

COLLINS CAREER TECHNICAL CENTER



“We Make Career Dreams Come True”

STUDENT HANDBOOK 2016-2017

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FOREWORD

Welcome to Collins Career Technical Center. Your opportunity to attend the CCTC represents a cooperative effort of many people, including: interested citizens, parents, instructors, and school administrators.

You will have the advantage of modern facilities and equipment. Our staff is recognized as possessing a high degree of competency in their particular skill areas and is deeply interested in working with students in the development of saleable skills.

This handbook has been developed and approved by the Lawrence County Vocational School District Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

SUPERINTENDENT

Steve Dodgion

BOARD MEMBERS

| | |
|----------------|---------------------|
| President | Mr. Tim Johnson |
| Vice President | Mr. Robert Pleasant |
| Members: | Mr. Carl Lily |
| | Mr. Ray Malone |
| | Mr. Roland Hayes |
| Treasurer: | Richard Sketel |

MISSION STATEMENT

The Mission of the Collins Career Technical Center is to prepare youth and adults to enter, compete and advance in an ever-changing world of work.

VISION STATEMENT

Collins Career Technical Center is dedicated to providing all learners with lifelong learning skills, work ethic, and the highest quality of academic and career technical preparation to compete and advance in a global market while encouraging them to give back to the community.

COLLINS CAREER TECHNICAL CENTER
Lawrence County Board Of Education Policy

ADULT EDUCATION PHILOSOPHY

Each individual is of importance and worth, and has an individual responsibility to become a productive member of society. Society also has the responsibility to provide the individual the educational opportunity to attain their maximum potential in order to make a worthy contribution to society. This educational opportunity should be made available regardless of the individual's socioeconomic status or mental/physical handicap.

Education is a unified, life-long process. Career and technical preparation is an important part of the total educational process. Each individual is entitled to assistance in making a career choice, as well as assistance in obtaining employment placement in his or her chosen occupation. They are also entitled to additional upgrade training for the purpose of maintaining employment and progression in his or her chosen job.

The general objectives of the Collins Career Technical Center are as follows:

- To provide high quality career technical training for all persons who need, desire, and can profit by this training;
- To provide high quality career technical training in all programs offered;
- To offer programs that are realistic in light of the present and anticipated future job openings;
- To provide facilities, equipment, and training experiences that most nearly approximate those found in industry;
- To involve all segments of the community that can make a contribution to the training effort;
- To cooperate with all other educational agencies within the community;
- To develop high standards of work performance in all students;
- To develop safe work habits in all students;
- To encourage problem solving attitudes in all students.

ACCREDITATIONS AND AFFILIATIONS

The Collins Career Technical Center is approved by the following:

- American Society of Health-System Pharmacists
- American Welding Society
- COARC- Commission on Accreditation for Respiratory Care
- Commission on Accreditation of Allied Health Education Programs
- Commission on Occupational Education
- Joint Review Committee on Education of Diagnostic Medical Sonography (DMS)
- Joint Review Commission on Education of Radiologic Technology
- NATEF/ASE – National Automotive Technical Education Foundation
- National Accrediting Agency for Clinical Lab Sciences
- National Association for Public Adult and Continuing Education
- National Community Education Association
- Ohio Association for Adult Educators
- Ohio Board of Nursing
- Ohio Community Education Association
- Ohio Department of Health
- Ohio Department of Public Safety
- Ohio State Board of Cosmetology
- State Medical Board of Ohio
- West Virginia Board of Nursing
- Council on Occupational Education

ADMISSIONS

The Adult Technical Center of the Collins Career Technical Center has certain admission requirements. The Collins Career Technical Center Board of Education and program accrediting agencies have approved this policy.

Admission Requirements for Manufacturing and Construction Trades:

- Student must be a citizen of the United States or have a permanent residence card
- Provide a High School diploma or transcript (foreign transcripts/diplomas must be evaluated by a qualified agency – call adult education dept. for more information) **OR** Obtained a G.E.D. Equivalent Certificate
- Complete the program application.
- Pay application fees

Admission Requirements for Allied Health Programs and Nursing (Must be 18)

- Student must be a citizen of the United States or have a permanent residence card
- Provide a High School diploma or transcript (foreign transcripts/diplomas must be evaluated by a qualified agency – call adult education dept. for more information) **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive a score required for the individual program of 600 hours or more **OR** present documentation of an ACT score of 21 or above in the last 3 years.
- Complete the program application.
- Pay application fee/registration fee if applicable

**Paramedic must have an Ohio EMT Certification

Admission Requirements for EKG Technician, State Tested Nursing Assistant, Medical Terminology, Medical Coding and Billing, Advanced Medical Coding and Billing (Must be 18)

- Complete the program application.
- Pay ½ of the tuition and cost of books before starting, the other half is paid mid-way through. (These short-term programs do not qualify for financial aid)
- Provide a copy of a HS diploma, transcript, or GED.

Admission Requirements for Diagnostic Medical and Cardiac Sonography Programs

- Student must be a citizen of the United States or have a permanent residence card
- Provide a High School diploma or transcript (foreign transcripts/diplomas must be evaluated by a qualified agency – call adult education dept. for more information) **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive a score required for the program **OR** present documentation of an ACT score of 21 or above in the last 3 years.
- Complete the program application and pay the application fee. Applications must be submitted by the last Friday in May. Applications will be scored based on the following criteria:
 - High school GPA and College GPA (3.0 or higher)
 - Essay
 - Complete shadowing requirements before January
 - College Psychology (optional) and the following required pre-requisites
 - College Algebra
 - College Physics
 - Human Anatomy and Physiology
 - Written Communications
 - Medical Terminology
 - Computer Technology

*All pre-requisite courses must be passed with a 'C' or better. Classes must be completed before the start date of January each year. Classes do not have to be completed before the application is due in May.

Applicants will be selected from the highest score proceeding down the list until all spaces are filled. If a candidate is unable to be contacted for admission, either by mail or telephone, the candidate will be eliminated and the next qualified candidate will be considered for admission.

- If selected, student must pay the \$100 registration fee

Admission Requirements for the Radiologic Technology Program

- Student must be a citizen of the United States or have a permanent residence card
- Provide a High School diploma or transcript (foreign transcripts/diplomas must be evaluated by a qualified agency – call adult education dept. for more information) **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive a score required for the individual program of 600 hours or more **OR** Present documentation of an ACT score of 21 or above in the last 3 years.
- Complete the program application and pay the application fee. Applications must be submitted by October 1.
- Completed the following Pre-requisites with a "C" or better:
 - Math 145 – College Algebra
 - SCI 110 - College Physics
 - BIO 257 - Human Anatomy and Physiology
 - ENL 111 - Written Communications
 - COM 112 – Oral Communications
 - AH 151 - Medical Terminology
 - IT 101 - Computer Technology
 - SS 215 – Lifespan Psychology
- Applications will be scored based on the following criteria:
 - Essay
 - Complete Shadowing
 - College GPA of 2.5 or above
 - Completion of College Chemistry with a grade of "C" or better
 - Associates Degree or higher
 - Work in an Allied Health field

Applications will be selected from the highest score proceeding down the list until all spaces are filled. If a candidate is unable to be contacted for admissions, either by US mail or telephone, the candidate is eliminated and the next qualified candidate will be considered for admission.

- If selected, student must pay the \$100 registration fee if they accept the position

To qualify for the Associates of Applied Sciences degree in Radiologic Technology through Mountwest Community and Technical College (MCTC), the student must be accepted and successfully transfer to MCTC. The transfer process is the sole responsibility of the student. A minimum of 15 hours must be credited by MCTC to be granted the Associates degree.

- ** **In order to receive credit for previous college work, an official transcript must be submitted with the admission's application – see Admission with Advance Standing Policy**
- ** **Allied Health students are required to have a physical examination, current immunization records, Hepatitis B Vaccine, 2-Step TB Skin test, drug screen and a federal back ground check. Hepatitis C screening will be noted on the Admission application as required by individual programs.**

****A positive drug screen or Hepatitis C screen, certain misdemeanors or felonies on the background check may prevent admission to the health programs.**

Admission Requirements for the Computed Tomography (CT) Program:

- Student must be a citizen of the United States or have a permanent residence card
- Provide a High School diploma or transcript (foreign transcripts/diplomas must be evaluated by a qualified agency – call adult education dept. for more information) **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive a score required for the individual program of 600 hours or more **OR** Present documentation of an ACT score of 21 or above in the last 3 years.

To be consider for the program students must possess a valid and current ARRT license/certification in one of the following:

- Radiologic Technology
 - Nuclear Medicine
 - Radiation Therapy
-
- Applicants will be selected based on the following criteria:
 - Collins Career Technical Center Rad Tech students will be given priority
 - Consideration will be given to those with documented proof of working in CT for at least six months.
 - Consideration will be given to those with an Associate’s Degree and higher

Admission Requirements for Cosmetology:

A Student must have:

- A High School diploma, transcript, or G.E.D.
- Taken a pre-entrance exam and received the scores required for Cosmetology **OR** Presented documentation of an ACT score of 21 or above in the last 3 years
- Complete the program application.
- Pay application fee

Admission Requirements for Computer Technology Programs:

A Student must have:

- A High School diploma or transcript **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive the scores required for Computer Technology Program **OR** Presented documentation of an ACT score of 21 or above in the last 3 years
- Complete the program application.
- Pay application fee.

Admission Requirements for Law Enforcement:

A Student must have:

- A High School diploma or transcript **OR** Obtained a G.E.D. Equivalent Certificate
- Take a pre-entrance exam and receive the scores required for the Law Enforcement program
- Complete the program application.
- Pay application fee.
- Physical Agility Test – ½ mile run/sit-ups/push-ups
- Finger printing for BCI and FBI
- Application for State OPOTA
- Doctor Signed physical

Policy: Admission with Advanced Standing

1. Students requesting admission to the school via transfer from another approved school program shall meet the school's current admission requirements and curriculum requirements for currently enrolled students.
2. Submit an official transcript of high school grades or equivalent and of college completed courses.
3. Submit copies of course outlines for which applicant is requesting credit. Program Director will review transcripts and outlines to determine admission standing and course credit transfer.
4. Challenge examinations and skills assessment will be required to determine applicants' competencies.
5. Tuition and fees will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

1. The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (Withdraw must have been within the past twelve months. If time allowance expires, applicant must start at beginning of program.)
2. The applicant is a direct transfer from another school.

To apply for advanced standing, the applicant must:

1. Provide all information necessary to admissions.
2. Meet with the Program Director to determine admission.
3. The program director will review transcripts and evaluate competencies to determine placement in program.
4. Competency evaluations in both knowledge and skills may be required.

**Applicants shall be admitted with advanced standing only if there is an opening in the program and a plan can be worked out for assuring that all the program objectives can be met.

PRE-ENTRANCE EXAM/WORK KEYS

Should a student fail any or all parts of the Work Keys Test, they must remediate in the area(s) of failure. After 30 days, they can then re-take the part(s) that they missed. Should a student fail a second time, they must again remediate until their tutor releases them. For remediation information call 740-532-3140.

APPLICATION FEES

A non-refundable \$10 application fee is due when submitting an application.

SEAT RESERVATION FEE

A \$100.00 non-refundable tuition deposit must be paid to reserve a seat in any Allied Health or Nursing program of 1100 hours or more. This deposit will be applied towards tuition if the student attends the program.

TUITION PAYMENT ARRANGEMENTS

Students are required to make tuition payment arrangements by either completing the Financial Aid process, or signing a tuition payment agreement to make semester payments with the Financial Aid Office prior to starting his/her program of training. All students (including alternates) are given a two week period from the first day of class to complete this process or the student will be dismissed from the program of training.

Each semester's tuition must be paid in full prior to continuing on to the next semester.

TUITION / REFUND POLICY

Tuition is charged by the semester, not by the program; therefore, when a student (self-pay or financial aid recipient) officially or unofficially withdraws, or is terminated from his or her program of training after completing the first two weeks of a semester, the student will be charged 100% of the tuition for that semester (not the entire program's tuition). The student is still responsible for 100% of the tuition charged even if the student's financial aid is returned based on the Return to Title IV (R2T4) calculation.

Textbooks, and other items purchased through the school, cannot be returned to the school. No refunds will be issued for such items. Refunds will be issued in the following distribution order: Federal Direct Loan Program; Federal Pell Grant Program; Sponsors (WIA, Voc. Rehab, etc.), then student.

The full amount of any tuition the student paid in advance of starting his/her program training will be refunded 100% with the exception of the programs with a non-refundable \$100 seat deposit.

When a student is entitled to a refund, the refund is automatically processed without request from the student. The refund check will be available within 45 days of either the student's last day of attendance (unofficial withdrawal) or from the date on the student's official withdrawal form. The student has the choice of either picking up the refund check from the Financial Aid Office or having it mailed to them.

Examples of the application of the school's refund policy are available in the Financial Aid Office.

***Refund Policy excludes the non-refundable application and registration fees.**

PREVIOUS BALANCES

If a student owes a tuition balance from previously attending Collins Career Technical Center, the student will be denied starting into a program of training until the balance is paid in full (this means the student can enroll while making payment on the outstanding balance; however, the balance must be paid in full 2 weeks prior to attending classes). This includes any balance on account owed as a result of Title IV aid (Pell Grant and/or Direct Loans) being returned due to student withdrawing or failing out of a program of training (see Return of Funds policy). Note: Current year financial aid cannot be used to cover a previous year balance.

Payment of miscellaneous school related expenses are due upon receipt. A student may sign for these expenses **ONLY** if the student has a written contract with another sponsoring agency stating the agency will pay for these expenses.

ALL TUITION MUST BE PAID IN FULL TWO WEEKS PRIOR TO STUDENT'S LAST DAY OF CLASS. (Personal Checks will not be accepted 3 weeks prior to completion of the program). A certificate of completion will not be issued; and school related information such as attendance records and grade transcripts will not be released until all tuition has been paid in full. Students enrolled in programs of training that require a certification or licensure exam at the end of the program, such as the Allied Health Programs, Nursing, and Law Enforcement Academy, will not be permitted to take the exam until all tuition has been paid. **Note:** A returned check fee will be charged for any personal check that is returned to the school from the bank for insufficient funds, etc.

VETERANS ADMINISTRATION

The Collins Career Technical Center does participate in Veterans Administration benefits, i.e. G.I. Bill, etc. The student must submit to the Financial Aid office a copy of his or her "Certificate of Eligibility" letter to verify eligibility for benefits and their case number. The Financial Aid office will submit an Enrollment Certification to the Veterans Administration to verify the student has started classes. Please allow up to 11-13 weeks to start receiving benefits. The benefits will be sent directly to the student; therefore, it is the student's responsibility to pay tuition. Note: Credit for previous training will be determined on a case-by-case basis.

TOOLS

The Collins Career Technical Center tuition does not include tools for the Manufacturing and Construction programs. A tool list will be provided for each student. Purchasing tools is the student's responsibility.

ATTENDANCE POLICY

A. Attendance

Students are required to be in class, lab and clinical/internship according to the program schedule. Each program has an individual policy regarding the number of absences permitted (students will be required to follow their program guidelines).

Students are responsible for any curriculum missed while absent from class or clinical, regardless of the number of minutes or hours. Students must arrange with the instructor to review any material missed.

B. Tardiness

Avoid being tardy. However, if for some reason you will be late to class or clinical/internship experience, the site is to be notified before scheduled time. Students are expected to report to the classroom promptly.

Empty chairs will be at the back of the room to be used if you are late. Please do not unnecessarily disturb the class as you enter and are seated.

If you are tardy/late to the clinical area or class, time will be counted by the clock designated by the instructor.

C. Leave of Absence

A leave of absence not to exceed 3 days may be given for hospitalization of student or child or subpoena for court. Discharge papers from the hospital or original subpoena document must accompany the request for this LOA. Only one LOA may be requested per year. Pregnancy or

military deployment must be discussed individually with the program director and program supervisor.

If the leave of absence must be in excess of three days, it will be necessary to withdraw from the program. The student can only be phased back into the program within a one-year period if there is a vacancy within the program in the term needed by the student. Some review work may be required at that time. Leave of absence time and rules governing such absences will be at the discretion of the program director. If a LOA is taken, attendance recognition (award) will not be earned. Only 1 LOA may be taken per year.

PROGRESS COUNSELING

Students will be counseled on attendance and grades at Mid Term and as needed by program instructors.

OFFICIAL WITHDRAWAL

Withdrawal from the Collins Career Technical Center must be requested in person or by written request to the Adult Technical Center Admissions Office.

UNOFFICIAL WITHDRAWAL

A student will be automatically terminated when he or she has been absent for more than the requirements of their particular program. The student's last recorded date of class attendance will be used as the unofficial withdrawal date.

DISMISSAL OF STUDENT

The Collins Career Technical Center reserves the right to terminate the enrollment of a student at any times if it becomes evident that the student cannot carry out the course of study successfully because of:

1. A grade average below passing at the end of the term. Students must meet grade guidelines in course syllabus.
2. Absenteeism in excess of hours permitted by program.
3. Violation of school policies and regulations.
4. Violation of policies and regulations of the cooperating clinical agencies/internship sites.
5. Unsafe performance resulting in possible harm to the others or self.
6. Cheating, plagiarism, or falsification of records (including time sheets).
7. Mishandling of records.
8. Positive drug screen or suspected alcohol use at school or in clinical/internship sites.
9. Breach of confidentiality and HIPAA regulations.
10. Continual disruption of class or clinical (i.e. talking, laughing, cell phone usage, etc.)
11. Complaints on performance from clinical/internship sites.
12. Theft from clinical/internship site or school.
13. Evidence of felony on background check.

The faculty will carefully review all the records and recommend dismissal where necessary. Faculty recommendations and copies of necessary records will be submitted to the director. The student will meet with the faculty and the director to discuss the situation. The student will be informed verbally and in writing of the action taken.

CHANGE OF INFORMATION (Change of Names, Address, Telephone Number)

Students must notify the admissions office immediately in writing of any changes in name, address, or telephone number.

HEALTH SERVICES

Collins Career Technical Center provides Health Services to students through the student based health center. Students will be seen in the clinic regardless of their ability to pay.

STUDENT RECORDS POLICY

Student program admission records containing admission materials and student information will be maintained in a locked cabinet in the admissions office.

Student records containing class work, test and quiz scores, clinical performance records, and records of counseling done by the instructors will be maintained in the instructors' office in locked cabinets.

The only student records to be maintained permanently will be a transcript of the student's grades. The transcript will be released only upon the written authorization of the student and payment of a set fee. Transcripts will be sent within 3-5 working days after request has been made.

STUDENT RECORDS ACCESSIBILITY

Student program admission records containing admission materials and student information will be maintained in a locked cabinet in the admissions office. Student's record may only be accessed by the admission coordinator, admissions staff, program supervisors and the Post-Secondary Director. Program directors and faculty may receive check off sheets provided by the admission's coordinator indicating the completion of all requirements for admission. If a clinical site requires copies of medical records and/or background checks, the student must request those items and deliver to the clinical/internship site.

Student records containing class, work, test and quiz scores, clinical performance records, and records of counseling done by the instructors will be maintained in the instructors' office in locked cabinets.

The only student records to be maintained permanently will be a transcript of the student's grades. The transcript will be released only upon the written authorization of the student and payment of a set fee. Transcripts will be sent within 3-5 working days after request has been made.

GRADING POLICY See Individual program policies for grading policies and scales

The Collins Career Technical Center requires a student to achieve a passing grade in his or her program of training in order to maintain eligibility for Financial Aid. (Note: You must follow the grading scale as specified by your program of training). Students in the health program must pass each course to continue into the next term.

FAILED CLASSES

Students who fail a program must remediate with the ABLÉ program. Please call 740-532-3140 for more information.

READMISSION

Applicants who have previously been admitted to any program operated by the Collins Career Technical Center and have withdrawn from the program; may be considered for readmission to the program within one year's time. If a student receives a failing grade in any subject, they must complete a remediation course with the ABLÉ Center before re-enrolling into the next year's program. The student will have one (1) opportunity to re-enroll when there is an available space in the program. If a student fails to complete the program for any reason on the second try in program, the student will not be eligible for re-admission into that program.

Program placement will be determine by the program director.

Readmission fees and tuition for the program will be determined by the financial aid department on an individual basis. All prior account balances and fees must be paid prior to readmission.

If readmission with advanced standing is requested; the policy for admission with advance standing will apply.

*Student must meet curriculum requirements effective at time of readmission.

**Student dismissed for cheating will not be considered for readmission to any program at Collins Career Technical Center, this includes plagiarism.

TRANSFER CREDIT OF GENERAL EDUCATION COURSES

Transfer of college level courses in which a student earned a letter grade of “C” or higher for: written communication, social science, oral communication, mathematics (with the caveat that the math course must be at least equivalent to level of course required by the program), information technology, and humanity courses. Shall not have a time limit for transfer credit.

For Nursing/Allied Health programming we follow specialized accreditation guidelines/requirements on the application of medical terminology, chemistry, biology, physiology, physics, and exercise physiology courses. These courses are limited to 5 years for transfer credit.

An official transcript must be provided for consideration of transfer credit. All transcripts must be officially reviewed to receive credit.

POOR CONDUCT POLICY

A student may be terminated at any time for the disruption of the learning environment in the classroom/lab (this includes cell phones, beepers, etc.), for destruction of school property, fighting, cheating, plagiarism, falsification of records, failure to adhere to school policy, and /or suspected drug or alcohol use. Students may also be terminated for involvement in illegal activities outside of school.

STUDENT ACCOUNTABILITY AND CONDUCT

Students shall be responsible for:

1. Maintaining standards of academic and clinical performance as outlined in the student handbook and program guidelines.
2. Adhering to local, state, and federal laws.
3. Behaving in a manner which guarantees the rights of all persons in the school.
4. Maintaining confidentiality.
5. Conducting one’s self in a professional manner at all times.
6. Keeping lab areas and classrooms clean and orderly.

CHEATING

Giving or receiving assistance on tests, quizzes, or written assignments (including plagiarism), shall result in a zero on the test, quiz, or written assignment and may result in termination from the program.

DAMAGES AND LOSSESS

Students using equipment belonging to the programs shall assume responsibility for its proper care. When damage or loss of equipment is due to the student’s carelessness or neglect, the student must assume the cost or replacement of the equipment. Graduation may be delayed for that student until payment is made.

APPOINTMENTS

All appointments should be arrange around school hours as often as possible. If it becomes necessary to see a physician or a dentist during school time, please realize that this will be counted as an absence.

Appointments required by funding sources should be arrange around school hours, if at all possible. Please make those agencies aware of the attendance policies.

EMPLOYMENT

Each student must set their own priorities regarding work. It is the position of CCTC programs that if students elect to be employed while going to school, they do so with the full understanding that they must meet and maintain the academic, clinical, and attendance standards of the program, and that no allowances will be made for the students who elect to work. Work study programs are not available through Collins Career Technical Center.

Student uniforms and name pins must never be worn while working outside of the school setting or event.

It is responsibility of the student to arrange work schedules with the employing agency so that it does not conflict with hours spent in class or clinical areas.

GIFTS

Allied Health and Nursing Students are not to accept money, gifts, or gratuities in any form from patients.

INSURANCE

Malpractice coverage for Allied Health and Nursing students is included as part of the tuition cost.

CERTIFICATE OF COMPLETION or GRADUATION PORTFOLIO

A certificate of completion/and or portfolio will be awarded to each student who completes their course of study with the required grades and attendance for that program. The student will not be issued a certificate/portfolio until graduation.

DRESS CODE

A. Classroom Dress Code

Student must be in program specific dress code when on campus.

B. Clinical/Internship Uniform Dress Code

Regulation uniform selected for the individual program must be worn when directed to do so in the clinical laboratory or the clinical agencies. Name badge must be worn all times at clinical site. Student will not be allowed to remain at clinical/internship sites without the appropriate attire.

NAME TAGS

All students must wear nametags while on the Main Campus. ***Replacement nametags will be provided @ a cost of \$5.00 each.** Name tags must be returned upon Exit or graduation from your program.

ELECTRONIC EQUIPMENT

Cell phones, beepers and any other electronic communication devices are prohibited in the classroom.

LAB CLEAN-UP

It is the responsibility of the student to clean classrooms and lab areas at the end of each training session. Labs and classrooms should be left in the condition in which they were found.

DRUG AND ALCOHOL ABUSE POLICY

Drugs (illegally acquired) and alcohol will not be tolerated on the grounds of the Collins Career Technical Center. This pertains to the illegal possession, use, or distribution to other students. All students and staff are encouraged to report to the supervisor, any misuse or sale of any illegal drugs or alcohol. Any student caught in possession of and/or consuming or distributing illegal drugs or alcohol will be terminated from his or her program of training immediately and will be reported to the appropriate law enforcement officials. Note: If the smell of alcohol is detected on a student, he or she may be dropped from his or her program of training (this includes while on school grounds and clinical sites). Drug

screens can be requested by program instructors on any student suspected of being under the influence. A positive drug screen is grounds for dismissal. Random drug screens can be performed anytime.

VISITORS and VISITING

1. Students are not to bring their families or visitors to class or clinical area. Children are NOT to be brought to class or clinical site.
2. Visitors to adult education must report to the receptionist upon entering the school.
3. Students are not to invite guests to lunch or to visit them at the clinical agencies.
4. Students are not to visit friends or relatives who may be patients at the clinical site while on school time or in student uniform.
5. Students are not to make or receive personal phone calls at the clinical site or at school.

PARKING

Adult students and instructors must park vehicles in the areas designated for Adult Education. A few minutes may be allowed for unloading near doors or labs, but the vehicle must then be moved. Parking permits will be issued to all students and require identification of the vehicle(s). Designated parking areas are for safety and security reasons. Violation of parking restrictions may result in having the vehicle towed at the owner's expense or a citation.

BREAKS

Students' breaks need to be taken in the areas designated for Adult students. Students are asked to please respectfully keep conversations and noise low during breaks, since there are other classes in session and offices near some break areas.

SMOKING

Smoking is permitted in designated areas only. Please discard cigarette butts in the provided receptacles. It is the responsibility of the student to follow facility policies regarding smoking at off campus events.

TELEPHONE USE

Cell phones are not to be turned on in class. This is a disruption to other students and students who continually violate this policy will be terminated.

PERSONAL PHONE CALLS TO STUDENTS

Adult Technical Center staff will accept incoming calls to students in cases of emergency ONLY. The Adult Technical Center office staff will take a message for the student to return the call in such cases.

WEATHER POLICY AND SCHOOL CLOSING INFORMATION

Students should watch the newscast or listen to one of the following stations for weather related school closing information as it pertains to ADULT EDUCATION ONLY.

WOWK TV
WSAZ TV

WTCR Radio
WKEE Radio

School closings will also be posted on the school home page: www.collins-cc.edu. Pay attention that it pertains to the closing of ADULT EDUCATION. Students will be counted absent if school is missed when the Adult Ed. Is open.

OFFICE HOURS

| | | |
|---------------|-----------------------|--------------------|
| August - June | 8:00 a.m. - 6:00 p.m. | M-Th (Main Campus) |
| | 8:00 a.m. - 4:00 p.m. | F (Main Campus) |
| | 8:00 a.m. - 4:00 p.m. | M-F (CG) |
| July | 7:00 a.m. - 4:00 p.m. | M-F (all offices) |

FINANCIAL AID OFFICE HOURS

The Financial Aid Office is located at the Main Campus and is open Monday thru Friday 8 a.m. to 4 p.m. for day-time students. Hours for evening students are Mon. and Tues. 10 a.m. to 6 p.m. and Weds.-Friday from 8 a.m. to 4 p.m. Please call (740) 867-6641, Ext. 401 to inquire about office hours or to schedule an appointment.

G.E.D. PROGRAM

The Collins Career Technical Center offers a General Education Development program. The G.E.D. program is a proven success for students who need assistance in studying for the G.E.D. test. The program is available during the school year and there is no cost for the program. More information on this program may be obtained from the ABLE office @ 740-532-3140.

COMPUTER USAGE

In order to access this technology, students must review the computer usage rules that will be distributed during orientation, and complete the documents to receive a user account. Students who violate any of the computer rules will lose the computer use privilege.

COMPUTER NETWORK GUIDELINES

1. No food or drinks in the computer areas.
2. No students in computer areas without supervision.
3. No programs will be brought into the school to be installed on computers.
4. No changes are to be made to the computers (i.e. color of screen, volume, screen saver, etc) without permission of instructor.
5. Nothing is to be saved on the hard drive without permission of instructor.
6. No changes are to be made to the programs without instructor's permission.
7. Students should notify their instructor immediately if any changes have been made to their computer.
8. The color printer is only to be used for special projects that require color printing and have been assigned by the instructor. Routine assignments should be printed on the laser printer. The printers may not be used for personal use.

INTERNET GUIDELINES

1. Students will have an assigned user identification to log onto the computer and will then create their own password. Students are responsible for their password and must not share it with other students.
2. If someone uses your password and logs in on your account, YOU will be cut one letter grade automatically in that class for the course.
3. E-mail is for internal learning use only. E-mail to instructors is to be limited to educational issues only-no junk mail, jokes, etc.
4. **STUDENTS ARE NOT TO DOWNLOAD OR SAVE ANYTHING FROM THE INTERNET** without permission of instructor.
5. Internet use is for educational use only. Attempted access to inappropriate material is strictly forbidden.

Any problems caused by a student not following the above guidelines will be considered a serious violation. Discipline could include, but not be limited to, being banned from using computers or even dismissal from the program.

PROBLEM RESOLUTION

Students are to use the following procedure to deal with any program/instructor problems or complaints:

1. Discuss with instructor
2. If unresolved, discuss with program director
3. If still unresolved, discuss with Program Supervisor
4. Finally, if unresolved, discuss with Superintendent

PROGRAM SUPERVISORS

| | | | | |
|--------------------------------|---------------------|---------------------------|------------------|---------------------------|
| T&I Director | Director of Nursing | Allied Health Coordinator | Program Director | Law Enforcement Commander |
| Manufacturing and Construction | Nursing | Allied Health Programs | Cosmetology | Law Enforcement |

Issues must be dealt with in person. Please make an appt. with appropriate person.

OPEN COMPUTER LAB

The Computer Lab will be available for students for school-related work on a first-come, first-serve basis. (Check with office for calendar).

GUIDANCE AND COUNSELING SERVICES

The school seeks to positively assist the students in their educational and personal adjustments. Counseling and guidance will be provided by the student services office.

AIM

The aim of the program is to assist students in the health programs to grow and develop educationally, socially, emotionally, and professionally.

OBJECTIVES

1. To describe and interpret the policies of the school and to orient the student to group situations.
2. To provide regularly scheduled times for individual conferences which will allow for ventilation of student's feelings.
3. To provide opportunity for the student to obtain help in solving and /or accepting individual problems that may arise.
4. To provide ongoing drug and alcohol prevention programs.

INDIVIDUAL CAREER PLAN (ICP)

The Individual Career Plan (ICP) is a planning tool that is used for career preparation, career growth, and lifelong learning goals. All Adult Education students will complete an Individual Career Plan.

VOCATIONAL EVALUATION

Vocational evaluation is available for students not sure about his or her career goal. The free evaluation will help determine the student's career strengths, weaknesses, and career programs that relate to the student.

PLACEMENT SERVICES

Adult Technical Center has full-time placement services through the placement officer and WDRC. The Collins Career Technical Center does not guarantee placement, but will assist students in finding employment to the best of our ability. Please contact the program instructor or placement officer for more information.

WORKFORCE DEVELOPMENT RESOURCE CENTER (WDRC)

The Collins Career Technical Center offers additional training facilities and placement services at the WDRC located at 120 North Third Street, Ironton, Ohio. Phone: 740-532-3140

DISABLED STUDENT SERVICES

The Collins Career Technical Center offers special services to disabled students upon request. Please contact the student services office or the admissions department.

NON-DISCRIMINATION POLICY STATEMENT

Collins Career Technical Center complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. The Collins Career Technical Center does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion, or national and ethnic origin in the administration of admission, education policies, curriculum, selection of textbooks, scholarship and loan programs, education opportunities and employment.

EMERGENCY PROCEDURES POLICY

In the event of an emergency, students will follow the established emergency guidelines as documented in the Emergency Procedures Policy. A copy of the policy has been distributed to instructors and a copy exists in the Adult Technical Office.

PROGRAM GUIDELINES

The policies and procedures in this handbook are designed for the majority of the programs offered at the Collins Career Technical Center. Programs have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training. You will receive these guidelines at orientation.

CHEMICAL ABUSE/DEPENDENCY

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of the students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs.

Collins Career Technical Center has implemented a Drug and Alcohol Abuse Prevention Program and Policy. Please review policy for more information.

*It is the student's responsibility to make known all medications, which may interfere with function or behavior.

| |
|--|
| TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES |
|--|

STUDENT GRIEVANCE PROCEDURE

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance.

However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above mentioned administrator does not require parents/guardians to be present.

Step 1

An alleged formal discrimination grievance complaint should first be made to the Director or Immediate Supervisor within ten school days of date incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator, within five school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

**Title XI, Section 504 Coordinator
Collins Career Technical Center
11627 State Route 243, Chesapeake, Ohio 45619
(740) 867-6641**

BLOOD & BODY FLUID EXPOSURE POLICY

In the event of a needle puncture injury, the following guidelines are to be followed:

If the injury occurs at a clinical site, the policy for that site needs to be followed. The guidelines should include but not be limited to:

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify clinical instructor or preceptor
3. Fill out an incident report specific to the clinical site
4. Go to the emergency room to be checked by a physician
5. Notify Program Director to receive counseling on treatments and to fill out a school incident report within 24 hours of the incident

** Any cost incurred for blood work or treatment suggested by the physician will be the responsibility of the student

** Students have the right to refuse treatment but must document the refusal on both incident reports.

If the injury occurs at school during lab time:

Note: Instructor must be in lab area when students are handling needles, knife blades, or other sharps. Safety precautions must be enforced such as eye protection, gloves, etc.

1. Wash the area with soap or betadine scrub for 10 minutes
2. Notify the lab instructor
3. Document occurrence on a school incident report
4. Counseling is to be done by the Program Director or Associate Director of Allied Health within 24 hours concerning possible tests and treatments
5. Student may choose to visit own physician or the medical director of school
6. Follow the student's exposure Control Action Plan
7. The source person will be asked by the program director to have HIV & Hepatitis B testing (The Liability insurance may cover this if the source person was at no fault in the incident).

**Any costs incurred for blood work, physician visit, or treatment will be the responsibility of the student.

**Students have the right to refuse treatment but must document the refusal on a school incident report.

**Students may be dropped from the program if a sharps injury occurs more than twice, if the Program Director believes the incidents display a disregard for safety measures.

Exposure Control Action Plan

| Step | Procedure |
|------|--|
| 1 | Notify clinical instructor/preceptor |
| 2 | Wash area with soap or betadine x 10 minutes |
| 3 | Rinse with copious amounts of water |
| 4 | If eyes or mucous membranes are involved flush with tap water instead of soap or betadine |
| 5 | Report to program director |
| 6 | Fill out accident report fully |
| 7 | Have baseline blood analysis for HIV and Hepatitis B performed on you. You will be responsible for the charges. (Rationale: Essential for your protection if litigation should occur) Request source person to have HIV and Hepatitis B performed. (This is student's choice and confidentiality must be maintained). Liability insurance may pay for this if the source person was not responsible for the incident. A claim form will be completed by the program director |
| 8 | Program Director will discuss with you possible prophylaxis, such as AZT or Gamma globulin. Side effects and precautions will be discussed |
| 9 | Students will seek prophylaxis treatment from _____ who is located at _____. Chemoprophylaxis must begin immediately. (Note: This is a personal decision. All incurred costs will be the responsibility of the student.) |
| 10 | Follow the recommended testing, evaluation and counseling schedule as suggested by OSHA (6 weeks, 12 weeks, and 6 months) |

Program: _____

Date: _____

Student: _____

Instructor: _____

Accident Report

To be completed in duplicate by the student. One copy is to be retained in student's file. Submit one copy to Director of Allied Health.

Student Name: _____

Program Name: _____

Date & Time of Accident: _____

Other persons involved including title (i.e. student, instructor, etc.)

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Describe the accident: (including injury, activity student was involved in, and how it occurred)

Safety precautions used: (i.e. safety glasses, gloves, etc)

What emergency treatment was given and by whom?

Was Exposure Control Plan followed? Yes _____ No _____

Student Signature: _____ Instructor Signature: _____

Witness: _____ Date: _____

**COLLINS CAREER TECHNICAL CENTER
ADULT EDUCATION
MANUFACTURING AND CONSTRUCTION PROGRAMS**

The **Automotive Mechanical Program** is designed to prepare each student with the procedures of the trade to work on engines, fuel systems, steering, brakes, suspension, and other components of the automotive maintenance industry. Students develop skills in an ASE certified laboratory with ASE certified instructors.

Length of Course: The Auto Body Program is a two-year program consisting of 900 clock-hours per year. Classes meet Monday-Thursday from 4 p.m. till 10:00 p.m.

Program Requirements: Students must complete with a "C" or better

Job Opportunities: Graduates are employed in various automobile dealerships and independent auto mechanic shops throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- Brakes | Lab Hours | Theory Hours | Total |
|-------------------------------|----------------------|-------------------------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety | 25 | 25 | 50 |
| Intro to Hand Tools | 18.75 | 6.25 | 25 |
| Intro to Power Tools | 18.75 | 6.25 | 25 |
| Braking Systems | 268.25 | 56.75 | <u>325</u> |
| | | | 450 |

Semester Two

| Class- Suspension and Steering | | | Total |
|---------------------------------------|--------|-------|--------------|
| Vehicle Identification Numbers | 18.75 | 6.25 | 25 |
| Using references and resources | 18.75 | 6.25 | 25 |
| Suspension Diagnosis and Repair | 143.25 | 56.75 | 25 |
| Steering Diagnosis and Repair | 143.25 | 56.75 | <u>350</u> |
| | | | 450 |

Semester Three

| Class - Electrical/Electronic Systems | | | Total |
|--|--------|-------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety II | 25 | 25 | 50 |
| Intro to Hand / Measuring Tools II | 18.75 | 6.25 | 25 |
| Intro to Power Tools II | 18.75 | 6.25 | 25 |
| Electrical/Electronic Systems | 268.25 | 56.75 | <u>325</u> |
| | | | 450 |

Semester Four

| Class - Engine Performance | | | Total |
|-----------------------------------|--------|-------|--------------|
| Blueprint | 18.75 | 6.25 | 25 |
| Using references and resources | 18.75 | 6.25 | 25 |
| Preparing Estimates | 18.75 | 6.25 | 25 |
| Engine Performance | 281.25 | 93.75 | <u>375</u> |
| | | | 450 |

Total Clock Hours **1800**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

The **Auto Body Program** focuses on the latest technology and techniques of restoring a vehicle to its original state. Students develop skills in an ASE certified laboratory with ASE /I-Car certified instructors.

Length of Course: The Auto Body Program is a two-year program consisting of 900 clock-hours per year. Classes meet Monday-Thursday from 4 p.m. till 10:00 p.m.

Program Requirements: Students must complete with a “C” or better

Job Opportunities: Graduates are employed in various automobile dealerships and independent body shops throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- Non Structural Repair | Lab Hours | Theory Hours | Total |
|-------------------------------------|------------------|---------------------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety | 25 | 25 | 50 |
| Intro to Hand Tools | 18.75 | 6.25 | 25 |
| Intro to Power Tools | 18.75 | 6.25 | 25 |
| Basic Welding and GMAW | 75 | 25 | 100 |
| Non-Structural Repair | 193.25 | 31.75 | <u>225</u> |
| | | | 450 |

Semester Two

| Class- Paint and Refinish | | | Total |
|----------------------------------|-------|------|--------------|
| Plastic Fillers | 18.75 | 6.25 | 25 |
| Primers and Finishes | 37.5 | 12.5 | 50 |
| Urethane Paints | 18.75 | 6.25 | 25 |
| Vehicle Preparation | 325 | 25 | <u>350</u> |
| | | | 450 |

Semester Three

| Class - Mechanical and Electrical | | | Total |
|--|-------|------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety II | 25 | 25 | 50 |
| Intro to Hand / Measuring Tools II | 18.75 | 6.25 | 25 |
| Intro to Power Tools II | 18.75 | 6.25 | 25 |
| Mechanical Components | 112.5 | 25 | 137.5 |
| Electrical Systems | 112.5 | 25 | 137.5 |
| Basic Electrical Theory and Testing | 37.5 | 12.5 | <u>50</u> |
| | | | 450 |

Semester Four

| Class - Structural Repair | | | Total |
|----------------------------------|-------|------|--------------|
| Blueprint | 18.75 | 6.25 | 25 |
| Using references and resources | 18.75 | 6.25 | 25 |
| Preparing Estimates | 18.75 | 6.25 | 25 |
| Vehicle Preparation- structural | 18.75 | 6.25 | 25 |
| Structural Repair | 325 | 25 | <u>350</u> |
| | | | 450 |

Total Clock Hours **1800**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

The **Electricity Program** prepares students for entry level employment for residential contractors, industrial / commercial construction and maintenance.

Students will have the opportunity to Certify through HVAC Excellence / Esco Electrical and OSHA.

Length of Course: The Electrical Program is a two-year program consisting of 900 clock-hours per year. Classes meet Monday-Thursday from 4 p.m. till 10:00 p.m.

Program Requirements: Students must complete with a “C” or better

Job Opportunities: Graduates are employed in various industries throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- Electrical | Lab Hours | Theory Hours | Total |
|-------------------------------|------------------|---------------------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety | 25 | 15 | 40 |
| Intro to Hand Tools | 18.75 | 6.25 | 25 |
| Intro to Power Tools | 18.75 | 6.25 | 25 |
| Electrical Theory TM2610 | 205 | 130 | <u>335</u> |
| Intro to Electrical Prints | | | 450 |

Semester Two

| Class- Wiring | | | Total |
|--------------------------------|----|----|--------------|
| Residential | 50 | 50 | 100 |
| Commercial & Industrial | 20 | 20 | 40 |
| Fasteners & Anchors | 40 | 40 | 80 |
| Motor Theory and Applications | 75 | 75 | 150 |
| Troubleshooting/Test Equipment | 30 | 50 | <u>80</u> |
| | | | 450 |

Semester Three

| Class - | | | Total |
|------------------------------------|-------|------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety II | 25 | 25 | 50 |
| Intro to Hand / Measuring Tools II | 18.75 | 6.25 | 25 |
| Intro to Power Tools II | 18.75 | 6.25 | 25 |
| Electrical Theory II | 205 | 75 | 280 |
| Electrical Prints II | 30 | 15 | <u>45</u> |
| | | | 450 |

Semester Four

| Class - Certifications | | | Total |
|------------------------------------|-----|-----|--------------|
| National Electric Codes | | | |
| Examine the role of small business | 25 | 25 | 50 |
| Examine entrepreneurship | 25 | 25 | 50 |
| Certification Prep and Testing | 150 | 200 | <u>350</u> |
| | | | 450 |

Total Clock Hours **1800**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

The **HVAC Program** is designed to prepare each student with the entry level procedures of the trade to work on electric furnaces, gas heat, heat pumps, refrigeration and other components of the environmental control industry. Students will have the opportunity to Certify through HVAC Excellence / Esco.

Length of Course: The HVAC Program is a two-year program consisting of 900 clock-hours per year. Classes meet Monday-Thursday from 4 p.m. till 10:00 p.m.

Program Requirements: Students must complete with a "C" or better

Job Opportunities: Graduates are employed in various industries throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- Electrical | Lab Hours | Theory Hours | Total |
|-------------------------------|------------------|---------------------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety | 25 | 15 | 40 |
| Intro to Hand Tools | 18.75 | 6.25 | 25 |
| Intro to Power Tools | 18.75 | 6.25 | 25 |
| Electrical Theory | 205 | 130 | <u>335</u> |
| | | | 450 |

Semester Two

| Class- Electric / Gas Heat | | | Total |
|-----------------------------------|----|----|--------------|
| Theory and Application | 50 | 50 | 100 |
| Safety | 20 | 20 | 40 |
| System Components | 40 | 40 | 80 |
| Installation and Service | 75 | 75 | 150 |
| Troubleshooting | 30 | 50 | <u>80</u> |
| | | | 450 |

Semester Three

| Class - AC Systems | | | Total |
|------------------------------------|-------|------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety II | 25 | 25 | 50 |
| Intro to Hand / Measuring Tools II | 18.75 | 6.25 | 25 |
| Intro to Power Tools II | 18.75 | 6.25 | 25 |
| Air Conditioning / Refrigeration | 205 | 75 | 280 |
| Troubleshooting | 30 | 15 | <u>45</u> |
| | | | 450 |

Semester Four

| Class - Certifications | | | Total |
|------------------------------------|-----|-----|--------------|
| Examine the role of small business | 25 | 25 | 50 |
| Examine entrepreneurship | 25 | 25 | 50 |
| Certification Prep and Testing | 150 | 200 | <u>350</u> |
| | | | 450 |

Total Clock Hours **1800**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

The **Industrial Maintenance Program** prepares students for entry-level employment for residential, commercial, and industrial maintenance.

Students learn skills in electricity, welding, and refrigeration and will have the opportunity to Certify through HVAC Excellence/ESCO Electrical and OSHA

Length of Course: The Industrial Maintenance Program is a two-year program consisting of 900 clock-hours per year. Classes meet Monday-Thursday from 4 p.m. till 10:00 p.m.

Program Requirements: Students must complete with a “C” or better

Job Opportunities: Graduates are employed in various industries throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- Electrical | Lab Hours | Theory Hours | Total |
|-------------------------------|------------------|---------------------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety | 25 | 15 | 40 |
| Intro to Hand Tools | 18.75 | 6.25 | 25 |
| Intro to Power Tools | 18.75 | 6.25 | 25 |
| Electrical Theory TM2610 | 205 | 130 | <u>335</u> |
| Intro to Electrical Prints | | | 450 |

Semester Two

| Class- Wiring | | | Total |
|--------------------------------|-----|----|--------------|
| Residential | 50 | 50 | 100 |
| Commercial & Industrial | 20 | 20 | 40 |
| Fasteners & Anchors | 40 | 40 | 80 |
| Motor Theory and Applications | 25 | 25 | 50 |
| Troubleshooting/Test Equipment | 10 | 20 | 30 |
| Welding | 100 | 50 | <u>150</u> |
| | | | 450 |

Semester Three

| Class - AC Systems | | | Total |
|------------------------------------|-------|------|--------------|
| Program Orientation | 18.75 | 6.25 | 25 |
| Industrial/ Commercial Safety II | 25 | 25 | 50 |
| Intro to Hand / Measuring Tools II | 18.75 | 6.25 | 25 |
| Intro to Power Tools II | 18.75 | 6.25 | 25 |
| Air Conditioning / Refrigeration | 205 | 75 | 280 |
| Troubleshooting | 30 | 15 | <u>45</u> |
| | | | 450 |

Semester Four

| Class - Certifications | | | Total |
|------------------------------------|-----|-----|--------------|
| Examine the role of small business | 25 | 25 | 50 |
| Examine entrepreneurship | 25 | 25 | 50 |
| Certification Prep and Testing | 150 | 200 | <u>350</u> |
| | | | 450 |

Total Clock Hours **1800**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

The **Welding Program** follows guidelines for the American Welding Society SENSE accreditation. Shielded Metal Arc Welding, Gas Metal Arc Welding, Oxy-fuel Cutting are the main focus with blueprint and safety incorporated through out all areas. Students develop skills in an updated laboratory with certified instructors.

Length of Course: The Welding Program is a two-year program consisting of 600 clock-hours per year. Classes meet Tues., Weds., and Thursday from 4 p.m. till 10 p.m.

Program Requirements: Students must complete with a "C" or better

Job Opportunities: Graduates are employed in various industries throughout the Tri-State Area.

Placement Services: Work Force Development provides placement services to graduates of all full-time programs. A representative from WDRC is available to speak with each class before graduation to assist students with the registration process for job placement. Up-to-date job openings are posted at the location. WDRC is located at 120 North 3rd Street, Ironton, OH.

Semester One

| Class- SMAW | Lab Hours | Theory Hours | Total |
|--|------------------|---------------------|--------------|
| Program Orientation | 12 | 6 | 18 |
| Industrial/ Commercial Safety | 24 | 24 | 48 |
| Fire safety/ Emergency procedures/ PPE | 6 | 6 | 12 |
| Handling compressed gases | 12 | 6 | 18 |
| SMAW Equipment and Set-up | 24 | 24 | 48 |
| SMAW fillet welds in all positions | <u>132</u> | <u>24</u> | <u>156</u> |
| | 210 | 90 | 300 |

Semester Two

| Class- GMAW | | | Total |
|------------------------------------|-----------|----------|--------------|
| Blueprint/ Welding symbols | 18 | 18 | 36 |
| Weld Quality/ Testing | 18 | 18 | 36 |
| GMAW Equipment and Set-up | 24 | 24 | 48 |
| GMAW fillet welds in all positions | 132 | 24 | 156 |
| Material identification/ Testing | <u>18</u> | <u>6</u> | <u>24</u> |
| | 210 | 90 | 300 |

Semester Three

| Class - Advanced SMAW | | | Total |
|--|------------|-----------|--------------|
| Program Orientation | 12 | 6 | 18 |
| Industrial/ Commercial Safety II | 24 | 24 | 48 |
| Fire safety/ Emergency procedures/ PPE | 6 | 6 | 12 |
| Blueprint/ Welding symbols II | 18 | 18 | 36 |
| CAC and PAC cutting systems | 12 | 6 | 18 |
| SMAW Groove welds in all positions | <u>150</u> | <u>18</u> | <u>168</u> |
| | 222 | 78 | 300 |

Semester Four

| Class - Welder Certification | | | Total |
|--|-----------|----------|--------------|
| Weld Quality/ Testing II | 18 | 18 | 36 |
| AWS limited thickness test B-U2 or B-U2A | 216 | 6 | 222 |
| GTAW equipment set-up ** | 12 | 6 | 18 |
| SMAW Groove welds in pipe positions** | <u>18</u> | <u>6</u> | <u>24</u> |
| | 264 | 36 | 300 |

Total Clock Hours **1200**

While total instructional hours remain constant, the instructor reserves the right to change unit hours based on individual classes.

COLLINS CAREER CENTER ADULT EDUCATION NURSING PROGRAM

Graduates from the **Practical Nursing Program** meet the Ohio Board of Nursing requirement for eligibility to take the NCLEX-PN Exam. The curriculum includes classroom, laboratory simulation, and clinical experiences. After passing the NCLEX-PN the graduate will be prepared to work in hospitals, nursing homes, physician offices, home health agencies and many other health related fields.

The Ohio Board of Nursing approves the Practical Nursing Program.

| Course | Didactic (contact hrs) | Lab (contact hrs) | Clinical Hours (contact hrs) | Obser/FT |
|----------------------------------|---------------------------|----------------------|---------------------------------|----------|
| NSG200 Intro to Nursing | 24 | 60 | | |
| NSG202 Nursing Principles | 145 | 120 | 24 | |
| BIO100 A & P | 56 | | | |
| HLTH100 Medical Term | 24 | | | |
| NSG300 Medical Surgical | 361 | 56 | 296 | 8 |
| NSG210 Pharmacology I | 14 | | | |
| NSG220 Pharmacology II | 49 | | | |
| NSG100 Professional Roles | 8 | | | |
| NSG110 Leadership Prioritization | 18 | | | |
| NSG410 Peds/G & D | 24 | | 16 | |
| NSG420 Maternity | 32 | | 16 | |
| NSG400 Mental Health | 30 | | | 8 |
| ATI | 103 | | | |
| CPR | 8 | | | |
| | | | | |
| Total Didactic | 785 | | | |
| Total Lab | 236 | | | |
| Total Clinical | 352 | | | |
| Total Observation | 16 | | | |
| CPR | 8 | | | |
| ATI | <u>103</u> | | | |
| Total Contact Hours | 1500 | | | |

Collins Career Center Practical Nursing applicants are accepted on a first come first serve basis. You must comply with all health screening guidelines and application process. Applications must be hand delivered with proof of identification to one of our locations. The Program accepts 40 students into each class.

Length of Course: There are four practical nursing programs available. Two of the programs begin in August and end the following June. The LPN 101 program meets on Mon., Tues. and Thursdays from 8 a.m. until 4 p.m. The PN 105 program meets on Mon. and Tues. evenings from 4:00 p.m. till 10 p.m. and Fridays from 8 a.m. until 4 pm.

The other two programs start in January and end the following February. The PN 102 meets Tues., Weds, and Thursday from 8 a.m. till 4 p.m. The PN 103 program meets on Tues, Weds, and Thursdays from 4:00 p.m. until 10 p.m. Both of these programs meet at the Coal Grove Campus.

Program Requirements: Each nursing course must be completed with a grade of 80% or greater.

Job Opportunities: Graduates are employed in area hospitals, clinics and physician offices. Advancement depends on individual personal goals.

**COLLINS CAREER CENTER
ADULT EDUCATION
LPN-RN DIPLOMA NURSING PROGRAM**

Graduates from the LPN-RN Diploma Nursing Program meet the Ohio Board of Nursing requirements for eligibility to take the NCLEX-RN Exam. The curriculum includes classroom, laboratory simulation, and clinical experiences. After pass the NCLEX-RN the graduate will be prepared to work in hospitals, nursing homes, Physician’s offices, home health agencies, and many other health related field.

The Ohio Board of Nursing approves the LPN-RN Diploma Nursing Program.

| Course | Didactic hrs | Lab hrs | clinical hrs | observe |
|-------------------------------|--------------|---------|--------------|---------|
| NUR 600 LPN-RN Transition | 120 | 40 | 32 | |
| NUR 500 Intro to Pharmacology | 50 | | | |
| NUR 601 Nursing I | 226 | | 96 | |
| NUR 501 Pharmacology I | 80 | 10 | | |
| NUR 602 Nursing II | 176 | | 96 | |
| NUR 502 Pharmacology II | 80 | 10 | | |
| NUR 603 Nursing III | 130 | | 108 | |
| NUR 503 Pharmacology III | 80 | 10 | | |

Total Contact Hours: 1344

Collins Career Technical Center LPN-RN Diploma Nursing Program applicants are selected based on entrance exam scores, work experience, clinical experience, and an unencumbered LPN license. You must comply with all health screening guidelines and application process. Applications must be hand delivered with proof of identification to one of our locations. The program accepts 40 students each calendar year.

Length of Course: The program begins the beginning of February each year and graduates the following February spanning one calendar year. The program meets every Friday from 8:00am to 4:00pm. In addition, one clinical day per week per quarter is expected. This program does require internet access with almost half of the program meeting online objectives. Computer and internet access is necessary in order to complete the requirements of this program.

Program Requirements: Each nursing course must be completed with a grade of 80% or greater.

Job Opportunities: Graduates are employed in area hospitals, clinics, home health agencies, physician offices, long term care facilities, and many other health related fields.

**COLLINS CAREER CENTER
ADULT EDUCATION
ALLIED HEALTH PROGRAMS**

The **Diagnostic Medical Sonography (Ultrasound) Program** will provide education to students desiring a position as a medical sonographer in a hospital, clinic, or physician's office. The program is designed to provide training in abdominal, ob/gyn, and vascular sonography. The curriculum includes a combination of classroom and laboratory instruction as well as clinical practice in area healthcare facilities.

The goal of the Diagnostic Medical Sonography Program is to prepare competent entry-level general sonographers and entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon completion of the two-year program, students will be eligible to test with the American Registry of Diagnostic Medical Sonographers in the areas of: Physics and Instrumentation, Abdomen, OB/GYN, and Vascular Technology.

Semester One

| Class | Credits | Total |
|--------------------------------|----------------|--------------|
| Abdominal Sonography I | 4 | 60 |
| Abdominal Sonography I Lab | 2 | 60 |
| Gynecological Sonography I | 4 | 60 |
| Gynecological Sonography I Lab | 2 | 60 |
| Clinical I | 4 | 240 |

Semester Two

| Class | Credits | Total |
|---------------------------------|----------------|--------------|
| Abdomen II | 2 | 40 |
| Abdomen II Lab | 2 | 60 |
| Physics & Instrumentation I | 2 | 40 |
| Gynecological Sonography II | 2 | 40 |
| Gynecological Sonography II Lab | 2 | 60 |

Semester Three

| Class | Credits | Total |
|--------------------------------|----------------|--------------|
| Physics and Instrumentation II | 2 | 40 |
| Obstetrics I | 2 | 40 |
| Obstetrics I Lab | 2 | 60 |
| Small Parts | 2 | 40 |
| Small Parts Lab | 2 | 60 |
| Clinical II | 4 | 240 |

Semester Four (16 weeks long)

| Class | Credits | Total |
|-------------------------------|----------------|--------------|
| Physics & Instrumentation III | 2 | 40 |
| Obstetrics II | 2 | 40 |
| Obstetrics II Lab | 2 | 60 |
| Vascular I | 2 | 40 |
| Vascular I Lab | 2 | 60 |
| Clinical III | 5 | 240 |

Semester Five

| Class | Credits | Total |
|--------------|----------------|--------------|
| Clinical IV | 4 | 240 |

| Class | Credits | Total |
|-----------------|----------------|--------------|
| Vascular II | 4 | 60 |
| Vascular II Lab | 4 | 120 |
| Registry Review | 4 | 60 |

| | | |
|--------------|---|-------------|
| Clinical V | 4 | 240 |
| TOTAL | | 2400 |

Length of Course: The Diagnostic Imaging Program is a two-year program that begins in January and completes in December of each year. Students do not attend during the month of July. If the student does not have all of the pre-requisite classes, they will take them in the Fall prior to the start of their first year. These courses are offered on the Collins campus and students must pass them in order to continue with the program. Classes meet Monday thru Thursdays at the Main Campus from 8 a.m. until 4 p.m.

Program Requirements: Each course must be completed with a grade of “80%” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, and imaging centers. Advancement depends on individual personal goals.

The **Cardiac Sonography** Program is a combination of classroom and laboratory instruction which provides education to students wishing to pursue a career in sonography of the heart.

The goal of the Cardiac Diagnostic Sonography Program is to prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the two-year program, students will be eligible to test with the American Registry of Diagnostic Medical Sonographers.

| | Credits | Lab Hours Weekly | Total Hours per week | Number of weeks | Total | Clock |
|--------------------------------|---------|------------------|----------------------|-----------------|-------|-------------|
| Semester One | | | | | | |
| Introduction to Sonography | 4 | | 4 | 16 | 64 | 4 |
| Physics and Instrumentation | 4 | | 4 | 16 | 64 | 4 |
| Cardiac Sonography I | 4 | | 11 | 16 | 176 | 11 |
| Cardiac Sono Lab I | | 8 | 8 | 16 | 128 | 4 |
| Principals of EKG | 1 | | 1 | 16 | 16 | 1 |
| Semester Two | | | | | | |
| Clinical Practice I | 32 | | 32 | 8 | 256 | 5 |
| Physics Review | 2 | | 2 | 8 | 16 | 1 |
| Semester Three | | | | | | |
| Vascular I | 4 | | 4 | 16 | 64 | 4 |
| Cardiac Sonography II | 12 | | 12 | 16 | 192 | 12 |
| Cardiac Sono Lab II | | 8 | 8 | 16 | 128 | 4 |
| Physics and Instrumentation II | 4 | | 4 | 16 | 64 | 4 |
| Semester Four | | | | | | |
| Clinical Practice II | 32 | | 32 | 16 | 512 | 9 |
| Registry Review | 2 | | 2 | 16 | 32 | 2 |
| Semester Five | | | | | | |
| Clinical Practice III | 12 | | 12 | 8 | 96 | 6 |
| Cardiac Sono Lab III | | 12 | 12 | 8 | 96 | 3 |
| Vascular II | 4 | | 4 | 8 | 32 | 2 |
| Semester Six | | | | | | |
| Clinical Practice III | 32 | | 32 | 16 | 512 | 9 |
| Registry Review | 2 | | 2 | 16 | 32 | 2 |
| TOTAL CLOCK HOURS | | | | | | 2480 |

Length of Course: The Cardiac Diagnostic Imaging Program is a two-year program that begins in January and completes in December the following year. Students do not attend during the month of July. If the student does not

have all of the pre-requisite classes, they will take them in the Fall prior to the start of their first year. These courses are offered on the Collins campus and students must pass them in order to continue with the program. Classes meet Monday thru Thursdays at the Chesapeake location from 12 p.m. until 4 p.m.

Program Requirements: Each course must be completed with a grade of “80%” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, and imaging centers. Advancement depends on individual personal goals.

The **Exercise Science** Program prepares students for necessary industry certifications as well as the knowledge and motivation to continue as lifelong learners in health and fitness. This program will provide students with the ability to lead clients in safe and effective methods of exercise while demonstrating healthy lifestyles, proper nutrition, and fitness programs or transfer to a higher education institution to further their education in exercise science or other health-related programs.

First Year

1st Semester

| <u>Course</u> | | <u>Credit</u> | <u>Hours</u> |
|---------------|----------------------------------|---------------|--------------|
| ENG 111 | Written Communications | 3 | 48 |
| BIOL 257 | Intro to Anatomy & Physiology | 3 | 48 |
| MAT 133 | College Algebra for Allied Heath | 5 | 80 |
| AH 151 | Medical Terminology | 3 | 48 |
| ES 170 | Introduction to Exercise Science | 3 | 48 |
| ES 188 | Principles of Fitness & Wellness | 3 | 48 |

2nd Semester

| <u>Course</u> | | <u>Credit</u> | <u>Hours</u> |
|---------------|--------------------------------------|---------------|--------------|
| AH 204 | Legal & Ethical Issues in Healthcare | 3 | 48 |
| COM 112 | Oral Communications | 3 | 48 |
| BIOL 260 | Human Anatomy | 4 | 64 |
| ES 196 | Fitness Assessment | 3 | 48 |
| ES 212 | Methods of Exercise Teaching | 3 | 48 |
| ES 216 | Exercise Prescription | 3 | 48 |

3rd Semester

| <u>Course</u> | | <u>Credit</u> | <u>Hours</u> |
|---------------|-------------------------------|---------------|--------------|
| ES 224 | Principles of Sports Training | 3 | 48 |
| ES 232 | Care & Prevention of Injuries | 3 | 48 |
| ES 201 | Clinical 1 | 3 | 192 |

Second Year

4th Semester

| <u>Course</u> | <u>Credit</u> | <u>Hours</u> |
|--|---------------|--------------|
| ES 240 Motor Development | 3 | 48 |
| ES 248 Special Exercise Populations | 3 | 48 |
| ES 256 Principles of EKG | 3 | 48 |
| ES 270 Functional Anatomy for Exercise | 3 | 48 |
| ES 202 Clinical 2 | 3 | 192 |
| BIOL 265 Human Physiology | 4 | 64 |

5th Semester

| <u>Course</u> | <u>Credit</u> | <u>Hours</u> |
|---|---------------|--------------|
| ES 274 Psychology of Fitness & Wellness | 3 | 48 |
| ES 278 Nutrition for Fitness & Wellness | 3 | 48 |
| ES 282 Fitness Management | 3 | 48 |
| ES 203 Clinical 3 | 3 | 192 |

6th Semester

| <u>Course</u> | <u>Credit</u> | <u>Hours</u> |
|---|---------------|--------------|
| ES 290 Certification Preparatory Course | 3 | 48 |
| ES 204 Clinical 4 | 2 | 112 |

| | |
|------------------------------|--------------|
| Total Credit Hours: | 84 |
| Total Class Hours: | 1,168 |
| Total Clinical Hours: | 688 |
| Total Program Hours: | 1,856 |

Length of the Course: It is a two (2) year program that begins in August of each year. Upon completion of this program, graduates will receive an Associate's degree of Applied Science in Exercise Science and are prepared to take the ACSM's certification exam. Classes meet Tuesdays and Thursdays at the Chesapeake location from 8 a.m. until 4 p.m.

Program Requirements: Each course must be completed with a grade of 80% or better.

Job Opportunities: Careers settings for graduates from this program vary from clinical to non-clinical, hospital based, community facilities, private clubs, and corporate fitness centers. Common job titles in this field: Health & Wellness Specialist, Personal Trainer, Strength & Conditioning Coach, Exercise Specialist, Group Fitness Specialist, Performance Coach, Recreation Coordinator, and Fitness Director.

The **Paramedic Program** prepares students to take the National Registry Certification Exam. The Program provides classroom, laboratory and clinical experiences for the students. Students must first be an EMT before entering the Paramedic Program.

| Class | Credits | Program Total Hours |
|-------------------------------------|---------|---------------------|
| Paramedic Theory | 21 | 320 |
| Lab/Clinical | 10 | 484 |
| Anatomy & Physiology | 5 | 80 |
| Medical Terminology | 2 | 40 |
| Critical Thinking for EMS Providers | 2 | 30 |
| ACLS | 1 | 16 |
| PEPP | 1 | 16 |
| ITLS | 0 | 10 |
| Review Course (AMLS) | 3 | 48 |
| Practical Skill Testing | 0 | 8 |
| Total Clock Hours | | 1052 |

Length of Course: The Paramedic Program is a one-year program that begins in October and completes the following October. Classes meet Tuesdays and Thursdays at the Main Campus from 4 p.m. until 10 p.m.

Program Requirements: Each course must be completed with a grade of “80” or better.

Job Opportunities: Graduates are employed in area hospitals and emergency squads.

The **Patient Care Technician Program** offers graduates the opportunity to pursue a career in health care with multiple certifications and skills. Graduates may take the certification tests for: First Aid/CPR, EKG Registry, and Phlebotomy. This program prepares graduates to work in nursing homes, home health settings, hospitals, clinics, and doctors’ offices. The Phlebotomy portion of this program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

| Class | Credits | Lab Hours Weekly | Theory Hours Weekly | Total Hours per week | Number of weeks | Total Hours |
|-------------------------|---------|------------------|---------------------|----------------------|-----------------|-------------|
| STNA | 4 | 6 | 6 | 12 | 8 | 96 |
| Phlebotomy | 16 | 12 | 12 | 24 | 16 | 384 |
| Medical Terminology | 1 | 1.5 | 1.5 | 3 | 8 | 24 |
| Medical Insurance | 3 | 3.5 | 3.5 | 7 | 8 | 56 |
| Electrocardiography | 4 | 2 | 6 | 8 | 8 | 64 |
| Health Unit Coordinator | 2 | 2 | 2 | 4 | 8 | 32 |
| CLIA Waived Testing | 3 | 2 | 4 | 6 | 8 | 48 |
| Workplace Readiness | 1 | 1 | 2 | 3 | 8 | 24 |
| Internships | 6 | | | 10.5 | 26 | 272 |
| Total Hours | | | | | | |

Length of Course: The Patient Care Program is an eight-month program that begins in October and completes in June. Classes meet Monday thru Thursdays at the Main Campus from 4 p.m. till 10 p.m.

Program Requirements: Each course must be completed with a grade of “C” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, and doctor offices.

The **Pharmacy Technician Program** prepares students to assist the pharmacist in IV admixture as well as prescription preparation and procedures. Upon completion, graduates will be eligible to take the National Certification Examination. The American Society of Health-System Pharmacists accredits this program.

| Class | Credits | Lab Hours Weekly | Theory Hours Weekly | Total Hours per week | Number of weeks | Total Hours |
|------------------------|---------|------------------|---------------------|----------------------|-----------------|-------------|
| Workplace Readiness | 1 | | 2 | 2 | 8 | 16 |
| Medical Terminology | 1 | | 3 | 3 | 8 | 24 |
| Law and Ethics | 1 | | 3 | 3 | 8 | 24 |
| Anatomy and physiology | 2 | | 3 | 3 | 8 | 32 |
| Pharmacology | 6 | | 3 | 3 | 24 | 96 |
| Pharmacy Practice | 3 | | 6 | 6 | 24 | 144 |
| Lab | 4 | 4 | | 4 | 24 | 96 |
| Calculations | 4 | | 3 | 3 | 24 | 72 |
| Internship | 3 | | | 6 | 24 | 144 |

Length of Course: The Pharmacy Technician Program is a 16 week program that begins in October and completes in May. Classes meet Monday thru Thursdays at the Main Campus from 3 p.m. till 10 p.m. and on Fridays from 8 a.m. till 4 p.m.

Program Requirements: Each course must be completed with a grade of “C” or better.

Job Opportunities: Graduates are employed in area hospitals, pharmacies, and other facilities that have pharmacies in-house.

The **Phlebotomy Technician Program** trains students in the collection of blood specimens for laboratory analysis. Graduates may seek employment in hospitals, physicians’ offices, private laboratories, insurance companies, short-term medical placement agencies, and nursing homes.

| Class | Credits | Lab Hours Weekly | Theory Hours Weekly | Total Hours per week | Number of weeks | Total |
|---------------------|---------|------------------|---------------------|----------------------|-----------------|-------|
| Phlebotomy | 12 | | 12 | 12 | 16 | 192 |
| Lab | 6 | 12 | | 12 | 16 | 192 |
| Clinical Lab Tests | 1 | | 3 | 3 | 8 | 24 |
| Medical Terminology | 1 | 1.5 | 1.5 | 3 | 8 | 24 |
| Workplace Readiness | 2 | 1 | 2 | 4 | 8 | 32 |
| Internships | 2 | | | 8 | 16 | 128 |
| CPR | 0 | | 8 | | | 8 |

Length of Course: The Phlebotomy Technician Program is a 16 week program that begins in January and completes in May. Classes meet Monday thru Thursdays at the Main Campus from 4 p.m. until 10 p.m.

Program Requirements: Each course must be completed with a grade of “C” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, doctors’ offices and labs.

The **Multi-Skilled Technician** offers graduates the opportunity to pursue a career in health care with multiple certifications and skills. Graduates may take the certification tests for: First Aid/CPR, EKG Registry, Pharmacy, and Phlebotomy. This program prepares graduates to work in nursing homes, home health settings, hospitals, clinics, and doctors’ offices. The Phlebotomy portion of this program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences and the Pharmacy portion is accredited by the American Society of Health-System Pharmacists.

This program is composed of the Patient Care Tech, Pharmacy, and Phlebotomy programs listed above. In addition, students will receive training as an Administrative Medical Assistant.

Length of Course: The Multi-Skilled Technician program begins in January and completes in December. Classes meet Monday thru Thursdays at the Main Campus from 4 p.m. until 10 p.m. Students do not attend during July.

Program Requirements: Each course must be completed with a grade of “C” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, doctors’ offices and labs.

The **Radiologic Technology Program** is a two (2) year program of four (4) semesters and two (2) summer intersessions. With successful completion of the program, students are eligible to sit for the National Registry Exam with the American Registry of Radiologic Technologists (ARRT).

| Class | Credits | Lab Hours Weekly | Theory Hours Weekly | Total Hours per week | Number of weeks | Total |
|-------------------------------|---------|------------------|---------------------|----------------------|-----------------|-------------|
| Semester One | | | | | | |
| Radiology Procedures I | 3 | | 3 | 3 | 16 | 48 |
| Radiology Procedures I Lab | 3 | 6 | | 6 | 16 | 96 |
| Introduction to Radiology | 3 | | 3 | 3 | 16 | 48 |
| Summer Intersession I | | | | | | |
| Ethics and Law | 2 | | 4 | 3 | 8 | 32 |
| Physics and Imaging I | 2 | | 4 | 3 | 8 | 32 |
| Clinical Practice I | 2 | 16 | | 16 | 8 | 288 |
| Semester Two | | | | | | |
| Radiology Procedures II | 3 | | 3 | 3 | 16 | 48 |
| Radiology Procedures II Lab | 3 | 6 | | 6 | 16 | 96 |
| Physics and Imaging II | 3 | | 3 | 3 | 16 | 48 |
| Clinical Practice II | 5 | 16 | | 16 | 16 | 256 |
| Semester Three | | | | | | |
| Radiology Procedures III | 3 | | 3 | 3 | 16 | 48 |
| Digital Imaging | 3 | | 3 | 3 | 16 | 48 |
| Radiographic Pathology | 3 | | 3 | 3 | 16 | 48 |
| Rad. Prot./Radiology | 3 | | 3 | 3 | 16 | 48 |
| Summer Intersession II | | | | | | |
| Radiologic Pharmacology | 2 | | 4 | 4 | 8 | 32 |
| Quality Assurance | 2 | | 4 | 4 | 8 | 32 |
| Clinical Practice III | 2 | 16 | | 16 | 8 | 384 |
| Semester Four | | | | | | |
| Advanced Imaging | 3 | | 3 | 3 | 16 | 48 |
| Registry Review | 3 | | 6 | 6 | 16 | 96 |
| Clinical Practice IV | 5 | 16 | | 16 | 16 | 256 |
| TOTAL CLOCK HOURS | | | | | | 2032 |

Length of Course: The Radiologic Technology Program is a two-year program that begins in January and completes in December of each year. Students do not attend during the month of July. Classes meet Monday thru Thursdays at the Chesapeake location from 8 a.m. until 4 p.m.

Program Requirements: Each course must be completed with a grade of “80%” or better.

Job Opportunities: Graduates are employed in area hospitals, clinics, and imaging centers. Advancement depends on individual personal goals.

The **Computed Tomography (CT) Program** is 19 week program that begins each year in January and August. Computed Tomography is the use of Ionizing Radiation and a computer to gather anatomic information in a cross-sectional plane of the body. From that information, the CT scanner uses a process termed “Image Reconstruction” to produce a variety of images ranging from Cross-sectional two-dimensional images to virtual reality images of the anatomy or organ.

In order to get an application, students must either have an ACT score of 21 or better in the past 3 years or take the WorkKeys test and achieve scores of Math (5), Locating Information (4), and Reading (5). WorkKeys scores are good for 3 years.

To be considered for the CT program, students must possess a valid and current AART license/certification in one of the following: Radiologic Technology, Nuclear Medicine, or Radiation Therapy.

Courses:

| | |
|-------------------------------------|-----|
| Introduction to Computed Tomography | |
| Patient Care and Safety | |
| Physics and Instrumentation | |
| Imaging Procedures | |
| Registry Review | |
| Total Theory Hours | 240 |
| Total Clinical Hours | 360 |
| TOTAL HOURS | |
| 600. | |

Program Requirements: Each CT course must be completed with a grade of “80%” or greater.

Job Opportunities: Graduates are employed in area hospitals, clinics, and imaging centers.

The **Magnetic Resonance Imaging (MRI) Program** is a **19 week** program that begins each year in January and August. MRI is an advanced imaging process that utilizes a magnetic field along with radiofrequency signals to produce detailed images in any plane. MRI is the procedure of choice for many diagnostic studies of the brain, spine, extremities and soft tissue areas of the body. This dynamic imaging is highly beneficial in providing diagnoses to physicians for their patients.

In order to get an application, students must either have an ACT score of 21 or better in the past 3 years, or take the WorkKeys test and achieve scores of Math (5), Locating Information (4), and Reading(5). WorkKeys scores are good for 3 years.

To be considered for the MRI program, students must possess a valid and current ARRT license/certification in one of the following: Radiologic Technology, Nuclear Medicine, Radiation Therapy or Ultrasound.

Courses:

| | |
|---|------------|
| MRI Patient Care and Safety | 20 |
| MRI Fundamentals, Physics and Image Formation | 52 |
| MRI Imaging Parameters | 20 |
| MRI Imaging Procedures | 52 |
| MRI Clinical Practicum | 360 |
| MRI Registry Review | 96 |
| Total Hours/Didactic | 240 |
| Total Clinical Hours | 360 |
| Total Hours | 600 |

Program Requirements: Each MRI course must be completed with a grade of 80% or greater.

Job Opportunities: Graduates are employed in area hospitals, clinics, and imaging centers.

The **Respiratory Therapy Program** is a two-year program that provides instruction necessary to enable graduates to function as competent, respiratory care practitioners. The curriculum includes a combination of classroom and laboratory instruction, as well as clinical practice in hospitals, doctors' offices, and clinics. This program is fully accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Mountwest Community and Technical College (MCTC) awards an Associate of Applied Science Degree in Respiratory Therapy upon completion of all required course work.

| Course | Credit | Theory Hours Weekly | Lab/Clinical Hours Weekly | Total Hrs. Per Week | Number of Weeks | Total |
|--------------------------------------|----------|---------------------|---------------------------|---------------------|-----------------|------------|
| First Year – First Semester | | | | | | |
| Written Communications | 3 | 3 | | 3 | 16 | 48 |
| Intro. Anatomy & Physiology | 3 | 3 | | 3 | 16 | 48 |
| Algebra for Allied Health | 5 | 5 | | 5 | 16 | 80 |
| Medical Terminology | 3 | 3 | | 3 | 16 | 48 |
| Intro. to Respiratory Therapy | 1 | 1 | | 1 | 16 | 16 |
| Respiratory Care Pharmacology | <u>3</u> | 3 | | 3 | 16 | <u>48</u> |
| | 18 | | | | | 288 |
| First Year – Second Semester | | | | | | |
| Oral Communications I | 3 | 3 | | 3 | 16 | 48 |
| Lifespan Psychology | 3 | 3 | | 3 | 16 | 48 |
| Respiratory Procedure I | 3 | 3 | | 3 | 16 | 48 |
| Respiratory Procedure I Lab | 1 | | 2 | 2 | 16 | 32 |
| Cardiopulmonary Evaluation I | 3 | 3 | | 3 | 16 | 48 |
| Clinical Practice I | <u>3</u> | | 12 | 12 | 16 | <u>192</u> |
| | 16 | | | | | 416 |
| First Year – Third Semester | | | | | | |
| Cardiopulmonary Pathophysiology | 3 | 6 | | 6 | 8 | 48 |
| Cardiopulmonary Evaluation II | 3 | 6 | | 6 | 8 | 48 |
| Clinical Practice II | <u>2</u> | | 12 | 12 | 8 | <u>96</u> |
| | 8 | | | | | 192 |
| Second Year – Fourth Semester | | | | | | |
| Respiratory Procedure II | 3 | 3 | | 3 | 16 | 48 |
| Respiratory Procedure II Lab | 1 | | 2 | 2 | 16 | 32 |
| Mechanical Ventilatory Tech | 3 | 3 | | 3 | 16 | 48 |
| Mechanical Ventilatory Tech Lab | 1 | | 2 | 2 | 16 | 32 |
| Clinical Practice III | <u>3</u> | | 12 | 12 | 16 | <u>192</u> |
| | 11 | | | | | 352 |
| Second Year – Fifth Semester | | | | | | |
| Neonatal/Pediatric | 3 | 3 | | 3 | 16 | 48 |
| Respiratory Home Care/Rehab | 3 | 3 | | 3 | 16 | 48 |
| Mechanical Ventilatory Mgmt. | 3 | 3 | | 3 | 16 | 48 |
| Mechanical Ventilatory Mgmt. Lab | 1 | | 2 | 2 | 16 | 32 |
| Clinical Practice IV | <u>3</u> | | 12 | 12 | | <u>192</u> |
| | 13 | | | | | 368 |
| Second Year – Sixth Semester | | | | | | |
| Seminar/Board Review | 3 | 3 | | 3 | 16 | 48 |
| Clinical Practice 5 | <u>2</u> | | 12 | 12 | 8 | <u>96</u> |
| | 5 | | | | | 144 |
| TOTAL CLASS HOURS | | 864 | | | | |
| TOTAL LAB HOURS | | 128 | | | | |
| TOTAL CLINICAL HOURS | | <u>768</u> | | | | |
| TOTAL FOR PROGRAM | | 1760 | | | | |
| TOTAL CREDIT HOURS | | 71 | | | | |

Length of Course: The Respiratory Therapy Program is a two-year program that begins in August each year and ends the last week of June. Students are off during the month of July.

Program Requirements: Each Respiratory Therapy course must be completed with a grade of “80%” or greater.

Job Opportunities: Graduates are employed in area hospitals and nursing homes. Advancement depends on individual personal goals.

Collins Career Technical Center Respiratory Therapy applicants are accepted on a first come first serve basis. You must comply with all health screening guidelines and application process. Applications must be hand delivered with proof of identification to one of our locations. The Program accepts 24 students only. An alternate list is generated for prospective students over the allotted enrollment.

The **Surgical Technology Program** is designed to provide the graduate with the necessary knowledge and skills to provide safe and efficient care to the patient undergoing surgery. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel in delivering patient care and resuming responsibilities before, during and after surgery. Surgical technologists have primary responsibility for creating and maintaining the sterile field. The student will learn the necessary skills through the classroom and lab setting. Students will then perform the skills in the actual operating room setting during clinical practice at area hospitals.

Applicants of the Surgical Technology Program should be aware of the following desired characteristics as identified by the Association of Surgical Technologists, www.ast.org:

1. The ability to perform under pressure in stressful and emergency situations is a quality essential to surgical technologists.
2. A stable temperament, a strong sense of responsibility, considerable patience, and concern for order are required.
3. Manual dexterity and physical stamina are vital.
4. Must be able to work quickly, but accurately, and be able to integrate a number of activities according to priority.
5. Must be keenly sensitive to the needs of patients as well as the needs of other members of the surgical team.
6. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society.

Length of Course: The Program begins in August and completes the following June. Classes meet Monday – Thursday from 8 a.m. – 3:30 p.m.

| Class | Credits | Theory Hours Weekly | Lab/Clinical Hours Weekly | Total Hours Per Week | Number of Weeks | Total Hours |
|---------------------------------------|----------|---------------------|---------------------------|----------------------|-----------------|-------------|
| Semester 1A | | | | | | |
| Anatomy and Physiology | 2 | 3.75 | | 3.75 | 8 | 30 |
| Medical Terminology | 2 | 3.75 | | 3.75 | 8 | 30 |
| Microbiology | 2 | 3.75 | | 3.75 | 8 | 30 |
| Pharmacology | 2 | 3.75 | | 3.75 | 8 | 30 |
| Intro to Surgical Technology Sciences | <u>2</u> | 3.75 | | 3.75 | 8 | <u>30</u> |
| Total Hours Sem. 1A | 10 | | | | | 150 |
| Semester 1B | | | | | | |
| Surgical Technology 100 | 4 | 7.5 | | 7.5 | 8 | 60 |
| Surgical Technology 101 Clinical | 2 | | 13.75 | 13.75 | 8 | 110 |
| CPR (done in 2 days/5 per day) | <u>0</u> | 5 | 5 | | | <u>10</u> |
| Total Hours Sem. 1B | 6 | | | | | 180 |
| Semester 2A | | | | | | |
| Surgical Technology 200 | 4 | 8.75 | | 8.75 | 8 | 70 |
| Surgical Technology 201 Clinical | <u>3</u> | | 17.5 | 17.5 | 8 | <u>140</u> |
| Total Hours Sem. 2A | 7 | | | | | 210 |
| Semester 2B | | | | | | |
| Surgical Technology 300 | 4 | 8.75 | | 8.75 | 8 | 70 |
| Surgical Technology 301 Clinical | <u>4</u> | | 26.25 | 26.25 | 8 | <u>210</u> |
| Total Hours Sem. 2B | 8 | | | | | 280 |
| Semester 3 | | | | | | |
| Surgical Technology 400 | 4 | 8.75 | | 8.75 | 8 | 70 |
| Surgical Technology 401 Clinical | <u>4</u> | | 26.25 | 26.25 | 8 | <u>210</u> |
| Total Hours Sem. 3 | 8 | | | | | 280 |
| TOTAL CLOCK HOURS FOR YEAR | | | | | | 1100 |
| TOTAL CREDIT HOURS | | | | | | 39 |

Student Work Policy: All student activities associated with the curriculum especially while the students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during his/her clinical educational experience nor will the student be substituted for hired staff personnel within the clinical institution in the capacity of a Surgical Technologist.

Surgical Rotation Case Requirements:

- The student must complete 120 surgical cases
- Students are required to complete 30 cases in general surgery, 20 of the cases must be in the First Scrub Role.

- Students are required to complete 90 cases in various surgical specialties; 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. The maximum number of cases per specialty is 15.
- The student is required to verify surgical rotation documentation the progression in First and Second Scrub Roles.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic and 5 vaginal delivery cases can be recorded towards the maximum number of Second Scrub Role cases.
- Observation cases must be documented, but do not count towards the 120 required cases.
- Roles are defined in Programmatic handbook.

Program Requirements: Each Surgical Technology course must be completed with a grade of “80” or greater.

Graduation: A Certificate is granted from Collins Career Center upon satisfactory completion of the program. Graduates are eligible to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), 6 West Dry Creek Circle, Suite 100, Littleton CO, 80120 Phone #800-707-0057 web site: www.nbstsa.org.

The program is nationally accredited by the Committee on Accreditation of Allied Health Education Programs. Their address is:

CAAHEP www.caahep.org
 1361 Park Street
 Clearwater, FL 33756
 (727) 210-2350

Job Opportunities: Graduates are employed in area hospitals, clinics and physician offices. Advancement depends on individual personal goals.

Collins Career Center Surgical Technology applicants are accepted on a first come first serve basis. You must comply with all health screening guidelines and application process. Applications must be hand delivered with proof of identification to one of our locations. The Program accepts 24 students only. An alternate list is generated for prospective students over the allotted enrollment.

COLLINS CAREER CENTERb ADULT EDUCATION HUMAN SERVICES AND PROTECTIVE SERVICES

The **Cosmetology Services Program** is designed to provide education and training to students desiring a position in the cosmetology field. The program provides a curriculum, which includes theory, skills, and salon ethics required to become a licensed cosmetologist. Students, in a supervised salon setting practice techniques including: hairstyling, nail care, chemical services, and skin care.

Upon successful completion of the Cosmetology Services Program, graduates will be eligible to sit for the Ohio State Board of Cosmetology Licensure Exam. The Cosmetology Services Program is divided into four (4) certificate areas to choose. They are as follows:

| | Program Total Hours |
|---|------------------------------------|
| Cosmetology Certificate | |
| Theory | 450 |
| Lab | 1050 |
| Cosmetology Management Certificate | |
| Theory | 210 |
| Lab | 90 |
| Total Clock Hours | 1800 |

The **Law Enforcement Program** provides graduates for job opportunities in the following areas: police officers, prison guards, insurance companies, security agencies, government security, and highway patrol (with additional training). This program qualifies students to take the Ohio Examination for Law Enforcement Officers.

The Ohio Peace Officers Training Commission approves the course outline and subject areas. All cadets must pass a physical conditional assessment before taking the state certification exam.

| | Program Total Hours |
|--------------------------|------------------------------------|
| Theory | 280 |
| Lab | 320 |
| Total Clock Hours | 600 |

2016-2017 Tuition Rates

Trade and Industrial (Books included, No tools included)

| | |
|------------------------|------------|
| Auto Body Repair | \$5,850.00 |
| Auto Mechanics | \$5,850.00 |
| Electricity | \$5,850.00 |
| H.V.A.C | \$5,850.00 |
| Industrial Maintenance | \$5,850.00 |
| Welding | \$5,850.00 |

Allied Health Programs (includes liability insurance) (Books not included)

| | |
|--------------------------------------|-------------------|
| Medical Adm/Coding and Billing Spec. | \$4,700.00 |
| Paramedic | \$7,000.00 |
| Patient Care Technician | \$5,000.00 |
| Pharmacy Technician | \$3,600.00 |
| Phlebotomy Technician | \$3,600.00 |
| Practical Nursing | \$9,500.00 |
| Computed Tomography | \$5,000.00 |
| MRI Tech | \$5,000.00 |
| Radiology Technician I | \$8,750.00 + MCTC |
| Radiology Technician II | \$8,750.00 + MCTC |
| Respiratory Therapy I | \$8,000.00 + MCTC |
| Respiratory Therapy II | \$8,000.00 + MCTC |
| RN | \$13,000.00 |
| Cardiac Sonography I | \$8,950.00 + MCTC |
| Cardiac Sonography II | \$8,950.00 + MCTC |
| General Sonography I | \$8,950.00 + MCTC |
| General Sonography II | \$8,950.00 + MCTC |
| Surgical Technology | \$7,000.00 + MCTC |
| Medical Laboratory Tech I | \$8,750.00 + MCTC |
| Medical Laboratory Tech II | \$8,750.00 + MCTC |
| Exercise Science I | \$6,700.00 + MCTC |
| Exercise Science II | \$6,700.00 + MCTC |
| Clinical Medical Assisting | \$4,700.00 |

Protective Services

| | |
|-----------------|------------|
| Law Enforcement | \$4,300.00 |
|-----------------|------------|

Human Services

| | |
|-------------|------------|
| Cosmetology | \$9,750.00 |
|-------------|------------|

Short Term Programs

| | |
|---------------------------------|----------------------------|
| Advanced Medical Coding/Billing | \$400.00 |
| Blood Borne Pathogen | \$25.00 |
| Certified Nursing Assistant | \$725.00 + book (\$75) |
| CPR (Healthcare Provider) | \$50.00 + book (\$15) |
| CPR (Heartsaver) | \$50.00 + book (15) |
| CPR (Heartsaver with first aid) | \$75.00 + book (\$20) |
| EKG | \$400.00 + book (\$55) |
| EMT (includes insurance) | \$750.00 + books and shirt |

| | |
|---------------------------|--------------------------------|
| Firefighters | \$225.00 + books |
| IV Therapy | \$375.00 + OBN app. fee (\$35) |
| Medical Coding/Billing | \$450.00 + books |
| Medical Terminology | \$350.00 + book |
| Stationary Steam Plant | \$595.00 + book |
| Advanced Airway | \$75.00 + book |
| EMT Refresher | \$175.00 |
| First Responder | \$225.00 + book (\$90) |
| First Responder Refresher | \$ 85.00 |
| Paramedic Refresher | \$265.00 |

Additional Programs

*Students are enrolled in the following programs based on enrollment numbers:

| | |
|-----------------------------|------------|
| CADD | \$3,600.00 |
| Computer Tech | \$3,800.00 |
| Dental Assistant | \$5,000.00 |
| Dialysis | \$3,600.00 |
| Electroneurodiagnostic Tech | \$4,700.00 |
| Massage Therapy | \$6,000.00 |
| Nail Technician | \$3,600.00 |
| Diesel | \$5,850.00 |

ADULT EDUCATION 2016-2017 SCHOOL CALENDAR

| | |
|---------------------------|--|
| Monday, August 8 | Faculty Return |
| Monday, August 8 | First Day of School for: MRI Practical Nursing 101 & 105 |
| Tuesday, August 9 | First Day of School for: Practical Nursing 102 & 103 (returning) |
| Monday, August 15 | First Day of School for: CT RN (returning) |
| Monday, August 22 | First Day of School for: Cosmetology Day & Evening DMS 1 st & 2 nd returning DMS-C 1 st & 2 nd returning EMT Exercise Science Radiology 1 st & 2 nd returning Respiratory 1 st & 2 nd STNA Surgical Tech T&I Welding |
| Tuesday, August 23 | First Day of School for: EKG Paramedic (returning) |
| Wednesday, August 24 | First Day of School for: Adv. Medical Coding & Billing |
| Thurs. August 25 | First Day of School for: Medical Terminology Medical Coding & Billing |
| Monday, September 5 | Labor Day NO SCHOOL |
| Monday, October 3 | First Day of School for: Law Enforcement (Pending) |
| Tuesday, October 17 | First Day of School for: Paramedic |
| Tuesday, November 8 | Election Day NO SCHOOL |
| Wednesday, November 23-25 | Thanksgiving Break NO SCHOOL |
| Monday, November 28 | Classes Resume |

Thursday, December 15

Graduation

Wednesday, December 21-Jan 2

Christmas Break
NO SCHOOL

Tuesday, January 3

Faculty Return

Tuesday, January 3

First Day of School for:
Practical Nursing 102 & 103

Monday, January 9

Classes Resume

Monday, January 9

First Day of School for:
Clinical Medical Assistant
Cosmetology Day & Evening
CT
DMS
DMS -C
EMT
MLT
MRI
PCT
Phlebotomy
Radiology
STNA
T&I
Welding

Tuesday, January 10

First Day of School for:
EKG

Wednesday, January 11

First Day of School for:
Adv. Medical Coding & Billing

Thursday, January 12

First Day of School for:
Medical Terminology
Medical Coding & Billing

Monday, January 16

Martin Luther King Day
NO SCHOOL

Monday, January 30

First Day of School for:
RN

Friday, February 17 - Monday February 20

President's Day Weekend
NO SCHOOL

Tuesday, February 21

Classes Resume

Friday, April 14 – April 21

Spring Break Begins
NO SCHOOL

Monday, April 22

Classes Resume

Monday, May 29

Memorial Day
NO SCHOOL

Friday, June 30

Graduation

CHARACTERISTICS

INSTITUTIONAL CHARACTERISTICS

Name of Institution

Collins Career Center

Address

11627 State Route 243
Chesapeake, OH 45619

Phone: 740-867-6641

Email Address: jschafin@collins-cc.edu

Website: www.collins-cc.edu

Campus Locations

Main Campus

11627 State Route 243
Chesapeake, OH 45619

School of Nursing

120 Marion Pike
Coal Grove, OH 45638

History of the Institution

The Lawrence County Joint Vocational School District began in the fall of 1977, initially developed for high school juniors and seniors and served the seven county school districts. It was quickly realized that there was a need for an option that would allow adult student to pursue career technical education. The first group of post-secondary students began in 1978. The Lawrence County JVSD was one of the forty-nine original joint vocational schools, now known as career centers, built across the state.

The initial programming involved Trade and Industry programs, the Auto Technician and Auto Collision programs took their first class of post-secondary students in the fall of 1978; those students would go on to complete in the spring of 1979. The Practical Nursing program accepted their first class of students in 1980 with a graduation date of June 1981. The next program development would be in the Business areas in the late 80's. During the 90's Collins developed a large number of allied health programs including, Medical Assistant, Surgical Technology, Patient Care Technician, Phlebotomy Technician and Respiratory Therapy. Additionally in the 90's programs such as Computer Technology and Paralegal were developed. The remainder of programming was developed from 2000-2008 this areas included the Radiologic Technology, Massage Therapy, Dialysis Therapy, Pharmacy and EMS Programs.

From the conception of the post-secondary operation they utilized shared space with the secondary operation. During the late 90's an adult education wing was added to the original building to make room for a growing operation. In the 2000's Collins purchased an 8000sq. foot building in Coal Grove, OH which was renovated to hold classes for the Allied Health Department and now houses the Collins Career Technical Center School of Nursing, housing 4 Practical Nursing programs and the LPN-RN program.

Today, Collins Career Technical Center has grown twenty-seven (28) full-time certificate programs and eight (8) career enhancement programs available to residents of Lawrence County and the surrounding tri-state area. While there have been many changes at Collins Career Technical Center over the last 35 years, it is evident that work continues toward excellence and providing programming that leads to career placement for graduates.

Educational Materials

Student Resource Centers

In accordance with the Equipment and Media Resources Policy, program instructors supply and maintain library and media resources in the Program Resource Centers in their classroom that are appropriate and current to each program. Such resources include, but not limited to:

- Audio--visual materials
- Equipment and applications currently in use in industry
- Manuals
- Internet access
- Periodicals
- Reference books
- study guides

Instructors are responsible for monitoring the use of media resources, including use of the internet, in the classroom. They follow the Institution's Purchasing Policy when purchasing and replacing equipment, materials, and supplies, and they are responsible for notifying the Information Technology and Maintenance Departments when repair or maintenance of equipment is needed. This is completed via a work order system.

Instructional Technology

The Information Technology Department provides a media server to instructors to host web and media resources. Resources can also be hosted in Moodle. The department also provides assistance with educational software for instructors use in creating resources.

Technology Resource Center (TRC)

The TRC provides computers with internet access for student's use.

COLLINS CAREER TECHNICAL CENTER
2016-2017

Auto Tech

Estimated Expenses & Supplies

Tuition: \$ 5,850.00

Student Estimated Expenses Tools, Etc: \$ 1,000.00
Tools, Safety Equipment, etc.

**Purchased by student for their use. These items belong to the student and can be purchased where they choose.*

TOTAL COSTS: \$ **6,850.00**

Costs are subject to change

Collins Career Technical Center
2016-2017
Cardiac Diagnostic Medical Sonography I
 Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Reservation Fee | \$ 100.00 |
| Physical (includes drug screen) | \$ 50.00 |
| Immunizations / Labs | \$ 400.00 |
| Background Check | \$ 56.00 |
| 18 Panel Drug Screen (Holzer) | \$ 45.00 |

Tuition: \$ 8,950.00 + *MCTC fees

| | |
|--------------------------|-----------|
| <i>Textbooks:</i> | \$ 607.00 |
| Trajecsys | \$ 150.00 |

Uniforms and Supplies:

| | |
|----------------------------|-----------|
| (1) lab coat | \$ 50.00 |
| (4) pr scrubs | \$ 300.00 |
| (1) pr white shoes-leather | \$ 75.00 |

Clinical Travel: \$ 300.00

Registry Exam: \$ 200.00

TOTAL COSTS: **\$ 11,318.00 + MCTC fees**
 * MCTC Fees: \$50 per credit hour

Costs are subject to change

Collins Career Technical Center
2016-2017
Cardiac Diagnostic Medical Sonography II
Estimated Expenses

Admission Fees:

| | |
|--------------------|-----------|
| Immunizations/Drug | \$ 100.00 |
| Background Check | \$ 56.00 |

Tuition: \$ 8,950.00

Uniforms and Supplies:

| | |
|----------------------------|-----------|
| (1) lab coat | \$ 50.00 |
| (4) pr scrubs | \$ 300.00 |
| (1) pr white shoes-leather | \$ 75.00 |
| (1) Graduation cap & gown | \$ 35.00 |

Clinical Travel: \$ 700.00

Registry Exam: \$ 250.00

TOTAL COSTS: **\$ 10,516.00**

Costs are subject to change

Collins Career Technical Center
2016-2017
Cosmetology
with Management

Pre-Admission Fees:

Pre-Test Workkeys \$ 25.00

Tuition: \$ 9,750.00

Shoes:

Closed toe \$ 50.00

Uniforms (pants & shirt) \$ 100.00

TOTAL COSTS: \$ **9,925.00**

OTHER COSTS A STUDENT MAY INCUR:

Hair Shows:

Transportation

Housing

Registration fee

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER

2016-2017

CT Program

Estimated Expenses

Pre-Admission Fees:

| | | |
|---------------------------------|----|--------|
| Pre-Test | \$ | 25.00 |
| Registration Fee: | \$ | 10.00 |
| Reservation Fee* | \$ | 100.00 |
| Physical (includes drug screen) | \$ | 100.00 |
| Immunizations / Labs | \$ | 200.00 |
| Background Check (FBI * BCI) | \$ | 56.00 |

***Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program**

Tuition: \$ 5,000.00

Textbooks: \$ 550.00

(includes Evolve Portal resources and MIC Registry Review Package)

Uniforms and Supplies:

| | | |
|-----------------------------------|----|------------------|
| (1) Radiation Safety Badge | \$ | 110.00 |
| (4) pr scrubs | \$ | 200.00 |
| (1) lab coat (optional) | \$ | 50.00 |
| (1) pr white shoes – leather | \$ | 75.00 |
| Students must pay for lost badges | \$ | 6.00 replacement |

Clinical Travel \$ 1,000.00

TOTAL COSTS: \$ **7,482.00**

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER
2016-2017
DENTAL HYGIENE

Estimated Expenses

Fist Year:

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Physical (includes drug screen) | \$ 100.00 |
| Immunizations / Labs | \$ 200.00 |
| Criminal Background Check | \$ 30.00 |
| CCTC app./reg. fees | \$ 110.00 |
| MCTC (in-state) application fee | \$ 15.00 |

**Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program*

| | |
|------------------------|---------------|
| <i>Tuition:</i> | \$ 8,750.00 + |
| *MCTC Fees | |

Textbooks:

| | |
|------------------------------|-------------|
| (costs vary for used/rental) | \$ 1,350.00 |
|------------------------------|-------------|

Uniforms and Supplies:

| | |
|--------------------------------|-------------|
| Uniforms | \$ 280.00 |
| Instrument Kit | \$ 1,800.00 |
| SADHA membership (joining fee) | \$ 100.00 |
| Radiation safety badge | \$ 100.00 |
| Clinical Travel | \$ 600.00 |

| | |
|------------------------------------|---------------------|
| <i>Total Costs Years I:</i> | \$ 13,460.00 |
|------------------------------------|---------------------|

Second Year:

| | |
|---|-------------|
| Tuition: | \$ 8,750.00 |
| Textbooks (costs vary for used/rent) | \$ 1,350.00 |
| SADHA (annual membership) | \$ 65.00 |
| Graduation cap and gown | \$ 35.00 |
| Dental Hygiene National Board Exam | \$ 450.00 |
| NERB Clinical Board Exam | \$ 975.00 |
| NERB Local Anesthesia Exam | \$ 140.00 |
| State license fees (app. Background, picture) | \$ 250.00 |

| | |
|-------------------------------------|---------------------|
| <i>Total Costs Years II:</i> | \$ 12,015.00 |
|-------------------------------------|---------------------|

Costs are subject to change

MCTC (classes-max @ \$50 per credit hour plus books

Collins Career Technical Center
2016-2017
Diagnostic Medical Sonography
 Estimated Expenses First Year

Pre-Admission Fees:

| | |
|---------------------------------|---------------------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Reservation Fee* | \$ 100.00 |
| MCTC application fee | \$ 30.00 (in-state) |
| Physical (includes drug screen) | \$ 100.00 |
| Immunizations / Labs | \$ 400.00 |
| Background Check | \$ 30.00 |

**Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program upon acceptance*

Tuition: \$ 8,950.00 +
 *MCTC Fees

Textbooks: (includes \$15 for CPR book) \$ 900.00
Trajecsys \$ 150.00

Clinical Travel: \$ 500.00

Uniforms and Supplies:

| | |
|------------------------------|-----------|
| (1) lab coat | \$ 40.00 |
| (4) pr scrubs | \$ 300.00 |
| (1) pr white shoes – leather | \$ 100.00 |

TOTAL COSTS: **\$ 11,635.00 + MCTC fees**
 *MCTC Fees: \$50 per credit hour

Costs are subject to change

Collins Career Technical Center
2016-2017
Diagnostic Medical Sonography
Estimated Expenses Second Year

| | |
|----------------------------------|---------------------|
| <i>Tuition:</i> | \$ 8,950.00 |
| <i>Immunization/Drug Screen:</i> | \$ 100.00 |
| <i>Uniforms and Supplies:</i> | \$ 300.00 |
| <i>Clinical Travel:</i> | \$ 500.00 |
| <i>Certification:</i> | |
| Physics Registry Exam | \$ 200.00 |
| Specialty Exam | \$ 250.00 |
| TOTAL COSTS: | \$ 10,300.00 |

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER

2016-2017

Exercise Science

1st Year

Estimated Expenses

Pre-Admission Fees:

| | | |
|---------------------------------|----|--------|
| Pre-Test | \$ | 25.00 |
| Registration Fee: | \$ | 10.00 |
| Reservation Fee* | \$ | 100.00 |
| MCTC application fee | \$ | 15.00 |
| Physical (includes drug screen) | \$ | 100.00 |
| Immunizations / Labs | \$ | 200.00 |
| Background Check | \$ | 30.00 |

**Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program*

Tuition: \$ 6,700.00

MCTC Classes: (25 credit hours at \$50.00 each) \$ 1,250.00

Textbooks: (includes CPR book) \$ 950.00

Uniforms and Supplies:

| | | |
|--------------------------|----|-------|
| (1) Stethoscope | \$ | 15.00 |
| (1) Blood pressure cuff | \$ | 25.00 |
| (2) CCC t-shirts | \$ | 35.00 |
| (2) pairs of scrub pants | \$ | 40.00 |
| (1) pair shoes | \$ | 75.00 |

*Students must pay for lost badges \$ 6.00 replacement

Clinical Travel \$ 250.00

TOTAL COSTS: \$ **9,826.00**

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER

2016-2017

Exercise Science

2nd Year

Estimated Expenses

| | |
|---|--------------------|
| Tuition: | \$ 6,700.00 |
| Textbooks: | \$ 450.00 |
| Uniforms and Supplies: | |
| (2) CCC t-shirts | \$ 35.00 |
| (2) pairs of scrub pants | \$ 40.00 |
| (1) pair of shoes | \$ 75.00 |
| (1) Graduation pin | \$ 25.00 |
| (1) Graduation Cap & Gown | \$ 35.00 |
| *Students must pay for replacement badges | \$ 6.00 |
| Clinical Travel: | \$ 800.00 |
| ACSM Personal Trainer Exam | \$ 279.00 |
| TOTAL COSTS: | \$ 8,445.00 |

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER
2016-2017
LAW ENFORCEMENT ACADEMY
Recommended and Required Estimated Expenses & Supplies

Pre-Admission Fees:

| | |
|-----------------|----------|
| Pre-Test | \$ 5.00 |
| Application Fee | \$ 10.00 |
| Drug Screen | \$ 25.00 |

Tuition: \$ 4,600.00

Lab Fee/Ammo/Books/Uniform \$ 850.00

Supplies: \$ 750.00

Holster
Hand gun
Magazine pouch
(2) magazine speed loader

TOTAL COSTS: \$ **6,240.00**

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER

2016-2017

MRI Program

Estimated Expenses

Pre-Admission Fees:

| | | |
|---------------------------------|----|--------|
| Pre-Test (if needed) | \$ | 25.00 |
| Registration Fee: | \$ | 10.00 |
| Reservation Fee* | \$ | 100.00 |
| Physical & Drug Screen 18 panel | \$ | 100.00 |
| Immunizations / Labs | \$ | 200.00 |
| Background Check (BCI/FBI) | \$ | 56.00 |

***Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program**

Tuition: \$ 5,000.00

(includes Evolve Portal resources and MIC Registry Review Package)

Textbooks: \$ 550.00

Uniforms and Supplies:

| | | |
|-----------------------------------|----|------------------|
| (4) pr scrubs | \$ | 200.00 |
| (1) lab coat (optional) | \$ | 50.00 |
| (1) pr white shoes – leather | \$ | 75.00 |
| Students must pay for lost badges | \$ | 6.00 replacement |

Clinical Travel \$ 1,110.00

State Licensures:

| | | |
|----------|----|--------|
| Kentucky | \$ | 100.00 |
| WV | \$ | 100.00 |
| Ohio | \$ | 65.00 |

Registry Fees:

ARRT MRI Exam Fees \$ 400.00

TOTAL COSTS: \$ **8,147.00**

Costs are subject to change

**Collins Career Technical Center
2016-2017**

Multi-Skilled Health Tech

Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Physical (includes drug screen) | \$ 200.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |

Tuition: \$ 7,000.00

Textbooks: \$ 500.00

Uniforms and Supplies:

| | |
|-----------------------|-----------|
| Scrubs | \$ 200.00 |
| White shoes- leather | \$ 75.00 |
| Watch w/ second hand | \$ 30.00 |
| BP cuff w/Stethoscope | \$ 50.00 |

Cap & Gown: \$ 30.00

Certification Exam Fees:

| | |
|----------------------------------|-----------|
| Phlebotomy Board Exam | \$ 135.00 |
| EKG Board Exam | \$ 135.00 |
| STNA Exam Fee | \$ 105.00 |
| Clinical Medical Assisting Exam | \$ 135.00 |
| Pharmacy Tech Certification Exam | \$ 129.00 |

TOTAL COSTS: \$ **8,989.00**

Costs are subject to change

**Collins Career Center
August 2016
Practical Nursing
Estimated Expenses**

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Seat Reservation Fee* | \$ 100.00 |
| Physical (includes drug screen) | \$ 150.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |

****Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program***

Tuition:

| | |
|-------------|-------------|
| | \$ 9,500.00 |
| Lab kit fee | \$ 70.00 |

Textbooks:

\$ 765 .00 (estimated)

Uniforms and Supplies:

| | |
|---|-----------|
| (2) Uniforms (XL sizes may be additional fee) | \$ 100.00 |
| (2) Uniform Patches | \$ 20.00 |
| (2) Embroidered Polo shirts | \$ 70.00 |
| (2) Khaki pants | \$ 50.00 |
| (1) pr white shoes – leather | \$ 75.00 |
| (1) stethoscope | \$ 20.00 |
| (1) watch with second hand | \$ 30.00 |
| (1) Graduation Pin | \$ 10.00 |
| (1) Graduation Cap & Gown | \$ 30.00 |

| | |
|--------------------------------|---|
| NCLEX-PN Licensing Exam | \$ 200.00 |
| Ohio Licensing Application Fee | \$ 75.00 + (\$56 background) |
| KY Licensing Application Fee | \$ 125.00 + (\$30 fingerprint/Jurisprudence) |
| WV Licensing Application Fee | \$ 75.00 (\$10 temporary) |

TOTAL COST

\$ 11,730.00

(Total calculated on licensure in one state, based on state of most expense).
Virtual Tutoring is an additional \$249.00 for those requiring for completion.

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER
2016-2017
Paramedic
 Estimated Expenses

| | |
|--|------------------------|
| <i>Pre-Admission Fees:</i> | |
| Pre-Test | \$ 25.00 |
| Registration Fee: | \$ 10.00 |
| Physical (includes drug screen) | \$ 100.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |
| <i>Tuition:</i> | \$ 7,000.00 |
| <i>Textbooks:</i> | \$ 1,055.00 |
| ACLS, PEPP, ITLS, AMLS, CPR | \$ 110.00 |
| <i>Uniforms and Supplies:</i> | |
| (1) CCC Polo Shirt | \$ 30.00 |
| (1) Stethoscope | \$ 100.00 |
| (1) Dark Blue Pants | \$ 30.00 |
| Certification Exam Fees | \$ 125.00 |
| TOTAL COSTS: | \$ 8,815.00 |

**All students must have a current Ohio EMT Certification to apply. Those without an Ohio Certification must have a National Registry Card to be able to apply to the State of Ohio for reciprocity. The State of Ohio charges \$75.00 for this process.*

Costs are subject to change

Collins Career Technical Center
2016-2017
Phlebotomy Technician
 Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Physical (includes drug screen) | \$ 200.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |

Tuition: \$ 3,600.00

Textbooks: \$ 350.00

Uniforms and Supplies:

| | |
|-----------------------|-----------|
| Scrubs | \$ 200.00 |
| White shoes- leather | \$ 75.00 |
| Watch w/second hand | \$ 30.00 |
| BP cuff w/Stethoscope | \$ 50.00 |

Cap & Gown: \$ 30.00

Certification Exam Fees:

| | |
|-----------------------|-----------|
| Phlebotomy Board Exam | \$ 135.00 |
|-----------------------|-----------|

TOTAL COSTS: **\$ 4,935.00**

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER
2016-2017

Clinical Medical Assisting

Estimated Expenses

Pre-Admission Fees:

| | | |
|---------------------------------|----|--------|
| Pre-Test | \$ | 25.00 |
| Registration Fee | \$ | 10.00 |
| Physical (includes drug screen) | \$ | 200.00 |
| Immunizations / Labs | \$ | 200.00 |
| Background Check | \$ | 30.00 |

Tuition: \$ 4,700.00

Textbooks: \$ 500.00

Uniforms and Supplies:

| | | |
|-----------------------|----|--------|
| Scrubs | \$ | 200.00 |
| White shoes- leather | \$ | 75.00 |
| Watch w/ second hand | \$ | 30.00 |
| BP cuff w/Stethoscope | \$ | 50.00 |

Cap & Gown: \$ 30.00

Certification Exam Fees:

| | | |
|---------------------------------|----|--------|
| Phlebotomy Board Exam | \$ | 135.00 |
| Clinical Medical Assisting Exam | \$ | 135.00 |
| EKG | \$ | 135.00 |

TOTAL COSTS: **\$ 6,455.00**

Costs are subject to change

**Collins Career Technical Center
2016-2017**

Patient Care Technician

Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee | \$ 10.00 |
| Physical (includes drug screen) | \$ 200.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |

Tuition: \$ 5,000.00

Textbooks: \$ 500.00

Uniforms and Supplies:

| | |
|-----------------------|----------|
| Scrubs | 200.00 |
| White shoes- leather | \$ 75.00 |
| Watch w/ second hand | \$ 30.00 |
| BP cuff w/Stethoscope | \$ 50.00 |

Cap & Gown: \$ 30.00

Certification Exam Fees:

| | |
|-----------------------|-----------|
| Phlebotomy Board Exam | \$ 135.00 |
| EKG Board Exam | \$ 135.00 |
| STNA Exam Fee | \$ 105.00 |

TOTAL COSTS: \$ **6,725.00**

Costs are subject to change

Collins Career Technical Center
2017-2018
Radiologic Technology I
 Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| Registration Fee: | \$ 10.00 |
| Reservation Fee* | \$ 100.00 |
| MCTC application fee | \$ 15.00 |
| Physical (includes drug screen) | \$ 100.00 |
| Immunizations / Labs | \$ 200.00 |
| Background Check | \$ 30.00 |

**Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program*

Tuition: \$ 8,750.00

Textbooks: (includes CPR book) \$ 550.00

Uniforms and Supplies:

| | |
|-----------------------------------|---------------------|
| (1) Radiation Safety Badge | \$ 110.00 |
| (1) Marker | \$ 30.00 |
| (2) pr scrubs | \$ 150.00 |
| (1) lab coat | \$ 50.00 |
| (1) pr white shoes – leather | \$ 75.00 |
| Students must pay for lost badges | \$ 6.00 replacement |

Clinical Travel \$ 1,000.00

TOTAL COSTS: **\$ 11,201.00**

Costs are subject to change

Collins Career Technical Center
2017-2018
Radiologic Technology II
Estimated Expenses

| | |
|--|---------------------|
| <i>Tuition:</i> | \$ 8,750.00 + MCTC |
| <i>Textbooks:</i> | \$ 400.00 |
| <i>Uniforms and Supplies:</i> | |
| (1) Radiation Safety Badge | \$ 110.00 |
| (1) Marker | \$ 30.00 |
| (1) Lab coat | \$ 50.00 |
| (2) pr scrubs | \$ 150.00 |
| (1) White leather shoes | \$ 75.00 |
| (1) Graduation pin | \$ 25.00 |
| (1) Graduation Cap & Gown | \$ 30.00 |
| Students must pay for replacement badges | \$ 6.00 |
| <i>Clinical Travel:</i> | \$ 1,000.00 |
| <i>Registry Exam</i> | \$ 200.00 |
| <i>RadReviewEasy®:</i> | \$ 80.00 |
| TOTAL COSTS: | \$ 10,906.00 |

Costs are subject to change

**COLLINS CAREER TECHNICAL CENTER
2016-2017
RESPIRATORY THERAPY I**

Estimated Expenses

Pre-Admission Fees:

| | |
|---------------------------------|-----------|
| Pre-Test | \$ 25.00 |
| CCC Registration Fee | \$ 10.00 |
| Reservation Fee | \$ 100.00 |
| MCTC Registration Fee | \$ 25.00 |
| Physical (includes drug screen) | \$ 100.00 |
| Immunizations / Labs | \$ 200.00 |
| Background check | \$ 56.00 |

Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program

Tuition: \$ 8,000.00 + *MCTC Fees

Data ARC \$ 60.00

Textbooks: \$ 1,075.00

Clinical Travel: \$ 200.00

Uniforms and Supplies:

| | |
|------------------------|-----------|
| Lab coat | \$ 50.00 |
| Scrubs (2 pr) | \$ 200.00 |
| White Shoes (leather) | \$ 75.00 |
| Watch with second hand | \$ 30.00 |
| Scissors | \$ 30.00 |
| Stethoscope | \$ 80.00 |
| Goggles | \$ 30.00 |

RT Convention Fees: \$ 350.00

TOTAL COSTS: \$ **10,696.00** +MCTC fees&books

**MCTC fee:*

Mountwest Community Technical College Classes

7 classes @ \$50 per credit hour - Mountwest books(estimated) \$ 450.00

Costs are subject to change

**COLLINS CAREER TECHNICAL CENTER
2016-2017
RESPIRATORY THERAPY II**

Estimated Expenses

| | |
|----------------------------------|--|
| Tuition: | \$ 8,000.00 + *MCTC Fees |
| Immunization/Labs: | \$ 150.00 |
| Textbooks: | \$ 500.00 |
| ACLS/PALS cards: | \$ 40.00 |
| Clinical Travel: | \$ 200.00 |
| Uniforms and Supplies: | |
| Scrubs (2 pr) | \$ 200.00 |
| White Shoes (leather) | \$ 75.00 |
| Review Seminar: | \$ 350.00 |
| Exit Exams: | \$ 125.00 |
| Certification Exam Fees: | |
| NBRC TMC | \$ 190.00 |
| NBRC RRT Clinical Sims | \$ 200.00 |
| Mountwest Graduation Fee | \$ 40.00 |
| Graduation Cap & Gown | \$ 40.00 |
| TOTAL COSTS: | \$ 10,110.00 +MCTC fees&books |

**MCTC fee*

Mountwest Community Technical College Classes

\$50 per credit hour- Mountwest books(estimated) \$ 450.00

Costs are subject to change

Collins Career Technical Center

2016-2017

Surgical Technology

Estimated Expenses

Pre-Admission Fees:

| | | |
|---------------------------------|----|--------|
| Pre-Test | \$ | 25.00 |
| Registration Fee | \$ | 10.00 |
| Reservation Fee* | \$ | 100.00 |
| Physical (includes drug screen) | \$ | 200.00 |
| Immunizations / Labs | \$ | 200.00 |
| Background Check | \$ | 30.00 |

**Note: a \$100 non-refundable tuition deposit must be paid to reserve a seat in the program*

| | | |
|------------------------|----|----------|
| <i>Tuition:</i> | \$ | 7,000.00 |
| Lab fee | \$ | 100.00 |

| | | |
|---|----|--------|
| <i>Textbooks:</i> (includes \$15 for CPR book) | \$ | 750.00 |
|---|----|--------|

Uniforms and Supplies:

| | | |
|---------------------------------|----|--------|
| (1) Safety Badge | \$ | 110.00 |
| (2) pr scrubs | \$ | 150.00 |
| (1) lab coat | \$ | 50.00 |
| (1) pr white shoes – leather | \$ | 75.00 |
| (1) Graduation Pin | \$ | 10.00 |
| (1) Graduation Cap & Gown | \$ | 30.00 |
| (1) Pair Safety Glasses | \$ | 15.00 |
| Practice CST Exam | \$ | 100.00 |
| AST Membership | \$ | 50.00 |
| Trajecsyst | \$ | 100.00 |
| Board Vitals | \$ | 80.00 |
| Certification Exam (non-member) | \$ | 300.00 |

| | | |
|--------------------------------|----|--------|
| <i>Clinical Travel:</i> | \$ | 500.00 |
|--------------------------------|----|--------|

| | | |
|---------------------|----|------------------------|
| TOTAL COSTS: | \$ | <i>9,985.00</i> |
|---------------------|----|------------------------|

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER

2016-2017

T&I

(Auto Body, Electricity, HVAC, Ind Maint)
Estimated Expenses & Supplies

Tuition: \$ 5,850.00

Student Estimated Expenses Tools, Etc: \$ 1,000.00
Tools, Safety Equipment, etc

**Purchased by student for their use. These items belong to the student and can be purchased where they choose.*

TOTAL COSTS: \$ **6,850.00**

Costs are subject to change

COLLINS CAREER TECHNICAL CENTER
2016-2017
Welding
Estimated Expenses & Supplies

Tuition: \$ 5,850.00

Student Estimated Expenses Tools, Etc: \$ 1,000.00
Tools, Safety Equipment, etc

**Purchased by student for their use. These items belong to the student and can be purchased where they choose.*

TOTAL COSTS: \$ **6,850.00**

Costs are subject to change

Staff Directory

Administration

| | |
|-------------------|--------------------------------|
| Steve Dodgion | Superintendent |
| Sondra Andrews | Associate Director |
| Brandon Bennett | Associate Director |
| Tomi Blankenship | Director of Student Services |
| Jaime Chafin | Director of Post Secondary Ed. |
| Jim Howard | Director of Secondary Ed |
| Christopher Leese | Director of Technology |
| Richard Sketel | Treasurer |
| Michael Staton | Associate Director |
| Andrea Zaph | STEM Principal |

Support Staff

| | |
|-------------------|--------------------------------|
| Kelly Adams | Financial Aid Administrator |
| Michael Cox | Nurse Practitioner |
| Zach Dierdorff | IT Coordinator |
| Amanda Gartin | Admissions Coordinator |
| Michael Gleichauf | Program Coordinator |
| Sherry Hackworth | Financial Aid Consultant |
| April McCallister | Program Assistant |
| Arlene McClellan | Nursing Admissions Coordinator |
| Cathy Moore | Assessment Coordinator |
| Shannon Stapleton | Security |
| Molly Snowden | Social Worker |
| Melissa Webb | Financial Aid Consultant |

Adult Education Instructors

| | |
|-----------------|---------------------------------|
| John Baisden | Business/Industry Liaison |
| Jeanna Bell | Practical Nursing |
| Dena Blevins | Radiologic Technology |
| Pamela Bradshaw | Paramedic |
| Kelly Bragg | MRI Coordinator |
| Toni Brooks | Practical Nursing |
| Molly Coburn | Practical Nursing |
| Dave Davenport | Welding |
| Janet Davis | Dental Hygenist |
| Cassandra Falls | Practical Nursing Director |
| Bridget Fields | Practical Nursing |
| Zachary Foster | Sonography Clinical Coordinator |
| Tony Fuller | Electricity |
| Meghan Gillum | Dental Hygiene Director |
| Jacob Goodall | Auto Mechanics |

| | |
|-------------------|--------------------------------------|
| Ethan Hill | Electricity |
| Tracey Mains | CAT SCAN Coordinator |
| Beth McFann | LPN-RN Program Director |
| April Melvin | Practical Nursing |
| Alyson Meredith | Practical Nursing |
| Rosalie Osborne | Practical Nursing Lab Coordinator |
| Angela Purdee | Practical Nursing |
| Georgetta Ramsey | Cosmetology |
| Erica Reed | Respiratory |
| Shelly Rozzi | Cardiac Coordinator |
| Tracie Runyon | Sonography Director |
| Amy Samples | Practical Nursing |
| Summer Sarver | Surgical Tech Interim |
| Dave Stapleton | HVAC |
| Stephanie Stowers | Medical Imaging |
| Ashley Tordiff | Police Academy |
| Gary Turner | Electricity |
| Jasun Walker | Exercise Science |
| Sandra Walters | Practical Nursing |
| Jimmy Watson | Auto Collision |
| Tommie Weaver | Respiratory Therapy Director |
| Angela Wheeler | Cosmetology |
| Nicole Wilson | Adult Diploma |