

Vanguard-Sentinel **ADULT WORKFORCE DEVELOPMENT** Course Catalog

2016-2017



Your Path to Success...

- ACCSC Accredited
- Full Service Center (FSC)
- National Adult Education Honor Society (NAEHS)
- Member of the Ohio Board of Regents (OBR)-University System of Ohio

www.vsctc.org – 419.334.6901 – 419.448.1212

A Message from the Director

At Vanguard-Sentinel Adult Career & Technology Centers, we will prepare you to gain the competitive edge. Whether you are looking to take a refresher course to improve your skills for your current job, want to begin training program to start a new career, or even just take a personal interest class, Vanguard-Sentinel can help!

Our staff at Vanguard-Sentinel are committed to give you the support you need to reach your professional goals. We have experienced onsite staff to help you in the following areas:

- Explore financial aid options
- Develop or improve employment skills in your program of study
- Transitions planning/employment placement support
- Tutoring/remediation support

As a future student at Vanguard-Sentinel, we also partner with various community organizations to support you in areas such as childcare and transportation. These organizations include WSOS, Ohio Means Jobs, and TRIPS. All of our program coordinators also incorporate community involvement projects into their programs to provide you with the ability to network and gain experience serving within the community.

As you explore this catalog, you will find specific information that explains the registration process, general program information, financial aid details, career resources, policies and procedures, and staff directory information. Visit our website at www.vsctc.org or call us at 419.334.6901 or 419.448.1212 to learn how easy it is to get started.

So come on, what are you waiting for? Take control of your future today!

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Staff Directory

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Christine Stark (Financial Aid)	567.201.2856	cstark@vsctc.org
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Lorena Mason (AWD, ABLE/GED)	419.334.6901 ext. 2701	lmason@vsctc.org
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Mission & Vision

Mission Statement

Vanguard-Sentinel Adult Career & Technology Center believes in providing the entire adult community with learning processes that focus on essential skills and knowledge for career enhancement and advancement, while supporting productive, successful citizens within our diverse communities.

Vision Statement

Vanguard-Sentinel Adult Career & Technology Center will be a recognized center of excellence for life-long learning focused on unbiased personal and workforce development through partnerships with business, industry, other post-secondary educational facilities and the surrounding communities.

School's History

Vanguard Joint Vocational School opened in September 1968. The District began with one building, the Vanguard Career Center in Fremont, Ohio. In September 1972, the new Vanguard Technical School opened their new facility on Cedar Street. The district has since grown to provide our communities with three centers. The Sentinel Career Center, Tiffin Ohio was built in 1985 to offer a satellite location. In September 1985, the Vanguard District name was officially changed to Vanguard-Sentinel Joint Vocational School District. The Technology Center in Fremont, Ohio was added in 1995, to house the majority of the Adult Education offices and classes as well as the high school Tech Prep programs.

The district began offering Adult Education programs in 1968 with 100 adult students enrolled. Classes were held during evenings using the vocational equipment and facilities. By 1988, there were over 3,000 students in the district taking adult education at both Vanguard and Sentinel.

On August 18, 2011, the District voted to change the name to Vanguard-Sentinel Career and Technology Centers. The Adult Career and Technology Center is now housed in the original Vanguard Career Center on Cedar Street in Fremont, Ohio. Full-time accredited courses are currently offered in the Adult Career and Technology Center and the Vanguard Tech Center in Fremont.

The Vanguard-Sentinel Adult Career and Technology Center was accredited by North Central Association (NCA) since 1998. Our school is currently accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

School's Facilities & Equipment

The Vanguard-Sentinel Adult Career and Technology Center and Vanguard Tech Center facilities are located in Fremont, OH. Adult Workforce Development full-time accredited courses use industry current equipment in the classrooms and labs.

Equal Opportunity

If any student believes that Vanguard-Sentinel Career & Technology Centers or any of its districts staff has inadequately applied the principle and/or regulation of (1) Title VI (race, color, national origin) of the Civil Rights Act of 1964; (2) Title IX (sexual discrimination) of the Educational Amendment Act of 1972; (3) Section 504 (disability) of the Rehabilitation Act of 1973; and/or (4) the Age Discrimination Act of 1975, as amended, 20 U.S.C. etc. seq., s/he may bring forward a complaint, which will be referred to as a grievance to the Districts Title IX/504 Coordinator. The Title IX/504 Coordinator can be reached at 1306 Cedar Street, Fremont, OH 43420, 567.201.2940.

General Information

OFFICE HOURS

Office hours are Monday-Friday, 7:30 AM-4 PM. Summer hours are Monday-Friday, 7:30 AM-3:30 PM. Evenings and weekends by appointment. A 24-hour automated voicemail system is available.

ACCREDITATION

The Vanguard-Sentinel Adult Career & Technology Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

ADMISSION

Admission is open to anyone 18 years of age or older and must also possess a high school or GED diploma.

LOW ENROLLMENT CANCELLATION

Adult Workforce Development reserves the rights to cancel, discontinue, postpone or combine courses, due to insufficient enrollment. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund will be given.

REFUND / WITHDRAWAL POLICY

If an Adult Workforce Development post-secondary student withdraws at anytime during a course the student is responsible to pay (either by Grant or self-pay) for whatever class time they have completed. For example, if the student attends 50% of the course, they are responsible for 50% of their tuition. Once any class reaches 2/3rds or 67%, students will be responsible for 100% of tuition. With any withdrawal, students are responsible for 100% of all non-tuition fees such as books, supplies, testing, etc. which were incurred before withdrawal.

When a student withdraws for any reason all regulations regarding grants such as PELL, TAA, WIA or any Title IV grants are adhered to. If a student is a "no-show" the above directives for refunds will apply.

If there is overpayment on any student account, the overage amount will be refunded according to the rules of the grant or paying agency, or by student's class completion date. All refunds to students, employers or PELL will be made within 45 days of the last date of attendance (LDA).

CANCELLATION POLICY

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

DISCLAIMER OF EMPLOYMENT GUARANTEE

Vanguard-Sentinel is not responsible for obtaining student employment before or after completion of a course.

CAREER PASSPORT / CERTIFICATE OF COMPLETION

A Career Passport will be presented to full-time students attending 90% of scheduled class time. Upon graduation, students who successfully complete the program will be awarded a certificate of completion. No certificate will be issued to any student who does not meet requirements.

STUDENT CONDUCT

Adult students are expected to conduct themselves as adults and it is expected that there will be no disruptive behavior during classes or school related activities. Any student found to be disruptive or causing an interruption in the normal class operations will be advised to cease immediately and may be permanently removed with no refund. If behavior persists, the Adult Workforce Development Director will be asked to intervene. Refer to Student Handbook.

ARTICULATION AGREEMENT

Graduates of full-time programs may be awarded college credit through an Articulation Agreement with Terra State Community College, Franklin University or Owens Community College.

General Information

ATTENDANCE

To receive a Certificate of Completion, remain eligible for federal financial aid and veterans educational benefits, full-time students need 90% attendance for the entire program. The exception to this guideline is: Students whose attendance falls below 90% may, upon meeting with the instructor, remove an excused absence if assigned class work is completed and turned in to the program instructor within a “reasonable” amount of time. This attendance exception will be documented in the student file and must make the difference between failure and success in the program area.

MAKE-UP WORK

In the event of an extended absence, make-up work will be assigned with a schedule of due dates. It is the student’s responsibility to submit the make-up work according to the schedule. Online or email submission will be arranged if the student is unable to physically attend class due to their extended absence.

DOCUMENTATION FOR STUDENTS FROM FOREIGN COUNTRIES

Students from foreign countries must provide a translation and certification of the high school diploma at the US Citizenship & Immigration Services, AJC Federal Building, 1240 E 9th Street, Room 501, Cleveland, OH 44199.

GRADING/ASSESSMENT SYSTEM

The following grading scale can be used to determine student achievement:

A	Superior	93% - 100%
B	Good	84% - 92%
C	Passing	74% - 83%
D-F	Failure	0% - 73%

In addition to tracking progress through the awarding of a letter grade, the instructor will complete a satisfactory progress report for each 300 hours of the program. The instructor evaluates student progress based on the report criteria, meets with the student individually to discuss their progress, the student and instructor sign-off, and the report is kept as documentation.

PROBATION & TERMINATION

If a student falls below the 90% attendance or assignment levels, they are put on probationary notice for a period of not more than 100 hours. Probationary periods can begin at any time the instructor becomes aware of a problem and is not based on the 300-hour satisfactory progress increment, although a report will be generated to remind students of their progress. During the probationary period, the student may make an appeal in writing and/or complete work to the satisfaction of the instructor to be reinstated as making “satisfactory progress” once again. If a student does not complete requirements in the 100-hour timeframe, they will be terminated from the program and any Federal (PELL, TAA, WIA) and/or VA funding will be withheld. Documentation must be submitted in writing to appeal probationary status. Students may appeal for the following reasons:

- a. Personal injury or illness to themselves or close family
- b. Unusual change in circumstance such as, but not limited to: job loss, divorce, illness of an immediate family member, etc.

Students may continue in the program during the probationary period. In order to complete the program, they must have shown improvement and be making satisfactory progress at the end of the probationary period. If a student does not complete requirements in the 100-hour timeframe, they will be terminated from the program. Vanguard-Sentinel Center’s satisfactory progress policy is to be in effect for all full-time, federally funded program enrollees. For those students receiving federal financial aid, eligibility will be reinstated with their successful completion of reinstatement requirements. Those students will be paid for the payment period when he/she gains satisfactory progress, but not until they meet the standard and documentation is collected. This could result in a student having to arrange payment due to lost funding. Please see the financial aid officer if you are on probationary status.

General Information

CLOCK HOUR DEFINITION

A clock hour is defined as 50 minutes of training with a 10 minute break.

SATISFACTORY PROGRESS POLICY*

Progress standards meet or exceed those of our national accrediting agency and the Title IV program requirements. Program instructors will evaluate student progress once every 300-hour increment by measuring:

- a. Student attitudes and expectations
- b. Program climate; curricula/activities conducive to learning
- c. Student achievement/progress within specific time parameters
- d. Attendance/punctuality

Students are expected to complete the program within the designated duration of the program. Should extenuating circumstances occur, students in good standing will be given a maximum time frame of 50% of the designated duration of the program length to complete all requirements. Extenuating circumstances will be reviewed by the program instructor and AWD Director. If a student does not complete requirements they will not receive a certificate of completion.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Minimum standards are 90% attendance with a "C" equivalent. Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued.

CIVIL RIGHTS

Vanguard-Sentinel Career & Technology Centers does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

WEATHER CANCELLATION

In case of inclement weather or other related emergencies, please listen to the local radio or TV stations for announcements pertaining to Adult Workforce Development. When Vanguard-Sentinel Centers are closed for high school students, they will also be closed for adult classes. It is possible for one Center to be closed for the day but not necessarily the other. Individual instructors will review with their students what to do in the event of a 2-hour delay.

MAXIMUM NUMBER OF STUDENTS

The maximum number of students in a typical classroom or lab/shop setting of instruction is 15.

SMOKE-FREE CAMPUS

Smoking by students, employees and visitors is not permitted in the building or on the grounds, whatsoever. First offense – verbal warning, staff member will document warning; Second offense – written warning that includes notification should there be a third offense, he/she will be dismissed; Third offense – dismissal including responsibility for any financial obligations.

STUDENT FRAUD

Vanguard-Sentinel Adult Career & Technology Center takes matters of falsification or omission of information on the admission application seriously. Falsification or omission of any admission-related data includes, but is not limited to, high schools attended, college or universities attended, and GPAs or ACT/SAT scores submitted. If any falsification or omission of information on the admission application is discovered during the admission process, the application, at the sole option of the School, may be considered null and void, and may be rejected. If any falsification or omission of information on the admission application is discovered after admission has been granted, that granting of admission, at the sole option of Vanguard-Sentinel, may be immediately rescinded, and the applicant's student status may be terminated. Moreover, Vanguard-Sentinel reserves the right to follow up on any records it suspects as misrepresenting the student's prior educational history.

***STUDENT POLICY & PROCEDURES HANDBOOK**

The student handbook can be viewed at www.vsctc.org, Adult Ed, FAQ's.

Financial Aid for Full-Time Programs

GAINFUL EMPLOYMENT INFO FOR TITLE IV ELIGIBLE PROGRAMS ~ The V-S Adult Career & Technology Center is pleased to publish gainful employment information in recognized occupations to consumers. According to the regulations by the U.S Department of Education in accordance with student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, this information is easily accessible on our website at www.vsctc.org under Adult Education and on each active and eligible program link. See www.vsctc.org, Adult Ed, GE Disclosures.

Consumers will find the following information about each of our Title IV funded programs on the individual program link:

1. The name and U.S Department of Labor Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with occupational profiles on the U.S. Department of Labor O*NET website.
2. CIP Code
3. The on-time graduation rate for students completing the program
4. The tuition and fees the institution charges a student for completing the program within normal time
5. The typical costs for books and supplies
6. The job placement rate for students completing the program
7. The median loan debt incurred by students who completed the program
8. Satisfactory Academic Progress (SAP)*
9. Gainful Employment Information*
10. Net Price Calculator*

* These can be found on our website

Payment for Part-Time Classes

PAYMENT ~ Full payment for part-time classes (less than 600 hrs. of class time) is due by the first class session if the cost is less than \$100. For classes over \$100, a \$100 non-refundable deposit is due by the first class session and a Student Payment Plan form must be completed for the remaining balance. Any balance after the \$100 payment may be divided into two equal payments, with the first payment due at the completion of the 1/3 point of the class and the final payment due at the completion of the 2/3 point of the class. Approval of all payment plans will be made by the AWD Director. Make checks payable to [Vanguard-Sentinel](#). VISA, MasterCard, check or cash accepted.

A student accepted into a full-time class will be required to make a \$100, non-refundable, deposit to hold a place in the class. This \$100 will be applied to the program tuition. For those students receiving grant monies that cover the full tuition, the \$100 deposit will be refunded after the school has received the grant monies.

For employer or other agency billing, a company purchase order, a tuition voucher or letter of authorization with the amount being paid must be submitted with your registration. Full-time program students (600 hrs. of class time or more) should consult the Financial Aid Coordinator at **567.201.2856** for assistance and payment plans before the course begins.

Financial assistance is available to help pay for tuition, books, tools, supplies and other educational expenses. Each funding service has different eligibility requirements. Contact the Financial Aid Coordinator at **567.201.2856** for more information.

* **Pell Grant**

Non-repayable grants awarded to individuals based on earnings and expected family contribution ability. Grant awards are based on income, family size, etc. The maximum amount for 2016-2017 is \$5,815.00.

* **Opportunities for Ohioans with Disabilities (OOD)**

Persons with disabilities may qualify for training monies. Contact your nearest OOD office (formerly BVR).

* **Veterans**

Veterans may qualify based on terms served and other qualifiers. Contact your local veterans office.



* **OhioMeansJobs**

Income status may allow you to qualify for educational assistance through WIA. Displaced workers may qualify for TAA funding.

OMJ — Sandusky Co. — 419.332.2169

OMJ — Seneca Co. — 419.447.5011

OMJ — Ottawa Co. — 419.898.3688

* **WSOS “Ready to Work” Program**

Administered through the Employment Training Program.

The full-time training programs eligible for financial aid are:

- **Diversified Medical Occupations**
- **Office Administration, and**
- **Paramedic**

Microsoft Office Specialist Certifications



Vanguard-Sentinel Adult Career and Technology Centers is an authorized Certiport® testing center. Testing is provided for Microsoft Office Specialist Certifications (Word, Excel, Access, PowerPoint, and Outlook).

Certiport® certifications are valuable, professional credentials which are globally recognized standards for digital literacy and desktop computing proficiency. Candidates who certify on these programs are much better prepared for success in both the classroom and the workplace.

Testing is provided by appointment only. Please call 567.201.2872.

Skill Assessments



ACT WORKKEYS SKILL ASSESSMENTS

Job skills assessment system measuring "real world" skills that employers believe are critical to job success. WorkKeys helps you get a better idea of your readiness for the workforce and helps employers select the most qualified candidates for their jobs.

ACT WORKKEYS TESTING

Testing is required for all Full-Time programs and Adult Diploma Program students. A \$10 fee per test is due at time of testing.

Call **419.334.6901 ext. 2122** to register for testing!

Available online — Testing requires 3 hours

FOUNDATIONAL SKILL ASSESSMENTS — available in the following areas:
Reading for Information, Applied Mathematics, Locating Information

- ◆ **REGISTER** more than **2 weeks** in advance. Without sufficient enrollment, classes will be cancelled.
- ◆ **Career Technical Credit Transfer (CT2)**. This program ensures that students at an adult career-technical education institution or career-technical education institution (Vanguard-Sentinel) can transfer agreed upon technical courses to any state institution of higher education. Students will be able to do so "without unnecessary duplication or institutional barriers." Currently, students successfully completing the Diversified Medical Occupations, Office Administration, and initial Fire or EMT programs may take advantage of CT2.
- ◆ **Resource**. Through a partnership with Monster.com, **OhioMeansJobs.com** aggregates jobs from across the internet to create a single website where job seekers can post their resumes and search tens of thousands of job openings.

2016-2017 School Calendar – Vanguard-Sentinel CTC

AUGUST					AUGUST EVENTS -9-		JANUARY EVENTS -20-		JANUARY				
M	T	W	Th	F					M	T	W	Th	F
1	2	3	4	5	19 District In-Service Day		3 Return from Winter Break		2	3	4	5	6
8	9	10	11	12	22-23 In-Service/Teacher Work Day		16 MLK Day – NO School		9	10	11	12	13
15	16	17	18	19	24 Students First Day of School		31 Early Release		16	17	18	19	20
22	23	24	25	26	(9)	Aug. 37 hrs.	(105)	Jan. 121.33 hrs. Tot. 623 hrs.	23	24	25	26	27
29	30	31						30	31				
SEPTEMBER					SEPTEMBER EVENTS -21-		FEBRUARY EVENTS -19-		FEBRUARY				
M	T	W	Th	F					M	T	W	Th	F
			1	2	5 Labor Day - No School		20 Presidents' Day - No School				1	2	3
5	6	7	8	9	13 Delay Start (Wellness Screening)				6	7	8	9	10
12	13	14	15	16	23 Staff Professional Development #1				13	14	15	16	17
19	20	21	22	23	(30)	Sep. 127.50 hrs. Tot. 164.50 hrs.	(124)	Feb. 117.17 hrs. Tot. 740.17 hrs.	20	21	22	23	24
26	27	28	29	30				27	28				
OCTOBER					OCTOBER EVENTS -21-		MARCH EVENTS -23-		MARCH				
M	T	W	Th	F					M	T	W	Th	F
3	4	5	6	7	20 Parent/Teacher Conferences		3 Parent/Teacher Conferences				1	2	3
10	11	12	13	14	21 Parent/Teacher Conferences				6	7	8	9	10
17	18	19	20	21	(51)	Oct. 129.50 hrs. Tot. 294 hrs.	(147)	Mar. 141.83 hrs. Tot. 882 hrs.	13	14	15	16	17
24	25	26	27	28				20	21	22	23	24	
31								27	28	29	30	31	
NOVEMBER					NOVEMBER EVENTS -19-		APRIL EVENTS -18-		APRIL				
M	T	W	Th	F					M	T	W	Th	F
	1	2	3	4	23-25 Thanksgiving Break – No school		14-18 Spring Break – No School		3	4	5	6	7
7	8	9	10	11			18 Staff Professional Development #2		10	11	12	13	14
14	15	16	17	18			19 Return from Spring Break		17	18	19	20	21
21	22	23	24	25	(70)	Nov. 115.17 hrs. Tot. 409.17 hrs.	(165)	Apr. 111.17 hrs. Tot. 993.17 hrs.	24	25	26	27	28
28	29	30											
DECEMBER					DECEMBER EVENTS -15-		MAY EVENTS -20-		MAY				
M	T	W	Th	F					M	T	W	Th	F
			1	2	22 Winter Break Begins – No School		25 Students Last Day of School		1	2	3	4	5
5	6	7	8	9			26 In-Service/Teacher Work Day		8	9	10	11	12
12	13	14	15	16			29 Memorial Day		15	16	17	18	19
19	20	21	22	23	(85)	Dec. 92.50 hrs. Tot. 501.67 hrs.	(185)	May 111.17 hrs. Tot. 1110.33 hrs.	22	23	24	25	26
26	27	28	29	30				29	30	31			
Adopted: February 18, 2016							JUNE EVENTS		JUNE				
							AWD Accredited Program Dates:		M	T	W	Th	F
No School/Holiday Break							A-EMT: 10/7/16 (pre-testing)					1	2
Teacher Work Day/In-Service							DMO: 8/23/16 - 4/11/17		5	6	7	8	9
Beginning/Last Day for Students							OA: 8/29/16 - 4/11/17		12	13	14	15	16
Delayed Start or Early Release							Paramedic: 3/22/17(orientation)		19	20	21	22	23
Parent/Teacher Conferences									26	27	28	29	30
Staff Professional Development													

Student Grievance/Complaint Form

STUDENT NAME	DATE
ADDRESS (number, street, city, state, zip code)	PHONE# E-MAIL ADDRESS
DATES OF ATTENDANCE	
PROGRAM NAME	
GRADUATION DATE (or anticipated graduation date)	
<p>NATURE OF COMPLAINT (Please use an additional sheet of paper to specifically describe your grievance).</p> <p><i>IN DESCRIBING YOUR COMPLAINT, PLEASE INCLUDE THE FOLLOWING INFORMATION:</i></p> <ol style="list-style-type: none"> 1) NATURE OF INCIDENT 2) DATE INCIDENT OCCURRED 3) WHO WAS PRESENT 4) PERSON(S) AT SCHOOL YOU HAVE CONTACTED REGARDING THE COMPLAINT 5) PROPOSED SOLUTION (IF ANY) OF SCHOOL PERSONNEL 6) YOUR PROPOSED SOLUTION/EXPECTATION THAT WILL RESOLVE THE COMPLAINT <p>PLEASE ATTACH COPIES OF ANY DOCUMENTATION YOU FEEL IS PERTINENT TO YOUR GRIEVANCE.</p> <p style="text-align: center;">The Grievance/Complaint Officer can be reached at the Adult Workforce Development Center, 1306 Cedar Street, Fremont, OH 43420, 567.201.2940.</p>	

STUDENT COMPLAINT PROCEDURE

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Rosemary Krieger, AWD Director at 567.201.2940 or online at www.accsc.org.

Career Development Programs (full-time and PELL eligible)

Diversified Medical Occupations



Prepare to be an entry-level Medical Assistant, Phlebotomist or Pharmacy Technician in one academic year. Instruction is done on-site in our well-equipped classrooms and lab facilities.

The full-time certificate program is very fast paced and begins with an intensive core curriculum in the following:

Anatomy & Physiology—Primary course covering 14 systems of human anatomy and physiology.

Medical Terminology & Medical Abbreviations—Builds a working medical vocabulary using suffixes, prefixes and root words in the context of human anatomy and physiology. Master a minimum of 250 medical abbreviations.

Medical Math—Includes ratio, proportion, fractions, percentages and metrics related to the medical field.

Medical Assisting—Provides the knowledge base, skills, and behaviors required of an entry-level allied health technician, including interpersonal communication techniques, professionalism, customer service, records management, HIPAA, electronic health records, assessing and recording vital signs, collecting and processing lab specimens, performing EKGs, medication administration, preparing patients for examinations and infection control.

The second phase of instruction offers individualized instruction in the choice of one of three specialty pathways:

Medical Assistant—Instruction will focus on administrative and clinical tasks done in the offices of physicians, clinics and other health practices. This will include basic information related to coding, billing and insurances.

Phlebotomist—Information and practical instruction will focus on successfully obtaining venous and capillary specimens via common phlebotomy procedures, CLIA

waived testing, and infection control related to the inpatient setting.

Pharmacy Technician—Prepares students to work under the supervision of a pharmacist in the preparation of oral and parenteral prescriptions, legal issues, and customer service. Extensive pharmaceutical mathematics is included.

The final phase of instruction is completed in a local healthcare facility:

Clinical Externship: 320 hours of on-the-job, unpaid training in a real clinical setting within the scope of your chosen career pathway.

Diversified Medical Occupations has a 100% PASS rate on the AMT National Registry exam since 2006. Prior to graduation, students will take a certification exam in their specialty area.

College Credit: DMO students gain a definite edge through our articulation agreements with Terra State Community College, Fremont and Franklin University, Columbus.

National Adult Education Honor Society: Each year, students who demonstrate dependable attendance, cooperative attitude, exemplary work ethic and grade point average will be selected for recruitment into the NAEHS.

If you are 18 years of age and possess a high school diploma or GED certificate, call **567.201.2873** for admission procedure information. Financial aid is available to those who qualify.

Pre-Admission Testing: *TABE Health & General Level D minimum – For acceptance into the DMO program, candidates must score at, or above the following, in 3 of the 4 categories: Reading 11.3; Mathematics Computation 9.1; Applied Mathematics 9.3; and Language 11.2.*

900 Hours / 7.5 Months

August 23, 2016-April 11, 2017

Monday-Thursday Onsite

10 AM-4:30 PM

Friday Online

Vanguard Tech Center, Fremont

\$6,759 includes books, fees, and related expenses

Career Development Programs (full-time and PELL eligible)

Diversified Medical Occupations Textbooks:

Lippincott Williams & Wilkins' Comprehensive Medical Assisting, Fifth Edition; by Judy Kronenberger, Julie Ledbetter; ISBN #978-1-49-630220-5

Study Guide to Accompany LWW Comprehensive Medical Assisting; ISBN #978-1-49-630249-6

Medical Terminology – Mastering the Basics; by Cindy Destafano, BS, RN(R), Fran Federman, MSED; ISBN #978-1-61-960580-0

Taber's Dictionary; ISBN# 978-0-80-361559-5

Essentials of Anatomy & Physiology – 7th Edition by Valerie C. Scanlon and Tina Sanders; ISBN# 978-0-80-363957-7

Student Workbook for Essentials of Anatomy & Physiology; ISBN# 978-0-80-363958-4

Davis's Drug Guide for Nurses Fourteenth Edition; by April Hazard Vallerand PhD RN FAAN; Cynthia A. Sanoski BS PharmD FCCP BCPS; ISBN# 978-0-80-363976-8

How to Survive & Maybe Even Love Health Professions School, by Arlene M. Muller; ISBN# 978-0-80-362365-1

Insurance in the Medical Office, From Patient to Payment, Seventh Edition; by Cynthia Newby, Nikita Carr; ISBN #9780073374598★

Medical Assisting Exam Review for CMA, RMA & CMAS; by Helen J. Houser; ISBN# 9781451192568★

Phlebotomy Essentials 6th Edition; by Ruth McCall, Cathee M. Tankersley MT (ASCP); ISBN# 9781451194524★

Phlebotomy Essentials Student Workbook; ISBN# 9781451194531★

Mosby's Diagnostic and Laboratory Test Reference; by Kathleen Deska Pagana, PH.D., R.N.; ISBN# 9780323053451★

Phlebotomy Exam Review 6th Edition; by Ruth McCall; ISBN# 9781451194548★

American Pharmacists Association Basic Pharmacy & Pharmacology Series, The Pharmacy Technician, Fifth Edition; ISBN# 9781617310706★

American Pharmacists Association Basic Pharmacy & Pharmacology Series The Pharmacy Technician Workbook & Certification Review, Fifth Edition; ISBN# 9781617310706★

Pharmacy Calculations, Fourth Edition; by Mary F. Powers and Janet B. Wakelin; ISBN # 9781617310744★

The Pharmacy Tech Pocket Drug Reference, Seventh Edition; by Joyce A. Generali; ISBN# 9781582121680★

★ NOTE: Textbook will be determined by student-chosen career pathway.

1. SOC Codes:
 - Medical Assistant: 31-9092.00
 - Pharmacy Technician: 29-2052.00
 - Phlebotomist: 31-9097.00
2. CIP Code: 51.9999
3. On-Time Graduation Rate: 100%
4. Tuition and Fees (excluding books): \$6,119
5. Estimated Book Fees: \$640
6. Job Placement Rate: 100% (2014-15 program: All graduates are employed in their profession)
7. Median loan debt incurred by students who completed the program: \$0*
8. Satisfactory Academic Progress (SAP) link on our website
9. Gainful Employment link on our website
10. Net Price Calculator link on our website

* Our school has no loan programs. We only process PELL and other Federal/State grants.

Career Development Programs (full-time and PELL eligible)

Office Administration



Participating students achieve proficiency in **Microsoft Office Suite 2013** and can become *Microsoft Office Specialist (MOS)* certified: **Word**—word processing; create, edit, format and print documents; **Excel**—compile financial and numerical data to analyze & evaluate information; **Access**—database management system to organize, maintain, store, sort & retrieve information; **PowerPoint**—create visual aids for presentations and run slideshows. (Class of '16 MOS Pass Rate - 100%)

General Curriculum:

Business Ethics—Examine moral and social responsibility in relation to business practices.

Business Writing and Communications—Written—Exchange information via letters, memos, faxes, and other written documents.

Oral—Use spoken methods, such as presentations, group discussion, and one-on-one interaction.

Customer Service—Use a positive, polite, and caring attitude to provide service that satisfies customers' needs.

Telephone Etiquette—Learn the rules that apply when making and receiving telephone calls and voicemail set-up.

Teamwork—Practice cooperative efforts to achieve a common goal.

Public Speaking—Become comfortable making effective speeches before an audience.

Community Involvement—Participate in community projects. Provides students with work-learning and networking opportunities.

Effective Résumé Writing and Interviewing—Prepare effective resumes; learn how to prepare for job interviews, what to wear, how to answer behavioral and skill-based questions, and what to do after the interview is over.

Students choose between three specialty pathways:

Medical Office Assistant (NCMOA): Through job skills exercises, interactive software, and virtual learning simulation, students assume the role of an administrative medical assistant, performing a variety of duties that are a realistic part of the day-to-day activities in a medical office environment. Students can test to become

Nationally Certified Medical Office Assistants (NCMOA). (Class of '16 NCMOA Pass Rate - 100%)

Ethics—Gain basic knowledge of ethical and legal responsibilities as they pertain to the medical profession.

Scheduling—Coordinate appointments according to fixed time intervals taking into account patient needs and physician availability.

Electronic Medical Records (EMR)—Input patient information in a computerized records system that captures and stores data in electronic format.

Intro to Procedural and Diagnostic Coding—Learn how to select correct diagnostic and procedural codes used to gain reimbursement by insurance companies and for accurate statistical reporting.

Health Insurance and Claims Submission—Follow managed care guidelines to quickly obtain preauthorization, process claims, and take care of insurance requests or problems to serve both the patient and physician.

Fees, Credit and Collection—Understand fee schedules, payment options, and credit and collection laws.

Medical Office Financial Management—Post entries, write checks, determine deductions, calculate payroll, and make entries into a payroll ledger

Medical Terminology—Medical vocabulary of over 350 terms using suffixes, prefixes, and root words.

Medical Transcription—Create typed medical reports from audio recordings.

Legal Office Assistant: An in-depth study into the organization of the legal system and administrative responsibilities of a law office employee, using self-tests, review questions, research, and projects. Students can test to become an Accredited Legal Professional (ALP).



Organization of the Law, Courts, and Administrative Agencies—

Explore court systems, how they function, and the areas each encompasses (includes field trip to observe court proceedings).

Introduction to Criminal and Family Law—Examine all major areas of crime and explore the various types of criminal defenses, sentencing, and appeals procedures. Learn rules, regulations and court proceedings regarding domestic relations, community property, child custody, adoption, guardianship, and various types of wills.

Legal Terminology—Learn key legal industry terms.

Document Preparation—Learn to prepare accurate and complete legal documents and forms.

Records Management—Maintain accurate office and client records while maintaining high levels of confidentiality.

Billing and Collection—Understand the difference between billable and non-billable hours, and collecting payments.

Students can test to become Accredited Legal Professionals.

If you are 18 years of age and possess a high school diploma or GED certificate, call **567.201.2872** for admission procedure information. Financial aid is available to those who qualify.

900 Hours / 7.5 Months

August 29, 2016-April 11, 2017

Monday-Thursday, 8 AM-2:30 PM / Friday Online
Vanguard Tech Center, Fremont

\$6,015 (includes textbooks, supplies, lab fees, WorkKeys and credential exam fees)

Career Development Programs (full-time and PELL eligible)

Office Administration, continued

Accounting/Bookkeeping:

Accounting Cycle for a Service Business: Analyzing Business Transactions—Learn to identify Debits and Credits, Assets, Liabilities, Owner's Equity, Revenue and Expense accounts. Record transactions to T-Accounts. and prepare a Trial Balance, Adjusting, and Closing Entries. Analyze financial reports to make sound business decisions.

Accounting for Cash and Payroll—Manage Bank Accounts, Cash Funds and Internal Controls. Calculate Employee Earnings and Deductions. Prepare Employer Taxes, Payments, and Reports.

Accounting Cycle for a Merchandising Business—Manage Sales and Purchases, Process Cash Receipts and Cash Payments. Record Work Sheet and Adjusting Entries. Prepare Closing and Reversing Entries.



QuickBooks—Learn to set up a new company and become familiar with the basic features and functionality of this accounting software. Understand the importance of the Chart of Accounts. Learn to add, modify and remove customers and vendors. Practice entering bank transactions and reconciling a bank account. Track purchases, depreciation, and sale of fixed assets. Process accounts payables and receivables. Create, modify, print, and analyze financial reports. Students can test to become Certified QuickBooks Users (QBCU).

Flexible—Convenient! This blended program combines training in the classroom and online with group and individual instruction. Preparing students to transition into a wide variety of office environments, the course ends with an extensive office externship where individuals gain valuable hands-on experience in a professional office setting in the career pathway of their choice.

Earn college credit! Designed to better serve students by supporting a seamless transfer, minimizing duplication of instruction, to build on primary college learning experiences through our Articulation Agreements with Terra State Community College, Owens Community College and Franklin University.

Students are also eligible for nomination into the National Adult Education Honor Society (NAEHS).



Office Administration Textbooks:

- Benchmark Office 2013 Level I Windows Edition
ISBN# 9780763856748
- Benchmark Word 2013 Level 2 Windows XP Edition
ISBN# 9780763853884
- Benchmark Excel 2013 Level 2 Windows XP Edition
ISBN# 9780763853914
- Administrative Medical Assisting, 7th Edition
ISBN# 9781133798804 ★
- Basic Manual for the Lawyer's Assistant 13th Edition
ISBN# 9780314631657 ★
- Basic Lawyer's Assistant Study Guide
ISBN# 9780314610836 ★
- The Gregg Reference Manual
ISBN# 9780073397108 ★
- College Accounting-Career Approach 12th Edition
ISBN# 1305863385

★ NOTE: Textbooks will be determined by legal, medical, or accounting pathway chosen by student.

1. SOC Codes:
 - a. First part of year general curriculum: 43.9061
 - b. Specialties: Legal 43.6012, Medical 43.6013, Accounting 43.3000
2. CIP Code: 52.0401
3. On-Time Graduation Rate: 100%
4. Tuition and Fees (excluding books): \$5,585 (Medical), \$5,500 (Legal), \$ 5,505 (Accounting)
5. Estimated Book Fees: \$430 (Medical), \$515 (Legal), \$510 (Accounting)
6. Job Placement Rate: 86% (2013-15 programs; 19 out of 22 students are employed or are pursuing related education)
7. Median loan debt incurred by students who completed the program: \$0*
8. Satisfactory Academic Progress (SAP) link on our website
9. Gainful Employment link on our website
10. Net Price Calculator link on our website

* Our school has no loan programs. We only process PELL and other Federal/State grants.

Career Development Program (full-time and PELL eligible)



Paramedic

The Paramedic is an important member of a healthcare team which provides emergency care in a pre-hospital environment. This 900 hour, 18 month entry-level program is open to students who are certified at the Basic or Advanced level and want to achieve the highest level of certification in pre-hospital emergency care. This course is designed to offer the required curriculum as

established by the Ohio Department of Public Safety, Division of EMS under Accreditation #218.

Pre-requisite—Eligibility includes certified as a Basic or Advanced EMT, must hold a valid driver's license, and have a current BLS HCP certification. Students must complete pre-entrance testing; EMT-Basic Knowledge, Basic Math, WorkKeys Assessment. Students must have also completed a 48 hour minimum Anatomy & Physiology program.

Anatomy & Physiology—Pre-entrance program of 48 hours minimum which covers all body systems of human anatomy and physiology. The course should cover systems as it relates to emergency medicine necessary to function as an entry-level paramedic.

General Curriculum: The Ohio Department of Public Safety, Division of EMS as of September 1, 2012 designated that the paramedic curriculum will consist of 500 hours of didactic/laboratory and 400 hours of clinical externship which includes pre-hospital and in-hospital clinical rotations. The 500 hours of classroom/laboratory will consist of the following areas:

Preparatory—Consist of legal issues, communication, and documentation.

Anatomy and Physiology—Covered in all topic areas throughout the curriculum.

Medical Terminology—Medical terms relevant to body systems and conditions.

Life Span Development—Contrast differences between all age groups as it pertains to medical and trauma situations.

Public Health—Covers injury epidemiology and injury prevention. Also, covers principals of public health and involvement of the Paramedic in public health.

Patient Assessment—Student will be taught to develop an approach to analyzing what is wrong with a patient and devising a plan for treatment. Taught in all topic areas throughout the curriculum.

Special Patient Populations Including OB/Pediatric—Elderly are a growing population and the student must be familiar with the system changes of a geriatric patient. The pediatric patient covers the age of neonate to adolescent. The student will learn about growth and development changes, medical and trauma issues pertinent to each age group. Also, discussed are pregnancy issues and labor.

Medical Emergencies/Pharmacology—Students will have the capabilities to administer life-saving medications to many different

emergencies. Pharmacokinetics and pharmacodynamics, as well as, a drug profile will be taught on each medication appropriate for a certain medical emergency.

Trauma Emergencies/Shock and Resuscitation—Trauma systems, emergencies and treatments will be discussed for all age groups.

Ambulance Operations—Covers driving, positioning, scene management, incident management and rescue. Also, covered is weapons of mass destruction, Hazmat and crime scene awareness.

Students must also demonstrate skill competencies. The 400 hours of clinical externship will include the students successfully completing skills on patients but also demonstrating competency in each of the following areas:

Patient Assessment: (150 total; 50 adult, 30 geriatric, 10 pediatric)
*Chest pain, shortness of breath, abdominal pain, altered mental status, and psychiatric. **Medication Administration** (various routes), **IV Access/IO Infusion, Intubation, EKG Monitoring and Interpretations, Cardiac Defibrillation, ACLS.**

Students who successfully complete the program will be eligible to take the National Registry examination-State of Ohio certification test. Total of six (6) skills will be tested, five (5) currently evaluated in the NRP Psychomotor Examination and one (1) scenario. This out-of-hospital scenario will reflect either a pediatric, geriatric or adult patient. Students will complete a written component as well. Students must pass both sections to be a State of Ohio Paramedic. **Paramedic has an 80% PASS rate on the National Registry exam** (2013-14 program).

Call **567.201.2870** or **567.201.2871** for admission procedure information. Financial aid is available to those who qualify.

The V-S Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Education Programs for Emergency Medical Service Profession (CoAEMSP).

CAAHEP
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

CoAEMSP
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214.703.8445 / FAX 214.703.8992
www.coaemsp.org

Paramedic Textbooks

- Mosby Paramedic 4th Edition Text and Workbook
ISBN-978-0323072755
- Huszar's Basic Dysrhythmia 4th Edition - ISBN-978-0323039741
- AHA ACLS and PALS Manuals

Career Development Program (full-time and PELL eligible)

Paramedic, continued:

1. SOC Code: 29.2041.00
 2. CIP Code: 51.0904
 3. On-Time Graduation Rate: 93%
 4. Tuition and Fees (excluding books): \$5,880
 5. Estimated Book Fees: \$700
 6. Job Placement Rate: 100% (2013-14 program; 12 out of 12 students are employed or are pursuing related education)
 7. Median loan debt incurred by students who completed the program: \$0*
 8. Satisfactory Academic Progress (SAP) link on our website
 9. Gainful Employment link on our website
 10. Net Price Calculator link on our website
- Our school has no loan programs. We only process PELL and other Federal/State grants.

900 Hours / 18 Months

March 30, 2017-September 2018

Thursday, 9 AM-4 PM

Adult Workforce Development Center, Fremont

\$6,580 (includes textbooks, supplies, lab fees, WorkKeys and credential exam fees)

Advanced EMT

This entry-level program provides curriculum which emphasizes treatment of the critically injured or ill patient with IV therapy, intraosseous infusion, defibrillation and medications. Prerequisite: Current Ohio EMT certification.

Call **567.201.2870** or **567.201.2871** for admission procedure information.

200 Hours / 7 Months

October 14, 2016-May 2017

Friday, 9 AM-4:30 PM

Adult Workforce Development Center, Fremont

\$1,180 (includes textbooks, supplies, lab fees, WorkKeys and credential exam fees)

Public Safety Services (567.201.2870 or 567.201.2871)

ADVANCED EMT REFRESHER / TRANSITION - 40 hrs.

Covers all objectives to renew for certification. **\$350**

ANATOMY & PHYSIOLOGY - 48 hrs.

Required for Paramedic. Call for more information. **\$350**

Fremont **1/12/17** **TH** **8:30a-2:30p**

CPR—Classes are scheduled once a month. Call for pricing.

Adult Heartsaver **3-4 hrs.** **Renewal 2-3 hrs.**

Designed for the First Responder, lifeguard or law enforcement officer who needs trained in adult cardiopulmonary resuscitation, foreign body airway obstruction and barrier device.

Adult HS AED **4 hrs.** **Renewal 3 hrs.**

Teaches the lay rescuer about patients who might suffer cardiac arrest and need defibrillation to reverse the problem. Prerequisite: Need to have a Healthcare or Heartsaver CPR card.

AHA HS/First Aid **8 hrs.** **Renewal 4-5 hrs.**

Designed for industry, school or family covering basic First Aid and Heartsaver Adult CPR/AED. First Aid can be taught in a separate component-4 hrs. Adult CPR/AED combined with First Aid-8 hrs.

Family & Friends **2-4.5 hrs.**

Take adult module covering Adult CPR and FBAO or the pediatric module with Pediatric CPR and FBAO or a combination of both.

Healthcare Provider **6-8 hrs** **Renewal 4 hrs.**

Offers cardiopulmonary resuscitation and foreign body airway obstruction for adult, child, and infant.

Pediatric Heartsaver **4-4.5 hrs.** **Renewal 2-4 hrs.**

Designed for the daycare provider or babysitter who needs trained in cardiopulmonary resuscitation, foreign body airway obstruction, and barrier devices for the pediatric patient.

CPR/FIRST AID FOR THE PUBLIC

Call for more information.

CPR HEALTHCARE PROVIDER

Call for more information.

CPR INSTRUCTOR - 8 hrs.

Need a current BLS Professional Provider card. Students will be given passcode for Instructor Essential online portion. **\$200**

Fremont **10/15/16** **SAT** **9a-4p**

Fremont **3/18/17** **SAT** **9a-4p**

EMERGENCY DRIVING

Call for more information. **\$50** (8 hrs.) / **\$85** (12 hrs.)

EMERGENCY VEHICLE OPERATOR - 12 hrs.

Call for more information. **\$80**

EMR (EMERGENCY MEDICAL RESPONDER) - 60 hrs.

A course for the VFF, EMS organizations, or industry that responds to emergencies to render care prior to certified EMTs arrival. Covers all aspects of emergency care needed for life-saving techniques. Course is for State of Ohio certification. Certified testing, both written and practical, is included. Can be taught off-site. Offered year-round by department or industry request. **\$500***

EMR REFRESHER / TRANSITION - 15 hrs.

Mandated continuing education for renewal. Offered year-round by department or industry request. **\$150**

EMT (EMERGENCY MEDICAL TECHNICIAN) - 150 hrs.

This entry-level program is approved by NHTSA and Division of EMS. Covers the areas of pre-hospital emergency care that may be required for serious illness or accident scenes. Includes classroom, hospital, and on-vehicle practical experience. Prerequisite: 18 or older, valid Ohio driver's license, high school diploma or GED. **\$900***

Fremont **9/22/16** **T/TH** **6-10p**

Fremont **1/12/17** **M/TH** **9a-1p**

Fremont **3/28/17** **T/TH** **6-10p**

Fremont **6/25/17** **M//TH** **6-10p**

SAT **9a-1p**

Tiffin **9/28/16** **M/W** **6-10p**

Tiffin **4/10/17** **M/W** **6-10p**

EMT AIRWAY MODULE - 12 hrs.

Call for more information. **\$60**

EMT/FIRE INSTRUCTOR - 60 hrs.

Designed for the firefighter or EMT to become a certified Fire or EMS Instructor. Firefighter and EMS candidate must have at least 5 years of experience in firefighting or EMS, be recommended by the Fire or EMS Chief and have two other recommendations. Prerequisite: Firefighter or EMS knowledge exam passing with a minimum score of 80%. **\$525**

November 12, 19, 2016 **SAT** **8:30a-3p**

December 3, 10, 17, 2016 **SAT** **8:30a-3p**

January 7, 14, 21, 28, 2017 **SAT** **8:30a-3p**

*Fee includes WorkKeys and NR exam

Public Safety Services (567.201.2870 or 567.201.2871)

EMT IN-SERVICE

Call for more information. **\$35/hr.**

EMT REFRESHER / TRANSITION - 30 hrs.

Can be taken prior to expiration of current EMT certification for renewal requirements. **\$325**

Location TBA 1/12/17 T/TH 6-10p

FIREFIGHTER I - 156 hrs.

Covers topics established for certification under FFI curriculum through the Department of Public Safety. State test at course completion. **\$900**

FIREFIGHTER I TRANSITION - 120 hrs.

This course enhances basic training. Offers components of fire training not included in the basic level to complete full NFPA firefighter. Must be completed within 12 months. State test at course completion. Prerequisite: VFF. **\$650**

FIREFIGHTER II TRANSITION - 120 hrs.

Call for more information. **\$900**

FIRE IN-SERVICE

Call for more information. **\$35/hr.**

FIRE SAFETY INSPECTOR - 80 hrs.

Meets the educational requirements as mandated by the ORC and NFPA 1031 standards. Topics include code enforcement, principles of electricity, principles of matter, public relations, fire protection and safety. A department must sponsor student. **\$650**

FIRE SAFETY INSPECTOR INSTRUCTOR - 8 hrs.

Offers the Fire Instructor and Fire Safety Inspector with 5 years experience the ability to teach the Fire Safety Inspector program. Needs to be recommended by Chief, show proof of eligibility and pass final exam. **\$50**

HAZMAT AWARENESS - 4 hrs.

Call for more information.

HAZMAT OPERATIONS - 8 hrs.

Call for more information.

PARAMEDIC REFRESHER / TRANSITION - 48 hrs.

Call for more information. **\$345**

Fremont 11/14/16 M, T 8:30a-4:30p

PROFESSIONAL FIREFIGHTER - 260 hrs.

Meets or exceeds certification requirements set forth in the Ohio Revised Code for full-time or professional firefighters. Meets training and educational standards identified in NFPA 1001, professional qualifications for Firefighters 1 and 2. Open to all firefighters of any subdivision in Ohio and for others interested in the vocation for firefighter. Must have own SCUBA/air tank and turnout gear.

\$1,650*

Orientation 1/5/17 TH 6p
Location TBA 1/17/17 T/TH 6-10p

Occasional Saturday at 9 am

VOLUNTEER FIREFIGHTER - 36 hrs.

Designed to meet or exceed the certification requirements established in the Ohio Revised Code for volunteers and a portion of the training and educational standards identified in NFPA 1001. All students must be sponsored by a fire department. Offered year-round in Seneca, Sandusky, Ottawa, Wyandot, and Wood Counties. Contact the school for start dates. **\$425***

*Fee includes WorkKeys

Adult Basic & Literacy Education (ABLE)



- * GED prep
- * College placement test prep
- * Improve reading, writing, and math skills
- * Business workplace opportunities

ABLE LEARNING CENTERS

- FREE ABLE Classes
- To schedule an orientation call the Learning Center you will be attending.
- For on-line GED preparation information call 567.201.2941

CLYDE – 419.359.5907

Clyde Public Library
222 W. Buckeye St.
Classes: (Distance Learning Only)
Wednesday, 1-4 PM

FOSTORIA – 419.379.1371

Fostoria Jr./Sr. High
1001 Park Avenue
Classes:
Tuesday & Thursday, 9-11:30 AM
Wednesday, 9 AM-NOON

FREMONT—419.334.6901 ext. 2701

Vanguard Adult Career Center
1306 Cedar Street
Classes:
Monday & Wednesday, 9 AM-NOON
Tuesday & Thursday, 5-8 PM

OAK HARBOR – 419.960.2025

Ottawa County Resource Centre
8043 W. SR 163
Classes:
Tuesday & Thursday, 9 AM-NOON
Monday, 9-11 AM

PORT CLINTON – 419.960.2025

Ida Rupp Public Library
310 Madison Street
Classes:
Tuesday & Thursday, 5-8 PM
Wednesday, 3-5 PM

TIFFIN – 419.448.5084

Sentinel Career Center
793 E. Twp. Rd. 201
Classes:
Tuesday & Thursday, 8:30-11:30 AM
Monday & Wednesday, 5-8 PM



Schedules may be subject to change.
Summer schedules vary by site.

Project READ
Adult Literacy Services
nwohioprojectread@gmail.com
419.455.1072

Project READ provides FREE reading, writing, or English language instruction to adults in Ottawa, Sandusky, and Seneca Counties by providing one-on-one tutoring.

Student Services

If eligible for services, the student will be paired with a trained volunteer tutor and meet 1-2 times per week.

Volunteer Possibilities

Adult volunteers who successfully complete the required 4-8 hour training will be paired with a student in their area. Volunteers are requested to commit for one year and submit monthly progress reports. Teaching materials are included.



Project READ Adult Literacy Services is funded by the United Way of Sandusky County and the Library Literacy Coalition.

ESOL (English for Speakers of Other Languages)

Classes are FREE and are offered September-June on Mondays and Wednesdays from 9:30-11:30 AM or 6:30-8:30 PM at Owens Community College in Findlay. The summer schedule varies.

Classes are taught to adults who wish to learn basic written and spoken English. Classes improve reading comprehension, conversational and written English skills. To register, please call 419.436.4163.

ESOL Distance Learning Classes Offered

Call 567.201.2941



- Fremont
- Tiffin
- Fostoria
- Oak Harbor & Port Clinton



ONLINE LEARNING

Courses Start as Low as:

\$86

Learn More.
When and where you want!

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- Take Charge!
- Interactive Student Discussion Areas
- Instructor Led Courses

ed2go.com

Take a course from the comfort of your own home, office or local coffee shop and at times most convenient for you.

Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. We offer hundreds of engaging online courses for adults. Each course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

New course sessions begin monthly. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Lessons are published twice a week for six weeks, totaling twelve lessons per course. You will receive a certificate upon successful completion of the course.

Courses start as low as \$86. Affordable, fun, fast, convenient, and geared just for you!

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/vsctc
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

www.ed2go.com/vsctc



ADULT DIPLOMA PROGRAM



Now adults who did not finish high school for a variety of reasons can get an Ohio high school diploma through one of two ways.

In-Demand Careers

- Diversified Medical Occupations
- Office Administration

Public Safety Services:

- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Advanced EMT
- Firefighter
- Firefighter I Transition
- Firefighter II Transition
- Fire Safety Inspector
- Paramedic
- Professional Firefighter

Gateway Program

Adult Diploma Program

	Gateway Program	Adult Diploma Program
Age	Open to adults 18+	Open to adults 22+
Diploma Type	Locally-issued High School Diploma awarded	State-issued High School Diploma awarded
Availability	Vanguard-Sentinel Adult Career & Technology Center 1306 Cedar St., Fremont, OH 43420	Vanguard-Sentinel Adult Career & Technology Center 1306 Cedar St., Fremont, OH 43420
Testing	Students must meet the graduation requirements from the time of entry in 9th grade (i.e. earn required number of credits; pass OGT/proficiency, etc.)	Students do not have to pass the OGT/Proficiency test
Duration	Maximum of 2 consecutive years to complete program	No limit for the amount of time student spends in the program
Requirements	There are no minimum number of High School credits required	No minimum number of High School credits required
Additional requirements	No requirement to pursue higher education degree	Must pursue certificate program simultaneously
Best for...	Best for adults who want to earn a High School Diploma but want to pursue any career field (not just in-demand jobs)	Best for adults seeking to enter in-demand job fields such as STNA, EMT, Pharmacy Technician, Phlebotomy, CDL, IT support services

Interested in the Gateway or Adult Diploma Program?

For more information or to register, please call MaryLou Nellett at **419.334.6901 ext. 2122.**

PRECISION MACHINE—75 hrs.

- Blueprint Reading & GD & T
- Manual Mill, Lathe & Drill Press
- CNC Machine Functions

January 17-April 27, 2017
Tuesday & Thursday
6-8:30 PM

15 Week Session
5 Hours Each Week
30 Classes Total

\$600 (includes tuition, books, supplies, tool charge)

Program is held on the Tiffin Campus

To Register:
419.448.1212 ext. 3008



STNA—80 hrs.

The Kern Center at Terra State Community College and Vanguard-Sentinel are collaborating to offer an 80-hour State Tested Nursing Assistant (STNA) program at the Vanguard Tech Center on Cedar Street in Fremont.

If you're looking for a career that is both rewarding and in demand, STNA may be for you. Nurse aides provide a variety of care-related tasks such as dressing, feeding and observing patients.

This is an in-demand job and STNAs usually work in long-term care facilities, home health agencies, assisted living facilities and hospitals.

After completing this course, students will be prepared to take the state written and competency exam. State exam fees are not included in the cost of this class. State exams are completed through D&S Diversified Technologies and are held at the Vanguard Tech Center. Clinical locations will be announced in class.

Before the first day of class, students must read and sign a code of conduct contract. A Kern Center representative will go over this contract with you when you register.

The cost of this program is \$599. (no discounts available)

For more information or to register, please call Marsha Thiessen at 419-559-2464.