Adult Education

1783 State Route 60
Ashland, Ohio 44805
419-289-3313 or 800-686-3313
www.acwhcc.org

Effective: June 20, 2019
# Student Handbook

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ACWHCC Personnel

Board of Education

Mr. Jason Chio, President
Mr. Bryan F. Lefelhoc, Vice President
Mr. James Bargar
Mr. Forrest E. Chanay
Mr. Thomas H. Donley
Mr. Rick M. Ewing
Mr. David Hunter, President
Ms. Lindsey Saffle
Ms. Tina Zickefoose

Administrators

Superintendent
Treasurer
Adult Education Director

Adult Education Faculty/Staff

Administrative Assistant/Financial Records
Financial Aid Officer/Enrollment
Evening Secretary/Financial Records
<table>
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<th>Instructor/Coordinator</th>
<th>Name</th>
</tr>
</thead>
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<tr>
<td>Dental Assisting Instructor</td>
<td>Stevana Duncan</td>
</tr>
<tr>
<td>Electrical Technologies Instructor</td>
<td>Jeffrey Jones</td>
</tr>
<tr>
<td>Electrical Technologies Instructor</td>
<td>Rick Price</td>
</tr>
<tr>
<td>HVAC Instructor</td>
<td>Brian Black</td>
</tr>
<tr>
<td>Maintenance Training Instructor/DIT Coordinator</td>
<td>Jeffrey Jones</td>
</tr>
<tr>
<td>Maintenance Training Instructor</td>
<td>Rick Price</td>
</tr>
<tr>
<td>Office Technologies Instructor</td>
<td>Jeanie Haapalainen</td>
</tr>
<tr>
<td>Medical Assisting Instructor</td>
<td>Brenda LaGoy</td>
</tr>
<tr>
<td>Phlebotomy Technology Instructor</td>
<td>Amanda Schwan</td>
</tr>
<tr>
<td>Plumbing Technologies Instructor</td>
<td>Heinz Thiemens</td>
</tr>
<tr>
<td>Welding Technology Instructor</td>
<td>Shawn Wade</td>
</tr>
<tr>
<td>Small Business Management Coordinator</td>
<td>David Stitzlein</td>
</tr>
<tr>
<td>HRD Coordinator</td>
<td>Adrea Tennant</td>
</tr>
</tbody>
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**Contents**

**ACWHCC Adult Education History**

The Adult Education Department at the Ashland County-West Holmes Career Center (ACWHCC) has been offering technical training, continuing education programs, and support services for over 40 years. We provide the skills to match your career goals and the area's employment needs. Through extensive market research, we determine what training programs will ensure successful employment upon graduation. That research includes determining job trends as well as current employer training needs. Our goals are simple. We train the area's unemployed and under employed.

We retrain and upgrade worker skills and capabilities. Most of all, in cooperation with local and state agencies, associations and service providers, we help our newly skilled students find jobs.

The 2019-2020 School Student Handbook/Catalog was adopted by the Ashland County-West Holmes JVSD Board of Education on June 20, 2019.
Mission Statement

Inspire students to career success by providing real-world skills and credentials.

Vision Statement

“The Full-Service Adult Vocational Education Center of the Ashland County-West Holmes Career Center is the primary source for adult and continuing education services for Ashland and West Holmes counties. These educational services provide accessible opportunities for adults to acquire the knowledge and skills that allow them to (1) upgrade themselves in their present occupations, (2) retrain in their current occupational endeavor, or (3) prepare for another occupation suitable to their abilities. Emphasis is on the importance of high standards of performance, development of professional character, obtaining applied experience, and acquiring high levels of technical skill. In addition, the Career Center’s Full-Service Adult Vocational Education Center is our area’s primary industry and business resource center for professional consultative and technical assistance services, as well as the most reliable source of qualified new employees.”

School Calendar 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>July 4, 2019</td>
<td>Fourth of July Recess</td>
</tr>
<tr>
<td>August 26</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day Recess</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December 23-January 3, 2020</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>January 6, 2020</td>
<td>School resumes following Winter Recess</td>
</tr>
<tr>
<td>January 20</td>
<td>No School, ML King Jr. Day</td>
</tr>
<tr>
<td>April 6 – April 10</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>April 13</td>
<td>School resumes following Spring Recess</td>
</tr>
<tr>
<td>May 21</td>
<td>Graduation Ceremony 7:00 pm</td>
</tr>
<tr>
<td>May 25</td>
<td>No School, Memorial Day</td>
</tr>
</tbody>
</table>
Non-Discrimination Policy

The Ashland County – West Holmes Joint Vocational School District Board of Education and its staff are dedicated to equal opportunity for all, and does not discriminate on the basis of race, color, religion, ancestry, marital status, creed, gender, disability, age, veteran status or national origin and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. At the request of the Superintendent, the Ashland County-West Holmes Joint Vocational School District shall provide reasonable accommodations for a disabled person. The following person has been designated to handle inquiries regarding the non-discrimination policies: Adult Education Director, 1783 St. Rt. 60, Ashland, OH 44805, or phone (419)289-3313.

Accreditations

ACWHCC is Accredited by the Commission of 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. The acting Chief Administrative Officer for COE accreditation purposes is identified as the Adult Education Director.

The Medical Assisting program at Ashland County-West Holmes Career Center is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Facilities

Ashland County-West Holmes Career Center is a two-story, elevator-equipped facility, easily accessible to the handicapped. The parking lot has a security lighting system. Security cameras are placed throughout the
building and parking lot. Each training program has classroom and laboratory facilities with up-to-date equipment. Office personnel are available year round.

Security and Crime Prevention

It is the policy of the Ashland County-West Holmes Career Center that all criminal activities or emergencies be reported to any available staff member who will in turn report the incident to the appropriate authorities.

For additional information see our Annual Security Report. Posted on our website https://www.acwhcc.org/ on the Student Resources page

Student Data Collection Policy

Ashland County-West Holmes Career Center (ACWHCC) Board of Education will not allow the collection, disclosure, or use of personal information collected from students for marketing or for selling. ACWHCC is required to report student academic performance measures and demographics to the US Department of Education, Ohio Department of Higher Education, program accrediting entity, and COE.

Enrollment, Withdrawal, or Cancellation

Enrollment Procedures

Registration is required for all adult education courses. To assure a seat in any class, register as soon as possible.

Enrollment (0-599 hours) Career Development Training

To register for any program of 0-599 hours a student must:

<table>
<thead>
<tr>
<th>Phlebotomy Technician</th>
<th>200 Hours (12 weeks)</th>
</tr>
</thead>
</table>

Pay the entire NON-REFUNDABLE program fee.
Or have an approved contract.
Plus enrollment process of the 600-900 hours program below.
Enrollment (600-900 hours) Career Development Training

To register for any program of 600-900 hours a student must:

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
<td>600</td>
<td>28</td>
</tr>
<tr>
<td>Electrical Technologies</td>
<td>600</td>
<td>25</td>
</tr>
<tr>
<td>Heating, Ventilation, Air</td>
<td>900</td>
<td>40</td>
</tr>
<tr>
<td>Maintenance Training</td>
<td>750</td>
<td>28</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>900</td>
<td>37</td>
</tr>
<tr>
<td>Office Technologies</td>
<td>900</td>
<td>34</td>
</tr>
<tr>
<td>Plumbing Technologies</td>
<td>600</td>
<td>31</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>600</td>
<td>37</td>
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Be at least 16 years of age and
- Be a high school graduate or equivalent.
- Arrange your financing by:
  - Have an approved financial aid contract or signed letter of intent to pay from an area social services agency.
  - Or have an approved loan agreement.
  - Or sign a payment agreement and pay $50 registration fee.
- Complete career development enrollment forms, and participate in orientation, which includes a tour of program lecture/lab area.
- Your class may have some additional steps that you must complete. See program requirements in Catalog. (Starting on page 68)

In compliance with Section 103 of the Veterans Benefits and Transitions Act of 2018, students applying using Department of Veterans Affairs with certificate of eligibility for entitlement to education assistance under Chapter 31 or 33 of Title I may attend their program of study on the start date of program.

ACWHCC will not impose any penalty to student, or assessment of late fees, denial of access to class, or institutional facilities that are
accessible to all students, or require student to seek additional funding due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of Title I.

**Calculation of Charges/Refund**

**Career Development: 300 to 900-Hour Programs**

Books, tools, and supply fees are non-refundable. Before 1st day of class, the student will be issued a refund for any monies paid less a $50 registration fee. 1-50% of program hours and before the 50% point of the program.

Calculation of Refund: The date on the withdrawal form is used to prorate calculations of charges incurred. NO REFUNDS are issued for expended books, tools, or supplies. Pell/FSEOG (Title IV) funds--the entitlement computation utilizes the date on the withdrawal form. If there is an outstanding balance due on the student’s account after financial aid funds are applied, the student will be held responsible for FULL payment of the balance due.

After 51% of the scheduled program hours are offered, student is responsible for paying total program charges. NO REFUND will be given.

**Career Development: Zero to 299-Hour programs**

Classes must be paid in full before class begins and 100% tuition will be charged. Before 1st day of class--the student will be issued a refund for any fees paid, less the $50 registration fee. If the student has attended class, there will be no refund. This is a non-refundable program.

**Career Enhancement: Zero to 199-Hour Programs**

Students who withdraw from a short-term, Career Enhancement, course receives a full refund if they officially withdraw through the Adult Education Office before the first day of class. Otherwise, no refunds will be made.
Non-Sufficient Funds

There will be a $30 charge for checks returned for non-sufficient funds (NSF).

Admissions Procedures for ESL Programs

Ashland County-West Holmes Career Center does not offer ESL programs.

Admissions Procedures for Ability to Benefit Students

Ashland County-West Holmes Career Center offers students a new pathway to earn a high school diploma. The Adult Diploma Program provides students with academic and technical skills and the opportunity to earn an industry credential for an in-demand job. Adult Diploma Programs are offered in Phlebotomy, Welding, and Essential Office. To enroll in one of these programs students must not have a high school diploma or GED®, be 22 years or older, pass WorkKeys Applied Math, Workplace Documents and Graphic Literacy with a combined score of 13 plus complete the enrollment process of the 600-900 hours program below.

The student must successfully pass the program requirements and credentials as stated in program syllabus and approved by the Ohio Department of Education to receive a high school diploma.

Transfer of Students and Earned Credit

Ashland County-West Holmes Career Center will evaluate credits of coursework from other educational institutions. Students interested in transferred credit need to submit a written request and support documentation (grades, certifications/licenses, state board hours) to the Adult Education Director. Request for transfer credit would be individually evaluated and the student would be notified in writing of accepted credit. Career Development programs will not accept transfer of credit hours from related work experience or practical experience for any classroom, lab or in/externship hours.
Advanced Placement

Career Development programs do not move student(s) to a higher level nor do they exit the program earlier than the program completion date based on any test or score.

Transfer of Students Between Programs

Student transferring from one career development program within ACWHCC to another career development program may be completed after consulting with the Adult Education Director, Financial Aid Officer, and Financial Records, and final approval by the Adult Education Director. Student must complete the Change of Status Form prior to transfer. Arrangements for any monies due must be appropriated (possible Direct Loan addition to transferred program balance or balance paid in full). Transferring of program hours may not be applied toward the next program choice.

The student must successfully pass the program requirements and credentials as stated in program syllabus and approved by the Ohio Department of Education to receive a high school diploma.

Financial Aid

Financial Aid Is Available To Those Whom Qualify
Information on the following types of financial aid is available from the Financial Aid Officer.

Types of Loans, Grants and Scholarships

All students receiving financial aid must achieve satisfactory progress, (90% attendance and 73% academic averages).

Federal Direct Loans--Student Federal Direct Loans can be obtained for program payment and living expenses of programs with lengths of 600-900 hours. There are two forms of Federal Direct Loans: Subsidized and Unsubsidized. Direct Subsidized Loans, the Federal Government pays the interest of the loan while the student is attending an approved educational
program. Direct Unsubsidized Loans, the student’s loan interest begins accruing immediately and the student must start paying. Students must complete required Entrance Counseling, a Master Promissory Note (MPN), and Exit Counseling for both loan processes. Repayment process must begin six months from the last date of program attendance. Student loan repayment may not be avoided, it is not free money. Federal Direct Loans are the student’s responsibility to repay. Due diligence must be applied as far as the willingness to pay and the ability to pay the loan balance.

Default Plan: The Financial Aid Office will contact students who are not making payments on their student loans. The National Student Loan Data System will allow the Financial Aid Office to contact the student if they fall behind in their payment schedule. Loan contact information will be provided to the student so they can take financial responsibility for repayment. Failure to comply will result in a third-party vendor, Wright International Student Services (WISS) managing the delinquent student.

Federal Pell Grant—Apply by completing a FAFSA application online (www.fafsa.ed.gov) or in the Adult Education Office. The Pell Grant will not pay for the total cost of the program. Pell Grants are only available for those who qualify for programs that are 600 to 900 hours long.

Federal Supplemental Educational Opportunity Grant (FSEOG) – FSEOG is available to Pell eligible students based on exceptional need and availability of funds. Students eligible for Pell may also be eligible for the FSEOG. Please inquire with the Adult Education Financial Aid Officer at 419-289-3313 x2220 to determine your eligibility.

WIOA (Workforce Innovation and Opportunity Act) funds for those who are unemployed or underemployed, without marketable skills, or skills related to a declining industry. Also, contact any county’s OhioMeansJobs office for funding options (please plan six weeks prior to program start date for this process).

Trade Adjustment Assistance (TAA)–training for those displaced by foreign trade. Your past employer or union would have applied for TAA benefits.
Ohio Bureau of Vocational Rehabilitation (BVR)--evaluation and training available to eligible individuals with conditions that affect their employability such as injuries or disability. Contact your local BVR office.

Employer--contact your employer for available training support.

Independent Scholarships/Grants--funds available to eligible students from professional organizations, fraternities, sororities, and community foundations. Contact the organization directly.

Veteran’s Education Benefits--the U.S. Department of Veterans Affairs administers education benefits to eligible veterans through various programs.

Union Educational Trust--(formerly Workforce Development/Ohio Works First) Tuition assistance for State of Ohio employees.

Ashland County-West Holmes Scholarships--to be considered scholarship applicants must submit completed scholarship application form.

Adult Education Scholarships--awarded to a graduating student from Ashland High School, Hillsdale High School, Loudonville High School, Mapleton High School, or West Holmes High School who enroll in an ACWHCC 600-900 hour Adult Education program within two years of graduation.

GED Earner Scholarship--Students who attend GED preparation classes through ACWHCC ABLE preparation sites: Ashland Professional Building, Ashland Salvation Army KROC Center, Loudonville Public Library, Love Center (Millersburg), or Missions for Amish People (Savannah) and enroll in an ACWHCC 600-900 hour program within two years of achieving the GED.

Non-Traditional Student Grant--Students who enroll in a 600-900 hour ACWHCC career development program in which 25% or less are represented by the student’s gender. Examples are women in Maintenance Training or men in Office Technologies.

Ashland County Community Foundation Friends of Adult Education Scholarship--Students who enroll in a 600-900 hour program and who
receive a Pell Grant/FSEOG Grant, but no other grant-funding stream, would need to request a scholarship application from the enrollment staff in the Adult Education Office.

Applying for Financial Aid

Students are responsible for completing a Free Application for Federal Student Aid (FAFSA). The U.S. Department of Education processes the FAFSA and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine an award without an SAR. Please read the following instructions carefully.

- Step 1. Gather items that will assist you in completing the FAFSA, for example: tax returns, bank statements, untaxed income, assets, child support, etc.
- Step 2. Go to fsaid.ed.gov to create a FSA ID (username) and password. If you are a dependent student (A dependent student is a student who does not meet any of the criteria for an independent student. An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.), a parent must also apply for a FSA ID and password. The FSA ID must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.
- Step 3. Complete a FAFSA form on-line. For classes beginning June 1, 2018 or later, choose the school year 2018-2019. The web address is www.fafsa.gov. Please choose ACWHCC as your school. Our federal school code is 031170. If you are not able to apply online please contact the Financial Aid Office at 419-289-3313 ext. 2220
- Step 4. If you provided an email address on your FAFSA, the U.S. Department of Education will send your SAR by e-mail within 3-5 days. If you did not provide an e-mail address, it will arrive by mail within 3 weeks. If you would like to check the status of your FAFSA, go to www.fafsa.gov or call 1-800-433-3243.
• Step 5. All students applying for Federal Student Aid must meet with the Financial Aid Office prior to enrollment. ACWHCC obtains written confirmation from students on the types and amounts of Federal Student Aid that a student wants for an award year prior to disbursement. Please contact the Financial Aid Office at 419-289-3313 ext. 2220 to schedule an appointment.

Citizenship Requirements

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

U.S. Citizen or National
• May need to correct SSN, name or date of birth if these are in error on FAFSA and re-submit application
• If data still doesn’t match student must provide documentation to prove citizenship
• Other documents could include birth certificate or Certificate of Naturalization

Eligible Noncitizen
• A number is sent to Department Human Services (DHS) for primary verification
• If status is not confirmed an automatic secondary confirmation will be performed by DHS
• School will wait at least five but no more than 15 days for result of secondary confirmation
• If no secondary confirmation the school will begin paper confirmation on U.S. Citizenship and Immigration Services Form G845
• Form G845 is sent to DHS field office with documentation from student
Students who are required to undergo secondary confirmation will be provided in writing

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation. May receive a preliminary award letter noting pending verification.

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

Rights and Responsibilities of Students Receiving Financial Aid

You have the right to know:

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

It is your responsibility to:

- Apply for financial aid every year.
- Complete the FAFSA application form accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office.
- Read all forms you sign.
- Keep copies of all your financial aid records.
- If required, you must register with the Selective Service System.
- Complete the required entrance and exit loan counseling sessions.
- Repay all loans in accordance with the terms of your promissory notes.
- Notify your lender if any of the following occurs before your loan is repaid: change of name, change of address.

**Code of Conduct for Financial Aid Professionals**

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

1. Refrain from taking any action for his or her personal benefit.
2. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
3. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

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

National Student Loan Data System (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, schools, and third party servicers who are authorized users of the data system. Students may access their own records at www.nslds.ed.gov. Under the U.S. Department of Education Regulations that became effective on July 1, 2014, schools are required to report enrollment statuses to NSLDS at least every 60 days. ACWHCC adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. Every 60 days, ACWHCC will import an Enrollment File Roster from NSLDS. The Financial Aid Technician will then update and/or submit enrollment records and/or statuses via the NSLDSFAP Online Enrollment Reporting web site.

Code of Conduct Regarding Student Loans

ACWHCC adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator’s (NASFAA).

Direct Loan Entrance Counseling and Master Promissory Note (MPN)

First time Direct Student Loan borrowers will need to complete both entrance counseling and a master promissory note through www.studentloans.gov before any loan funds will be disbursed to ACWHCC.

Student Handbook/Catalog
Direct Loan Entrance Counseling
If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming; the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans. During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- Other financial resources to consider to help pay for your education
- Your rights and responsibilities as a borrower

Direct Loan Master Promissory Note (MPN)
The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions. You can borrow additional Direct Loans on a single MPN for up to 10 years. It’s important to understand that when you sign an MPN you’re promising to repay all loans that are made under that MPN. As stated on the MPN, you must repay your loan even if

- you don’t complete your education,
- you can’t get a job after you leave school, and/or
- you didn’t like the education you received.

Before—or at the time of—the first disbursement of your loan, you’ll receive a Financial Aid/Loan Payment Agreement that gives you information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

Direct Loan Exit Counseling
Exit counseling provides important information to prepare you to repay your federal student loan(s). During exit counseling, you will review your rights and responsibilities as a borrower. If you have received a subsidized or unsubsidized loan under the Direct Student Loan Program, you must complete exit counseling each time you:
• Drop below half-time enrollment
• Graduate
• Leave school

Exit counseling is a requirement, ACWHCC may place a hold on your student record. Exit counseling can be completed online at www.studentloans.gov.

**Deferments**

Under certain circumstances a borrower may defer or postpone repaying a Federal Direct Loan. Deferments for Direct Subsidized Loans apply to both principal and interest. Deferments for Direct Unsubsidized and Direct Plus Loans apply only to principal. For more information about the types of deferments and eligibility requirements you can visit www.studentloans.gov.

**Cost of Attendance**

The cost of attendance (COA) is not the invoice that you may get from ACWHCC; it is the total estimated amount it will cost you to attend ACWHCC during a typical period of enrollment. The COA includes tuition and fees; a housing and food allowance; allowances for books, supplies, transportation, and loan fees; and other educational costs. The COA varies by program and whether the student is an independent or dependent as calculated by the FAFSA. The COA per program is established by the Financial Aid Office on an annual basis. For more information on COA calculations, please contact the Financial Aid office. Before applying for financial aid, students and parents should assess all of the costs of attending ACWHCC, both direct and indirect (indirect costs include, but are not limited to, housing, meals, and transportation). Actual expenses vary among students depending on life styles, priorities and obligations.

**Determining Eligibility**

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of need analysis is used to calculate your Pell Grant award. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid.
Aid with information concerning your family’s financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

The Concept of “Needs Analysis”
Needs Analysis is based on a simple formula of the cost of the student’s education minus the family contribution determined by the FAFSA. The end product is what the student is eligible for in financial assistance. Below is a detailed breakdown:

- **Cost of Attendance**: (tuition & fees; housing & food allowance; allowances for books, supplies, transportation; and other educational costs.)
- **Family Contribution**: (What you and your family are able to contribute toward your educational costs)
- **Financial Need**: (Grant or other resources you can receive)

For all Title IV Programs (Pell Grant and Loan) a student enrolled at ACWHCC must:

- Have financial need, except for some loan programs.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma or G.E.D.
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
Must provide information in order for school to obtain financial aid history.
May not have property that is subject to a judgment lien for a debt owed to the United States Government.

Disbursements

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

- Prior to enrolling into the program, students will receive information from the Financial Aid Office regarding how to apply for financial aid and what documents may be needed to complete the enrollment process.
- All students applying for Federal Student Aid must meet with the Financial Aid Office prior to enrollment. ACWHCC obtains written confirmation from students on the types and amounts of Federal Student Aid that a student wants for an award year prior to disbursement. Please contact the Financial Aid Office 419-289-3313 ext. 2220 to schedule an appointment.
- At the time of disbursement, Common Origination and Disbursement will send Direct Loan recipients a notification indicating the amount of aid issued and the anticipated date of disbursement.
- On the date of disbursement, ACWHCC will send federal student aid recipients a disbursement notification notifying recipients of the following:
  - Anticipated date and amount of the disbursement(s);
  - Borrower’s right to cancel all or part of the loan or disbursement; and
  - Procedures for cancelling Direct Loan and the time by which the borrower must notify the school that he or she wishes to cancel the loan or disbursement.

Students may elect to have disbursement notifications sent electronically via email and/or a paper copy by U.S. Mail.
- ACWHCC will credit the Federal Student Aid disbursement to a student’s account only against allowable institutional charges, including current charges for tuition, fees, books/supplies/tools,
and other required educational charges. All excess funds (credit balance) will be paid directly to the student via paper check.

Federal student aid awards are required to be disbursed in at least two installments. Eligible programs at ACWHCC will consist of two payment periods. A payment period consists of half of the clock-hours and half of the weeks of instruction in a program. Disbursements of federal student aid will be disbursed in the payment period the award is assigned, i.e. the first disbursement will be made during the first payment period. Students must successfully complete the clock-hours and weeks of instructional time in a payment period before progressing to the next payment period.

Verification Policy and Procedures

ACWHCC is responsible for verifying the accuracy of the financial data used to calculate the student’s expected family contribution (EFC). If there is an asterisk (*) next to EFC number on the SAR or ISIR, it means that the student has been selected for verification by the U.S. Department of Education, to verify the information on the student’s Federal Application. The school may also select a student for verification. Students selected for verification will be placed into one of four verification groups. Each group has a separate name, verification code, and list of items that must be verified. The Financial Aid Office will notify the student, in writing, if they have been chosen for verification.

Students selected for verification are required to complete a verification worksheet. In addition, students must provide all required supporting documentation and/or information. When all required documentation and/or information has been submitted, the Financial Aid Office will review the information for any necessary corrections. If a student’s award changes as a result of verification, a revised award notification will be sent within two weeks of the completed verification process.

Acceptable Documentation
The verification worksheet, as well as all required supporting documentation and/or information must be received by the Financial Aid Office no later than thirty (30) days from the start date of class. ACWHCC will not disburse Federal Student Aid prior to the verification process being complete. If the student, spouse, or parent of a dependent student cannot
provide information requested for verification, ACWHCC may accept alternative documentation. If ACWHCC has reason to believe that the information provided is not accurate, we may require additional documentation.

**IRS Data Retrieval Tool**
The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. Note that married students who file separate income tax returns cannot use the IRS DRT. A student and spouse who file separately must provide their 2017 IRS tax return transcript(s), which can be obtained as described below.

**When Tax Information is Available for IRS DRT**
In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

**IRS Tax Transcript Document Required**
- When the applicant or parent did not use the IRS Data Retrieval Process—either at initial FAFSA filing or though the FAFSA on the Web (FOTW) correction process.
- When information obtained by using the IRS Data Retrieval Tool was changed before or after submission of the FAFSA or the FAFSA correction.
- When a married independent applicant and spouse filed separate tax returns.
- When the married parents of a dependent student filed separate tax returns.
• In all instances, when the dependent student’s legal parents are unmarried and living together.
• When an applicant or an applicant’s parents had a change in marital status after the end of the 2017 IRS tax year on December 31, 2017.
• When the applicant or parent or spouse filed an amended tax return. Under this condition, the institution must obtain the documents below to complete verification:
  - A 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
  - A signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

IRS Tax Return Transcripts submitted to ACWHCC for verification need not be signed by the tax filer, unless ACWHCC has reason to doubt the authenticity of the document.

Special Circumstances

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

• **Loss of income due to non-disability related unemployment*** – Student, spouse, or parent(s) has lost employment (due to layoff or involuntary resignation) since the last tax year reported on most recent FAFSA. If unemployment is temporary and individual is actively seeking employment, you must wait until six months after date of unemployment before submitting a Special Circumstance Petition for this reason.

• **Loss of income due to disability or natural disaster** – Student, spouse, or parent(s) has not been able to earn money the way it was earned in the last tax year reported on the FAFSA. This must
be due to a disability or natural disaster that occurred since the end of the last reported tax year.

- **Occurrence of one-time income** – Student, spouse, parent(s) received a one-time lump sum (such as inheritance, retirement, IRA distribution, etc.) that was reported on the 2018-2019 FAFSA but is not expected in the future.
- **Separation or divorce** – Student (or your parents, if dependent) have separated or become divorced since the time the FAFSA was filed.
- **Death** – Your parent (or spouse, if independent) received income for the most recently reported tax year, but passed away after you completed the FAFSA.
- **Filing status** – You disagree with the definition of a Dependent Student, as outlined by the U.S. Department of Education, as it applies to you.
- **Elementary or secondary tuition costs** – You or your parents are paying elementary and secondary tuition costs during the 2018-2019 school year for dependent children.
- **Medical or dental expenses** – You or your parents paid medical or dental expenses not covered by insurance that exceeds 10% of your income during 2017.
- **Marriage of Student** – Student has been married since the date that the FAFSA was filed.

If you feel that you have a special circumstance please contact the Financial Aid Officer to discuss your situation and find out what documentation is needed. After reviewing all documentation the Financial Aid Officer will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the U.S. Department of Education. Please note that the use of professional judgment is allowed but not required of the school. Students will be asked to provide detailed documentation for the appeal. Documentation varies based on the appeal type but a verification worksheet, tax return, and W-2’s will be required in every case.

*Any voluntary job loss and/or reduction of overtime wages will not be considered a special circumstance unless the student is able to prove non-fault or hours are cut below 40 hours per week.*
Dependency Override Policy

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a life choice and does not qualify for a Dependency Override. To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

Satisfactory Academic Progress (SAP)

ACWHCC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:
- 900 hours: two payment periods (450, after 450)
- 600 hours: two payment periods (300, after 300)

Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:

Qualitative
- Student must maintain a cumulative grade of “Average” 73% or above
- Students must be working toward completion on a specific program.

Quantitative
- Student must complete within 111% of the normal length of the program (Maximum Timeframe to Complete a Program).
- Student must maintain a cumulative 90% attendance percentage
Refund and withdrawal Policy; Cancellation; Postponement; Change of program

Programs or classes may be cancelled without adequate pre-registration or by the decision of the Adult Education Director. Class times, dates, and teacher assignments may be changed by the Adult Education Director as needed.

Tuition will be appropriately refunded for any class or program cancelled by the Adult Education Director. All refunds will be made by check from the ACWHCC Treasurer’s Office. Please allow a maximum of 45 days for refunds to be processed. We do not issue refunds for issued books, tools, or supplies.

REFUND IN FULL: Notification by the student officially withdrawing within three business days of signing the enrollment agreement, and attending orientation will receive a full refund, less the $50 registration fee, and expenses incurred of program monies paid to Ashland County-West Holmes Career Center. Refunds will be given to the student within 45 days from notification.

TITLE IV (Pell and Direct Loans): Ashland County-West Holmes Career Center Refund Policy will be applied with Return to Title IV Refund Calculation procedures which are based on the scheduled hours in specified payment periods. Disbursed funds are applied to a student’s account. Student will be billed for any remaining balance. If payment is not made after 60 days, the debt will be turned over to the Ohio Attorney General’s Office for collection.

Return of Title IV Funds

Return of Federal Financial Aid Policy
ACWHCC students who receive federal financial aid and do not complete their classes could be responsible to repay a portion of the aid received according to federal law. The following information will help you understand what could happen if you withdraw from or stop attending classes before the end of the program for which you are receiving federal financial aid.

**What is the law?**
Federal law requires schools to calculate how much federal financial aid (Title IV Funds) a student has earned if he/she withdraws or stops attending before completing the class within 45 days of the original drop. Federal financial aid covered under this regulation includes Federal Pell Grants and Federal Direct Loans. ACWHCC will return funds or make a post-withdrawal disbursement within 45 days of a student’s departure from a program.

**Who is affected by this regulation?**
This regulation applies to students who receive federal financial aid AND who withdraw or stop attending classes prior to the 60% completion point of a class (hours vary by class 600, 750, or 900) or of a specific payment period (300, 375, or 450) and is based on scheduled hours.

Example: A student that completes 272 hours in a payment period of 450 would have earned all of their financial aid for that period (it is over 60% completion).

Example: B student that completes 152 hours in a payment period of 300 would have not earned all their aid and the school would be required to determine the amount of aid that has to be returned using R2T4 worksheet.

**How do I earn my financial aid?**
Students who receive federal financial aid must earn the aid they receive by staying enrolled in classes. The amount of federal financial aid earned is proportionate to the number of hours the student remains enrolled. Unearned financial aid must be returned to the federal government. Recipients of federal financial aid will be required to repay a portion of aid received if they withdraw from, or stop attending class prior to 60%
completion of the payment period. The calculation for the return of these funds can result in the student owing money to the school.

Calculations & Post Withdrawal Disbursements
ACWHCC will use the official withdraw date (see Withdrawal Policy) to complete the R2T4 calculations to determine whether funds need to be disbursed or returned. The post withdrawal disbursement will be based on the R2T4 worksheet and in accordance with federal law.

Return of Funds Order of Return
Funds will be returned in the following order:
Unsubsidized Direct Student Loans
Subsidized Direct Student Loans Federal Pell Grant

Student Account Credit Balances
A credit balance results when the total payments posted to a student's account exceeds the total of the charges applied or applicable to the account for a specific payment period. A credit balance eligible for a refund is one where all the applicable charges and payments have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions. Anticipated funds, including anticipated Federal Student Aid, are not considered payments to a student's account until the funds have actually been disbursed to the account. Accounts of students on a Payment Plan Agreement are not eligible for a refund unless the Payment Plan Agreement has been completed and paid in full, payments exceed the applicable charges, and student has completed. To receive any credit refund due to a scholarship student must successfully complete.

Credit Balances due to Federal Student Aid
ACWHCC will credit Federal Student Aid funds to a student's account only against allowable institutional charges, including:
- Current charges for tuition and fees
- Current charges for books and supplies and/or tools
Students must provide written authorization to the Financial Aid Office before ACWHCC can hold a credit balance in the student's account across payment periods within the same award year.

ACWHCC will automatically pay a student his or her credit balance with a direct disbursement within 14 days of the date of disbursement into students account. The financial aid office will notify students, within the 14-day period, to come to the Adult Education office to pick up his or her credit balance. Federal student aid credit balances will be issued via a paper check.

**Default Prevention and Management Plan**

The purpose of the Default Prevention and Management Plan is to promote student and school success by increasing retention and reducing delinquency and default. ACWHCC will benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. ACWHCC is actively committed to promoting student success by helping students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Coordination and implementation of the Default Prevention and Management Plan is the responsibility of the Financial Aid Office. The Financial Aid Office will work with students to educate them with regard to good debt management practices and default prevention strategies.

**Consequences of Default for Borrowers**

Borrowers who default on student loans face serious consequences. Federal Direct Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts
continue and the defaulter will be ineligible for additional federal student aid.

Consequences of Default for Schools
Institutions may face serious consequences due to high cohort default rates which include the loss of participation in the Direct Loan and/or Pell Grant programs. It is an objective of the ACWHCC Financial Aid Office to reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers.

Comprehensive Student Loan Repayment and Default Management Plan

Student Loan Information:
Students are advised by means of entrance counseling that unlike grants, a loan is money that must be repaid. Students are told: You, the student borrower, are legally obligated to repay your loans, so we encourage you to fully read and understand the terms and conditions before accepting a loan. Please note: You must repay your loans even if you do not complete your program.

The minimum requirements for obtaining a federal loan at Ashland County-West Holmes Career Center (ACWHCC) are a completed FAFSA application, admission into a career development program, and the program must be 600 clock hour or higher. At ACWHCC, students are encouraged to make informed decisions when applying for a student loan. It is suggested to only borrow the amount of funds needed to successfully complete their education.

Advising and Monitoring:
Federal regulations mandate all first-time Federal Direct Loan borrowers receive Entrance Counseling before their loan may be processed. This requirement is fulfilled by meeting with the Financial Aid Officer or completing the Entrance Counseling at the website: www.studentloans.gov. Failure for first-time borrowers to complete the preliminary or online counseling would result in the loan being cancelled. As a student, they are responsible for their outstanding program financial balance. ACWHCC also offers preliminary counseling for any student who wants to learn more
about the student loan process even if they have previously obtained a student loan.

Entrance counseling walks the student through the Federal Direct Loan process and explains their rights and responsibilities as a borrower. All first-time Federal Direct Loan borrowers must complete entrance counseling before their loans would be disbursed.

In addition, a valid Master Promissory Note (MPN) needs to be established before any Federal Direct Loans are disbursed to the student account. As defined by the U.S. Department of Education, the MPN is a “legal document” in which the student promises to repay their loan(s), any accrued interest, and fees to the U.S. Department of Education. It also explains the terms and conditions of their loan(s).

It is important to understand that Federal Direct Loans are just: loans. It’s highly important that these loans are paid back after graduation. Ashland County-West Holmes Career Center encourages each student to visit the website: www.studentloans.gov to complete the Entrance/Exit Counseling and to complete the MPN. The MPN must be signed and takes approximately 30 minutes to complete.

Exit counseling must be completed prior to graduation for all borrowers. This process takes approximately 30 minutes to complete. This is an effort to get the most current contact information from the student.

**Cooperation with Lenders:**
Ashland County-West Holmes Career Center cooperates with the lenders of Federal Direct Loans. Students are advised not to ignore their lenders. They are encouraged to be sure to read the mail they receive from lenders, answer their calls, and respond when necessary. If they move or change their contact information, they need to contact their lender and update their information. Borrowers who fail to notify their lender or servicer of these changes, may incur additional charges for missed or late payment and risk severe penalties for student loan default.

**Collection of information to facilitate location of Borrowers:**
Ashland County-West Holmes Career Center validates the student address, email, and phone numbers at the completion of their program. This information is to provide updated information to their lender in the event they try to verify the student’s information.

**Default Prevention:**
For Federal Direct Loan purposes, default means the failure to make payments on student loans according to the terms of the Master Promissory Note (MPN). The MPN is considered a binding legal document authorized at the time of the student loan. The school, loan guarantor, and the Federal Government have the authority to take action to recover any money owed.

1. Access the online National Student Loans Data System (NSLDS) site to display students who are more than 50 days delinquent
2. An informational letter is generated to the student
   a. Including the name, phone, and website of the loan servicer
   b. Including the number of days the student is delinquent
   c. Including contact information at the school for additional help
3. Phone calls are made to students to quickly communicate lender information
4. School has contracted third-party vendor Wright International Student Services (WISS) to assist with default management.

Proactively, the Financial Aid Officer meets with each class before graduation to answer any questions, verifying the exit counseling process is complete for each student, and to encourage the student to contact their loan servicer or the school if the student runs into difficulties with repayment. An information sheet is given to students with contact information.

**Constitution Day**

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787, signing of the United States Constitution. To encourage all Americans to learn more about the
Constitution, Congress in 1956 established Constitution Week, to begin each year on September 17th, the date in 1787 when delegates to the Convention signed the Constitution. In 2004, Senator Robert C. Byrd of West Virginia included key provisions in the Consolidated Appropriations Act of Fiscal Year 2005 designating September 17th of each year as Constitution Day and requiring public schools and governmental offices to provide educational programs to promote a better understanding of the Constitution. This year, the Financial Aid Office will recognize Constitution Day on Tuesday, September 17, 2019. We ask that you take the opportunity on this day to expand your knowledge of the U.S. Constitution, the document that provides the basis of our everyday freedoms, and the foundation of our great country. Information regarding Constitution Day will be distributed to students on this day.

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

Availability of Employees for Information Dissemination

Requests for information by students about ACWHCC should be directed to Adult Education Office 419-289-3313. Requests for information by students about financial aid or enrollment should be directed to Vicki Loucks, Financial Aid Officer 419-289-3313 ext. 2220. Other employees, such as the Adult Education Director and faculty may also provide information regarding their specific areas of responsibility. See Student Handbook/Catalog, Page 6 – ACWHCC Personnel.

GLBA:Safeguarding of Confidential Financial and Personal Information

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

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

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

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

**GLBA Objectives and Requirements**
The objectives of GLBA are to:

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

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

- Designate one or more employees to coordinate the safeguards
- Identify and assess risks to customer information and evaluate the effectiveness of the current safeguards
- Designate and implement a safeguards program that includes regular compliance monitoring and evaluation
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information
- Provide for evaluating and adjusting the program in light of relevant circumstances
- Ensure that all new and existing employees who are involved in activities covered under the Act receive safeguarding training

Who Receives Information and Why?
As required by GLBA, ACWHCC does not disclose any non-public financial information about our students/customers, or former student/customers, to anyone, except as permitted by law. ACWHCC may exchange such information with its affiliates and certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service student loan accounts, collect on delinquent accounts, or provide other financial services related activities.

Upon request, a student/customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Students/customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate. Treasurer and or Financial Aid Officer is responsible for obtaining and presenting information when requested by a customer.

Securing of Student Information by Financial Aid Officer
Financial Aid Officer shall maintain a single office with locked door, which is also secured by locking door to department, building is secured with locked entrance doors, files are maintained in locked cabinets in office.

- Computer shall be locked when the Financial Aid Officer is not in said office.
- Door to the said office shall be locked and closed when Financial Aid
Student Rules and Policies

General Rules and Regulations

Alcohol and/or Drug Abuse

All students and staff are prohibited from bringing to school, having, consuming, or distributing intoxicating substances and/or drugs, and being under the influence upon the Career Center's premises (including medical marijuana), in any school vehicle, to any school sponsored activity, or any property which is used by the Board of Education during and after school hours.

Violation of this policy will result in disciplinary action or immediate dismissal, and may be reported to the proper authorities. Intervention, drug testing, and/or follow up referral to appropriate agencies may be required. Information regarding the school’s Alcohol and Drug Policy is available upon request to the Adult Education Office.

Care of Equipment and Property

The Career Center’s equipment and facilities need to be maintained at all times for the convenience of all. Always handle the equipment properly. If a piece of equipment needs repair, notify the instructor so repairs can be made.

Procedures of System for Emergency Purchases to Assure the Acquisition and/or Repair of Equipment

The Ashland County-West Holmes Career Center (ACWHCC) Board of Education places the responsibility of administering the operating budget, once adopted, with the Superintendent and Treasurer. The Superintendent may consult with the Treasurer when major purchases are considered, and
shall keep the Treasurer informed as to problems or concerns as the operating budget are being implemented.

The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the appropriations, limitations stated in Board of Education policies, and within legal authority expressed in state statutes.

Changes in Status and Address

The Adult Education Office must be notified immediately of a change in the following: name, employment, address, telephone number, emergency contacts, or enrollment through a Change of Status Form. Student records need to be correct so students may be contacted in case of class cancellation, job referral, emergency, etc.

Dress Code

Training for future employment includes acquiring a business and industry professional appearance. If appropriate clothing or equipment is a barrier to employment, please advise the Adult Education office; help may be available.

In general, student dress should be acceptable for the type of job for which the student is training. Clothing that attracts undue attention, and thus causes a disturbance in the school, is in bad taste and therefore not acceptable. Overall dress and grooming are to be neat, clean, and appropriate in style, design and decency. All hair must be clean, neat, trimmed, under control, and must not present a safety hazard. Uniforms (as applicable) are required for attendance to each class/lab setting and externship session in a manner complimentary to the profession.

Externship

Drug Screen— a random drug screen will be given without notice in required programs. Any student who does not pass a drug screen may be subject to termination or dismissal from externship privilege of the program. This includes medical marijuana.
Criminal Background Check—BCI/FBI checks will be administered in programs which require. Students with a felony conviction may not be enrolled into some programs. This also applies to a student with disqualifying offenses per Ohio Revised Code 2913 (or any sub-headings under 2913) which includes some misdemeanors. Externship privileges in some programs may be revoked if the above situation applies.

Transportation to Externship/Clinical Site--Transportation is student’s responsibility.

Students must have a 90% attendance and 73% grade point average in order to participate in externship.

Access to Student Records and/or Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires each school to provide parents, guardians, or eligible students annual notification of the types of personal identifiable information that may be released by the school as designated. [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

The District may disclose the above information for any lawful purpose (such as required governmental reporting) at its discretion without the consent of the eligible student. Students have the right to refuse to permit the disclosure of any or all information. Listed as follows:

- name, address, date and place of birth, telephone number, program name, dates of attendance, enrollment application form criteria and status;
- graduation date, participation in officially recognized activities, degrees, honors and awards received, any other information that would not generally be considered harmful or an invasion of privacy if disclosed;
- participation in officially recognized activities. Procedure for access to student records is in place for procuring security of student records/files and ensuring only authorized personnel have access.

Firearms, Knives, and Other Dangerous Weapons Policy

Students are prohibited from bringing firearms, knives, or other dangerous weapons or devices onto the school property, in any school vehicle, to any
school sponsored activity, or on any other property, which is used by the Board of Education. Violation of this policy will result in disciplinary action or immediate dismissal, and may be reported to the proper authorities. WARNING: “Unless otherwise authorized by law, pursuant to the Ohio Revised Code, NO person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises.” A valid license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

Food

No food or beverages are allowed in the classrooms or labs.

Illness or Injury

Any illness or injury of a student must be reported to the administrative staff as soon as possible. Staff personnel shall treat an illness or injury immediately, provided the treatment is within their capabilities. Should an illness or injury occur that is outside the capabilities of the staff, the Hayesville Emergency Squad will be called at 911. The staff shall have all medical information available from the student’s Emergency Medical Form for the emergency personnel. Student is responsible for making the Adult Education Office aware of changes to the emergency Medical Form throughout the program utilizing the Change in Status Form. The staff shall maintain order at the scene, notify administrative personnel, and file all Incident/Accident Forms as required.

Misconduct Against a District Employee or Student

A student shall not engage in behavior that causes harm (physical or verbal) against any district employee/or student including harassment, vandalism, bullying, assault, or cause damage to district property, regardless of where it occurs.

Parking Facilities

Adult Education students have an assigned parking lot on the southeast side of the Career Center. Adult students must use this lot during the day.
Students with handicap parking permits should make arrangements with the Adult Education Director for parking in handicap-designated locations. Handicapped parking spaces are located at all entrances to the building. Evening students may park in approved parking areas with the exception of administration areas identified by staff during Orientation Meeting.

**Program End-Date Policy**

End dates for Adult Education Programs are determined by the number of program hours actually offered. Published end dates may be subject to change to achieve needed program hours.

**Required Assessments**

In addition to individual examination/quizzes administered by the Program Instructor, every adult student will be required to take the following major assessments:

ACT WorkKeys is a job skills assessment system measuring real-world skills. WorkKeys examinations will be administered during each adult program and results will be published on the student transcript.

If you test lower than a four (4) in any of the three WorkKeys tests, it is recommended to attend the Aspire Bridge Program (Kroc Center, Ashland; Love Center, Millersburg; MAPS, Savannah; or Loudonville Christian Community Center). If you choose to retest you will need to pay the retest fee of $15/test and register with the Adult Education Department Office to schedule retesting. If you do not retest, you understand your substandard score will be reported to the Ohio Department of Higher Education, the substandard score will be printed on your permanent transcript, and a substandard score may influence your future employer’s decision to hire you.

Each program will have industry credential testing
NCCER Test Retake Policy

It is the position of the Ashland County-West Holmes Career Centers Adult Education Department that a first retake NCCER module test will be paid for by the Adult Education Department. Any and all subsequent test retakes of the same module would be charged to the student at the rate of $5.00 per test.

Safety Rules

Each student will be expected to consistently meet the specific safety requirements outlined by the instructor of his/her program area while in the laboratory setting to prevent illness or harm to himself/herself or others.

Policy and Acknowledgement on Accidental Needle Sticks

Ashland County-West Holmes Career Center Adult Education Director has adopted this policy and intends to provide students with information concerning steps to deal with accidental needle sticks. This is the most frequent route of exposure to blood-borne pathogens. A copy of the policy can be requested in the Adult Education Department Office.

School Closing Policies (due to inclement weather or delays, etc.)

Every effort will be made to remain open for adult classes unless conditions become severe. A morning announcement on the radio or TV that the Career Center classes have been canceled cancels only high school classes. The Adult Education programs will be announced separately. When the radio or TV announces a “Delay,” Adult classes will be listed separately from the high school if there is a delay. Announcements will be made over: TV STATIONS: WKYC TV3; WEWS TV5; WJW TV Fox 8 RADIO STATIONS: WMAN-Mansfield (AM 1400); WXXF- Loudonville (FM 107.7); WNCO-Ashland (FM 101.3/AM 1340); The decision to cancel adult evening classes could occur as late as 4:30 pm. If in doubt that evening classes will be held, call (419) 289-3313 or (800) 686-3313 after 2:00 pm. As in all life situations, individuals have the right to decide when conditions have become too dangerous for travel, whether
classes have been canceled or not. If class is in session and you are not in attendance, you will be counted absent.

Smoking Policy

Smoking or vaping are not permitted on the school grounds, including the parking lots or in your vehicle. The use of any form of tobacco or electronic smoking device on school grounds is prohibited. Violation of this policy may result in disciplinary action and possible termination from the program.

Telephones

The Adult Education Office staff will relay emergency messages to the students. Cellular phones may not be used during class/lab time and must be silenced.

An Electronic Device/Wireless Communication Device (ED/WCD) is any device with the capability to send & receive audio and written messages, recording audio, photographs and video, can access the Internet and can store and replay music files.

Students are personally and solely responsible for the care and security of their wireless communication devices. The school assumes no responsibility for theft, loss, damage or vandalism to EC/WCD’s brought on to its property or the unauthorized use of such devices. The school is not responsible for servicing any software issues pertaining to personal devices being used by students.

Services Available to Students

Mentoring for Success

Mentoring for Success is a job readiness and career mentoring program providing adults with pre-employment and career transition instruction in the areas of personal development, career exploration, employability, and resource management. Required Mentoring for Success classes provide a core component of training for each Career Development Program providing training in:
• Employability skills development
• Individual career plan development
• Job search assistance and follow-up
• Personal skills development

Guidance Services

Services provided by the School-Community Liaison and Adult Education include:
• Career assessment and counseling
• Student academic and/or attendance counseling
• Referrals for personal counseling
• Entrance interviews to establish career goals and identify training barriers
• Coordination of special needs services--students should contact the School-Community Liaison as soon as a condition becomes apparent

Personal Counseling

Successful completion of training programs and employment may be jeopardized by individual or family problems. Student may ask for help by contacting the School-Community Liaison or any staff member with whom he/she is comfortable.

Employment Services

Ashland County-West Holmes Career Center does not imply, or guarantee employment or placement of students into employment upon completion of any program. The faculty/staff will assist graduating students through the following job searching process:
• Job postings
• Emailing current job openings to graduates from employer inquiries
• Job search skills training
• Identifying job opportunities through instructors’ resources
• Assisting in resume and cover letter preparation
• Networking with the community to facilitate employer/student matches
• Assist with creation of Career Portfolio
Adult Education Code of Conduct

Student Code of Conduct

The student is responsible for conduct acceptable to a good learning situation. This includes self-discipline. Individual teachers establish classroom discipline policies to meet the needs of that setting in addition to this handbook. Students must comply with classroom rules. A student’s conduct is considered to be disruptive when it reflects open defiance, disrespect; when it is threatening, obscene, vulgar, bullying, or disruptive. Violation of any rule may result in disciplinary action that may include a warning, suspension, or termination.

Academic Dishonesty and Personal Integrity

Violations of this policy will be treated as a serious matter. Penalties and evaluation of violations of this policy will be determined by the school administration and can result in suspension or termination from a training program.

Honesty in all academic matters is expected of students, and actions contrary to such integrity will not be tolerated. Any attempt to cheat, misrepresent someone else’s work as one's own, receive credit for work which is not one's own, obtain an unfair advantage over others or aid another student to do the above will be considered a breach of integrity. Examples of such activities include, but are not limited to:

- Cheating (intentionally using or attempting to use unauthorized material, assistance or study aids in any academic endeavor)
- Plagiarism (using another person's ideas, words, expressions or data in writing or presentation without properly acknowledging the source)
- Falsification and/or misrepresentation of any official or unofficial documents, personal records, academic records, etc.
- Facilitating academic dishonesty (knowingly assisting someone else to violate expectations of integrity)

- Create a backpack on Ohiomeansjobs.com
- Create an account on LinkedIn
- Computer crimes (damaging or modifying computer programs/records without permission)

Jurisdiction

The rules set forth in the School Student Handbook/Catalog shall be applicable to student behaviors that take place:
- On the school premises and at all school sponsored activities, on or off campus.
- In or on district owned vehicles, on campus, in transit, or off campus.
- In or on privately owned vehicles, whether on campus or in transit, for the purpose associated with a school activity.
- Off campus and affect or endanger students and/or staff associated with the school district.

Student behavior that is determined to endanger the health, safety, or well-being of another while under the jurisdiction of the Ashland County-West Holmes Joint Vocational School District will be subject to all applicable disciplinary and statutory responses. Any student’s behavior which causes a disruption, interferes with any school function or purpose, and/or creates the likelihood of the same, is prohibited, and therefore, is subject to district disciplinary consequences.

The instructor has primary responsibility over classroom integrity and in a suspected violation will present all documentation (including any rebuttal) to the Adult Education Director. The Adult Education Director can recommend consequences of the violation following a hearing with the review panel.

Zero-Tolerance Policy

Actions of a student or students that are determined by the administration to be inappropriate behavior, disruptive, bullying, and/or violent in nature while on school property, and/or during official functions, will have discipline intervention standards applied consistent with established district policy and the Ohio Revised Code.
Search and Seizure

A search, with or without the student’s consent, of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules.

Acts of Misconduct

Clearly, not all acts of misconduct can be itemized. The following is a list of some of the main areas of conduct which may lead to disciplinary action.

Disruption

Students shall not disrupt the educational process by use of violence, force, coercion, harassment, non-participation, or other means, including all activities. Students shall comply with reasonable directions and commands from any staff member.

Theft, Damage, or Vandalism

Students shall not steal, cause damage to, or destroy private or school property.

Assault, Fighting, Hitting, Unauthorized Touching, Horseplay

Students shall not act, speak, or behave in any way that could cause physical or mental harm, injury, or the feeling of being intimidated to another student.

Profanity and/or Obscene Language

Students shall not use profane language, either verbally or in writing. Included in this prohibition are obscene gestures, signs, pictures, publications, or clothing that depicts such language that would be offensive.
Harassment

Students shall not engage in any form of harassment. This will include, but not be limited to, physical, verbal, emotional, or sexual harassment. Any student act that is determined to be offensive by having the effect of creating a hostile, intimidating, and discriminatory environment or is otherwise disruptive of the educational process may be defined as harassment. Questions should be directed to the instructor or the Adult Education Department Office.

Security Use of Cameras

Closed circuit cameras are used on both school grounds and within our building.

Sexual Misconduct & Dating Violence

Ashland County-West Holmes Career Center (ACWHCC) is committed to a consistent effort in maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation, and dating violence including stalking and domestic violence. In its goal to create an environment for all students, employees and visitors which is fair and free of coercion, the Center has adopted a sexual harassment policy with accompanying procedures as the basis for community education and complaint resolution.

Sexual misconduct cannot and will not be tolerated at ACWHCC. Sexual misconduct is a form of discrimination in violation of Center’s policy and Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments and Section 4112 of the Ohio Revised Code. Students, staff, and visitors at ACWHCC have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any ACWHCC employee, student, or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of the Center’s policy; it is a form of discrimination and is illegal.
Consent is defined as voluntary, positive agreement between participants to engage in specific sexual activity.

Sexual assault/rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual harassment is defined as unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Domestic Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injured, or wound someone.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved.

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his/her safety or for the safety of those around him/her or suffer substantial emotional distress.

Sexual Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that
can be exchanged for grade or promotions). Sexual harassment committed by students is a serious offense which could lead to dismissal from the Center.

If an individual is the victim of sexual misconduct he/she is strongly encouraged to report such incidents promptly to the Adult Education Director, located in the Adult Education Office, 419-289-3313 Extension 2246, carrm@acwhcc.org.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be reported to the Adult Education Office which will make immediate contact with the local law enforcement agency in order to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain about reporting an instance of sexual misconduct, the Center’s officials strongly encourage victims to talk to someone about it. The Center’s crisis counselors are licensed mental health professionals and any conversation had with them is considered a privileged and confidential communication. They are not required to report any information about the incident to Center’s officials. The advocates are able to notify Center’s officials without disclosing any personally identifiable information about the victim.

Bystander Intervention Options

Any campus community member that observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking, occurring on campus, is strongly encouraged to report the matter immediately to the Adult Education Office, 419-289-3313, Extension 2203. If the situation necessitates and immediate police presence, please call 911. Some other safe intervention options can include:

- Notifying a Center’s official
- Avoiding use violence
- Being honest and direct when trying to diffuse the situation
- Recruiting the assistance of others around you
- Keeping yourself safe at all times
What to Do If You Are Sexually Assaulted

In the case of a sexual assault, it is extremely important that physical evidence be preserved.

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you...and remember, it’s not your fault you were attacked.
- Write down everything you can remember about the incident and assailant (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. If possible, take pictures of any visible bruises or injuries you may have.
- If the incident occurred on any campus, immediately report the information to any Center’s official 419-289-3313 Extension 2203, or dial 9-1-1. Information can also be shared with a campus advocate. Center’s officials will assist the victim in notifying the local law enforcement agency and navigating the reporting process.
- Seek medical attention. Even if you don’t think you’re injured, it’s important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.
- For survivors of sexual assault seeking counseling and support, Center’s officials have identified the following resources:
  1. Rape Crisis Domestic Violence, 2233 Rocky Lane Ashland, OH 44805, (419) 289-8085
  2. National Sexual Assault Hotline 800-656-4673

Institutional Protective Measures

Center’s officials will assist survivors of sexual misconduct and dating violence with any class schedule adjustment(s) deemed necessary. In addition, Center’s officials will also enforce On-Campus No Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties. For survivors requiring additional measures, the Adult Education Department will provide parking accommodations in a designated parking lot, safety escorts to and from the
parking lot in efforts to facilitate changes in working conditions as it relates to on-campus employment.

Primary Prevention and Awareness

Each school year the Center’s personnel will review processes of prevention and awareness, working in conjunction with a school liaison when responding to, preventing, recovering from, reporting, and assisting survivors of sexual misconduct and dating violence.

Satisfactory Academic and Attendance Policies

Method of Instruction and Grading Policy/Academic and Attendance Policy

Method of instruction: For successful completion of the career development program, students must attend and actively participate in classroom lecture/lab, compete assignments, pass examinations, attend externship, plus achieve:

- Attendance with a minimum rate of 90%
- Attain satisfactory academic grade point average of 73%

A student's academic progress will normally be evaluated quarterly according to the length of the program in which the student is enrolled. See following schedule.

<table>
<thead>
<tr>
<th>Program Hours</th>
<th># of Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 hours</td>
<td>4 evaluations</td>
</tr>
<tr>
<td>750 hours</td>
<td>4 evaluations</td>
</tr>
<tr>
<td>600 hours</td>
<td>4 evaluations</td>
</tr>
<tr>
<td>200 hours</td>
<td>3 evaluations</td>
</tr>
<tr>
<td>150 hours</td>
<td>2 evaluations</td>
</tr>
</tbody>
</table>

Quarterly GPA Requirements

<table>
<thead>
<tr>
<th>Evaluation Points</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st quarter</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Ashland County-West Holmes Career Center defines a clock hour as a fifty-(50) minute period devoted to either classroom lecture or laboratory experience with a ten- (10) minute break.

For purposes of financial aid, the student would have to be making satisfactory academic progress at the midpoint for financial aid to be awarded. For purposes of financial aid, students will be evaluated at the mid-point of their program.

Students enrolled in adult Career Development programs must attain satisfactory academic (73%) and attendance (90%) progress to obtain externship privileges or a certificate upon successful completion of the program. Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress in their program. Incomplete grades are not accepted.

Career Development programs are designed to prepare a student for a responsible entry-level position in the workforce. Each student is expected to be at the assigned classroom, externship site, or scheduled fieldtrip site at the start of each scheduled training session and remain until the end of the session. Every class day, each student is required to sign the attendance sheet when entering and leaving the building or classroom. The Attendance Sheet is in the Adult Education Office until the class begins at which time it is in the classroom.

Grading Policy

For Theory, Practical, and Laboratory Grades

<table>
<thead>
<tr>
<th>Percent Grade</th>
<th>Letter Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 to 100</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>93 – 96</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
<td>2.3</td>
</tr>
</tbody>
</table>
Competencies

Each adult education Career Development program has established competencies that should be achieved by the students upon completion of their training programs. Competencies are maintained by the instructor during the progression of the course and placed in the student’s Career Portfolio.

Attendance/Absence Policy

Attendance Policy

To successfully complete or graduate from an ACWHCC Adult Education Program, students must have a minimum of 90% attendance rate of the scheduled hours. Students who fail to fulfill this requirement may be allowed to finish the program, but would not be considered a successful completer or receive a completion/graduation certificate. Veterans receiving funding for their program with GI Bill who do not meet attendance requirements will not be allowed to complete.

Tardiness

Should a student find he/she will be late for class or not able to attend class, the student must notify the instructor prior to the start of class. If the instructor is unavailable, the student must contact the Adult Education Office.

Absence Time

Absence time, regardless of the reason, cannot be made up. Attendance percentages cannot be increased by coming to class early or staying after class to make up time. Percentages can only be improved by improving
your attendance record during regularly scheduled program hours. It is the student’s responsibility to make arrangements for making up all missed assignments.

**Adult Education Attendance Review Panel**

If a student on warning fails to regain a 90% attendance rate and cannot achieve the minimum of 90% if perfect attendance through the scheduled program hours, he/she may be referred by the Attendance Secretary to the Adult Education Review Panel for evaluation of dismissal. *Veterans receiving funding for their program with GI Bill who do not meet attendance requirements will not be allowed to complete.*

**Attendance Warning**

Students not meeting the monthly attendance requirement of 90% receive a letter notifying them they are on Attendance Alert Warning. Students must follow instructions on the Attendance Alert Warning within 72 hours of receipt of the letter to arrange a conference or they may be called before the Adult Education Review Panel. If a student on Attendance Warning does not make satisfactory progress toward regaining a 90% attendance rate, he/she will be referred by the Attendance Secretary to the Adult Education Review Panel for evaluation and possible dismissal.

Financial Aid will not be awarded until a student has met the attendance (90%) rate.

**Termination for No Call/No Show**

*Students enrolled in Career Development classes who are absent with three days of no call/no show will be sent a letter notifying them they will be terminated ten calendar days from the date of the letter; that date will be their official withdrawal date. Fees will accumulate accordingly. See Withdrawal Policy for details on proper procedure.*

**Leave of Absence**

The Adult Education Director may grant a leave of absence for extenuating circumstances outside the control of the student. Students will be
permitted only one leave of absence per course of study. A leave of absence may not exceed ninety (90) calendar days. The circumstances must be documented on the Request for Leave of Absence Form and accompanied by a completed Change of Status Form. The student must demonstrate the circumstances have or will have an adverse impact on his/her academic or attendance progress. Time for an approved leave will not count as program time offered or time absent. A leave of absence may have an adverse effect on the student’s course completion. Reentry into a program of study is determined on an individual basis.

Academic and Disciplinary Warning

Academic Warning

A student failing to make satisfactory academic progress or attendance at the time of his/her quarterly evaluation would be placed on an Academic Warning Period for 30 calendar days. At the end of the warning period, the student’s progress would be re-evaluated. If the student would meet the academic requirements, the warning period would be rescinded and the student would be considered in good standing. Any student who does not meet academic requirements may be evaluated by the Review Panel for termination from the program. Possible results of poor academic performance may have participation revoked for externship, successful completion may not occur, and termination may result. Veterans receiving funding for their program with GI Bill who do not meet academic requirements will be evaluated by the Review Panel for termination from the program. Veterans with poor academic performance will have participation revoked for externship and therefore be terminated from the program.

Disciplinary Warning

Students will receive a disciplinary warning for violation of the rules as stated in the Student Handbook/Catalog. Action may be taken for a specific period of time in which a student must have exemplary behavior. A violation of this warning may result in participation revoked for externship, successful completion may not occur, and termination may result. Veterans receiving funding for their program with GI Bill will have 30 days in which a student must have exemplary behavior. A violation of this warning may
result in participation revoked for externship, and therefore be terminated from the program

Terminations

The Adult Education Director will make all termination decisions.

Right to Due Process

The Ashland County-West Holmes Joint Vocational School District Board of Education recognizes the right to due process for each student.

Appeals Process

All students have the right of appeal as it applies to disciplinary action, academic warning, etc. To initiate an appeal, a written complaint must be filed with the Adult Education Director. If the student is dissatisfied with the determination on the initial appeal, he/she may appeal in writing to the Ashland County-West Holmes Career Center Superintendent.

Grievance Procedure/Complaint Procedure

Ashland County-West Holmes Career Center (ACWHCC) grievance policy is to be utilized only when matters cannot be resolved informally. A student who feels aggrieved should first seek an informal resolution with the source before filing a formal grievance under this policy.

A grievance is a written claim, by a student, alleging discrimination on the basis of gender, disability, race, color, creed, religion, age, ancestry, national origin, veteran, or marital status. A student grievance alleging a violation, misinterpretation, misapplication or misrepresentation of the training agreement between the student and the Adult Education Department Faculty/Staff is handled under the following procedure:

All grievances will be reported immediately in written form to the Adult Education Department Office who will log and date the grievance and give it to the Adult Education Director.
The grievance will be investigated. A report of action taken will be provided to the person making the complaint. If a formal investigation is needed, the Adult Education Director will appoint an investigating officer.

Council on Occupational Education--Student Complaint Procedure: If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Council on Occupational Education (COE). Complainant must submit complaint in writing, address the complaint specifically to the COE, and include any supporting documentation. The complaint must be signed and must provide the name and mailing address of the complainant. All complaints received by COE are acknowledged by written reply to the complainant upon receipt. Please direct all inquiries to:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA  30350
770-396-3898 or 800-917-2081

Complaints not resolved may be reported to Ohio Department of Higher Education
https://www.ohiohighered.org/students/complaints

Graduation/Completion

Graduation/Completion Requirements

To obtain a course completion certificate, students must:

- Complete all course work. Attain a cumulative 73% minimum classroom grade point average and attain a cumulative 90% or better classroom attendance.
- Meet all requirements itemized in the individual program handbook
- Complete technical competencies for program
- Pay all outstanding financial obligations
Course Completion

The normal duration of a training program based on regular and required course load and schedules (the maximum timeframe which a student is expected to successfully complete the program requirements for completion) may only be extended 1.5 times the normal duration of the program.

Evaluation of Performance and Effectiveness

Ashland County-West Holmes Career Center (ACWHCC) Board of Education believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved performance and student growth, as well as promotion and retention decisions. Upon completion of the career development program, students have the opportunity to give an evaluation of the instructor(s) and program. This is for the opportunity of improving the program through this feedback.

Graduation Portfolio and Transcripts

A student Career Portfolio is provided to each Career Development student who has completed the program with appreciable skills and without withdrawing or being terminated from the program. The portfolio includes:

- Student resume
- Transcript
- Competency list
- Course completion certificate
- Skills assessment scores
- Industry certifications/awards

Grade Transcripts

The instructor will keep grades until course completion. Students will receive one official grade transcript at no charge. Additional transcripts are available upon written request for $5 each.
College Credit / Articulation Agreement

Graduates of the Career Development programs may be eligible for college credit through articulation if enrolled at North Central State College, Franklin University, or The University of Akron Wayne College within one year of completion of the program.

HVAC and Medical Assisting Programs are eligible for the Career Technical Credit Transfer (CT2).

HVAC, Medical Assisting, and Office Technologies are eligible for the One-Year Option of a state college credit transfer into an associate’s degree in applied technologies. Inquire at the Adult Education Office for details.

Emergency Drills and Procedures

Fire/Fire Drill Procedures

Refer to maps showing fire exit routes on display at room exit doors. Do not remove these maps. DO NOT TURN OFF LIGHTS.

All building occupants will leave the building upon hearing the fire alarm. If the regular exit is blocked, use the alternate exit.

Instructors will take the attendance record, close door and follow the group.

The group will assemble at least 100 feet outside the building and away from the fire lanes. Instructors will check the roll and report any students missing. ALL students will remain with their own group.

Tornado/Tornado Drill

The Adult Education Office monitors the emergency weather announcements, Sheriff, and Fire Department for any bulletins being issued regarding a tornado watch, warning, or sighting. A tornado alarm is announced on the public address system.

Teachers take the attendance sheet, secure the door open, and follow the class.
Assigned shelters are:
- Ed McGinnis Group Room between Library and Common area.
- HVAC lab assemble in restroom area.
- If you are upstairs when the alarm is given, proceed down the nearest stairs to the nearest shelter area.
- Learning Center students proceed to the main building and report to Ed McGinnis Group Room between Library and Common area.

Tornado and Tornado Drill Procedures

Upon arrival at the shelter area, kneel on the floor, and protect your head with your arms. KEEP CALM! The group will stay together in the shelter area until authorized to return to class.

If there is insufficient time to reach a shelter area:
- Go to an inside wall, away from the windows
- Kneel on the floor or crawl under a desk or worktable.
- Hold a book over your head, or protect your head with your arms.
- If A Tornado Strikes The Building, And After An All Clear Has Been Given, Staff And Students Should Evacuate The Building And Gather In The Front Yard For Attendance And Safety Matters.

Bomb Threat

In the event of a bomb threat, the Adult Education Office will call the Ashland County Sheriff's Department: 419-289-3911 or dial 911. The public address system will be used to inform all teachers and students. The building will be cleared according to Fire Drill procedure. Teachers will take attendance sheets to check class roll. Remain at least 100 feet from the building until further notice. Do not leave the property or group. Students should remain with instructors.

Post-Emergency Plan (If an explosion occurs)

Everyone evacuates the building and GOES TO THE FRONT YARD AREA. Instructors will take roll call and learn the whereabouts of missing people.

IMPORTANT - No one is to leave school grounds unless sent or released by school administration.
Completion Rates: - Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018 is 91%. Placement rate for 2018 was 91%.

Campus Security Report - This report is provided to all full-time adult students and staff members as a result of the Annual Security Report, which requires schools administering financial aid funds (Federal Pell Grants and Direct Loans) to provide information about campus security policies and crime statistics. The Adult Education Director will function as the Security Officer and should be contacted whenever an incident occurs. This is updated annually by October 1


Reporting - Adult students and staff members are encouraged to be responsible for their own security and the security of others. However, in the event of a criminal action or emergency, any Ashland County-West Holmes Career Center Adult Education staff member should be contacted immediately. In some cases, the incident may be reported to the Ashland County Sheriff Department, the Ohio State Highway Patrol and/or other appropriate law enforcement agencies. A written incident report form, which may be obtained from the Adult Education Office or the Adult Education Director, must be completed at the earliest possible time after the incident has occurred. The Security Officer will maintain a Security Incident Log. Campus security procedures will be given to students at orientation and to staff members annually. The Ashland County-West Holmes Career Center reports all violent and/or sexual crimes to local law enforcement agencies.

DISCLAIMER

Because a Student Handbook/Catalog of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the Adult Education Director or school administration.
Although we have proofread this Student Handbook/Catalog before going to press, errors still seem to have a way of sneaking into print. We regret if this edition contains any such errors: therefore, the contents should not be regarded as a contract with ACWHCC, Adult Education Department. We will make every possible effort to correct errors and notify the public of any necessary changes.
## FULL-TIME FACULTY STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dalton, Margaret</td>
<td>Medical Assisting</td>
<td>Associates of Applied Science</td>
<td>The University of Akron</td>
</tr>
<tr>
<td>Jones, Jeff</td>
<td>Maintenance Training</td>
<td>High School Diploma</td>
<td>Oxford Talawanda High School</td>
</tr>
</tbody>
</table>

## PART-TIME FACULTY STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, Brian</td>
<td>Heating, Ventilation, Air Conditioning, and Refrigeration</td>
<td>High School Diploma HVAC Certification</td>
<td>Malabar High School Ashland County-West Holmes Career Center</td>
</tr>
<tr>
<td>Duncan, Stevana</td>
<td>Dental Assisting</td>
<td>Ashland High School, RDA, Radiology Certification</td>
<td>Ashland High School Ashland County-West Holmes Career Center</td>
</tr>
<tr>
<td>Haapalainen, Jeanie</td>
<td>Office Technologies</td>
<td>High School Diploma</td>
<td>Tahquamenon Area High School</td>
</tr>
<tr>
<td>Thiemens, Heinz</td>
<td>Plumbing Technologies</td>
<td>High School Diploma</td>
<td>Marion L. Steele High School</td>
</tr>
<tr>
<td>Price, Rick</td>
<td>Maintenance Training, Electrical Technologies</td>
<td>High School Diploma</td>
<td>Marion L. Steele High School</td>
</tr>
<tr>
<td>Schwan, Amanda</td>
<td>Phlebotomy Technology</td>
<td>Phlebotomy Technician Certification</td>
<td>Colonel Crawford High School, Marion Tech</td>
</tr>
<tr>
<td>Wade, Shawn</td>
<td>Welding Technology</td>
<td>Associates Degree Business</td>
<td>Loudonville High School</td>
</tr>
</tbody>
</table>
Student Teacher Ratio Policy:

Ashland County-West Holmes Career Center (ACWHCC) administration has posted maximum classroom enrollment per program in the Student Handbook/Catalog because it is the belief that smaller class sizes allow for higher achievement and more personalized instruction. Student teacher ratio needs have been included into the maximum number allowance.

The career development programs offered at ACWHCC have maximum number of student enrollment allowance determinations based on classroom, laboratory, and accreditation requirements. Maximum allowances are monitored by the Adult Education Director. Each program enrollment is monitored to ensure ample equipment, supplies, and classroom/laboratory space is available.

<table>
<thead>
<tr>
<th>Maximum Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Electrical Technologies</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning, and Refrigeration</td>
</tr>
<tr>
<td>Maintenance Training</td>
</tr>
<tr>
<td>Medical Assisting</td>
</tr>
<tr>
<td>Office Technologies</td>
</tr>
<tr>
<td>Phlebotomy Technology</td>
</tr>
<tr>
<td>Plumbing Technologies</td>
</tr>
<tr>
<td>Welding Technology</td>
</tr>
</tbody>
</table>
Dental Assisting

Educational Objectives and Scope:
The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position as a dental assistant. Dental assistants provide patient care, take dental radiographs, prepare patients and equipment for dental procedures, and perform administrative procedures under the supervision of dentists and dental hygienists. Students study instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance, and sterilization, basic radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions and supervised practice.

Certifications:
- American Medical Technologists Registered Dental Assistant (RDA)
- CPR

Program Outline:
- **Daytime Program:** 600 Clock Hours, 28 Weeks
  - **Summer Program**
    - Monday thru Friday 9am – 3pm
  - **Fall Program**
    - Monday thru Thursday 5:15pm – 10pm

Cost: $6,332
Cost includes: Tuition, Books, CPR, background check, drug testing, American Medical Technologists Registered Dental Assistant (RDA) Exam fee, WorkKeys, Radiology hands on training, Columbus Dental Society Radiology, and Uniforms.

Student Responsibility: Hepatitis B (Depending on health facility assigned for externship there may be additional requirements for inoculations.)
No additional admission requirements for this program.

Course Completion Certificate to be awarded upon successful completion of program.

Selected lab activities take place at 9th Street Dental Center, 431 East 9th Street, Ashland, OH, 44805.
Future Opportunities
Certified Dental Assistant (CDA)
Certified Registered Dental Assistant
Dental Assistant (DA)
Expanded Function Dental Auxiliar (EFDA)
Expanded Function Dental Assistant
Oral Surgery Assistant
Orthodontic Assistant (Ortho Assistant)
Orthodontic Technician
Surgical Dental Assistant

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018
Students: 14
Completion: 86%
Placement: 91%
Licensure: n/a
Median Loan Debt: $2030
CIP Code #51.0601

Gainful Employment

Net Price Calculator
https://www.acwhcc.org/net-price-calculator/

O-Net Link
http://www.onetonline.org/link/summary/31-9091.00

SEQUENCE
Modern Dental Assisting Textbook Bundle 6e ISBN 9780323495882
Dental Assisting Profession
Sciences in Dentistry
Oral Health/Prevention of Dental Disease
Infection Prevention in Dentistry
Occupational Health and Safety
Patient Information and Assessment
Foundation of Clinical Dentistry
Radiographic Imaging
Students participate in a 160-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Dental Assisting work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Electrical Technologies

Educational Objectives and Scope:

The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position in electrical industry.

Ashland County-West Holmes is an approved training sponsor for the National Center for Construction Education and Research (NCCER). Our
Electrical Technologies program utilizes the curriculum developed by NCCER. Our instructors are NCCER Craft certified in electrical industry. The 600-hour program offers residential and commercial electrical training with an emphasis on understanding NEC regulations and OSHA electrical safety performance standards.

Certifications:
- National Center for Construction Education Research (NCCER) CORE, Electrical Levels 1&2
- 10-Hour OSHA Training

Program Outline:
Day Program: 600 Clock Hours, 25 Weeks
Monday, Wednesday, Thursday
8:00am – 3:45pm 11/11/19-5/26/2020

Cost: $5,969
Cost includes: Tuition, Books, background check, drug testing, OSHA, Core Testing, Electrical I & II testing, forklift, WorkKeys, Tools, and uniform shirts. No additional admission requirements for this program.

Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
- Electrical Engineering Technician
- Electrical Technician, Engineering Assistant
- Engineering Technician
- Generation Technician
- Instrument and Controls Technician (I & C Technician)
- Relay Tester
- Results Technician
- Test Specialist
- Test Technician
Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018

Students: 1
Completion: 100%
Placement: 100%
Licensure: N/A*
Median Loan Debt: N/A-Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
CIP Code #15.0399

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/elec.pdf
Net Price Calculator
https://www.acwhcc.org/net-price-calculator/
O-Net Link
https://www.onetonline.org/link/details/17-3023.03

SEQUENCE
Practical Mathematics ISBN 9781111313500
  Whole Numbers
  Common Fractions
  Decimal Fractions
  Ratio and Proportion
  Percents, Averages, and Estimates
  Exponents and Roots
  Measurement
  Tables, Charts and Graphic Presentation of Data
  Formulas and Equations
  Geometry and Trigonometry
  Multiplying and Dividing Fractions

NCCER Core Curriculum ISBN 9780134130989
  Basic Safety
  Introduction to Construction Math
  Introduction to Hand Tools
  Introduction to Power Tools
Introduction to Construction Drawings
Basic Rigging
Basic Communications Skills
Basic Employability Skills
Introduction to Material Handling

NCCER Electrical Level 1 ISBN 9780133829594
Orientation to the Electrical Trade
Electrical Safety
Introduction to Electrical Circuits
Electrical Theory
Introduction to the National Electric Code
Device Boxes
Hand Bending
Raceways and Fittings
Conductors and Cables
Basic Electrical Construction Drawings
Residential Electrical Services
Electrical Test Equipment

NCCER Electrical Level 2 ISBN 9780133830651
Alternating Current
Motors: Theory and Application
Electric Lighting
Conduit Bending
Pull and Junction Boxes
Conductor Installations
Cable Tray
Conductor Terminations and Splices
Grounding and Bonding
Circuit Breakers and Fuses
Control Systems and Fundamental Concepts

Ugly’s Electrical Reference 000-710-038

10-hour OSHA Safety Training
Mentoring for Success
Forklift Training
WorkKeys Testing
Students participate in a 160-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Electrical work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Heating, Ventilation, Air Conditioning & Refrigeration

Educational Objectives and Scope:

The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position in the heating and cooling industry.

Ashland County-West Holmes is an approved training sponsor for the National Center for Construction Education and Research (NCCER). Our Heating, Ventilation, Air Conditioning, and Refrigeration program utilizes the curriculum developed by NCCER. Our instructors are NCCER Craft certified in HVAC.

Certifications:

- National Center for Construction Education and Research (NCCER) CORE, Levels 1, 2, and 3
- EPA Refrigerant Handling (608)
- 10-Hour OSHA Training

Program Outline:

Evening Program: 900 Clock Hours, 40 Weeks
Monday thru Thursday
5:15pm – 10pm
Cost: $9,228
Cost includes: Tuition, Books, background check, drug testing, EPA 608 handling, OSHA, NCCER Core, HVAC Level 1, 2, & 3, forklift, WorkKeys, Tools, and uniform shirts.
No additional admission requirements for this program.
Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
- Heating, Ventilation Air Conditioning and Refrigeration Service Technician
- Heating, Ventilation Air Conditioning and Refrigeration Installer
- Heating, Ventilation Air Conditioning and Refrigeration Specialist
- Heating, Ventilation Air Conditioning and Refrigeration Technician
- Heating, Ventilation Air Conditioning and Refrigeration Mechanic
- Refrigeration Mechanic
- Refrigeration Technician
- Refrigeration Operator

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018
- Students: 6
- Completion: 100%
- Placement: 83%
- Licensure: n/a
- Median Loan Debt: N/A - Fewer than 10 students completed this program within normal time.
  This number has been withheld to preserve the confidentiality of the students.
  CIP Code #47.0201

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/hvac_1.pdf
Net Price Calculator
https://www.acwhcc.org/net-price-calculator/
O-Net Link
http://www.onetonline.org/link/summary/49-9021.00
SEQUENCE

CORE Curriculum Trainee Guide ISBN 9780134130989
- Importance of Safety
- Accidents: Causes and Results
- Hazard Recognition, Evaluation, and Control
- Elevated Work and Fall Protection
- Ladders and Stairs
- Scaffolds
- Struck-By Hazards
- Caught-In-Between Hazards
- Electrical Hazards
- Personal Protective Equipment
- Hazard Communication Standard
- Other Job-Site-Hazards
- Construction Math
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Rigging
- Basic Communication Skills
- Basic Employability Skills
- Introduction to materials handling

HVAC Level One ISBN 0133402533
- Introduction to HVAC
- Trade Mathematics
- Basic Electricity
- Introduction to Heating
- Introduction to Cooling
- Air Distribution Systems
- Basic Copper and Plastic Piping Practices
- Soldering and Brazing
- Basic Carbon Steel Piping Practices

HVAC Level Two ISBN 0133404277
- 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 Level 3 ISBN 0133750833
Fasteners, Hardware, and Wiring Terminations
Control Circuit and Motor Trouble Shooting
Troubleshooting Cooling
Troubleshooting Heat Pumps
Troubleshooting Gas Heating
Troubleshooting Oil Heating
Troubleshooting Accessories
Zoning, Ductless, and Variable Refrigerant Flow Systems
Commercial Hydronic Systems
Retail Refrigerant Systems
Customer Relations

EPA Refrigerant Handling (608)
OSHA-10-Hour
Mentoring for Success
Forklift Training
Externship

Students participate in a 146-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level HVAC work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.
Maintenance Training

Educational Objectives and Scope

The educational objective of this program is to provide the graduate with the skills necessary for an entry-level maintenance technician position in hospitals, schools, municipalities, nursing homes, manufacturing plants, and other facilities.

Certifications:

- AWS Welding Certificates including SMAW, GMAW, GTAW
- National Center for Construction Education Research (NCCER) CORE, Industrial Maintenance Level 1&2, Electrical Level 1
- 10-Hour OSHA Training

Program Outline:

Daytime Program: 750 Clock Hours, 28 Weeks
Monday thru Thursday
8am – 3:45pm

Cost: $8,844
Cost includes: Tuition, Books, background check, drug testing, OSHA, AWS testing, forklift, WorkKeys, NCCER Core, Electrical Level 1, IMM Level 1 & 2 testing, welding shirts, and tools.

Student Responsibility of Cost: (Depending on health facility assigned for externship there may be additional requirements for inoculations.) 2-Step TB testing, Hepatitis B series of 3 injections, Tetanus, flu, or a titer to prove immune factors.

No additional admission requirements for this program.
Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities

- Maintenance Technician
- Maintenance Mechanic
- Maintenance Supervisor
- Process Technician
- Equipment Engineering Technician
Building Maintenance Mechanic
Building Mechanic
Facilities Technician

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018

Students: 19
Completion: 100%
Placement: 94%
Median Loan Debt: $0
Licensure: n/a
CIP Code #47.0303

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/mt.pdf

Net Price Calculator
https://www.acwhcc.org/net-price-calculator/

O-Net Link
http://www.onetonline.org/link/summary/49-9071.00

SEQUENCE

**NCCER Core Curriculum** ISBN 9780134130989
- Basic Safety
- Introduction to Construction Math
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Rigging
- Basic Communications Skills
- Basic Employability Skills
- Introduction to Material Handling
- Performance Proficiencies

**Modern Welding** ISBN 9781605257952
- Welding Fundamentals
- Shielded Metal Arc Welding
Gas Tungsten Arc Welding
Gas Metal Arc Welding
Arc Cutting
Oxy-fuel Gas Processes
Resistance Welding
Plasma Arc Cutting
Carbon Arc Gouging
Fluxed Cored Arc Welding

**NCCER Electrical Level 1** ISBN 9780133829594
 Orientation to the Electrical Trade
 Electrical Safety
 Introduction to Electrical Circuits
 Electrical Theory
 Introduction to the National Electric Code
 Device Boxes
 Hand Bending
 Raceways and Fittings
 Conductors and Cables
 Basic Electrical Construction Drawings
 Residential Electrical Services
 Electrical Test Equipment

**NCCER IMM Level 1** ISBN 9780132286084
 Orientation to the Trade
 Tools of the Trade
 Fasteners and Anchors
 Oxyfuel Cutting
 Gaskets and Packing
 Craft Related Mathematics
 Construction Drawings
 Pumps and Drivers
 Valves
 Introduction to Test Instruments
 Material Handling and hand rigging
 Mobile and Support Equipment
 Lubrication

**NCCER IMM Level 2** ISBN 9780136143925
Basic Layout
Introduction to Piping Components
Copper and Plastic Piping Practices
Introduction to Ferrous Metals Piping Practices
Identify, Install, and Maintain Valves
Hydrostatic and Pneumatic Testing
Introduction to Bearings
Low-Pressure Steam Systems
High Pressure Steam Systems and Auxiliaries
Distillation Towers and Vessels
Heaters, Furnaces, Heat Exchangers, Cooling Towers, and Fin Fans
Introduction to Tube Work

Externship (64 hours)
Students enrolled in Career Development Programs must attain satisfactory academic (73%) and attendance (90%) progress to obtain externship privileges or a certificate upon completion of the program.

Mentoring for Success
10 hour OSHA Safety Training
Forklift Training

Externship:
Students participate in a 64-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Maintenance Training work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Medical Assisting

Educational Objectives and Scope
The educational objective of this program is to provide the graduate with the skills necessary for an entry-level medical assistant position in a variety of health care settings. Students study the structure and function of the
major body systems in conjunction with medical terminology. They learn diagnostic and therapeutic procedures, administrative processes, and the processing of medical insurance forms and claims. The graduate should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician with these exams. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship.

Physicians have become more reliant on medical assistants for their front and back office skills and their services are being sought by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers and pharmaceutical companies.

Certifications:
- American Association of Medical Assistants (AAMA) Certified Medical Assistant
- CPR/First Aid

Program Outline:
Daytime Program: 900 Clock Hours, 37 Weeks
Monday thru Friday
9am – 3pm

Cost: $9,084
Cost includes: Tuition, Books, CPR, background check, drug testing, AAMA Certification Exam, physical, WorkKeys, Uniform, Blood Borne Pathogen Training, and lab fees.
Student Responsibility of Cost: (Depending on health facility assigned for externship there may be additional requirements for inoculations.) 2-Step TB testing, Hepatitis B series of 3 injections, Tetanus, flu, or a titer to prove immune factors. Varicella, MMR, MRO
No additional admission requirements for this program.

Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
Certified Medical Assistant (CMA)
Chiropractor Assistant
Clinical Assistant
Doctor's Assistant
Medical Assistant (MA)
Medical Office Assistant
Registered Medical Assistant (RMA)

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018

Students: 9
Completion: 100%
Placement: 100%
Licensure: n/a
Median Loan Debt: N/A

Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

CIP Code #51.0801

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/ma.pdf

Net Price Calculator
https://www.acwhcc.org/net-price-calculator/

O-Net Link
http://www.onetonline.org/link/summary/31-9092.00

SEQUENCE

Kinn Medical Assistant 13-TX, SG, VMO ISBN 9780323512190
- Introduction to Medical Assisting
- Ambulatory Care Administration
- Coding and Medical Billing Procedures
- Medical Office Administrative Functions
- Fundamentals of Clinical Medical Assisting
- Assisting with Medications
- Assisting with Medical Specialties
- Diagnostic Procedures
- Assisting with Surgeries
Career Development

**Medical Terminology for Health Professionals** ISBN 9781111543273
- Introduction to Medical Terminology
- The Human Body in Health and Disease
- The Skeletal System
- The Muscular System
- The Cardiovascular System
- The Lymphatic and Immune Systems
- The Respiratory System
- The Digestive System
- The Urinary System
- The Nervous System
- Special Senses: The Eyes and Ears
- Skin: The Integumentary System
- The Endocrine System
- The Reproductive Systems
- Comprehensive Medical Terminology Review

**Calculations of Drug Dosages** ISBN 9780323310697
- Fractions
- Decimals
- Percents
- Ratios
- Proportions
- Metric and Household Measurements
- Apothecary and Household Measurements
- Equivalents between Apothecary and Metric Measurements
- Safety in Medication Administration
- Interpretation of the Physician's Orders
- How to Read Drug Labels
- Oral Does
- Parenteral Dosages
- Pediatric Dosages
- Automated Medication Dispensing System
- Special Considerations for the Administration of Medications to the Elderly

**Medical Assistant Practice Test & Exit Exam package – HESI** ISBN: 9781455756605
Preparing to Pass the Medical Assistant exam w/CD (JB) ISBN 9780763754020

Competencies
CPR/First Aid
Mentoring for Success
Practicum

Students participate in a 247.5-hour practicum at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Medical Assisting work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Office Technologies

Educational Objectives and Scope:
The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position in an office setting or variety of health care facilities, health insurance companies, state department of health, third-party billing companies and more.

Students will choose administrative office pathway, or medical office pathway. Students which choose administrative office prepare and test for Microsoft Office Specialist Word 365 2019 and Excel 365 2019. Students which choose medical office prepare and test for the National Healthcareer Association’s Certified Billing & Coding Specialist (CBCS) and National Healthcareer Association’s Certified Electronic Health Records Specialist (CEHRS) certification exam and Microsoft Office Specialist Excel 365 2019. Both paths will test for Office Proficiency Assessment & Certification (OPAC) and CPR.
Administrative Office Certifications:
- Microsoft Office Specialist (MOS) MSOffice 365 2019 Excel
- Microsoft Office Specialist (MOS) MSOffice 365 2019 Word
- Office Proficiency Assessment and Certification (OPAC)
- CPR

Medical Office Certifications:
- National Healthcareer Association’s Certified Billing & Coding Specialist (CBCS)
- National Healthcareer Association’s Certified Electronic Health Records Specialist (CEHRS)
- Microsoft Office Specialist (MOS) 365 2019 Excel
- Office Proficiency Assessment and Certification (OPAC)
- CPR

Program Hours:
Daytime Program: 900 Hours, 34 wks
Monday and Friday work from home 9:00am – 3:30pm. Work will include logging into system and blogging as well as normal applications. Tuesday and Wednesday 9:00am – 3:30 pm
Administrative Office Thursday 9:00 am – 12:00 pm
Medical Office Thursday 12:30 pm – 3:30 pm

Cost:

Administrative Office (choose pathway and book option)

<table>
<thead>
<tr>
<th></th>
<th>E books only</th>
<th>E books and physical books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,300</td>
<td>$6,300</td>
</tr>
<tr>
<td>Fees (books, tools, assessments, student services, lab)</td>
<td>$2,111</td>
<td>$2,185</td>
</tr>
<tr>
<td>TOTAL COST</td>
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<td>$8,485</td>
</tr>
</tbody>
</table>

Medical Office (choose pathway and book option)

<table>
<thead>
<tr>
<th></th>
<th>E books only</th>
<th>E books and physical books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,300</td>
<td>$6,300</td>
</tr>
<tr>
<td>Fees (books, tools, assessments, student services, lab)</td>
<td>$2,814</td>
<td>$2,923</td>
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<td>TOTAL COST</td>
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<td>$9,223</td>
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</table>
Cost Includes: Tuition, Chromebook, ebooks or ebooks and physical books, CPR, background check, drug testing, Certification testing.
Student Responsibility of Cost: (Depending on health facility assigned for externship there may be additional requirements for inoculations.) 2-Step TB testing, Hepatitis B series of 3 injections, Tetanus, flu, or a titer to prove immune factors.
No additional admission requirements for this program.

Course Completion Certificate to be awarded upon successful completion of program.

**Future Opportunities**

Account Representative
Accounts Receivable Specialist
Administration Assistant, Associate or Technician
Administrative Secretary or Specialist
Credit Clerk or Typist
Customer Service Representative
Department Secretary
Health Information Clerk, Specialist or Technician
Hotel, Motel, and Resort Desk Clerk
Insurance Claims Clerk
License Clerks
Medical Coder & Biller
Medical Records Analyst
Medical Records and Health Information
Medical Records Clerk or Technician
Medical Records Coordinator or Director
Office Assistant or Clerk
Office Coordinator or Manager
Patient Access Specialist
Patient Account Representative
Receptionist and Information Clerk
Staff Assistant
Switchboard Operator, Including Answering Service
Word Processor and Typist
Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018

- Students: 8
- Completion: 75%
- Placement: 100%
- Licensure: n/a
- Median Loan Debt: N/A—Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
- CIP Code #52.0407

Gainful Employment

Price Calculator
https://www.acwhcc.org/net-price-calculator/

O-Net Link
https://www.onetonline.org/link/summary/43-9021.00

SEQUENCE

Program Shared Curriculum

- Basic Math Functions
- Fractions
- Percent
- Bank Services
- Payroll
- Taxes
- Insurance
- Purchasing Merchandise
- Markup and Markdown
- Interest
- Consumer Credit and Mortgages
- Metrics and Currency

- Introducing Windows 10
- Managing Files
- Getting Information from the Internet
Using OneDrive and Office Online Apps
Taking Screenshots and Using OneNote
Customizing and Maintaining Windows

BUNDLE : Cirrus for Benchmark Series 365/2019 Microsoft Word, Excel, Access & Power Point Levels 1&2 1 year access code card & texts
9780763893309 (EBOOK only 9780763892432)

Cirrus for Benchmark Series/2019 Microsoft Excel
Microsoft® Excel Level 1
  Unit 1. Preparing and Formatting Worksheets
  Preparing an Excel Workbook
  Inserting Formulas in a Worksheet
  Formatting a Worksheet
  Enhancing a Worksheet

  Unit 2. Enhancing the Display of Workbooks
  Moving Data within and between Workbooks
  Maintaining Workbooks
  Creating Charts and Inserting Formulas
  Adding Visual Interest to Workbooks

Microsoft® Excel Level 2
  Unit 1. Advanced Formatting, Formulas, and Data Management
  Advanced Formatting Techniques
  Advanced Functions and Formulas
  Working with Tables and Data Features
  Summarizing and Consolidating Data

  Unit 2. Managing and Integrating Data and the Excel Environment
  Using Data Analysis Features
  Exporting, Importing, and Transforming Data
  Automating Repetitive Tasks and Customizing Excel
  Protecting and Distributing a Workbook

Cirrus for Benchmark Series/2019 Microsoft Word
Microsoft® Word Level 1
  Unit 1. Editing and Formatting Documents
  Preparing a Word Document
  Formatting Characters and Paragraphs

91
Customizing Paragraphs
Formatting Pages and Documents

Unit 2. Enhancing and Customizing Documents
Inserting and Formatting Objects
Managing Documents
Creating Tables
Applying and Customizing Formatting

Microsoft® Word Level 2
Unit 1. Formatting and Customizing Documents
Applying Advanced Formatting
Proofing Documents
Inserting Headers, Footers, and References
Creating Specialized Tables and Navigating in a Document

Unit 2. Editing and Formatting Documents
Customizing Objects and Creating Charts
Merging Documents
Managing Building Blocks and Fields
Managing Shared Documents

Principles of Office Management

CPR
Mentoring for Success
Externship

Students participate in an 80-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Office Technologies work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

❖Administrative Office only Curriculum
BUNDLE: Cirrus for Benchmark Series 365/2019 Microsoft Word, Excel, Access & Power Point Levels 1 & 2 1 year access code card & texts
9780763893309 (EBOOK only 9780763892432)

Cirrus for Benchmark Series/2019 Microsoft Power Point
  Unit 1. Creating and Formatting Presentations
  Preparing a PowerPoint Presentation
  Modifying a Presentation and Using Help and Tell Me
  Formatting Slides
  Inserting Elements in Slides
  Unit 2. Customizing and Enhancing Presentations
  Creating Tables, SmartArt Graphics, Charts, and Photo Albums
  Using Slide Masters and Action Buttons
  Applying Custom Animation and Setting Up Shows
  Integrating, Sharing, and Protecting Presentations

Cirrus for Benchmark Series/2019 Microsoft Access
  Microsoft® Access Level 1
  Unit 1. Creating Tables and Queries
  Managing and Creating Access Tables
  Creating Relationships between Tables
  Performing Queries
  Creating and Modifying Tables in Design View

  Unit 2. Creating Forms and Reports
  Creating Forms
  Creating Reports and Mailing Labels
  Modifying, Filtering, and Viewing Data
  Exporting and Importing Data

  Microsoft® Access Level 2
  Unit 1. Advanced Tables, Relationships, Queries, and Forms
  Designing the Structure of Tables
  Building Relationships and Lookup Fields
  Advanced Query Techniques
  Creating and Using Custom Forms

  Unit 2. Advanced Reports, Access Tools, and Customizing Access
  Creating and Using Custom Reports
  Using Access Tools and Managing Objects
Automating, Customizing, and Securing Access
Integrating Access Data

Cirrus for Benchmark Series/2019 Microsoft Outlook
Communicating with Email
Managing and Archiving Email Messages
Using Calendar for Scheduling
Managing Contacts
Creating Tasks and Notes
Customizing and Integrating Outlook Components

Business Communications

Medical Office only Curriculum

Health Insurance Today Txt & Wkb 6e ISBN: 9780323581851
The Origins of Health Insurance
Tools of the Trade: A Career as a Health (Medical) Insurance Professional
The Legal and Ethical Side of Medical Insurance
Healthcare Reform: Coverage Types and Sources
Claim Submission Methods
New and Traditional Reimbursement Methods
The Changing Face of Managed Care
Understanding Medicaid
Conquering Medicare’s Challenges
Military Carriers
Miscellaneous Carriers: Workers’ Comp. and Disability Insurance
Diagnostic coding
Procedural, Evaluation and Management, and HCPCS Coding
The Patient
Keys to Successful Claims Management
The Role of Computers in Health Insurance
Reimbursement Procedures: Getting paid
Hospital Billing and the UB-04
Medical Terminology & Anatomy for ICD-10 Coding ISBN: 9780323242795

- Introduction to Healthcare Terminology
- Body Structure and Directional Terminology
- Musculoskeletal System and Connective Tissue
- Skin and Subcutaneous tissue
- Digestive System
- Genitourinary System
- Obstetric, Perinatal, and Congenital Conditions
- Blood, Blood-Forming Organs, and the Immune Mechanism
- Circulatory System
- Respiratory System
- Nervous System
- Mental and Behavioral Disorders
- Eye and Adnexa
- Ear and Mastoid Process
- Endocrine System and Nutritional and Metabolic Diseases


- Introduction to the CPT
- Evaluation and Management (E/M) Section
- Anesthesia Section and Modifiers
- Introduction to the Surgery Section and Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular System
- Female Genital System and Maternity Care and Delivery
- General Surgery
- General Surgery II
- Radiology
- Pathology/Laboratory
- Medicine and Level II National Code
- An Overview of the ICD-10-CM
- Using the ICD-10-CM
- Third Party Reimbursement Issues
- ICD-10-CM Official Guidelines for Coding and Reporting
- Selection of Principal Diagnosis
- Reporting additional Diagnoses
Diagnostic Coding and Reporting Guidelines for Outpatient

**Reference Book Bundle for coding**
- **2019 ICD - 10 Bundle - ICD - 10CM Standard**
- **ICD-10-PCS Standard**
- **HCPCS Standard**
- **CPT Standard**

**Exploring Electronic Health Records**
- Overview of Electronic Health Records
- Content of the Health Record
- Introduction to Electronic Health Record Software
- Administrative Management
- Scheduling and Patient Management
- Privacy, Security, and Legal Aspects of the EHR
- Clinical Documentation and Reporting
- Diagnostic and Procedural Coding
- Practice Management, Billing, Health Insurance and Reimbursement
- Clinical Decision Support Systems and Quality Improvement
- Data Management and Analytics
- The Personal Health Record and the Patient Portal
- Implementation and Evaluation of an EHR System

**Electronic Health Record/Physician Office 2 ed**  ISBN: 9780323511469
- Introduction to Electronic Health Records
- Overview of SimChart® for the Medical Office
- Privacy, Confidentiality, and Security
- Administrative Use of the Electronic Health Record Patient Letter
- Clinical Use of the Electronic Health Record
- Using the Electronic Health Record for Reimbursement
- The Personal Health Record and Patient Portals

**SimChart for the Medical Office (Access Card)** ISBN: 9781455753185

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Phlebotomy Technology

Educational Objectives and Scope

The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position as a phlebotomist technician.

A phlebotomist collects blood samples for laboratory testing by means of venipuncture and capillary puncture, and may also be asked to collect urine and/or stool samples for testing and other analysis.

Certifications:
- National Healthcareer Association’s Certified Phlebotomy Technician (CPT)
- CPR

Program Outline:
- Evening: 200 Clock Hours, 12 Weeks
  - Tuesday thru Thursday
  - 5:30pm - 9:30pm

Cost: $2,587
Cost includes: Tuition, Books, Lab fee, Uniforms, CPR, background check, drug testing, physical, NHA certification and WorkKeys.

Student Responsibility of Cost: (Depending on health facility assigned for externship there may be additional requirements for inoculations.) 2-Step TB testing, Hepatitis B series of 3 injections, Tetanus, flu, or a titer to prove immune factors.

No additional admission requirements for this program.
Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
- Lab Assistant
- Patient Service Technology PST Phlebotomist
- Phlebotomist Supervisor/Instructor
- Medical Lab Assistant
- Phlebotomy Director
- Phlebotomy Program Coordinator
- Phlebotomy Supervisor
Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018

- Students: 18
- Completion: 89%
- Placement: 86%
- Licensure: n/a
- Median Loan Debt: $0
- CIP Code #51.1009

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/phleb.pdf

Net Price Calculator
https://www.acwhcc.org/net-price-calculator/

O-Net Link
http://www.onetonline.org/link/summary/31-9097.00

SEQUENCE

- Introduction to Phlebotomy
- Health Care Structure
- Safety
- Infection Control
- Medical Terminology
- Human Anatomy and Physiology
- Circulatory, Lymphatic, and Immune Systems
- Venipuncture Equipment
- Routine Venipuncture
- Dermal Puncture
- Venipuncture Complications
- Blood Collection in Special Populations
- Arterial Blood Collection
- Special Collections and Procedures
- Special Nonblood Collection Procedures
- Specimen Transport, Handling, and Processing
- Point-of-Care Testing
Students participate in a 100-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Phlebotomy Technology work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Plumbing Technologies

Educational Objectives and Scope

600-hour program offers plumbing training adhering to International, Uniform and National Standard Plumbing Codes.

Certifications:
- National Center for Construction Education Research (NCCER) CORE and Plumbing Level 1
- 10-Hour OSHA Training
- Forklift Training

Program Outline:
- Evening: 600 Clock Hours, 31 Weeks
  Monday thru Thursday
  5:15pm – 10:00pm

Cost: $7,015
Cost includes: Tuition, Books, background check, drug testing, OSHA, forklift, NCCER Core, Plumbing level 1 testing, WorkKeys, uniform, and tools.
No additional admission requirements for this program.
Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
- Equipment Service Associate
- Fire sprinkler Service Technician
- Journeyman Pipe Fitter
- Journeyman Pipefitter
- Machine Repairman
- Pipe Fitter
- Pipe Welder
- Pipefitter
- Sprinkler fitter
- Steamfitter

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018
- Students: 2
- Completion: 100%
- Placement: 100%
- Licensure: N/A*
- Median Loan Debt: N/A—Fewer than 10 students completed this program within normal time.

Gainful Employment
https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/plumbin.pdf
Net Price Calculator
https://www.acwhcc.org/net-price-calculator/
O-Net Link
https://www.onetonline.org/link/details/47-2152.01

SEQUENCE
**NCCER Core Curriculum** ISBN 9780134130989
- Basic Safety
- Introduction to Construction Math
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Rigging
- Basic Communications Skills
- Basic Employability Skills
- Introduction to Material Handling

**Math for Plumbers and Pipefitters** ISBN 9781111642600
- Review of Fundamentals
- Pipe Length Calculations
- Sheet Metal Work
- Volumes, Pressures, Capacities
- Physics
- Heating
- The Builder's Level
- The Business of Plumbing

**NCCER Plumbing Level 1** 9780132921435
- Introduction to the Plumbing Profession
- Plumbing Safety
- Tools of the Plumbing Trade
- Introduction to Plumbing Math
- Introduction to Plumbing Drawings
- Plastic Pipe and Fittings
- Copper Tube and Fittings
- Cast-Iron Pipe and Fittings
- Steel Pipe and Fittings
- Introduction to Plumbing Fixtures
- Introduction to Drain, Waste, and Vent (DWV) Systems
- Introduction to Water Distribution Systems

Mentoring for Success
10 hour OSHA Safety Training
Forklift Training
Externship:
Students participate in a 275-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level plumbing technologies work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.

Welding Technology

Educational Objectives and Scope

The educational objective of this program is to provide the graduate with the skills necessary for an entry-level position as a welder. Students will study/practice to use hand welding, flame cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentions, or seams of fabricated metal products.

Certifications:
- National Center for Construction Education Research (NCCER) CORE and Welding Level 1
- American Welding Society: Certifications offered in SMAW, FCAW, GTAW, GMAW
- 10-Hour OSHA Training

Program Outline:
Evening: 600 Clock Hours, 37 Weeks
Monday, Tuesday, Thursday
5pm - 10pm

Cost: $7,264
Cost includes: Tuition, Books, background check, drug testing, OSHA, AWS testing, Forklift, WorkKeys, NCCER Core and Welding tests, tools, and uniform.
No additional admission requirements for this program.
Course Completion Certificate to be awarded upon successful completion of program.

Future Opportunities
- Welder
- Fabricator
- Welding Finishing Technician
- Fitter-Welder
- Mig Welder
- Robot Operator
- Welding Technical Associate (TA)

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2018
- Students: 4
- Completion: 100%
- Placement: 75%
- Licensure: n/a
- Median Loan Debt: N/A—Fewer than 10 students completed this program within normal time.
  This number has been withheld to preserve the confidentiality of the students.
- CIP Code #48.0508
- Passed Certification: 100%

Gainful Employment

https://www.acwhcc.org/upload/adult_education/gainful_employment_sy19/weld.pdf
Net Price Calculator
https://www.acwhcc.org/net-price-calculator/
O-Net Link
http://www.onetonline.org/link/summary/51-4122.00

SEQUENCE
NCCER Core Curriculum ISBN 9780134130989
- Basic Safety
- Introduction to Construction Math
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Rigging
- Basic Communications Skills
- Basic Employability Skills
- Introduction to Material Handling


- Welding Safety
- Oxyfuel Cutting
- Plasma Arc Cutting
- Air Carbon Arc Cutting and Gouging
- Base metal Preparation
- Weld Quality
- SMAW-Equipment and Setup
- Shielded Metal Arc Electrodes
- SMAW-Beads and Fillet Welds
- Joint Fit-Up and Alignment
- SMAW-Groove Welds with Backing
- SMAW-Open V-Groove Welds

OSHA-10-hour
Forklift
Mentoring for Success

Students participate in an 80-hour externship at an approved facility if background check, academic, and attendance requirements are met. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level Welding Technology work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff. Students experience is documented by the student and hours approved by the externship site supervisor.