



Start Something Real.

ADULT EDUCATION **CATALOG**

CHOFFIN
CAREER & TECHNICAL
CENTER
200 E. WOOD STREET
YOUNGSTOWN, OHIO 44503-1600
330-744-8723 – phone
330-744-8729 – fax
<http://www.choffinctc.com/adult>

2022-2023

Mission Statement:

It is the mission of Choffin Career and Technical Center to develop individuals with technical, scholastic, employability, and life skills enabling them to exercise career options in becoming responsible citizens, productive employees, and life-long learners in cooperation with business, industry, and other community resources.

Revised 8/23/2022

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ACCREDITED OR APPROVED BY:



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201

Phone: 703-247-4212 / Fax: 703-247-4533

www.accsc.org



Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

P:727-210-2350

F:727-210-2354

E: mail@caahep.org



19751 East Mainstreet, Suite #339

Parker, CO 80138

Phone: 303-694-9262

Email: info@arcstsa.org



Commission on Dental Accreditation

Mailing Address:

Commission on Dental Accreditation

211 East Chicago Avenue

Chicago, Illinois 60611

800.232.6108

Ohio Board of Nursing



Ohio Higher Ed

25 South Front Street

Columbus, Ohio 43215

General: (614)466-6000 Fax: (614)466-5866

Ohio Technical Centers (OTC)

YOUNGSTOWN CITY SCHOOLS 2022-2023 **CHOFFIN CAREER AND TECHNICAL CENTER**

Board of Education Members

Tiffany Patterson – President
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Jerome Williams
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Dawn Turnage

Administration

Justin Jennings, Superintendent, Youngstown City Schools
Dr. Sherry Cross, Director of Adult Education

Faculty

Dental Assisting Department:

Paula Oliver, Program Director
Dr. Rudolph Braydich, Tina Davis,
Dr. Robert Johnson, Dr. Philip Leone, Dr. Joseph Malys

Practical Nursing Department:

Sharon Cooper, Program Director
Kimberly Burns, Melanie Connors, Alfred Davis,
Janet Markey-Shoemaker, Faye Miller,
Sharon Nwankwo

Surgical Technology Department:

Edward Hawkins, Interim Program Director
Emily Spletzer, Co-Interim Program Director
Crystal Sturgeon, Clinical Coordinator
Charlotte Walker-Cloyd, Teresa Colon, Kristine Ferradino, Tiffani Krzywkowski
Marsha Lowe, Dr. Patrick Patchen, Deborah Rider, MoNyce Robinson,
Lisa Stoutemire

Ancillary Staff

Keisha Saxon, Financial Aid Coordinator/LRC Monitor
Rhonda Kempe, Student Services
Lora Gayan, Administrative Assistant/Secretary
Paula Oliver, Learning Resource Center (LRC) Coordinator

Office hours: Monday through Friday 7:30 a.m. to 4:00 p.m.

WELCOME

All of us, administration, faculty, and staff, of Choffin CTC Adult Education welcome you to an exciting opportunity to gain new skills and credentials in our programs. We have high expectations for your success academically and technically so that when you have successfully completed our programs, you will be able to compete for employment in the demands of the workforce.

PHILOSOPHY OF ADULT EDUCATION

It is the philosophy of the Choffin Career and Technical Center to graduate competent, caring, culturally sensitive and ethical professionals. These skills are achieved by enabling the student to gain personal satisfaction and make a contribution to society. Faculty will offer a variety of educational experiences to accommodate different learning styles, which may enhance the student's appreciation for their particular profession. Emphasis will be placed on students developing a professional demeanor which reflects the Principles of Ethics of their specific field.

HISTORY OF CHOFFIN CAREER & TECHNICAL CENTER

The Choffin Career & Technical Center (CCTC) building, located at 200 East Wood Street in downtown Youngstown, Ohio, built in 1950 then rebuilt in 1972, began enrolling adult students in 1953. Choffin was named for Celestin C. Choffin, a prominent civic leader who donated \$100,000.00 to the school district to build a vocational education program. His intent was to create an industrial arts and educational center within the city limits of Youngstown.

The CCTC high school draws students from an area located within or near the city limits. It is a career/technical school that serves students in grades 9-12 and post secondary adult education. Choffin is an active, hands-on training resource in this area and has been for over 60 years. Thousands of students complete these programs and go on to well paying and respected jobs within the workforce. The school serves a diverse population of students from a variety of cultural and financial backgrounds.

The Adult Education programs offer both in-depth training and career guidance for adult students, who would like to learn the technical skills for a specific career. Choffin Adult Education's main goal is to ensure that all students receive the necessary skills and guidance to achieve their lifelong goals.

At this time Choffin Adult Education offers the following full-time health profession courses: Practical Nursing, Surgical Technology and Dental Assisting. These classes are taught by certified or licensed professional staff. The technical and trade schools have thrived in the current economic downturn and will continue to foster growth in the years to come. High unemployment has caused individuals to seek further education, while employers are increasing their training requirements to remain competitive. Choffin's Adult Education programs are affordable and offer distinguished training opportunities to improve or re-train students for the job skills needed in today's workplace. Choffin Career & Technical Center's Adult Health Professions are approved by the U.S. Department of Education, the Ohio Department of Higher Education, the Ohio Board of Nursing, Committee on Accreditation Allied Health Education Programs (CAAHEP), and Commission on Dental Accreditation of the American Dental Association (ADA-CODA).

FACILITY AND EQUIPMENT

Visitors

Choffin Career & Technical Center welcomes visitors to the facility. All visitors enter at the main entrance, check in at the reception counter, receive a visitor badge, and sign in/out. School personnel have the right to exclude uninvited or unauthorized persons from the school premises. Adult students are not permitted to bring visitors or children to attend class or to wait on school property for the adult student.

Parking

All students are to park in the main parking lot off of Wood Street. Parking is available for persons with disabilities. All students enter through the main doors in front of the building. An elevator is available for persons with disabilities.

Location of Adult Programs in the Choffin CTC Building

The practical nursing and surgical technology classrooms and labs and dental lab/clinic are located on the third floor and fourth floor.

Learning Resource Center - room #306A

The Learning Resource Center (LRC) for Dental/Practical Nursing/Surgical Tech. is located in room 306A. The LRC is available during normal school hours. The copier/fax is in a shared space in room 328. The administrative secretary is located in the adult education main office area in front of room 330.

Computer Lab - room #442

The 21 chair computer lab for adult education is located on the fourth floor in room 442. The computer room is available for student use when not in use for testing purposes. Computer access is also available during normal school hours in the Financial Aid Office in Rm 306.

Dental Assisting Lab/Clinic- room #346

Two offices, student computer station with 3 computers, fully equipped 28 -station lab, fully equipped 8 -chair clinical lab, 8 x-ray machines, 1 dark room, sterilization room, panoramic x-ray room, reception area for adult and child patients, supply room, conference room and student mailboxes, miscellaneous supplies used in dental clinics, offices, hospitals.

Dental Assisting classroom room #313

28 student desks, smart board, overhead projector, dry erase board. (28 maximum students)

Practical Nursing Lab - room #330

5 bed skills lab, EKG machines, IV therapy stations, phlebotomy station, a variety of human anatomy models and mannequins, miscellaneous equipment and supplies used in healthcare settings; supply room, refrigerator, sink, coffee machine, tables and chairs, and student mailboxes. The student lost & found is located in the area with the administrative secretary in the main office.

Practical Nursing - room #334/306A

60 student desks, Smart Board, overhead projector, dry erase board, Promethean Board.
(60 maximum students)

Simulation Lab - room #335

The simulation lab has a simulation mannequin and equipment to support student learning.

Surgical Technology Lab - room #358

Two separate O.R. suites in skills lab, and sterile hand washing station, supply room, miscellaneous supplies found in operating rooms in hospital and surgery centers.

Surgical Technology classroom- room #358

20 student desks, overhead projector, dry erase board, Promethean Board, 2 offices. (20 maximum students).

MISSION STATEMENT FOR STUDENT SERVICES

The mission of the department of student services is to provide support services for all students empowering them to become productive and employed citizens.

POLICY FOR STUDENT SERVICES

The student services coordinator addresses all students within the first 3 days of school. Student services are available to all students throughout the entire school year. Information is given regarding her contact information, schedule, location and services provided. A student services advisement tracking form is completed and the coordinator then relays the information to the Program Director of that department. This makes the Program Director aware of the students' needs.

STUDENT SERVICES

The student services department provides informational resources to students regarding outside agencies to assist students with transportation, child care, housing, food, and incidental expenses. In addition, student services provide informational resources to professional services to address psychological, addictive behavior or counseling and community agencies as the students request.

Additional assistance with financial aid needs (filing FAFSA, understanding and completing entrance counseling and signing Master Promissory Notes) is provided free of charge by the Financial Aid Coordinator. Students are offered study skills reviews prior to the start of the program through certified teachers. The Learning Resource System is available during normal school hours. The computer room is available when not in use for testing purposes and there is student computer access available in the Financial Aid Office.

Students will receive a school gmail account for access to the digital Google Classroom Student Resource Center. This is a site for students to examine links and articles to assist with personal, school and professional Resources.

ADULT WORKFORCE TRAINING PROGRAMS

Career Certificate Programs

- Programs are 10 months in length. Students are awarded a Certificate of Completion upon graduating. Accredited by ACCSC.
-

All programs are in clock hours not in credit hours and divided into 3 trimesters.

- Dental Assisting Program
- Practical Nursing Program
- Surgical Technology Program

Course Objectives for Adult Education:

- Prepare students to successfully pass state and national credentials and certifications.
- To aid the student in gaining employment to enhance and enrich their quality of life.
- To train successful graduates to gain employment in their profession and therefore, emphasizing patient centered care.

Dental Assisting – ADA CODA Accredited / ACCSC Accredited

If you like helping people, enjoy working with your hands, have willingness to be versatile, and to assume responsibility for many different tasks, then Dental Assisting is the career for you. Choffin is one of two programs in the state of Ohio that has received National Accreditation by the Commission on Dental

Accreditation of the American Dental Association. Our fully equipped dental clinic gives the student an opportunity to work hands-on directly with patient care.

The curriculum meets the Ohio State Dental Board Standards for a certificate in Radiography and monitoring nitrous oxide. During the program, students will take the 3 components of the National Board Exam to become a Certified Dental Assistant (CDA). After obtaining the Certified Dental Assistant credential, the CDA is eligible to apply for a certificate in Coronal Polishing and Sealant Placement. This program has articulation with Youngstown State University Dental Hygiene Program for Radiology and Dental Materials, Case Western Reserve School of Dentistry EFDA Program, and Eastern Gateway Community College. Completion of the program will provide the opportunity to receive up to 20 semester hours of credit in Allied Health at Youngstown State University. Determined on an individual basis by the Allied Health Department.

Program Dates: September to June- (10 month program) — 1365 Clock Hours

Program Days: Monday – Friday

Time: Theory – 8:00 am – 3:30 pm. Clinical hours vary.

Tuition and Supply Fee: \$7984.00; books and one uniform included (additional uniforms are the responsibility of the student).

Maximum Number of students in Classroom—28

Maximum Number of students on each clinical site—1

Choffin School of Practical Nursing Program—Approval by the Ohio Board of Nursing, ACCSC Accreditation

Licensed Practical Nurses (LPNs) are an integral and vital part of the healthcare team. LPNs provide nursing care to individuals and groups in a variety of settings. Such settings include but are not limited to: hospitals, long term care facilities, rehabilitation centers, physicians' offices, schools, clinics, hospice care centers, home care agencies, mental health and substance abuse treatment centers, medical durable goods suppliers, and dialysis clinics. LPN duties may include medication administration, initiation, administration, and maintenance of IV fluids, total hygiene care of individuals, obtaining and monitoring vital signs, obtaining laboratory specimens, assisting in performance of testing, patient teaching, and communication with the health care team verbally and through written and computer documentation. A genuine interest in assisting others is an important component to becoming a successful LPN.

Clinical experiences include acute and long-term care, rehabilitation, and community health sites. Occasional evening and weekend clinicals may be scheduled. Graduates of the program meet the Ohio Board of Nursing requirements for eligibility to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN exam).

Program Dates: September to June- (10 month program) – 1400 clock hours minimum

Program Days/Time: Monday –Friday, 7:30 am-3:30 pm. Clinical hours vary.

Tuition and Supply fee total: \$13,108.22; books and one uniform are included.

Maximum number of students in classroom—60

Maximum number students with clinical instructor—10

Upon completion of the program, the student will receive a certificate from Choffin School of Practical Nursing (CSPN) and is eligible to take the National Council Licensure Examination – PN (NCLEX-PN) for licensure as an entry-level, licensed practical nurse. Licensure is dependent upon successful completion of the program, obtaining a current background check and passing the NCLEX-PN examination.

Surgical Technology – CAAHEP Accredited, ARC/STSA Accredited, ACCSC

The primary functions of an entry-level surgical technologist are to anticipate the needs of the surgical patient, the surgeon and the operating team. A surgical technologist can work in a hospital, out-patient surgery centers, and as physicians' private scrub. Prior to completion of the program students are eligible to sit for the national

certification exam, the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) Certification Exam and upon passing obtain the credential of Certified Surgical Technologists (CST).

Program Date: September to June- (10 month program)--1400 hours

Program Days: Monday – Friday (Time: 7:30 am-3:30 pm). Clinical hours vary.

Tuition and Supply Fee: \$11,415.00 Books and one uniform are included.

Maximum Number of students in Classroom – 20.

Maximum Number of students at Clinical Site—variable from 2 to 8 (as dictated by the facility)

College/University One Year Option: Ohio Department of Education

The One-Year Option was established by House Bill 59 and allows graduates from Ohio Technical Center 900 or greater hour programs to earn a block of technical credit toward an Associates of Technical Studies. The goal of this initiative is to create a statewide agreement for awarding technical credit in addition to current statewide agreements such as Career Technical Assurance Guides (CTAGs). Students participating in Choffin CTC Adult Education Programs of Dental, LPN, and Surgical Tech. will earn 30 semester hours under the One Year Option.

STUDENT ADMISSIONS POLICY

Admission Requirements

Class size is limited and students are enrolled on a first-come, first served basis. Completion of necessary paperwork and deposit payment determines the date of official enrollment. All health professions students must have:

- Completed secondary education (high school or equivalent) prior to admission to Choffin Career and Technical Center;
- Met the required entrance exam scores for the individual program; and
- Completed all required steps in the admission process.

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the list for admission to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student termination.

Admission Process

1. Apply to the program by submitting your Application Form and \$30.00 Application Fee.
2. Schedule a time to take the required entrance exam. All health profession students must meet required entrance scores for their desired program. Applications will not be reviewed for acceptance into the program until required entrance exam scores have been achieved or the student has been designated as a “provisional entry.”
3. Schedule and pass Manual Dexterity Test. The potential student is responsible for the \$45.00 (out of pocket) cost required for the test.
4. Attend an interview or meet with a Program Director or staff member to discuss your program(s) of interest, tour the school and receive general financial aid information.
5. Complete required BCI/FBI background check (Surgical Technology and Practical Nursing programs). Please be sure to have your results sent directly to the Choffin Career & Technical Center.

1. If BCI/FBI background checks results are not available prior to the first day of class. Admission is provisional until final results are received.
6. For Dental Assisting, upon notice of passing the exam, a personal interview will be scheduled. Candidates will be selected based on points awarded through testing and the interview process.
7. Receive an acceptance letter indicating you have met the preliminary requirements for admission and are able to continue through the application process.
8. Submit the following documents to the school:
 - An unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport;
 - An official high school transcript, diploma or high school equivalency diploma/certificate. (For high school credential validity see High School Evaluation Information and Foreign Diplomas section below.)
8. Establish a method of payment (self-pay, interest-free payment plan, Federal financial aid, VA benefits, agency funding, etc.) Complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov to determine your eligibility for the Pell Grant and Federal Direct Student Loans.
Use School Code: 007473.
After you receive your acceptance letter and your FAFSA report has been received by the school our Financial Aid Coordinator will schedule an appointment to review your financial aid eligibility in greater detail.
9. Attend a mandatory Orientation (as determined by the program).
10. Finalize your method of payment, submit your signed Enrollment Agreement, complete any additional paperwork, submit any payment if required.
11. Complete required prerequisites for clinical attendance or patient interaction (ex.: immunizations, competencies, etc.) for your intended program, as applicable.
12. Enrollment in the program is complete only when:
 - All required forms and documents have been completed, submitted and reviewed by the Program Director;
 - Required entrance exam scores have been met;
 - Method of payment has been finalized; and
 - Any required deposits or payments for the program have been made.

**Students not meeting required entrance exam scores should speak with the Program Director or designer prior to retesting. Students are encouraged to learn more about free classes provided through Aspire. For more information on free Aspire classes contact Rhonda Kempe, Student Services, at 330-744-8720. Candidates for provisional entry will be contacted in writing by the Program Director with more information. Students entering the program provisionally will be required to take the Aspire tutorial courses and medical readiness course provided by the school.*

***Please note random drug tests are given throughout the year as required for clinicals. Failure of these tests can result in dismissal from programs.*

High School Evaluation Information and Foreign Diplomas

If the US DOE or the school questions the validity of the high school's credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions

the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If Choffin Career and Technical Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

If your diploma is from a foreign country you must:

1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
3. Students must submit the credential evaluator's determination information in its original format.

A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at www.naces.org. This list is for your comparison and Choffin Career and Technical Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process. The final determination on the validity of high school credentials rests solely with Choffin Career and Technical Center.

Entrance Exams, Required Minimum Scores and Fees

<u>Program</u>	<u>Test</u>	<u>Minimum Score</u>	<u>Fee</u>
Dental Assisting	CASAS	Reading: students must score at a tenth grade level (244-248)	Free up to 2 attempts
Practical Nursing	TEAS	50th percentile per ranking; if one falls within 5 percentile points of this number they may qualify for provisional entry.	\$75.00
Surgical Technology	CASAS	Reading: 11 ; Math: 10 Manual Dexterity: Screws 50%, Pins & Collars 50%, PTI-ODT Forms 80%	Free up to 2 attempts \$45.00

Payment must be made in the form of a money order, certified check or cash. (Please do not send cash through the mail.) **Money orders and certified checks should be made payable to: Youngstown City Schools (Please specify desired program in Memo line). Personal checks are not accepted.**

****For Dental Assisting applicants only:** The pre-entrance examination may be waived if the applicant possesses a baccalaureate degree from a University with an overall GPA of at least 2.50. Official transcripts must be on file.

****ATI TEAS Only:** can only be taken twice within a calendar/academic year

****CASAS ONLY:** If applicants need to retest more than twice, a testing fee will be required, unless the student participates in the free tutorials offered to prepare for a third testing. At this time a fee will be assessed if beyond the third testing.

Testing and Special Circumstances

Under special circumstances such as a transfer at the beginning of an academic year from another accredited program due to program closure, Choffin will accept assessments utilized by those accredited programs to enter Choffin's programs, if those students were already accepted

and approved by the previous program. Students will be accepted at the beginning of Choffin's programs and will need to complete all aspects of the curriculum for credentialing. Determination of acceptance is upon the approval of the Adult Education Director and attainment of records from the previous institution.

Commonly used nursing aptitude tests include the Test of Essential Academic Skills (TEAS), the Nurse Entrance Test (NET), the Health Education Systems, Inc A2 exam (HESI A2) and the Kaplan Nursing Admissions Test (KNAT). In addition, to the CASAS and Work-Keys assessments.

STUDENT CHECKLIST FOR ADMISSION

First Steps...

- ✓ Submit Application Form and \$30.00 Application Fee.
- ✓ Schedule to take the entrance exam. Pay any applicable fee.
 - **Successfully pass entrance exam requirements.**
- ✓ Attend an interview (mandatory for DA) or meet with the Program Director or staff member to discuss the program, tour the school and receive general financial aid information.
- ✓ Complete your BCI/FBI background check (PN & ST). (Completed during the program for DA.)
- ✓ Submit an official high school transcript, diploma or high school equivalency diploma/certificate.

Upon acceptance into the program...

- ✓ Schedule an appointment with Financial Aid (330-744-8703) to establish and finalize your method of payment.
- ✓ Attend the mandatory Orientation.
- ✓ Submit your signed Enrollment Agreement.

Prior to clinical attendance or patient/client interaction...

- ✓ Submit completed paperwork given to you at the Orientation.
- ✓ Complete required prerequisites (ex.: immunizations, competencies, etc.).

POLICIES

Non-Discrimination Policy

In accordance with Title VI, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the School District's policy prohibits discrimination on the basis of sex, race, color, age, national origin, veteran status or disability in its educational programs, activities, services or employment policies.

CCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual due to individual's inability to meet their financial obligations to CCTC due to delayed disbursement of funding from Dept. of Veterans Affairs under chapter 31 or 33.

CCTC Adult Education provides admission to all qualified applicants regardless of age, religion/creed, and ethnic origin, marital status, race, gender/sex, veteran status or disability which does not interfere with attainment of program objectives.

Admission/Entrance Requirements

Prospective students are required to be 18 years of age or older by graduation from the program and provide proof of high school diploma or GED. The applicant must pass the required entrance exam for the specific program. The Student Enrollment Agreement must be reviewed and signed following the applicant's perusal of the CCTC Adult Healthcare Catalog. A physical examination, certain immunizations, and BCI/FBI background checks are required for attendance. Additional requirements of the individual programs may include drug and alcohol screening, Hepatitis B vaccination, and Mantoux testing, etc.

Provisional Entrance

A prospective student who has one deficient area on the pre-entrance assessments may be eligible for provisional entry if:

- Only one area is deficient and within a few points (CASAS) or 5% points (TEAS) of meeting the acceptable level. The student can retake the assessment up to one additional time a year.
- Students are required to do remediation through Aspire at Eastern Gateway Community College or provide proof of remediation through a private certified educator.
- Students applying to Choffin School of Practical Nursing may take a separate math exam to prove acceptable math skills if the math portion of the TEAS fell within the 5% points.

Evidence of successful remediation in the deficient area of Math:

- i. Remediation with a math teacher which may be arranged through ASPIRE.
- ii. The applicant will be scheduled for a final exam covering the multiplication and division of fractions and decimals. The use of calculators will not be permitted during the exam. A score of at least 80% must be obtained on the exam in order to be considered for provisional entry.

Transfer of Credit

Applicants seeking admission with advanced standing (transfer of credit from other programs) will be considered on a space-available basis and must meet the general admission requirements of Choffin Career and Technical Center, Adult Education Program. Application and testing fees will be waived for all potential students on active military duty, veterans and spouses of active duty members or veterans. The potential student must provide a copy of a document issued by the armed forces showing that the potential student is a service member, veteran or spouse of a service member or veteran. Records of potential students seeking advanced placement due to experience in the Armed Forces of the United States, National Guard or in a reserve component will be reviewed by the Program director. The Program director will determine if the individual's military education and skills training is substantially equivalent in content, length, laboratory and/or clinical experience to the curriculum offered in the Adult Health Professions program. Veteran

admissions must also demonstrate competency of skills equivalent to those learned in the first trimester of the respective program.

1. Applicants seeking Advanced Standing Admission will **submit** the following documents prior to meeting with the Program Directors.
 - a. Complete an application for admission.
 - b. Submit a copy of pre-entrance examination scores. If unavailable, the applicant must take the pre-entrance examination and meet the standards of CCTC Adult Education admission policy.
 - c. Submit a high school transcript/GED
 - d. Submit an **Official Transcript** of previous education in the particular program.
 - Credit will be considered for grades of 80% or higher for each course including clinicals.
 - Previous education must be within the last two years.
 - Previous clinical hours (practical nursing) must total a minimum of 80 hours.
 - Absences from the previous program cannot exceed ten days.
 - Include a letter of recommendation from the Coordinator of the previous program.
2. If it cannot be determined by evaluation of submitted materials that an applicant has previously completed comparable objectives, the applicant will be required to pass challenge examinations with a score of 80% or higher. If courses being challenged have a clinical component, applicants will have to achieve satisfactory performance on a simulated clinical practicum.
3. Make an appointment with the Program Director no later than twelve weeks prior to the projected entry date.
4. Complete and pass a Criminal Records check.
5. If entering the Choffin School of Practical Nursing calculation of medications examination with a grade of 80% or higher.
6. Demonstrate competency in the particular program you are entering with skills evaluated by a faculty member.
7. When it has been determined by evaluation of submitted materials that an applicant has previously completed comparable objectives of courses and the applicant has met the criteria for entry, the student will be admitted as an “Advanced Standing Student”.
8. Advanced standing students:
 - a. enter the program after assessment and evaluation of the documentation and skill evaluation at a point no later than the second semester.
 - b. must abide by all policies of Choffin Career and Technical Center-Adult Programs.
 - c. will have allowable absence of six (6) days for the remainder of the program with no appointment days allotted. Absence in excess of six (6) days results in termination.

Tuition and Fees

Students must meet with the Financial Aid Coordinator and review and sign the Enrollment Agreement prior to the start of classes. All tuition and fees must be paid, or an approved method of payment must be in place prior to the scheduled start date of a training program. *Note to all students participating in financial aid programs:* Any money due to Choffin Adult Education will be credited to their account directly from the Federal financial aid programs (Title IV), before any monies can be dispersed to the student.

Makeup Clinicals

Students requiring more than 2 or more makeup clinicals during non-scheduled work days will be charged a fee of \$32.00 per hour. Students can meet with the Program Director if makeup is needed due to medical reasons. Medical documentation is required.

Self Payment Plan

A self-pay, interest-free, installment plan is available to assist those students paying all or a portion of their tuition expense. Payment plans are available through the financial aid office (330-744-8703). Payments must be made on time according to the student's individual payment plan to avoid a \$25 per month late fee. Student tuition accounts must be paid in full at the end of each payment period prior to any clinical/externship in order to graduate.

Credit Card

When available students will be able to charge fees ONLY to their credit card through Final Forms. Students will be assessed a 4% fee charge through the credit card agency as per their requirements.

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE (SAP)

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP.

Advisement is given to students in each program when grades, attendance, or clinical performance are falling below the individual programs' minimums. Tutoring is advised, recommended and given free of charge to students in each program as necessary.

Academic Year: Choffin Career and Technical Center Adult Education Programs are (10) month clock hour programs. This is divided into three trimesters. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall and Spring), including periods when a student does not receive Title IV aid. Choffin does not offer summer semesters. All programs (Practical Nursing, Surgical Technology and Dental Assisting) are run in a continuous 3-trimester term with a Winter Break and a Spring Break.

A student's academic progress is evaluated each grading period (Fall and Spring) in which the student is enrolled. All students enrolled in adult program(s) at Choffin Career and Technical Center *must* attain satisfactory academic grade and attendance, to ensure progress towards certification/graduation in their designated program. SAP will be measured before each payment period (trimesters 1, 2 & 3) before any subsequent disbursements can be made. To receive subsequent disbursements of aid, the student must be meeting the SAP policy for both attendance and grades. All students receiving Federal Financial Aid including Pell Grants and Federal Student Loans must maintain satisfactory progress according to the following standards:

Pace of instruction

Since program start dates occur only once per academic year, students are expected to start and complete a program within the scheduled time. Therefore, the maximum time frame and pace of instruction is 90% of the scheduled hours. If a student withdraws from a program and wishes to return, he/she will need to wait until the next academic year to restart the program.

Maintaining Program Grade Averages

Students in Surgical Technology and Dental Assisting must maintain a cumulative grade average of 75% in

each course. The Practical Nursing students must maintain a cumulative grade average of 80% in each course.

Time Frame

Students must complete the program within 111% of the normal length of the program.

Completion Rate

Students must maintain a 90% attendance percentage average to complete his/her program. Students are allotted ten absences in each of the (10) month programs (Practical Nursing, Surgical Technology and Dental Assisting), once a student misses 10 or more days the student is terminated. No financial aid is given.

Remedial Courses

Choffin does offer remedial classes through ASPIRE at Eastern Gateway Community College, but does not grant credit for remedial courses. Remedial courses will not count toward the maximum time frame.

Repeat Courses

When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage. Students are only allowed to repeat a course one time only.

Incomplete

A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average but it is also the maximum time frame. If the grade changes it counts for the GPA and maximum time frame.

Withdrawal or Termination

A student may withdraw for any reason and complete a withdrawal form. The student must meet with the financial aid coordinator to review any outstanding tuition and fees. Re-admission to the individual programs must be reviewed with the individual program director.

[Note: The term “withdrawal” defines any reason for a student leaving school, whether it is initiated by the student or by the school.]

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who are planning to withdraw should meet with the Financial Aid Administrator (FAA) before exiting from a Career Certification Program. Students who are unable to physically meet with the FAA must contact the FAA and submit a written letter of withdrawal. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Career Certification Program are subject to the U.S. Department of Education’s Return of Title IV Funds Policy.

When a student is withdrawn, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. This means the student may end up owing money to Choffin Career and Technical Center and/or the Department of Education. It is the student’s financial responsibility to pay any remaining balance to the school for the total program tuition based on the school’s refund policy.

When calculating Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated through daily attendance reports. Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student’s responsibility to complete federal loan exit counseling online at www.studentloans.gov

Attendance

The student’s training program is closely monitored. Student’s are allotted 10 absent days for the length of his/her program.(All programs are 10 months). Each student is responsible for tracking his/her own absences and tardiness. All students are expected to establish an excellent attendance record that will be an asset in job

search. Each program maintains a record of absences and early departures, and tardiness, anything over the 10 days absent before the 10 month program is complete will result in termination.

Attendance Advisement

Attendance will be reviewed and students are advised if they are at risk for termination due to lack of continuous progress for program completion. Students will receive an advisement form when their attendance meets or exceeds 5 days. If a student misses 10 days of lab and theory combined, before the academic year is over, the result is termination from the program (the school will notify the participating agencies to terminate payment of educational benefits).

Leave of Absence

Choffin Career & Technical Center does not grant an official leave of absence. Therefore, a student who is unable to attend classes for an extended period of time must *withdraw* from his/her program and reapply when circumstances allow for re-entry.

Appeal

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

Saturday Classes

Saturday classes may be required to complete clinicals or for make-up clinical assignments. These classes will be arranged by the program director with the students.

Academics

A satisfactory academic average is critical for students to be eligible to take licensing/certification exams and to participate in externships. Classroom performance is based upon classroom participation, lab, written work, tests and evaluations. Students who fall below the expected 75%(Dental and Surgical) or 80% (Practical Nursing) academic average during a semester meet with their instructor for advisement. All faculty are available to advise students about grades, clinical performance and provide tutoring. Advisement is by appointment with faculty or the Program Directors of Practical Nursing, Dental Assisting or Surgical Technology. Students have the opportunity to converse with faculty and staff on a daily basis during instructional time. A sign-up sheet is posted in the department. Other times for talking with faculty can be arranged on an individual basis. If a student's academic average does not improve in 30 days, it is recommended, through advisement, that the student withdraw and re-enter the next program year. If the student refuses to withdraw, the student is unable to continue and will be terminated from the program.

Re-entry

Choffin Career and Technical Center Adult Education programs are comprehensive, students are expected to start and complete his/her program within the 10 month, scheduled time frame. If a student withdraws and wishes to return to his/her program, he/she will need to wait for the new start date to re-apply. Withdrawn students who have submitted a re-entry request to Choffin Career and Technical Center prior to orientation of the next class and have a zero tuition account balance are permitted to re-enter the same program one time.(All requirements must be up to date).

Re-entry to the Practical Nursing program at the start of the second trimester is applicable for students who successfully completed the first semester (80% or greater in all courses). They also must have successfully completed all other requirements (current BCI/FBI checks, up to date immunizations, current CPR/First Aid certificates). All re-entry applications are subject to approval at the discretion of the Adult Education Director. **A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.**

Change in major/Second major

Choffin Career and Technical Center's Adult Education programs (Practical Nursing, Surgical Technology and Dental Assisting) are (10 month) clock hour programs and do not provide change in major or second major. (example) A student who is in Surgical Technology and wants to go into Practical Nursing would either have to complete Surgical Tech or withdraw from Surgical Tech and wait for Practical Nursing to start the following year.

Transfer Credits

Choffin Career and Technical Center's Adult Education Programs do accept credit transfers, based on space available and the student(s) ability to meet all admission requirements.

GRADING POLICY

Dental & Surgical Technology Grading Scale

<u>Percent</u>	<u>Letter Grade</u>
93-100	A
84-92	B
75-83	C
Below 75	UNACCEPTABLE

PN Grading Scale

<u>Percent</u>	<u>Letter Grade</u>
94-100	A
87-93	B
80-86	C
Below 80	UNACCEPTABLE

I= Work incomplete, no credit given, points are taken off until work is completed

W= Withdrawn

A student must maintain a C average or 2.0 GPA to remain in a program.

Make-up Work

Students are required to make up missed assignments and are responsible for obtaining missed information. It is the student's responsibility to contact his/her instructor concerning make-up work and tests. Make-up work does not accomplish the same objective as actual classroom or lab time. Students are required to submit missed assignments on the next day he/she attends class. Late or missed tests may result in points subtracted from the test grade. (Refer to individual course handbooks.)

Grading Policy/Termination

Failure to comply with the grading and /or attendance policies will result in termination. Failure to meet clinical/preclinical expectations will result in termination. Terminations resulting from unsafe, unethical, dangerous, or illegal behaviors will preclude readmission to the programs at a future date.

Graduation Criteria

Receiving a certificate upon graduation requires that the student meet all the criteria of their program.

Acceptable grades, attendance, laboratory and clinical skills as well as expectations of the individual programs and payment of all fees and debts to Choffin CTC Adult Education must be satisfied prior to receiving a certificate of completion.

EMPLOYMENT

Choffin CTC Adult Education provides opportunities for employment but does not guarantee employment for any student. Services such as resume writing, interviewing, and professional presentation skills are taught within the individual programs. Representatives from local employers and higher education meet with the students to encourage job placement and available continuing education. Employment opportunities and employable skills are discussed with each programs' Advisory Committees. Employment opportunities are posted in the individual departments as Choffin CTC Adult Education Programs when notified by potential employers. Choffin CTC Adult Programs employ a third party to verify employment of its graduates periodically as required by ACCSC.

STUDENT CODE OF CONDUCT, EXPECTATIONS, & CONSEQUENCES

Choffin CTC Adult Education Programs strives to provide all students with the opportunity and motivation to learn. Students attending Choffin CTC Adult Education Programs have the right to educational opportunities free of disruption. This includes respecting the rights of others and being responsible for maintaining acceptable behaviors while attending school and school related activities, and to be responsible for the consequences of their actions. **If the codes of conduct or security policies are violated, the student(s) will be terminated.** The infraction may also result in prosecution by the law. When a student is terminated, the student cannot be on school property.

Misconduct off School Property

Students shall not engage in misconduct (1) that is off school property but that is connected to activities or incidents that have occurred on school property and (2) misconduct by a student that, regardless of where it occurs, is directed at a school official or employee or the property of a school official or employee.

Disruption/ Major Disruption

A student's behavior shall not cause or contribute to the disruption of any class or program approved by Choffin Career and Technical Center.

Vandalism /Damage

A student shall not vandalize or cause damage to public or private property. This includes defacement.

Inciting a fight /Fighting

A student shall not endanger another person's well-being (physically or mentally).

Tobacco/Electronic Cigarettes

Use of tobacco or any form of nicotine substance or vaping is not permitted in buildings. Instructors will inform students of designated smoking areas.

Disrespect/Insubordination / Failure to Comply

A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school.

Harassment /Hazing

A student shall not threaten or participate in any act that degrades, disgraces, or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above include written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs, sending abusive or threatening text or instant messages, using camera phones to embarrass or endanger the well-being of another are prohibited. Students using websites to circulate gossip, and rumors, cyber bullying, or any of the above shall result in termination and the student may not return to the program.

Profanity

A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personal or visitor.

Forgery/False Reporting

A student shall not alter, forge, or misuse school records or forms. Submitting any forged or altered documents or forms to school is a violation resulting in termination and the student may not return to the program.

Cheating/Plagiarizing

A student shall not present someone else's work as one's own work in order to obtain a grade or credit. The result is termination and the student may not return to the program.

Computer Policy

A student shall not have access to the Internet without reading and signing the school's "Computer Use Policy" provided at orientation or prior to class start.

Extortion

A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion and the consequence is termination.

Classroom Rules/School Rules

In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Electronic Devices/Cell Phones/Tablets/IPods/Any form of Transmitting Devices

Such items are not permitted during class time unless the instructor has given permission. Using an electronic device to record and or post on any form of social media, without permission will result in termination.

Trespassing

A student shall not be on school property without proper school personnel authorization. A student who has been terminated shall not enter onto school property. Such an act is trespassing.

Fraternizing with High School

Students shall not fraternize with high school students or staff.

Theft

A student shall not steal or benefit from the theft of any item or have unauthorized possession of any item. Choffin Adult Education is not responsible for any loss or destruction of personal property.

Drugs

A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance and look-alike drug or paraphernalia.

Alcohol

A student shall not possess, use or consume or conceal any alcoholic beverage. Choffin Career and Technical Center as a Federal Grant recipient and in accordance with the Drug-Free Workplace Act of 1989, prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances on school property.

Knives and other weapons

A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. "Knife" refers to any instrument that possesses a pointed or sharp – edged blade of metal or other ridged material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, and switchblades.

Firearms

Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

- Any weapon (including a starter gun) which is designed to or may be readily converted to expel a projectile by action of an explosive
- The frame or revolver of any such weapon

- Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas, or other similar to the devices described above.

Other Violent Acts

Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity **(i.e.) clinical.**

Laws

A student's conduct shall not violate federal, state, or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time. Termination may also occur.

Crime Awareness Report

The Campus Crime Report is provided on the choffincareer.com website and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

Campus Security Policies & Procedures

The following information is provided and updated annually as directed by the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act).

Jean Clery Disclosure of Campus Security Policy and Crime Statistics

Violence against Women Act

On March 7, 2013, President Barak Obama signed the Violence Against Women Reauthorization Act (VAWA), focusing on improving criminal justice response to violence against women. VAWA enhanced accountability for all Post-Secondary Schools to educate students and prevent gender based violence. Additional rights were afforded to campus victims of domestic violence, dating violence, sexual assault, and stalking.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), the Family Educational rights and Privacy Act of 1974 (FERPA).

Procedure for Reporting Crimes

Choffin Career Technical Center (CCTC) is committed to creating and maintaining a professional, safe learning environment. To help accomplish this, we ask anyone who is a victim or witness to accurately and promptly report any instance of inappropriate or criminal conduct, violations of school rules and/or local state or federal laws to the Supervisor or Administer on duty, campus security personnel or the Youngstown Police Department (330-742-8900).

If a victim of a crime is unable to make a report to the appropriate law enforcement agency the Supervisor, Administrator or security personal will carry out prompt and accurate reporting of the crime to the appropriate law enforcement agency.

Any crime scene should be secured and evidence protected by the police. Do not disturb the scene.

Upon their arrival police may photograph the scene and also photograph any injuries. If a weapon was used or any object used as a weapon, leave it in position and do not touch it. All contraband must be turned over to the police.

Any person violating school policies by threatening and /or endangering a school employee or a fellow student will be immediately removed from class and reported to the Youngstown Police Department (YPD).

CCTC shall make timely reports to the campus community on crimes considered to be a threat to other students and employees that are reported to security personnel or local law enforcement agencies. Such reports, will withhold the names of victims as confidential, but will be provided to students and employees to aid in the prevention of similar occurrences. YPD will evaluate requests for confidentiality in the context of the institution's responsibility to provide a safe and secure environment. All reports received, including confidential reports, are to be included in the annual disclosure of crime statistics. CCTC will protect the confidentiality of victims by excluding identifying information about the victim from publicly available records to the extent permissible by law. School officials may apply sanctions in cases of criminal misconduct, which may include, but not limited to: suspension, termination, or

restitution for school property damages.

Sexual Assault, Sexual Harassment, Stalking, Domestic Violence, Dating Violence

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from incidents of sexual assault, sexual harassment, stalking, domestic violence and dating violence. Any incident, whether verbal or nonverbal, occurring inside or outside of Choffin CTC building or other property owned by CCTC, is illegal and unacceptable. Any person engaging in an incident while acting as a member of the school community is in violation of this policy.

CCTC Adult Education complaint procedure.

If you are a victim of a sexual assault, sexual harassment, stalking, domestic violence or dating violence at this institution, your first priority should be to get to a place of safety. You should obtain the necessary medical treatment even if you do not intend to report the assault. Prior to medical treatment/exam it is important not to bathe, or change one's clothes or disturb anything at the crime scene. Choffin Career and Technical Center strongly advocates that the victim or witness of any incident report the incident in a timely manner. Time is critical for evidence collection and preservation.

An incident that took place on campus should be reported directly to security personnel or the Administrator on duty in the Adult Business Office on the main floor. All reporting is on a voluntary and confidential basis. Filing the report does not obligate the victim to notify law enforcement authorities, prosecute, nor subject the victim to scrutiny or judgmental opinions from the school. When/if a report is filed the victim will be provided with a written explanation of his/her rights, resources and options. The school will assist the victim/survivor in notifying the proper law enforcement authorities if requested. Filing a police report will:

1. Ensure that a victim receives the necessary medical treatment and tests.
2. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
3. Assure the victim has access to confidential counseling from specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action or criminal prosecution that may result.

Campus Security Policies & Procedures

The following information is provided and updated annually as directed by the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act (Clery Act).

📌 Reporting of Criminal Incidence- Choffin Adult Education strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence.

📌 Security on Campus- The school is in operation from 7:30 am to 4:00 pm Monday through Friday. The building will be open to staff and students during these hours.

📌 Campus Policy Regarding Illegal Substances- The school strictly forbids the possession, use or sale of any alcoholic beverages and /or illegal drugs on campus. Students and staff members should report any knowledge of such activities to the appropriate school personnel (**main office security 330-744-8767**). Any infraction is cause for immediate termination. When appropriate, such infractions will be reported to legal authorities. Students receiving Title IV Funds risk having funds revoked.

1. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
2. Assure the victim has access to confidential counseling from specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action or criminal prosecution that may result.

Protective Order

Note: The Choffin Adult Catalog is subject to change without notice.

For more information on obtaining an Order of Protection visit the Mahoning County Domestic Relations Court at <https://www.mahoningdcourt.org/domesticviolence.htm>

Institutional Response to a Reported Sexual Assault, Sexual Harassment, Stalking, Domestic Violence or Dating Violence

The supervisor will assist the victim in notifying local law enforcement authorities if the victim so chooses. The

victims may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his/her decision.

All matters in regard to an incident, including the identity of both the charging party and the accused are kept confidential, to the extent possible. Assistance will be made available in changing academic or externship situations after an alleged incident, if requested by the victim and if these changes are reasonably available regardless of whether or not the victim chooses to report the crime to local law enforcement. If student wishes to exercise this option, student should contact their Program Director.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. In addition, information on registered sex offenders is available at www.mahoningsheriff.com

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

Definitions

Consent to Sexual Activity: Means actual agreement rather than merely submitting as a result of force or threat of force.

Sexual Assault: Means an offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of investigation. Asexual assault is any form of non-consensual sexual activity, including all unwanted sexual acts from intimidation to touching various forms of penetration and rape.

Rape: 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: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; submission to or rejection of such conduct by an individual is used as basis for employment or academic decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance creating an intimidating, hostile, offensive environment for working or learning.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety, safety of others, or suffer substantial emotional distress. This also includes "cyber stalking" the use of e-mail, internet, instant messaging, social media, or use of any electronic devices to harass or abuse another person. All are a crime under Ohio law.

Domestic Violence: Means a felony or misdemeanor crime of violence committed by current or former spouse or intimate partner of the victim.

Dating Violence: Means violence committed by a person: who is or has been in a social relationship either romantic or intimate with the victim. The existence of such a relationship is determined based the following factors: the length of the relationship, the type of relationship, and frequency of interaction between persons involved in the relationship.

Resources for Victims of Sex Offenses

Counseling can assist victims in understanding and working through their reactions to dating violence, domestic violence, and stalking. By enhancing the victim's coping skills and ability to deal with the events, minimizing potential long-term effects of the events.

Here are some local and national resources:

Mercy Health Youngstown 330-746-7211

National Sexual Assault Hotline 1-800-656-4673

Compass Family Counseling Services 330-782-5664

Compass 24 hour Hotline 330-782-3936

Rape Crisis Center 330-782-5664

Beatitude House 330-744-3147

Some Place Safe 330-393-3005

National Domestic Violence 1-800-799-7233

Rescue Mission 330-744-5486

Legal Aid 330-744-3196, or 1-866-584-2350

CLASS CANCELLATION POLICY

Choffin Career and Technical Center, Adult Education Program reserves the right to cancel, discontinue, postpone, or combine classes. Classes require a minimum enrollment and may be canceled due to insufficient enrollment.

School Closing

Occasionally school will be closed due to weather conditions or other emergency situations. If it becomes necessary to cancel adult classes, whether theory or clinical, refer to local television and radio stations for announcements. Instructors may use a phone call list to inform students of any adjustments. Check with your instructor. Choffin Career & Technical Center Adult Education will not call individual students. Students will be notified by the Program Director if classes will continue virtually. Students will need a laptop/tablet/PC in order to access daily curriculum.

SCHOOL POLICY AND PROCEDURE STATEMENT

Choffin Career and Technical Center reserves the right to change or add to school policies, rules or procedures whenever deemed necessary. All changes will be posted for students prior to their enforcement.

Assistance with financial aid needs (filing FAFSA, understanding and completing entrance counseling and signing Master Promissory Notes, etc.) is provided free of charge by the CCTC Adult Financial Aid Coordinator.

FINANCIAL AID

Refund Policy for Tuition

All testing fees are non-refundable.

REFUND POLICY of TUITION for WITHDRAWAL FROM PROGRAM(S)

HOURS IN WEEK ATTENDED	% OF TUITION REFUNDED
0-35 FIRST WEEK	75% TUITION REFUNDED
36-70 SECOND WEEK	50% TUITION REFUNDED
0 THIRD WEEK	0% TUITION REFUNDED

Refund of tuition is calculated for withdrawing students based on the last date of classroom attendance. Students can withdraw from CCTC (officially i.e. with notification or unofficially without notification). Refund of tuition is based on federal policy for Return to Title IV fund (R2T4). Refunds will be received within 45 days of the last date of classroom attendance. A student withdrawing after attending 3 weeks or more will be obligated for 100% of the tuition that semester. *Choffin Career and Technical Center reserves the right to apply a \$25 late fee to student accounts on payment plans and missed payments.*

Tuition and refunds will be calculated based on two equal time periods depending on the length of the

program.

The Financial Aid coordinator has reviewed with the student, any loan request is the responsibility of the student, even if the student withdraws or is terminated. If a student withdraws or is terminated before title IV funds are released, student will not receive the title IV funds for that payment period

RETURN of TITLE IV POLICY

A student recipient of Federal Title IV funds (*i.e., Unsubsidized or Subsidized Federal Direct Loans, Federal Pell, or Plus loans*) who withdraws from Choffin before completing 60% of the term is subject to the R2T4 calculation. Choffin Career and Technical Center's programs are clock hour programs. Choffin is required to determine the earned and unearned portions of Title IV aid based on the last date of academic attendance.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who are planning to withdraw should meet with the Financial Aid Coordinator before exiting from a Career Certification Program. Students who are unable to physically meet with the FAA must contact the FAA and submit a written letter of withdrawal. Regardless of circumstances, students who are withdrawn or terminated from a Pell-eligible Career Certification Program are subject to the U.S. Department of Education's Return of Title IV Funds Policy.

When a student is withdrawn, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. This means the student may end up owing money to Choffin Career and Technical Center and/or the Department of Education. It is the student's financial responsibility to pay any remaining balance to the school for the total program tuition based on the school's refund policy.

When calculating Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated on the classroom sign in sheet. Federal returns will be made within 45 days of the determination date. If a student has a federal loan, it is his/her responsibility to inform the loan servicer that he/she is no longer in school. It is also the student's responsibility to complete federal loan exit counseling online at www.studentloans.gov

Official Withdrawal

An "Official Withdrawal" is when a student completes a withdrawal form. The last date of attendance will be used for the calculation of Return of Title IV funds.

Unofficial Withdrawal

An "Unofficial Withdrawal" is when a student has been absent for more than 10 days and the last date of academic attendance will be used for the Return of Title IV funds.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

For a student who withdraws after the 60% point in time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

(Percent earned= number of scheduled hours completed up to the withdrawal date divided by the hours in the payment period). **(Percent unearned**= 100%minus percent earned).

When a student receives federal financial aid in excess of aid earned then:

The school returns the lesser of: Institutional charges multiplied by the unearned percentage or Title IV federal financial aid disbursed multiplied by the unearned percentage.

The student returns: Any remaining unearned aid not covered by the school

Any loan funds are repaid in accordance with the terms of the promissory note, (Scheduled payments to the holder of the loan over a period of time). Any grant amount the student has to return is considered a Federal Title IV grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

Post withdrawal Disbursement

If it is determined that the student has not received all of the “earned” federal aid for which the student is entitled, then the student will receive a post-withdrawal disbursement of aid funds. Grant funds will be applied to their tuition account to settle any tuition still owed the school as a result of the student’s withdrawal. If funds are due from the federal loan program, the student will be notified within 10 days of the date the school determined that the student withdrew, and the student will need to respond within 10 days. The student or in the case of a Plus Loan, will need to request the funds in writing before the loan disbursement will be made. If the student or parent cannot be located, any credit balance must be returned to the applicable Title IV program.

The school will return Title IV funds to programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order up to the amount disbursed from each source:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Plus
- Federal Pell Grants for the payment period for which a return of funds is required

All returns owed to the Federal Financial Aid Programs will be processed within 45 days.

VETERAN BENEFITS AND TRANSITIONS ACT OF 2018

In compliance with the Veteran Benefits and Transitions Act of 2018, any covered individual is permitted to attend or participate in his or her intended course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapter 31 or Chapter 33 of this title and ending on the earlier of the following dates:

- The date on which the secretary provides payment for such courses of education to such institutions.
- The date is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student of such a certificate of eligibility.

Choffin CTC Adult Education will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefits recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. Applicable students are required to provide Choffin CTC Adult Education with documentation to ensure that he or she is entitled to the GI Bill® Benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of tuition and fee payment from VA to the school.

CREDIT BALANCE POLICY

All Federal Student Aid funds including disbursements from Pell Grant and Federal Direct Loan programs will be credited to the student’s account for charges including tuition, fee, books and kit. After a student’s account is paid in full, if a credit balance occurs before the student graduates, the credit balance will be paid to the student as soon as possible but no later than 14 calendar days.

Confirmation of Citizenship

All students applying for Federal Student Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is done when a student submits his/her FAFSA. The Federal processor performs a match with the SSA to confirm a student's citizenship status and social security number. If SSA cannot confirm citizenship status, a comment will appear on the student's SAR/ISIR.

Family Educational Rights & Privacy Act (FERPA)

The purpose of the Family Educational Rights & Privacy Act (FERPA) is to protect the privacy of student information contained in student records. Specifically, FERPA restricts family members and spouses from inspecting student information without written consent by the student. The authorization will remain in the student file.

Equal Opportunity

Choffin Adult Education does hereby state that the career technical opportunities are offered without regard to race, color, origin, sex, disability, or age. Anyone with questions concerning criteria should contact Tyrone Olverson, CAO or Human Resources for the Youngstown Board of Education at 20 West Wood St. Youngstown, Ohio 44503. Phone 330-744-6925 and fax 330-744-3657. A grievance procedure is available to those students in resolving complaints about alleged discrimination. A copy of the procedure is available from the Director of the CCTC.

Voter Registration

The U.S. Department of Education requests we make you aware of your voter rights and how to register to vote. To be eligible to vote in the next election in Ohio, you must be registered at least 30 days before the election date. You can register to vote through the County Board of Elections or at your local Ohio BMV office. You cannot register online

Financial Aid Reference Information

For answers to questions about financial student aid, call the Choffin Career and Technical Center Financial Aid Coordinator at (330) 744-8703, or The Federal Student Aid Information Center between 8:00 a.m. - Midnight (Eastern Time) Monday through Friday: Toll-Free 1-800-4-FED-AID (1-800-433-3243). Counselors at this number can:

- Assist in completing the FAFSA
- Indicate whether a school participates in the Federal student aid programs and provide the school's student loan default rate
- Explain Federal student aid eligibility requirement
- Explain the process of determining financial need and awarding aid
- Send Federal student aid publications to you
- Find out if a student's Federal student financial aid application has been processed
- Request a copy of a student's Student Aid Report (SAR)
- Provide notification of a change in address
- Have a student's application information sent to a specific school

Information may also be requested by writing to the Federal Student Aid Information Center at the following address:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

INTERNET ADDRESSES FOR FINANCIAL AID ASSISTANCE

FAFSA on the Web: www.studentaid.gov

Financial Aid information from the U.S. Department of Education: www.studentaid.gov

ACCREDITATION AND STUDENT GRIEVANCE PROCEDURE

The primary purpose of the grievance procedure is to secure, at the lowest possible level, solutions to grievances. Each student has the right to appeal or further discuss matters that have a direct effect on him/her. The grievance process must begin within two days of the complaint. The grievant MUST observe the following steps in sequence. If the following steps are not followed, the grievance is null and void. Step I must be initiated within two working days of the incident. Each additional step must be initiated within two days following the outcome of the previous step. "Working Day" means a day in which school is in session. Throughout the grievance process, the grievant must continue in the program. Students can only have a grievance issue with policies that are in violation of program policies. (grades, preclinical or clinical evaluations, or attendance are considered non-grievable).

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| Step I | A student with a complaint will first discuss it with the appropriate person involved in the issue. If the issue is not resolved, the grievant will fill out the Grievance Form which initiates the formal grievance process and submit it to the Program Director. |
| Step II | If the discussion at Step I does not resolve the matter, the student and the instructor will discuss the complaint with the Program Director. |
| Step III | If the discussion at Step II does not resolve the matter, the student will discuss the complaint with the Director of Choffin Career and Technical Center (CCTC) and a review committee. The Director of CCTC will then discuss the complaint with the Program Director before providing disposition of grievance. |

The review committee shall consist of the following:

1. One representative from the student population selected by the grievant
2. One faculty member selected by the Program Director
3. One administrator selected by the Director of CCTC

Additional concerns or grievances regarding the individual programs may be addressed through the American Dental Association (www.ada.org), the Ohio Board of Nursing (www.nursing.ohio.gov), or the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), or the Ohio Department of Higher Education (www.ohiohighered.org), phone number (614) 466-6000, 25 S. Front St., Columbus, OH 43215

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson BLVD, 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 from the individual program handbooks or online at www.accsc.org.

INDIVIDUAL PROGRAM - COURSE DESCRIPTIONS

DENTAL ASSISTING– COURSE DESCRIPTION

SEMESTER 1				
Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 101 Dental Sciences	Head/Neck Anatomy, Restorative Procedures, Pharmacology, Anesthesia/Pain Control, Nitrous Oxide Monitoring, Tooth Morphology, Dental Materials 1, Oral Embryology/Histology, Microbiology/Disease Transmission	91	56	147
DA 201 Dental & Biomedical Sciences 1	Infection Control & Sterilization, Prevention & Nutrition, Medical & Dental Emergencies and CPR, Oral & Written Communication, Basic Clinical Dentistry, Charting, Oral Diagnosis & Treatment Planning.	128	93	221
DA 141 Lab/Preclinical /Clinical Sciences	Chair-side Assisting Procedures, Chair-side Assisting Materials, Laboratory Procedures & Materials & Dental Charting, Sterilization Procedures, Patient Care Procedures-Preclinical & Clinical. *All lab and clinical courses are taught simultaneously & student grades are calculated under this code	0	0	0
RA 170 Dental Radiology	Radiation Basics/ Equipment Film Processing/Technique Preclinical & Clinical	41	46	87
Total Hours Semester 1		260	195	455
SEMESTER 2				
Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 102 Dental Sciences & Behavior Sciences	Dental Materials II, Endodontic, Oral & Maxillofacial Surgery/Dental Implants, Orthodontics, Pediatric Dentistry, Dental Specialties, Occupational Health & Safety, Fixed Prosthodontics, Coronal Polishing, Sealant Placement. Communications, Computer Technology, Business operating System, Financial Management, Marketing Your Skills.	148	55	184
DA 142 Lab/Preclinical /Clinical Sciences	Chair-side Assisting Materials, Laboratory Procedures, Dental Charting, Coronal Polishing, Sealant Placement, Patient Care Procedures.	73	61	189
RA 171 Dental Radiology	Normal Anatomy/ Viewing / Mounting, Occlusal & Localization Techniques, Extraoral & Digital interpretation/ Preclinical & Clinical Procedures.	39	79	118
Total Hours Semester 2		260	195	455
SEMESTER 3				
Name	Course Description	Theory Hours	Lab/Preclinical /Clinical Hours	Total Course Hours
DA 103 Dental / Science & Specialties	Oral Pathology, Periodontics, Review for Program Final Exams & National Board Review. National Board Testing	126	6	132
DA 143 Clinical Sciences	Clinical Externship Preclinical- Periodontal Pack	0	323	329

	Total Hours Semester 3	126	329	455
	TOTAL PROGRAM HOURS			1365

PRACTICAL NURSING – COURSE DESCRIPTION

TRIMESTER 1				
Name	Course Description	Theory Hours	Lab/ Clinical Hours	Total Course Hours
Foundations of Nursing Practice	<p>This course serves as the foundation for understanding the scope of practice for the practical nurse and functioning as an advocate for the health care consumer. Each component of our philosophy is discussed. The conceptual framework is introduced with the physiological and psychosocial needs of individuals stressed. Content includes program policies, evolution of nursing, legal and ethical aspects of nursing, professional affiliations, trends, issues, and nursing education. Additional content is based on nursing sciences and includes: introduction to anatomy and physiology, basic chemistry, fluids, electrolytes, microbiology, immunity, mathematical concepts related to nursing and introduction to pharmacology and classification of drugs. The nursing process is introduced as it relates to health care delivery. Students will be given two (2) mathematical concepts exams, these two exams will be averaged to form one grade in the Foundations of Nursing Course. The student must maintain an 80% or greater average in the course. If the student maintains an 80% or greater average but did not pass either one of the two math exams he/she must retest and be successful with passing a math exam before proceeding to medication administration in Trimester II, the passing of this additional math exam is not included in the grade for the Foundations of Nursing Course.</p>	148	0	148
Nursing 1	<p>The role of the practical nurse, using the first step of the nursing process for health across the lifespan is the basis of this course. The focus is on a holistic, health oriented approach to aid the practical nurse in contributing to the assessment of the individual throughout the lifespan. Techniques related to physical, cognitive and psychosocial development are utilized. Consideration is given to cultural diversity, economic, political, and religious aspects of the individual. Data is collected through observation, interview of the individual and/or family, diagnostic tests, and health history. Information on related health issues is explored. Potential areas of maladaptation are discussed as they relate to each area of the developmental stage. Critical thinking is utilized to generate ideas about collected data. Laboratory hours correlate theory with practice. This course provides information to aid in therapeutic management of the individual to meet health care needs across the life span. Grieving and the process of dying with dignity and solace are explored.</p>	75	0	75

Nursing I Clinical Labs	The beginning nursing labs focus on the personal care needs of the individual. The students rotate through three nursing lab sessions to prepare them for the safe care of adult individuals. The first six nursing labs cover: personal care and bathing; obtaining vital signs accurately and understanding normal values from abnormal values; the use of transferring devices and ambulatory assistive devices safely and appropriately; the correct and appropriate use of restraints; understanding and the proper care of devices of elimination and obtaining specimens; the use of heat and cold therapies; the proper application and use of compression devices; therapeutic communication techniques; and additional training as necessary for the safe and therapeutic care of individuals by a beginning nursing student. After additional theory instruction and following their first clinical assignment rotation, the students then will rotate through three additional labs which focus on the theory and procedures necessary for phlebotomy practices, obtaining an ECG, and care and insertion of gastrostomy and nasogastric tubes.	0	97	97
Therapeutic Management I	Based on collected data, the focus of this course is on promoting, maintaining and/or restoring the individual to an optimal level of health. Laboratory experiences correlate theory with practice. Emphasis is placed on planning, implementing and evaluating care to aid in restoring identified areas of maladaptation to physiological and psychosocial integrity. Administration of medications and intravenous therapy are components of this course. Clinical experiences correlate theory with practice and afford the student the opportunity for problem solving.	107	0	107
Therapeutic Management I Clinical Assignment	Based on collected data, the focus of this course is on promoting, maintaining and/or restoring the individual to an optimal level of health. Laboratory experiences correlate theory with practice. While maintaining and promoting adaptive areas, emphasis is placed on planning, implementing and evaluating care to aid in restoring identified areas of maladaptation to physiological and psychosocial integrity. Administration of medications and intravenous therapy are components of this course. Students will be given an exam covering the intravenous therapy content. If the student is unsuccessful he/she must retest and be successful before proceeding to intravenous therapy at the clinical site. Nursing skills and pharmacological considerations related to identified needs are also included. Clinical experiences correlate theory with practice and affords students the opportunity for problem solving	0	98	98
Total Hours Trimester 1		330	210	535

TRIMESTER 2				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy & Physiology 1	This course is based on the physical and biological sciences. Content includes the essentials of anatomy and physiology of the integumentary, nervous, gastrointestinal, circulatory, muscle-skeletal, respiratory and genitourinary systems. This course serves as the foundation for recognizing adaptations and mal adaptations of health.	50	0	50
Nursing II	This course focuses on contributing to the assessment of the integumentary, nervous, gastrointestinal, circulatory, musculoskeletal, genitourinary, and respiratory systems. Emphasis is on a systematic approach to identifying maladaptations in the individual's health care status. The relationship between maladaptation assessments to nursing diagnosis and medical terminology/categories is discussed. Laboratory hours correlate theory with practice. This course provides information to aid in therapeutic management of the individual to meet health care needs throughout the life span.	75	0	75

Nursing II Clinical Labs	Trimester II Clinical Labs build on previously learned concepts such as phlebotomy, use of gastrostomy tubes, infection control, the differences between aseptic technique and sterile technique and the role of the Licensed Practical Nurse in medication administration and intravenous therapy. These labs focus on the more specialized and exacting skills of medication administration via multiple routes including enteral, parenteral (including intravenous) and percutaneous routes. Sterile dressing application, central line flushing and dressing changes, tracheostomy care, urinary catheterization, and intravenous initiation, maintenance, regulation and monitoring are taught. Students must demonstrate ability and dexterity in completion of these skills.	0	45	45
Therapeutic Management II	Promoting, maintaining and/or restoring the individual's health throughout life span is the focus of this course. Based on collected data, emphasis is placed on the planning, implementing and evaluating care to aid the individual maintain an optimal level of physiological and psychosocial integrity. Care strategies, nursing skills, patient teaching, pharmacological considerations and nutrition needed to maintain a safe, effective care environment are included in this course. Clinical experiences in caring for stable patients correlate the with practice and affords students the opportunity for critical thinking.	95	0	95
Therapeutic Management II Clinical Assignment	The Trimester I clinical assignment focuses on providing safe and essential personal care to adult individuals in Long Term Care. Students must perform safely and competently in providing personal care and nutritional needs, collection, appropriate documentation, and therapeutic communication with patients. Students are expected to adhere to rules regarding attendance, professional attire, safe body mechanics and appropriate communication with staff, peers and instructor. Universal precautions, patient privacy concerns and personal responsibility are emphasized.		260	260
Total Hours Trimester 2		220	305	525

TRIMESTER 3				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy & Physiology II	This course is based on the physical and biological sciences. Content includes anatomy and physiology of the reproductive, endocrine and sensory systems as well as maternal-child health. This course serves as the foundation for recognizing adaptations and maladaptations of health.	25	0	25
Nursing III	This course focuses on contributing to the assessment of mental health, maternal child health, and the reproductive, endocrine, and sensory systems. Emphasis is placed on assessing the interrelationship between systems as they impact on the adaptation or maladaptation of the individual's health status. The relationship between maladaptation assessments to nursing diagnosis and medical terminology/categories is discussed. Assessment of available community resources is also included. This course provides information to aid in therapeutic management of the individual to meet health care needs throughout the life span.	70	0	70
Therapeutic Management III	Based on collected data, the focus of this course is placed on using the nursing process for provision and delegation of safe effective nursing care. Emphasis is on using nursing knowledge, skills and pharmacological considerations to aid in promoting, maintaining and restoring the individual to an optimal level of physiological and psychosocial integrity. Additional content includes current nursing issues, trends and review of rules/laws to prepare for licensure and employment. Clinical experiences correlate theory with practice and affords students the opportunity for decision making and priority setting.	55	0	55
Therapeutic Management III Clinical Assignment	Trimester III requires the practical nursing students to integrate their knowledge and learning from the third trimester and previous trimesters regarding the biological, behavioral, social and nursing sciences to assist	0	200	200

	individuals in promoting, maintaining, and restoring health or accepting death with dignity and solace. Clinical sites are more specialized to allow for increased understanding of adaptations throughout the life-span. The students rotate to an obstetrics site at an acute care hospital, to a pediatric floor at a children's hospital, to a skilled nursing facility to care for patients/residents who require tracheostomy/ventilator and other specialized care and to a long term care facility for leadership training and for a transitioning from 'student' to 'nurse' experience.			
Total Hours Trimester 3		150	200	350
Total course hours		700	700	1400

SURGICAL TECHNOLOGY – COURSE DESCRIPTION

TRIMESTER I				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Course Hours
Anatomy/Physiology/Pathology/Pathophysiology Medical Terminology	This 60-hour course is based on the physical and biological sciences. Content includes the essentials of Anatomy (body structures), Physiology (function), and Pathophysiology (conditions, diseases, disorders) of the Integumentary, Digestive, and Reproductive Systems. To understand the composition of the Systems, Cell Structure, Basic Chemistry, and Body Organizations are incorporated into the Course. Medical Terminology is presented throughout this Course to introduce the word building techniques required to utilizing the elements to formulate the <u>medical terms and definitions that relate to each System.</u>	60	0	60
Behavior Science/ Patient Care I	This 40-hour course is presented as an overview of surgical technology and the role of the surgical technologists including limitations and expectations of the Program. The aspects discussed include history, ethics, moral and legal issues, professional organizations, credentialing, and education. Additional content includes the policies of the Program, the Career Center, health care facilities, and the organizational charts of the School System, Program, Career Center, and Clinical Facilities. This course introduces the student to the expected roles of the surgical team, OR behavior, and conflict resolutions techniques. To enhance the knowledge base, study skills including note taking and exam taking skills is reviewed prior to the start of the primary courses. Communication techniques, interpersonal and cultural relations, workplace management, scope of practice, professional self-management, and standards of conduct are presented to ensure that the student is equipped with the tools to be successful upon entering the workplace.	45	0	45
Clinical Practicum I Skills Lab	Clinical experience is introduced early in the program to expose the learner to the environment, expected job activities, function of team members. Students attend 3 day/2hr. observations (6 hours), then 6-full day scrub experience (48hr.) to acquaint student <u>with the role</u> of surgical tech. and practice learned lab skills.		105	105
Fundamentals/OR Preparation I	This 80-hour course is an introduction to the surgical technology profession and operating room environment during the three (3) operative phases (Pre-op, Intra-op, Post-op) of surgical procedures and it also includes all aspects of Wound Care and the Healing Process. The course includes Aseptic/Sterile Technique, methods and purpose of sterilization, disinfection, and antisepsis, basic OR equipment and supplies, care and handling of sterile	78	0	78

	supplies, developing lab skills, caring for the surgical patient, roles of team members, trauma and emergency protocol, organ procurement, and transplants, and handling death and dying issues.			
Micro Biology I	This 50-hour course introduces the history of Microbiology, the study of cell genetics, structure and growth process, pathogenic and non-pathogenic organisms, the infectious disease process, classification of microbes, and use of the microscope.	50	0	50
Pharmacology I	The 35-hour course introduces history of medication, math conversions and equations, approving agencies, laws and policies, development of medication, classifications, actions, care and handling of all medications, agents, and/or solutions, syringes and needles on the sterile field.	35	0	35
Surgical Procedures I	Course includes the sequence of events which occur during surgical procedures with emphasis on anatomy, indications for surgery, instrumentation, supplies and equipment, and expected outcomes.	60	0	60
Technological Science I	This 20-hour course is divided into two (2) components that include Computer Science, Lasers, Robotics, and Electricity. The computer skills introduced to the student involve identifying the basic components of the systems, word processing, internet access, printing and saving information. The electricity component acquaints the student with the components of electricity, electrical flow, types of currents, and safety issues relating to handling electricity. Components of Lasers and Robotics, care and handling, safety issues, and procedures.	20	0	20
Clinical Practicum I	Following assignment to the clinical sites, the student will rotate to the site for eight (8) full days (64 hours) to begin practice as a member of the surgical team.	348	105	453

TRIMESTER 2				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Hours
Anatomy & Physiology/ Medical Terminology II Pathophysiology II	This 60-hour course examines the physical and biological sciences that deal with the Skeletal/Muscular, Special Senses/Respiratory, and Urinary Systems. Identifies the word roots and basic elements that define the medical terms related to the Systems.	60	5	65
Anesthesia I	This 40-hour course relates the history and guidelines, principles of anesthesia management, types of medications and agents, methods of administrations, equipment and monitoring devices, complications, latex allergies, regional anesthesia, and protocol used to handle emergency situations.	34	3	37
Microbiology II	This 48-hour course is based on the identification of specific gram negative and gram-positive microbes, characteristics of bacteria, viruses, fungi, parasites, anaerobic and aerobic organisms that invade the body. The learner will be introduced to the effect of organisms on the patient in the clinical	48	5	53

	environment, the relationship of microbes with humans and other species, diseases, conditions, and treatment of infections.			
Pharmacology II	This 25-hour course is taught concurrently with Anatomy & Physiology II and focuses on the pharmacodynamics as it relates to the Urinary, Special Senses, Skeletal/Muscular Systems. This course also examines the uses of antineoplastic agents used to treat cancer patients.	29	2	31
Surgical Procedures II.	This 55-hour course emphasizes the anatomy, indications for surgery, preparations, instrumentation, equipment, supplies, and expected outcomes of surgery performed on the following surgical services.	55	5	60
Clinical Practicum II	Students rotate to the assigned clinical sites for 15 weeks (224 hours) to practice the skills reviewed and taught in the Skills Lab and implement those learned skills into practice as a 1 st scrub and 2 nd scrub meeting the graduation requirements to complete the program.			
Total Trimester 2 Hours		226	324	550


TRIMESTER 3				
Name	Course Description	Theory Hours	Lab/Clinical Hours	Total Hours
Anatomy & Physiology/ Medical Terminology Pathophysiology III	This 60-hour course examines the physical and biological sciences that deal with the Skeletal/Muscular, Special Senses/Respiratory, and Urinary Systems. Identifies the word roots and basic elements that define the medical terms related to the Systems.	60	5	65
Clinical Practicum III	This 8-week (192-hour) phase of the program correlates theory with practice at the clinical sites. The student rotates throughout the surgical services while demonstrating a safe level of practice as a 1 st and 2 nd scrub meeting the requirements to complete the program.			
Emergency Preparedness I	This 10-hour course prepares the learner to function as a member of the surgical team who delivers surgical intervention in the event of a disaster and/or terrorist attack. To ensure that the learner understands the importance of their actions during emergency situations, they are assigned an emergency procedure in the skills lab and evaluated regarding progress.	34	3	37
Job Readiness	This non-credited course will prepare the student for the employment process by	48	5	53

	introducing resume' writing techniques, interviewing techniques, locating employment, posting resume' online and completing applications. Discussions pertaining to the transitions that occur as the student begins practice as an Entry Level employee.			
Surgical Procedures III	This 45-hour course focuses on the anatomy, diagnostic testing, diseases and conditions that relate to surgical interventions, instrumentation, supplies and equipment, expected outcomes of the following surgical services: Cardio-Thoracic Peripheral Vascular	29	2	31


Choffin Health Professions

2022-2023 SCHOOL CALENDAR

Hours may vary in the summer.



Youngstown City School District
Adult Education Programs



2022-2023 Academic Year Calendar

July 22

Su	M	Tu	W	Th	F	Sa
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31						

August 22

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First & Last Day of School
Administrator Report Days
Instructional Staff Days
No School for Students
Holidays
LPN (NCSBN) Workshop
End of Trimester Period
Clinical Make-up days

Su	M	Tu	W	Th	F	Sa
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