CL		
1	1/4" Short - Nut Driver		
1	5/16" Short - Nut Driver		
1	1/4" Long - Nut Driver		
1	5/16" Long - Nut Driver		
1	FLARING SWAGING & CUT KIT		
2	REFRIGERANT BALL VALVE		
1	1/4" MALCO HEX CHUCK DRIVER		
1	5/16" MALCO HEX CHUCK DRIVER		
1	R410A / R22 MANI L/ HOSE		
1	3/16 1/4 5/16 3/8 TRIPLE HD BENDER		
1	POP3 LIL POPPER 3 AMP 24V *Z		
1	POP5 LIL POPPER 5 AMP 24V *Z		
1	TELESCOPING MIRROR		
1	5/16" WRENCH INSERT		
1	SERVICE WRENCH & ADAPTER		
1	HEX KEY ADPT		
1	DEBUR TOOL W/ STOR		
1	GAS PRES TEST KIT 0-35 WC		
1	DIGITAL PSYCHMTR		
1	DUCT CALCULATOR		
1	4-1 ELECTRONICS SCREWDRIVER		
1	RARE EARTH MAG TORPEDO LEVEL		
1	TAPE MEASURE		
1	UTILITY KNIFE		
1	15-1 SCREWDRIVER		
1	K THERMOCOUPLE PIPE CLMP		
1	CORE RMV TOOL		
1	MINI TUBE CTTR		
1	AUTORNG CLMP MTR		
1	TOOL BAG		
1	C5R CRIMPER		
1	SL1R LOCK PUNCH		
1	N1R HAND NOTCHER		
1	S2R HAND SEAMER		
1	12F FOLDING TOOL		
1	18 DIVIDER		
1	M14N ALUM. PATTERN SNIP		
1	A1 SCRATCH AWL		
1	SH3V SETTING HAMMER		
1	AV6 OFFSET		
1	AV7 OFFSET		
1	MALCO TOOL BAG		

### **Program Admission Requirements:**

High School Diploma or GED

Meet program criteria on Workforce Training Assessment

### **Confirmation of Funding - examples including but not limited to:**

Financial Aid documents approved and signed

Funding confirmed by VA, Agency, or Employer

Self Pay - First payment made or Signed Payment Plan approved

**You cannot be approved in the program until funding is confirmed.**

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**  
**MEDICAL ASSISTING TECHNOLOGY PROGRAM & PAYMENT SCHEDULE 2020**

**January 6, 2020 - August 25, 2020**

**CLASS SCHEDULE: Mon - Thurs. 8:30 am - 3:00 pm (except clinical experiences are 8 hour days)**

The class includes an internship or clinical. These hours may occur outside regular class hours.

**Additional Fees Not Paid to School:**

Physical & Immunizations	varies
Shoes	varies

**Payment Period 1**

<u># Weeks</u>	<u># Hours</u>
16	352

**January 6, 2020 - May 7, 2020**

Tuition	\$ 3,195.00	
Background Check	60.00	[No Class: Jan 20]
Textbooks	480.00	[No Class: Feb 17]
Liability Insurance	20.00	[Break: Mar 18 - Apr 03]
Uniforms	120.00	
EKG Exam	165.00	
Phlebotomy Exam	190.00	
* Lab/Technology Fee	615.00	

<b>Total</b>	<b>\$ 4,845.00</b>	<b>Payment due no later than: 12/20/19</b>
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**Payment Period 2**

<u># Weeks</u>	<u># Hours</u>
14	348

**May 11, 2020 - August 25, 2020**

Tuition	\$ 2,775.00	[No Class: May 25]
Textbooks	40.00	[BREAK: June 16 - July 3]
CCMA Exam & Study Guide	210.00	
* Lab/Technology Fee	630.00	

<b>Total</b>	<b>\$ 3,655.00</b>	<b>Payment due no later than: 04/27/20</b>
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<u>Total Weeks</u>	<u>Total Hours</u>
30	700

**Course Total                      \$ 8,500.00**

\*Students are issued a laptop computer on loan from the school to be utilized during their time in the program.

## **MEDICAL ASSISTING, Continued**

### **Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Physical Examination  
Immunization: Measles, Mumps, Rubella (MMR)  
Immunization: Chicken Pox  
Immunization: Tetanus  
Immunization: Two-Step TB  
Immunization: Hepatitis B, 3 doses or Heplisav-B, 2 doses  
Immunization: Influenza Vaccine  
Background Check completed at MVCTC  
Drug Screen at Arcpoint labs

### **Confirmation of Funding – examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

***You cannot be approved in the program until funding is confirmed***

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**  
**EYE CARE / OPHTHALMIC ASSISTANT PROGRAM & PAYMENT SCHEDULE 2020**

**January 6, 2020 - December 3, 2020**

**CLASS SCHEDULE: Mon - Thur, 5:30 - 9:30 pm**

**The class includes an internship or clinical. These hours will occur outside regular class hours.**

**Additional Fees Not Paid to School:**

Physical & Immunizations	varies
Shoes	varies

**Payment Period 1**

# Weeks	# Hours
24	456

**January 6, 2020 - July 2, 2020**

Tuition	\$ 3,510.00	[CLASS on Jan 20 at Dayton Eye Assoc.]
Background Check	60.00	[CLASS on Feb 17 Dayton Eye Assoc.]
Textbooks	250.00	[Break: March 30-Apr 3]
Liability Insurance	20.00	[No class: May 25]
Uniforms	120.00	[Break: Jun 22 - 26]
* Lab/Technology Fee	355.00	

<b>Total</b>	<b>\$ 4,315.00</b>	<b>Payment due no later than: 12/23/19</b>
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**Payment Period 2**

# Weeks	# Hours
16	426

**July 6, 2020 - November 5, 2020**

Tuition	\$ 2,475.00	[Break: Sept 7-18]
Textbooks	-	
Certification Exam	300.00	
* Lab/Technology Fee	100.00	

<b>Total</b>	<b>\$ 2,875.00</b>	<b>Payment due no later than: 06/22/20</b>
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**Payment Period 3**

# Weeks	# Hours
4	136

**November 9, 2020 - December 3, 2020**

Tuition	\$ 645.00	[No Class: Nov 26]
Textbooks	-	
* Lab/Technology Fee	50.00	

<b>Total</b>	<b>\$ 695.00</b>	<b>Payment due no later than: 10/26/20</b>
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Total Weeks	Total Hours
<b>44</b>	<b>1018</b>

<b>Course Total</b>	<b>\$ 7,885.00</b>	
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\*Students are issued a laptop computer on loan from the school to be utilized during their time in the program.

(over)

revised 5/23/19



**EYE CARE / OPHTHALMIC ASSISTANT, Continued**

**Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Physical Examination  
Immunization: Two-Step TB  
Background Check completed at MVCTC

**Confirmation of Funding – examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

***You cannot be approved in the program until funding is confirmed***

## MIAMI VALLEY CAREER TECHNOLOGY CENTER

### 20 MONTH PRACTICAL NURSING PROGRAM & PAYMENT SCHEDULE 2019-20

**July 8, 2019 - February 12, 2021**

**WITH Nurse Aide Training**

**CLASS SCHEDULE: Wed - Fri, 8:00 am - 3:30 pm**

**The class includes an internship or clinical. These hours may occur outside regular class hours.**

**Additional Fees Not Paid to School:**

Physical & Immunizations	varies	Shoes	varies
STNA Exam (Optional)	\$ 100.00		

<b>Payment Period 1</b>		<b><u>July 8, 2019 - December 20, 2019</u></b>	
<u># Weeks</u>	<u># Hours</u>	Tuition	\$ 3,585.00 [Break: 7/22/19 - 7/30/19]
21	446	Background Check	\$ 60.00 [Break: 8/29/19 - 9/17/19]
		Textbooks	640.00 <b>Will have class on 11/25/19</b>
		Liability Insurance	25.00 [Break: 11/26/19 - 11/29/19]
		Uniforms	120.00 [Break: 12/23/19 - 1/7/20]
		Lab/Technology Fee	1,075.00 *
		<b>Total</b>	<b>\$ 5,505.00</b> <b>Payment due no later than: 06/24/19</b>
<b>Payment Period 2</b>		<b><u>January 8, 2020 - July 17, 2020</u></b>	
<u># Weeks</u>	<u># Hours</u>	Tuition	\$ 3,545.00 [Break: 1/27/20 - 2/5/20]
23	450	Textbooks	270.00 [Break: 4/6/20 - 4/14/20]
		Lab/Technology Fee	850.00 * [Break: 6/5/20 - 6/30/20]
		<b>Total</b>	<b>4,665.00</b> <b>Payment due no later than: 01/02/20</b>
<b>Payment Period 3</b>		<b><u>July 22, 2020 - October 23, 2020</u></b>	
<u># Weeks</u>	<u># Hours</u>	Tuition	\$ 2,390.00 [Break: 10/5/20 - 10/9/20]
13	250	Textbooks	-
		Lab/Technology Fee	950.00 * [No Class: 7/3/20]
		<b>Total</b>	<b>\$ 3,340.00</b> <b>Payment due no later than: 07/17/20</b>
<b>Payment Period 4</b>		<b><u>October 28, 2020 - February 12, 2021</u></b>	
<u># Weeks</u>	<u># Hours</u>	Tuition	\$ 2,390.00 [Break: 11/23/20 - 12/2/20]
12	254	Textbooks	- [Break: 12/14/20 - 1/1/21]
		Lab/Technology Fee	905.00 *
		State Board Licensing Exam	200.00
		<b>Total</b>	<b>\$ 3,495.00</b> <b>Payment due no later than: 10/21/20</b>
<u>Total Weeks</u>	<u>Total Hours</u>	<b>Course Total</b>	
69	1400		<b>\$ 17,005.00</b>

**Licensing Fees (not paid to school)**

State Board Application Fee \$ 78.00 #  
*Fees subject to change by Ohio Board of Nursing and/or National Council.*

(over)

Revised: 04/24/2019

\*Students are issued an iPad on loan from the school to be utilized during their time in the program.

NCLEX Review: 2/10/21 - 2/12/21  
Graduation Date: 2/18/21

**Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Background Check completed at MVCTC Security office  
Drug Screen completed by ARCpoint Labs of Dayton  
Physical Examination

**Immunizations:**

2-Step TB  
MMR (Measles, Mumps, Rubella)  
Chickenpox (Varicella)  
Tetanus  
Hepatitis B, 3 doses or Heplisav-B, 2 doses  
Influenza

**Confirmation of Funding – examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

**You cannot be *approved* in the program until funding is *confirmed***

## MIAMI VALLEY CAREER TECHNOLOGY CENTER

### 12 MONTH PRACTICAL NURSING PROGRAM & PAYMENT SCHEDULE 2019-20

November 4, 2019 -- November 20, 2020

**INCLUDING Nurse Aide Training**

**CLASS SCHEDULE: Mon - Fri, 8:00 am - 3:30 pm**

The class includes an internship or clinical. These hours may occur outside regular class hours.

#### **Additional Fees Not Paid to School:**

Physical & Immunizations	varies	Shoes	varies
STNA Exam (Optional)	\$ 100.00		

<u>Payment Period 1</u>		<u>November 4, 2019 - March 6, 2020</u>		
# Weeks	# Hours			
15	450	Tuition	\$ 3,635.00	[No Class: 11/27-11/29]
		Background Check	60.00	[No Class: 12/06]
		Textbooks	640.00	[Break: 12/11 - 01/03]
		Liability Insurance	25.00	[No Class: 1/20]
		Uniforms	120.00	[No Class: 2/17]
		Lab/Technology Fee	1,075.00 *	
		<b>Total</b>	<b>\$ 5,555.00</b>	<b>Payment due no later than: 10/21/19</b>
<u>Payment Period 2</u>		<u>March 9, 2020 - July 17, 2020</u>		
# Weeks	# Hours			
13	450	Tuition	\$ 3,545.00	[Break: 03/16 - 03/27]
		Textbooks	270.00	[No Class: 04/10]
		Lab/Technology Fee	850.00 *	[No Class: 05/25]
		<b>Total</b>	<b>4,665.00</b>	<b>Payment due no later than: 02/24/20</b>
<u>Payment Period 3</u>		<u>July 20, 2020 - September 25, 2020</u>		
# Weeks	# Hours			
7	250	Tuition	\$ 2,390.00	[Break: 08/31 - 09/18]
		Textbooks	-	
		Lab/Technology Fee	950.00 *	
		<b>Total</b>	<b>\$ 3,340.00</b>	<b>Payment due no later than: 07/06/20</b>
<u>Payment Period 4</u>		<u>September 28, 2020 - November 20, 2020</u>		
# Weeks	# Hours			
8	250	Tuition	\$ 2,390.00	[No Class: 11/12]
		Textbooks	-	[No Class: 11/17]
		Lab/Technology Fee	905.00 *	
		State Board Licensing Exam	200.00	
		<b>Total</b>	<b>\$ 3,495.00</b>	<b>Payment due no later than: 09/14/20</b>
<b>Total Weeks</b>	<b>Total Hours</b>	<b>Course Total</b>	<b>\$ 17,055.00</b>	
43	1400			

#### **Licensing Fees (not paid to school)**

State Board Application Fee \$ 75.00 plus \$3.50 transaction fee  
 Fees subject to change by Ohio Board of Nursing and/or National Council.

(over)

Revised: 07/01/19

\*Students are issued an iPad on loan from the school to be utilized during their time in the program.

NCLEX Review: Term 5 in Curriculum  
Graduation Date: 12/10/20

**Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Background Check completed at MVCTC Security office  
Drug Screen completed by ARCpoint Labs of Dayton  
Physical Examination

**Immunizations:**

2-Step TB  
MMR (Measles, Mumps, Rubella)  
Chickenpox (Varicella)  
Tetanus  
Hepatitis B, 3 doses or Heplisav-B, 2 doses  
Influenza

**Confirmation of Completed Financial Aid Steps:**

Completed 19-20 FAFSA (Student Aid Report)  
Completed Entrance Loan Counseling  
Completed Master Promissory Note (MPN)

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**

**PRECISION MACHINING PROGRAM & PAYMENT SCHEDULE 2019-20**

**August 27, 2019 -- September 29, 2020**

**CLASS SCHEDULE: Tue. - Thur. 5:30pm - 10:00 pm**

<b><u>Payment Period 1</u></b>		<b><u>August 27, 2019 - March 18, 2020</u></b>	[No Class: Nov 26, 27 & 28]
<b><u># Weeks</u></b>	<b><u># Hours</u></b>	Tuition	\$ 3,600.00
27	360	Textbooks	390.00 *
		Lab Fee	2,600.00 **
		<b>Total</b>	<b>\$ 6,590.00</b>
		<b>Payment due no later than: 08/12/19</b>	

<b><u>Payment Period 2</u></b>		<b><u>March 19, 2020 - September 29, 2020</u></b>	[BREAK: July 3 - July 13]
<b><u># Weeks</u></b>	<b><u># Hours</u></b>	Tuition	\$ 3,600.00
27	360	Textbooks	-
		Lab Fee	1,100.00
		Certification	400.00
		<b>Total</b>	<b>\$ 5,100.00</b>
		<b>Payment due no later than: 03/02/20</b>	

<b><u>Total Weeks</u></b>	<b><u>Total Hours</u></b>	<b>Course Total</b>	<b><u>\$ 11,690.00</u></b>
<u>54</u>	<u>720</u>		

**\* Textbooks:**

Payment Period 1

Interpreting Engineering Prints	\$	180.00	
Technology of Machine Tool	\$	210.00	
	<b>\$</b>	<b>390.00</b>	* cost included above

(over)

revised: 5/22/19

**PRECISION MACHINING, Continued**

	<b><u>PRECISION MACHINING TOOLS</u></b>	<b>\$</b>	<b>1,500</b>	** cost included on previous page
1	4"LONG FLAT LEG SPRING DIVIDER			
1	12" 16R - CAST 4 PC COMBI SQ SET			
1	TUNGSTEN SCRIBERS			
1	STAINLESS STEEL FINISH CENTER GAGE			
1	3/8X5/32X5" BLACKHAWK CENTER PUNCH			
1	51 LEAF 4-84TPI SCREW PITCH GAGE			
1	1 1/2 SQUARE SHAFT SCREW DRIVER			
1	10"CHROME ADJ. CRESCENT WRENCH			
1	1 1/4" DIA LIXIE DEAD BLOW HAMMERS			
1	3/4"X16' STANLEY LVRLOCK TAPE			
1	STNLS.STL. RECT HEAD PROTRACTOR			
1	13KEY-LONG EKLIND HEX-L KEY SETS			
1	260 SINGLE .5 HD.1/2SH EDGE FINDER			
1	4X1X1 INDIA NORTN FB24 SHARPNGSTONE			
1	6" SLIP JOINT CHANNEL LOCK PLIERS			
1	TEST INDICATOR BAR			
1	TEST INDICATOR HOLDER			
1	TEST INDICATOR SET			
1	4 PIECE MACHINIST'S SET			
1	6" FLEX RULE			
1	520 - 7 DRAWER KENNEDY CABINET			

**Program Admission Requirements:**

High School Diploma or GED  
Meet program criteria on Workforce Training Assessment

**Confirmation of Funding - examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

**You cannot be approved in the program until funding is approved.**

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**

**VETERINARY ASSISTANT PROGRAM & PAYMENT SCHEDULE 2019-20**

**January 6, 2020 - December 17, 2020**

**CLASS SCHEDULE: Mon - Thurs 5:45 - 10:00 pm**

**Payment Period 1**

**January 6, 2020 - May 7, 2020**

[No Class: Jan 20]

<u># Weeks</u>	<u># Hours</u>
18	306

Tuition	\$ 2,513.00	
Textbooks	244.00 *	
Lab Fee	400.00	

[No Class: Feb 17]

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<b>Total</b>	<b>\$ 3,157.00</b>	<b>Payment due no later than:</b>	<b>12/23/19</b>
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**Payment Period 2**

**May 11, 2020 - December 17, 2020**

[No Class: May 25]

<u># Weeks</u>	<u># Hours</u>
18	306

Tuition	\$ 2,512.00	
Textbooks	256.00 *	

[Break: June 19 - Sept 27]

[No Class: Nov 26]

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<b>Total</b>	<b>\$ 2,768.00</b>	<b>Payment due no later than:</b>	<b>04/27/20</b>
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<u>Total Weeks</u>	<u>Total Hours</u>
36	612

**Course Total      \$ 5,925.00**

(over)

Revised: 05/23/2019



**Veterinary Assistant Continued**

**\* Textbooks:**

Payment Period 1	Laboratory Procedures for Veterinary Technicians	\$ 80.00
	Laboratory Manual for Laboratory Procedures for Veterinary Technicians	\$ 32.00
	Tasks for the Veterinary Assistant	\$ 72.00
	Clinical Procedures in Veterinary Nursing	\$ 60.00
Payment Period 2	Clinical Animal Anatomy & Physiology for Veterinary Technicians	\$ 79.00
	Laboratory Manual for Clinical Anatomy & Physiology for Veterinary Technicians	\$ 53.00
	Laboratory Animal & Exotic Pet Medicine	\$ 67.00
	Small Animal Nutrition	\$ 57.00
	<b><u>\$ 500.00</u></b>	* cost included on previous page

**Program Admission Requirements:**

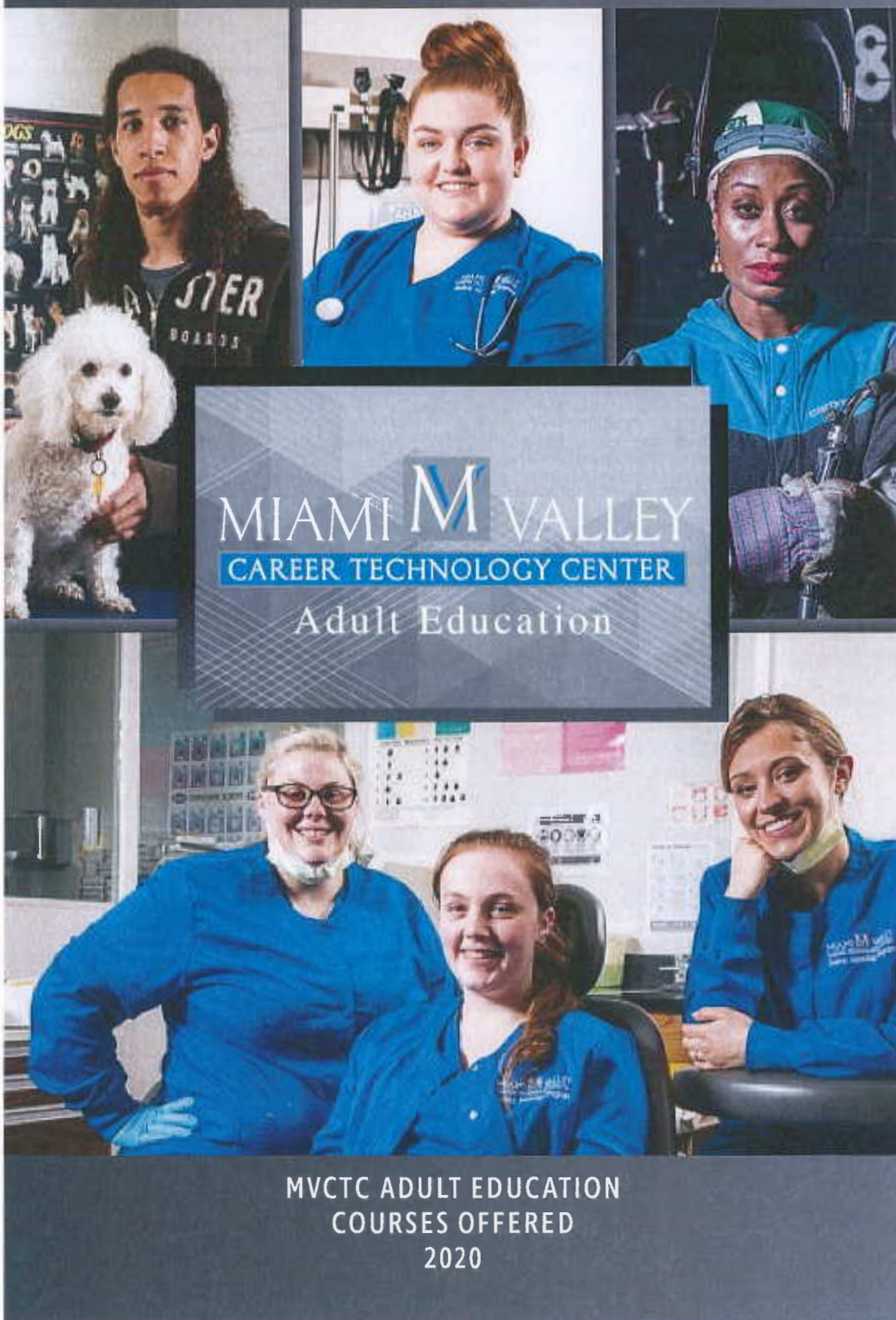
High School Diploma or GED  
Meet program criteria on Workforce Training Assessment  
Pass Drug Screen

**Confirmation of Funding - examples including but not limited to:**

Financial Aid documents approved and signed  
Funding confirmed by VA, Agency, or Employer  
Self Pay - First payment made or Signed Payment Plan approved

***You cannot be approved in the program until funding is confirmed***

# ADULT EDUCATION COURSES



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## WHO WE ARE

MVCTC serves 27 partner school districts and communities from a five county area. MVCTC offers over 40 career technical programs for high school juniors and seniors, and lifelong learning opportunities for adult students in the Adult Education programs. Working with local business and industry partners, MVCTC continues to help attract and create jobs for the region's economic growth.

## MISSION STATEMENT

**We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.**

## MVCTC VISION

Your Future, Our Passion!

## OFFICE HOURS

Monday - Thursday: 8 am - 7 pm  
 Friday: 8 am - 4 pm  
 Phone: 937-854-6297 / 800-716-7161  
 Fax: 937-837-5619

## NEED MORE INFORMATION?

Call 937-854-6297 ask to speak to an advisor, or visit [www.mvctc.com/ae](http://www.mvctc.com/ae) for more information about Adult Education programs at MVCTC.

## ACCREDITATION

The Miami Valley Career Technology Center is currently authorized for Title IV by the US Department of Education and operates within guidelines set by the Ohio Department of Higher Education and is a part of the University System of Ohio. MVCTC is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Accreditation is effective for six years, 2022.

## NON-DISCRIMINATION

The Miami Valley Career Technology Center affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.

## CONTACT INFORMATION

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**Facebook** - <https://www.facebook.com/MVCTCAE>  
**Twitter** - <https://twitter.com/MVCTC>

*\*Various course levels are offered at different times throughout the year and may not be listed in this brochure. If you do not see a particular level of course listed, please contact the Adult Education office at 937-854-6297.*

*\*\* Program costs may include supplies for some programs and are subject to change after the printing of this catalog.*

## CAREER PROGRAM INFORMATION

The MVCTC Adult Education division offers a wide range of full-time career programs that can start you on the path to a new career within a year.

### ENROLLMENT PROCESS

Enrolling at MVCTC is as easy as 1-2-3! Simply follow the steps below and let our advisors help jump-start your journey.

1

Call the Adult Education Office to schedule your entrance test (937-854-6297). Assessments can be scheduled Monday through Friday.

2

Complete a three-part assessment, ACT Work Keys. There is no charge for the entrance assessment. Reservations are required for assessments, as seating is limited.

3

Meet with our advisors about your results. Information about Financial Aid and program requirements will be discussed with you individually.

### PAYMENT

Payment can be made by VISA, MasterCard, Discover, cash, or check payable to MVCTC Adult Education. When a program is canceled, full refunds are issued. Financial Aid is available for full-time Career Programs to those who qualify. Arrangements can be made for payment plans.

### BOOKS

The course fee includes the cost of books and other supplies. Books are generally distributed during the first class. Materials and supplies are made available as needed.

### PROGRAM CANCELLATION

Programs with insufficient enrollment are subject to cancellation. Rescheduling or postponing may be necessary to establish a minimum number of students. In addition, some programs will reach capacity several weeks prior to the start date. Registering early and finalizing payment of the program will help to ensure the program is held as scheduled.

### CERTIFICATES

Students who successfully complete a career program receive an official school certificate noting their accomplishment. Certificates will be available two weeks after course completion.

### TRANSCRIPTS

Additional Official Transcripts are available for a fee of \$5. Students should contact the Adult Education office at 937-854-6297 to submit a request.

### SHORT-TERM PROGRAM REGISTRATION

For information on enrollment into short-term courses, contact the Adult Education office at 937-854-6297 or visit [www.mvctc.com/ae/programs](http://www.mvctc.com/ae/programs).

# CAREER PROGRAM FINANCIAL AID

## FINANCIAL AID

Financial aid assistance, including grants and loans, may be available towards Career Programs for students that qualify. The financial aid process is very individualized. It is the student's responsibility to file a FAFSA (Free Application for Federal Student Aid) and receive the SAR (Student Aid Report). The school cannot determine an award without this information.

To begin the process, please complete the following instructions:

1. Visit [www.StudentLoans.gov](http://www.StudentLoans.gov) and click on the "Create an FSA ID" link. The FSA ID will allow you to electronically sign your FAFSA and complete student loan requirements
2. Complete a FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov)
  - a. Please choose Miami Valley Career Technology Center as your school
  - b. MVCTC federal school code is 015980
3. Once your application has been processed, you will receive a SAR via the email address you provided. Review the SAR for accuracy
4. Visit: [www.StudentLoans.gov](http://www.StudentLoans.gov) and complete the following steps:
  - a. Log in with your FSA ID
  - b. Click on "Complete Entrance Counseling" link to finish the Entrance Loan Counseling session
  - c. Click on "Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)"

Contact the MVCTC Adult Education Office at 937-854-6297 to schedule an appointment with our Financial Aid Coordinator.

## STUDENT ELIGIBILITY:

To receive aid from any of the federal student aid programs, you must meet all of the following criteria:

Successful completion of the three-part entrance exam (WorkKeys)

- Demonstrate financial need, except for some loan programs
- Have a high school diploma or GED
- Be enrolled as a regular student working toward a certificate in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Meet satisfactory academic progress standards set by the school
- Certify that you will use federal student aid only for educational purposes
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant
- Not be incarcerated in a federal or state penal institution
- Not have been convicted under federal or state law for the sale of or possession of drugs. (Period of ineligibility depends on the type and number of convictions. To find out how, or if this law applies to you call 1-800-433-3243)
- Selective Service registration is required. If you are a male age 18 through 25 and have not yet registered, you may do so by checking a box on the FAFSA. You may also register online at [www.sss.gov](http://www.sss.gov)

If you have any questions about whether or not you're eligible for financial aid, we urge you to contact our Financial Aid Coordinator.

## FINANCIAL AID (continued)

### STAFFORD LOANS -

The Subsidized Stafford Loan program is a federal program based on need; repayment is required. Repayment begins six months after you leave school. The maximum amount is \$3,500 for both independent and dependent students.

The Unsubsidized Stafford Loan program is not need-based and repayment is required. Payments begin six months after you leave school. The maximum amount is \$9,500 less any subsidized money for independent students and \$5,500 less any subsidized money for dependent students.

### THE FEDERAL PLUS LOAN PROGRAM -

This loan is available only to parents of dependent students. It is not need-based, but the parent's credit-worthiness affects the outcome. Interest rates are currently at 7.9%. Repayment may begin while the student is still in school. The maximum amount available to borrow may not exceed the total cost of attendance less any other aid to be received.

### VETERAN'S BENEFITS -

For any questions regarding your eligibility for Veteran's benefits, you may call the Veteran's Administration at 1-888-442-4551 or visit their website at [explore.va.gov/education-training](http://explore.va.gov/education-training).

### ADDITIONAL FINANCIAL AID SOURCES -

Financial Aid may be available from the following sources for both full-time programs and short-term classes:

#### **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. Partial to total aid may be available to cover tuition, books, and supplies. Contact your local Bureau of Vocational Rehabilitation office.

#### **Workforce Innovation and Opportunity Act (WIOA)**

Financial Aid may be available from this program for students who qualify. Partial to total aid may be available to cover tuition, books, and supplies. Students must contact the WIOA agency in their county of residence to see whether they qualify.

#### **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 office to determine whether you may be affected.

# CAREER PROGRAMS

The Adult Education Program at MVCTC offers a wide range of full-time programs that can start you on the path to a new career.

## CENTRAL SERVICE / STERILE PROCESSING TECHNICIAN

The Central Service/Sterile Processing Technician program provides students with knowledge and skills to function as an effective sterile processing technician. Job duties of this position include cleaning and decontamination of supplies and equipment, checking and preparing equipment for sterilization, delivering and picking up of supplies to and from medical/surgical areas, and utilizing technology to maintain units of inventory.

### Program Goals

- Demonstrate proper procedures for decontamination, preparation, and packaging of instrumentation, sterilization, storage, and distribution
- Differentiate between clean versus contaminated
- Distinguish between sterile versus non-sterile
- Identify devices as to critical, semi-critical, or non-critical depending upon intended use by the caregiver
- Prepare for Certified Registered Central Service Technician (CRCST) examination
- Prepare for Certified Endoscopic Reprocessing (CER) examination

**Courses Taught:** Human Anatomy, Microbiology, Decontamination, Sterilization, Inventory Control, Instrumentation Processing, and Clinical Externship

**600 hours / 30 Weeks**

**Weeks 1-4 – M – TH, 6:00 – 9:00 pm / Weeks 5-30 – Tuesday only, 6:00 – 8:00 pm**

**Program Cost: \$7,845\***

**Next Start Date - January 6, 2020 and September 28, 2020**

## DENTAL ASSISTING

Dental Assistants perform a variety of patient care, office, and laboratory duties. Job responsibilities include sterilizing and disinfecting equipment, tray setup preparation, performing dental X-rays, assisting with medical or dental emergencies, instructing patients on oral health care, and tracking dental supplies and equipment inventory. Dental Assistants schedule appointments, keep treatment records, and order supplies and materials. Most dental assistants work in private dental offices. Successful students will receive their radiographer's certification and the Commission on Ohio Dental Assistants Certification (CODA).

### Program Goals

- Utilize **dental-assisting** skills in providing safe, prudent care to meet patients' dental needs
- Demonstrate competency and critical thinking in the performance of dental skills
- Utilize effective interpersonal relationships with clients, peers, and members of a healthcare team
- Recognize the importance of professional growth by acquiring knowledge and skills through continuing education
- Consistently demonstrate professional behavior as a member of a healthcare team
- Demonstrate knowledge and skills required to pass the Ohio Dental Assisting Certification examination

**Courses Taught:** Dental Health Sciences, Preventive practices in Dentistry, Comprehensive Dentistry, Business Administration, Comprehensive Review (CODA), Dental Radiology, and Clinical Externship

**620 hours / 34 Weeks / M – TH / 6:00 – 9:00 pm**

**Program Cost: \$7,350\***

**Next Start Date - August 10, 2020**

*\*subject to change*

## ELECTRICIAN

The Electrician program provides basic instruction and practical lab experience to prepare students for employment in electrical trades. Electricians may choose to work in residential, commercial, or industrial electrical construction.

### Program Goals

- Demonstrate electrical safety practices
- Calculate load in various systems
- Gain knowledge of motor control and relay logic
- Learn programmable controllers and ladder logic
- Install, maintain, troubleshoot, and repair electrical devices, components, and equipment
- Gain knowledge of electrical codes and standards, blueprint reading, and wiring diagrams

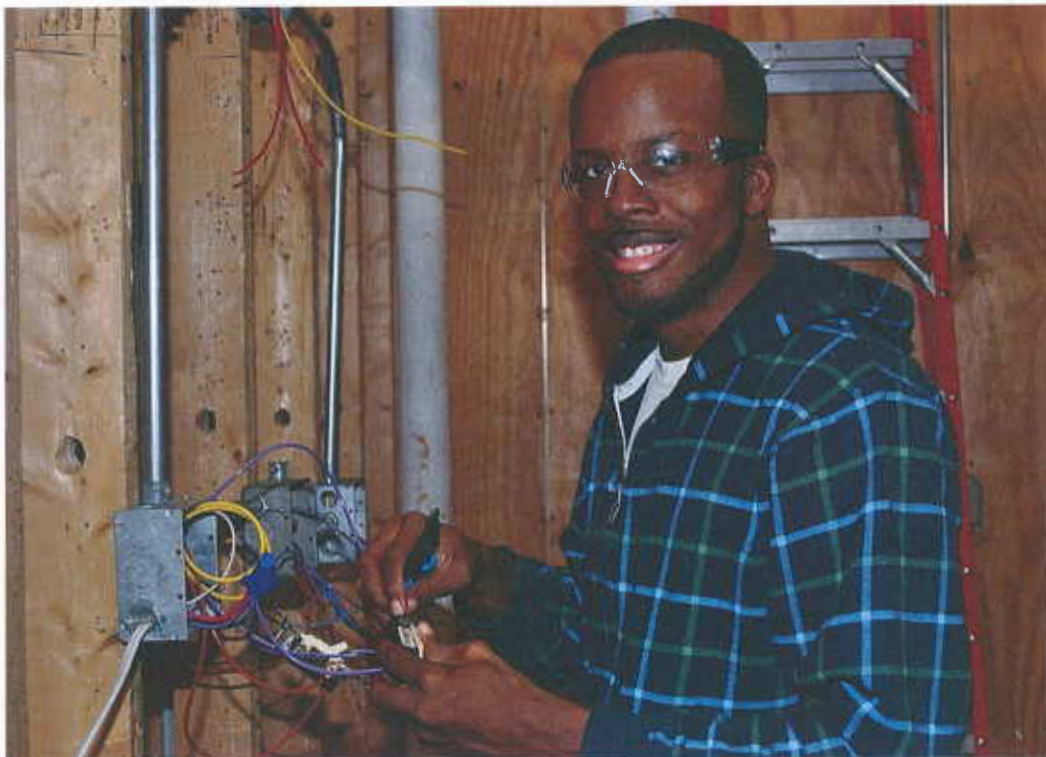
**Courses Taught:** CPR, OSHA 30, NCCER Core, Electrical Level 1, Electrical Level 2, and Electrical Level 3

**900 hours / 68 Weeks / T – TH / 5:30 – 10:00 pm**

**Program Cost: \$13,060\***

**Next Start Dates - April 7, 2020 and August 25, 2020**

*\*subject to change*





# EYE CARE / OPHTHALMIC ASSISTANT

The Eye Care Assistant program trains the Ophthalmic Assistant to become a key member of the healthcare team and provide quality eye care to patients in eye care facilities. Job responsibilities taught include: obtaining vision measurements for glasses, administering eye exercises, taking medical histories, providing contact lens instruction, conducting diagnostic tests, and learning office management procedures.

### Program Goals

- Create a knowledge base essential for the duties of the ophthalmic assistant, and utilize these skills in providing safe, prudent care to meet patients' needs
- Provide professional and ethical training of students in classroom and clinical settings
- Experience the roles and responsibilities of the ophthalmic assistant through a clinical rotation
- Demonstrate skillful and accurate data collection to be used by the ophthalmologist or optometrist for diagnostic purposes
- Demonstrate competency and critical thinking in the performance of ophthalmic assistant skills and office procedures
- Demonstrate knowledge and skills required to pass the Certified Ophthalmic Assistant Examination

**Courses Taught:** Professional Skills, Basic Ocular Anatomy, Physiology, and Terminology, Basic Ophthalmic Testing, Intermediate Ophthalmic Testing, Advanced Ophthalmic Testing, Ophthalmic Optics, Advanced Optics and Refractometry, Ocular Disorders/Pathophysiology & Ocular Pharmacology 1 and 2, Contact Lens Dispensing, Office Management Procedures, Advanced Contact Lens Dispensing, Senior Seminar, and Clinical Rotations

**1018 hours / 44 Weeks / M – TH / 5:30 – 9:30 pm**  
**Program Cost: \$7,885\***  
**Next Start Date - January 6, 2020 and January 4, 2021**

# HVAC-R TECHNICIAN



The HVAC-R Technician program trains students to install, maintain, and repair residential, and commercial heating, ventilation, air conditioning, and refrigeration systems.

### Program Goals

- Know the necessary health and safety practices in the trade
- Describe the sequence of operation of HVAC-R equipment
- Read and use blueprints, design specifications, and manufacture instructions
- Fabricate sheet metal components for duct work
- Solder & braze fittings for necessary connections
- Perform an HVAC-R load calculation on a complete system
- Properly use pipe cutters, benders, acetylene torches, voltmeters, thermometers, pressure gauges, and manometers
- Diagnose problems, test compressors, test relays and thermostats

**Courses Taught:** CPR, OSHA 30, NCCER Core, HVAC-R Level 1, HVAC-R Level 2, and HVAC-R Level 3

**720 hours / 54 Weeks / T – TH / 5:30 – 10:00 pm**  
**Program Cost: \$11,360\***  
**Next Start Dates - April 7, 2020 and August 25, 2020**

*\*subject to change*

## HEAVY EQUIPMENT OPERATIONS

The Heavy Equipment Operations program prepares students with technical knowledge and skills to operate and maintain a variety of heavy equipment. The mission is to prepare students for employment and to become leaders in the heavy equipment and construction industry with high standards.

### Program Goals

- Know the necessary health and safety practices in the trade
- Perform operational techniques on numerous pieces of equipment
- Identify grades, grade stakes, and related tools
- Interpret civil drawings and related site maps
- Understand soil characteristics and solve related issues that may prevail
- Utilize necessary operations that increase work completion and efficiency

**Courses Taught:** CPR, OSHA 30, NCCER Core, Heavy Equipment Operations Level 1, Heavy Equipment Operations Level 2, Heavy Equipment Operations Level 3, and CDL (The CDL portion of the class is conducted by Clark State Community College at their Springfield campus.)

**900 hours / 60 Weeks / T – TH / 5:30 – 10:00 pm**

**Program Cost: \$14,600\***

**Next Start Dates - April 7, 2020 and August 25, 2020**



## MEDICAL ASSISTING TECHNOLOGY

The Medical Assisting Technology program prepares students to perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners, and physician assistants. Learn skills to work in medical offices, clinics, urgent care centers, and in general medicine or specialty practices. Common duties of a medical assistant include: checking patients in and out upon arrival and departure, answering phone calls and questions, assisting providers with exams and procedures, administering injections or medications, working in the electronic health record (EHR), performing EKG, phlebotomy, and laboratory procedures, and taking patients' vital signs. At the completion of the program, graduates meet training qualifications to be eligible for the Certified Clinical Medical Assistant (CCMA), the Certified Phlebotomy Technician (CPT), and the Certified EKG Technician (CET) exams from National Healthcareer Association (NHA).

### Program Goals

- Prepare graduates for a career as an entry-level Medical Assistant in a healthcare setting that requires competency in both administrative and clinical skills, within his or her scope of practice
- Demonstrate accepted professional, communication, and interpersonal skills in the healthcare setting
- Utilize medical assisting skills in providing safe, prudent care to meet patients' healthcare needs
- Identify the Medical Assistant scope of practice and career opportunities
- Demonstrate competency and critical thinking in the performance of medical assisting skills in a healthcare setting

**Courses Taught:** Anatomy & Physiology, Math, Medical Assisting Essentials 1 and 2, Administrative Assisting Essentials 1 and 2, Cardiology/EKG Certification, Phlebotomy Certification, Pharmacology, Capstone, and Clinical Externship

**700 hours / 30 Weeks / M – TH / 8:30 am – 3:00 pm**

**Program Cost: \$8,520\***

**Next Start Date - January 6, 2020 and September 28, 2020**

*\*subject to change*

## PRACTICAL NURSING



The Practical Nursing program prepares the students to become Licensed Practical Nurses (LPNs). An LPN is a key member of the healthcare team that cares for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. Responsibilities taught include: administration of prescribed medications and intravenous fluids, patient observation, documentation, basic patient care, data collection, measuring vital signs, dressing changes, performing catheterizations, and tracheostomy care. At the completion of the program, graduates meet training qualifications to be eligible for the NCLEX licensure exam.

### Program Goals

- Apply nursing concepts and critical thinking based on biopsychosocial, cultural, ethnic, and spiritual aspects of individual patients across the life span
- Utilize the nursing process in providing safe, prudent care to meet patients' human needs and demonstrate critical thinking when performing clinical nursing skills
- Integrate theory of injury, disability, and disease processes in relationship to the biopsychosocial, cultural, ethnic, and spiritual health needs of the individual client, utilizing adaptation methods
- Demonstrate competency and critical thinking in the performance of clinical nursing skills
- Utilize effective interpersonal relationships with clients, peers, and members of the healthcare team
- Meet all requirements for application for licensure by the Ohio Board of Nursing
- Consistently demonstrate professional behavior as a member of a health care team, recognizing the importance of adhering to the Practical Nurse Code of Ethics

**Courses Taught:** Program Essentials for Success, Nurse Aide Training Program, Healthcare Terminology/ Introduction to Body Structure and Function, Healthcare Math / Dosage Calculation, Introduction to Nursing, Body Structure and Function, Fundamentals of Practical Nursing, Drug Therapy, Adult Nursing 1 and 2, Intravenous Therapy, Maternal Newborn, Growth and Development, Child and Adolescent, Nursing Ethics Issues and Trends, Capstone Content/NCLEX Review, and Clinical Rotations

**1400 hours / 44 Weeks (12 month program) / M – F / 8:00 am – 3:30 pm**

**1400 hours / 69 Weeks (20 month program) / W – F / 8:00 am – 3:30 pm**

**Program Cost: \$17,115\***

**Next Start Dates - 20-Month Program July 13, 2020;**

**12-Month Program May 4, 2020 and November 2, 2020**

## Great NEW Opportunity

Wright State University College of Nursing and Health and the MVCTC are partnering to offer a pathway for MVCTC LPN graduates to enter an alternative (five continuous semesters) program for a Bachelor's of Science in Nursing.

Students who complete the MVCTC Practical Nursing Program, hold a current Ohio License for Practical Nursing, and meet prerequisite and entrance requirements are eligible to enter the alternative pathway in Wright State University's Bachelor of Science in Nursing Program.



*\*subject to change*

## PRECISION MACHINING

The Precision Machining program offers a broad training experience that prepares individuals for employment in the precision manufacturing industry. Students will also have the opportunity to see the application of robotics and advanced manufacturing, and learn FANUC, Kuka, and Yaskawa robotics.

### Program Goals:

- Read and analyze engineering drawings
- Operate a variety of conventional machine tools
- Use precision measuring and inspection instruments
- Perform milling operations in an appropriate sequence
- Demonstrate the skills and critical thinking techniques to set up, operate, and tear down manual, automatic, or computer numeric controlled (CNC) machine tools
- Perform lathe operations in a sequence
- Demonstrate conventional CNC machining with enhancements in CNC programming
- Write a CNC program
- Obtain Robotics Industrial Certification

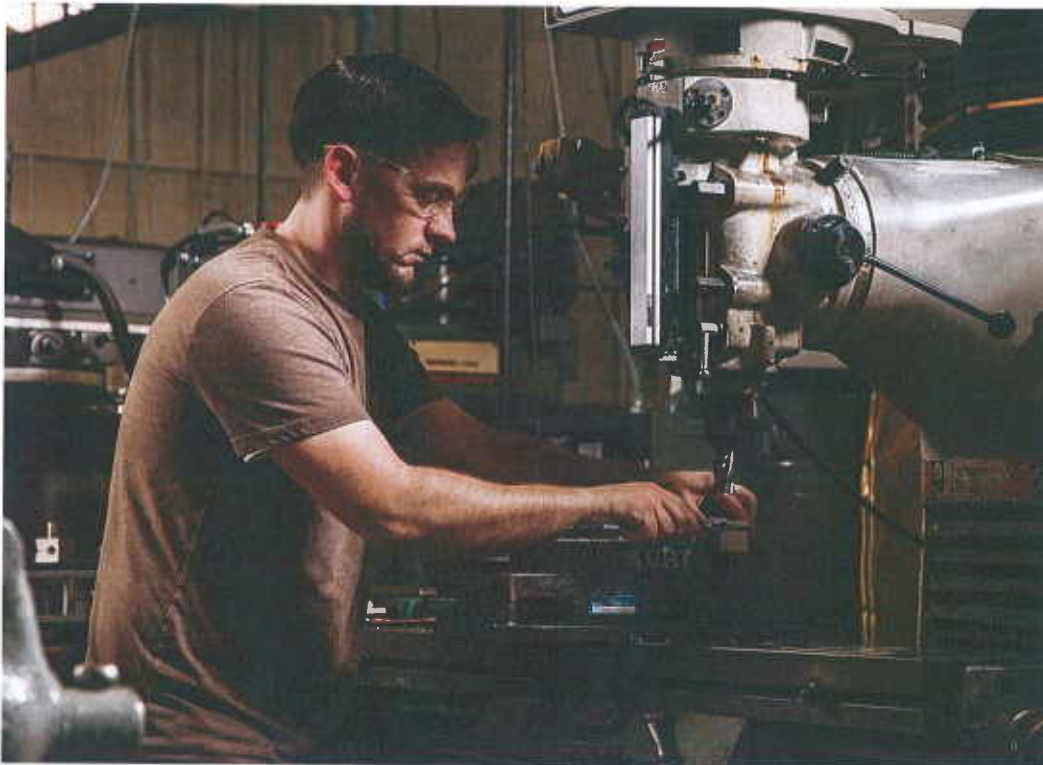
**Courses Taught:** Blueprint and Math 1, Machine Shop 1, Blueprint and Math 2, Machine Shop 2, Introduction to CNC Machining & Programming, CNC 1, Blueprint and Math 3, Machine Shop 3, and Robotics

**720 hours / 54 Weeks / T – TH / 5:30 – 10:00 pm**

**Program Cost: \$11,690\***

**Next Start Dates - April 7, 2020 and August 25, 2020**

*\*subject to change*



## VETERINARY ASSISTANT

The Veterinary Assistant program prepares students with basic skills for animal care careers. Practical applications of this program include veterinary hospital and office positions, animal control/humane work, pet store operations, and kennel/cattery management.

### Program Goals:

- Identify the anatomy and physiology, function, and disorders of each animal body system
- Learn nutritional needs of cats and dogs and associate the concept of therapeutic nutrition and the effects on medical conditions
- Identify and perform routine veterinary office tests, define associated terminology, and describe the role of the Veterinary Assistant as support to the Veterinarian in laboratory diagnosis and testing
- Define and perform Veterinary Nursing techniques including: convalescent pet care, administering medication, assist in applying bandages and splints, monitoring IV drips, feeding sick pets, using & caring for instruments and equipment
- Demonstrate proper handling and restraint of dogs and cats and identify normal and problem behaviors
- Define the basic principles of disease transmission and control and describe common infectious diseases of cats and dogs
- Learn about husbandry and needs of exotic pets

**Courses Taught:** Animal Anatomy and Physiology, Nutrition for Cats and Dogs, Pocket Pets and Exotics Husbandry, Laboratory Skills for the Veterinary Assistant, Clinical Pathology, Infection Control, Veterinary Nursing, Animal Behavior and Handling, Veterinary Receptionist, and Office Procedures

**612 hours / 36 Weeks / M – TH / 5:45 – 10:00 pm**

**Program Cost: \$5,955\***

**Next Start Dates - January 6, 2020, March 30, 2020, and September 28, 2020**

*\*subject to change*

