Lancaster County Career & Technology Center
Application Guide

including
Program Information Sheets
and
Skill Alignment Charts

2015-2016

Requests for an electronic copy of this document should be sent to Grace Walters, Counseling Projects Facilitator, Lancaster County Career & Technology Center, 717-859-5100 extension 5164 or email gwalters@lancasterctc.edu.
Introduction

The information in this guide was first developed in past years by IU 13 Learning Support Teachers and Lancaster County Career & Technology Center School Counselors as a collaborative project. As the years have passed, Lancaster County Career & Technology Center Instructors have also added relevant information to this guide to assist and inform all students interested in career and technical education. In keeping with our changing world of careers, this guide changes annually to allow the most up-to-date information available regarding programs at the LCCTC.

The purpose of the manual is to provide potential students with concrete information regarding the commitment required for their academic and career successes at the Lancaster County Career & Technology Center.

All of the Lancaster County school districts, the LCCTC and the IU13 staff are dedicated to providing education and training to prepare students for their adult life work and post-secondary training roles. The programs at the LCCTC allow all students to pursue career and academic training for a complete experience.

We encourage you to use the Skills Alignment Guide to explore the many options available to students at the LCCTC Campuses, as well as the students’ obligations in order to attain success in each program. Included are recommended courses of study, certification options, financial obligations and specific skill information in each program. Take the time to review the information and select a path that will fulfill your personal post-secondary goals for education and or work.

Complete, relevant and fulfilling education is not just the goal; it is the standard for the IU 13 and LCCTC. We look forward to being part of your success in the transition from school to continued education and work. Best of luck in your journey as you enter the world of focused career education and work.

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.
# Lancaster County Career & Technology Center Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>David Warren</td>
</tr>
<tr>
<td>Director of Student Services</td>
<td>Peggy Dell</td>
</tr>
<tr>
<td>Director of Curriculum</td>
<td>Joseph Fullerton</td>
</tr>
<tr>
<td>Special Needs Counselor</td>
<td>Carolyn Daneker</td>
</tr>
<tr>
<td>Career Development Counselor</td>
<td>Ben Stiles</td>
</tr>
<tr>
<td>Counseling Projects Facilitator</td>
<td>Grace Walters</td>
</tr>
</tbody>
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**Brownstown Campus**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Margaret Roth</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Michelle Moretz</td>
</tr>
<tr>
<td>Campus Counselor</td>
<td>Ruth Mallinson</td>
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**Mount Joy Campus**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Principal</td>
<td>James Catino</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>David Tappany</td>
</tr>
<tr>
<td>Campus Counselor</td>
<td>Leslie Schlosser</td>
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**Willow Street Campus**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Ronald Wilson</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Christian Hansen</td>
</tr>
<tr>
<td>Campus Counselor</td>
<td>Lynette Thomas</td>
</tr>
</tbody>
</table>
Lancaster-Lebanon Intermediate Unit 13 Staff for the Lancaster County Career & Technology Center

**Gina Guatta**, Program Supervisor  
**Yvette Pennington**, Special Education Consultant  
**Titina Brown & Erin Schoiack**, School Psychologists  
**Sue Cammauf & Amy Roth**, Social Workers

<table>
<thead>
<tr>
<th></th>
<th>Itinerant Learning Support-Full Day Student</th>
</tr>
</thead>
</table>
| **Brownstown Campus**| Robert Kilgore, Teacher  
                      | Connie Phillips, Paraeducator  |
|                      | Wendy Mowery, Teacher  
                      | Jonathan Stillman, Teacher  
                      | Corrine Wenger, Paraeducator  |
|                      | Pamela Wunderlich, Teacher  
                      | Darlene Lapp, Paraeducator  |
| **Mount Joy Campus** | Dianne Koser, Teacher  
                      | Kim Fasnacht, Paraeducator  |
|                      | Wendy Mowery, Teacher  
                      | Tracy Roland, Paraeducator  |
|                      | James Tallent, Teacher  
                      | Kristel Tomlinson, Teacher  
                      | Su-Ann Waters, Paraeducator  |
| **Willow Street Campus** | Addy Dangler, Teacher  
                      | Sheryl Linard, Paraeducator  |
|                      | Christopher Kauffman, Teacher  
                      | Susan Pinker, Paraeducator  |
|                      | Karen Purdin, Teacher  
                      | Lois Geyer, Paraeducator  |
|                      | Katharine Weiler, Teacher  
                      | Mary Morris, Paraeducator  |
**Full-Day Program Offerings**

*Note:* Each career training program’s Classification of Instructional Programs (CIP) code number is to be used on the student’s IEP.

<table>
<thead>
<tr>
<th>Brownstown Campus</th>
<th>Mount Joy Campus</th>
<th>Willow Street Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Construction Technologies Center</strong></td>
<td><strong>Advanced Manufacturing Center</strong></td>
<td><strong>Agriscience Center</strong></td>
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<tr>
<td>Architectural CAD/ Design 15.1303</td>
<td>Electro-Mechanical Engineering Technology 15.0403</td>
<td>Animal Production Science &amp; Technology 01.0901</td>
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<tr>
<td>Cabinetmaking &amp; Wood Technology 48.0703</td>
<td>Sheet Metal Technology 48.0506</td>
<td>Veterinary Assistant 51.0808</td>
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<tr>
<td>Electrical Construction Technology 46.0399</td>
<td>Welding Technology 48.0508</td>
<td></td>
</tr>
<tr>
<td>Heavy Equipment Operations &amp; Basic Maintenance 49.0202</td>
<td><strong>Construction Technologies Center</strong></td>
<td><strong>Consumer Services Center</strong></td>
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<tr>
<td>HVAC/R 47.0201</td>
<td>Commercial Construction/Management 46.0201</td>
<td>Cosmetology 12.0401</td>
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<td>Masonry 46.0101</td>
<td>Residential Carpentry 46.0201</td>
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<td>Painting/Ceramic Tile &amp; Vinyl 46.0408</td>
<td><strong>Consumer Services Center</strong></td>
<td><strong>Health Care Center</strong></td>
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<td>Plumbing 46.0503</td>
<td>Cosmetology 12.0401</td>
<td>Clinical Care Assistant 51.0899</td>
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<td><strong>Information Technology Center</strong></td>
<td>Early Childhood Education 19.0708</td>
<td>Dental Assistant 51.0601</td>
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<td>Computer Systems Technology 15.1202</td>
<td><strong>Culinary Arts Center</strong></td>
<td>Medical Administrative Assistant 51.0707</td>
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<td>Baking &amp; Pastry Arts 12.0501</td>
<td>Medical Assistant 51.0801</td>
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<td>Commercial Art 50.0402</td>
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<td>Nursing Assistant/Home Health Aide 51.0899</td>
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<td>Digital Design/Print Media 10.0399</td>
<td>Event Planning &amp; Tourism Services</td>
<td>Sports Medicine/Rehabilitation Technician 51.0899</td>
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<td>Photography &amp; Digital Imaging 50.0406</td>
<td>Management 52.1905</td>
<td><strong>Transportation Technologies Center</strong></td>
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<td><strong>Protective Services Center</strong></td>
<td>Automotive Mechanics 47.0604</td>
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<td></td>
<td>Protective Services Academy 43.9999</td>
<td>Automotive Technology 47.0604</td>
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<td>Diesel Equipment Technology 47.0613</td>
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<tr>
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<td>RV &amp; Outdoor Power Equipment 47.0699</td>
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**Senior Half-Day Program Offerings**

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<th>Brownstown Campus</th>
<th>Mount Joy Campus</th>
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<tr>
<td><strong>Part Day Program for College Prep Seniors</strong></td>
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<td><strong>Part Day Program for College Prep Seniors</strong></td>
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<tr>
<td>Introduction to Health Careers (PM session only) 51.0899</td>
<td>Introduction to Health Careers (PM session only) 51.0899</td>
<td>Introduction to Health Careers (AM session only) 51.0899</td>
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## Half-Day Cluster Program Offerings

<table>
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<tr>
<th>Brownstown Campus</th>
<th>Mount Joy Campus</th>
<th>Willow Street Campus</th>
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<td><strong>Cluster Programs</strong></td>
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<td>Construction Cluster 46.0201</td>
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<td>Construction Cluster 46.0201</td>
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<td>Culinary Cluster 12.0508</td>
<td>Culinary Cluster 12.0508</td>
<td>Culinary Cluster 12.0508</td>
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<tr>
<td>Health Care Cluster (AM session only) 51.0899</td>
<td>Health Care Cluster (AM session only) 51.0899</td>
<td>Health Care Cluster (PM session only) 51.0899</td>
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<td>Manufacturing Cluster 48.0506</td>
<td>Manufacturing Cluster 48.0506</td>
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<td>Transportation Cluster 47.0604</td>
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<tr>
<td>Visual Communications Cluster 10.0399</td>
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<td>Visual Communications Cluster 50.0402</td>
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Lancaster County Career & Technology Center
Counselor Check Off:

PLEASE BE SURE TO REVIEW AND INCLUDE THE FOLLOWING BEFORE SENDING APPLICATIONS TO THE CTC:

☐ Students who are currently in Grade 11 are applying for Full Day programs or Introduction to Health Careers.

☐ Students who are currently in Grade 10 or Grade 9 are applying for Cluster programs.

☐ The appropriate Program Information Sheet is attached and signed for the First choice program.

☐ Check that the student has included his/her social security number if possible.

☐ Check that all signatures are on the application.

☐ Make sure the insurance block is filled out and include a waiver if number two (2) is checked.

☐ Fill in the Gender (block 1), Race (block 2), Disadvantaged Code (block 3), Primary Disability Code (block 4), and additional Disability Codes (block 5) in the upper right hand corner.

☐ Indicate if this is a new student applying to the CTC, or a returning student.

☐ Attach a transcript from grades 9-11 (including the latest report card) with the student’s current GPA and standardized test scores.

☐ Attach an up-to-date record of the student’s attendance.

☐ Provide information on any mental health or discipline problems of which we need to know.

☐ Forward applications to Peggy Dell or Raymonda Clymer at LCCTC, Willow Street Campus.
Checklists for Students Considering Lancaster County Career & Technology Center Programs

(Prior to the application and referral process):

The student, parent/guardian, his/her teacher, and school counselor should investigate each training program being considered to evaluate the student's ability to complete the course requirements. For details about academic prerequisites and course requirements, consult the booklet titled Lancaster County Career & Technology Center Application Guide. Review skills alignment charts for programs of interest. Note that the grading policy is in the CTC Student Handbook and may be found on page 15 of this manual.

☐ Consult SAM results, vocational assessments, and career guidance activities to make sure program choices are based on student interest, ability, and aptitude.

☐ Evaluate student's ability to meet demands of the program in terms of academic performance and employability requirements that are listed on the skills alignment charts. Also examine grading policy to see how student will be evaluated.

☐ Contact the counseling projects facilitator to arrange a visit to the CTC. (Grace Walters, 859-5100 x 5164 or gwalters@lancasterctc.edu). A visit is an important step to affirm student interest in participating in a training program and to assess the student's academic and behavioral readiness for the training.

☐ Visit programs of interest. Speak with the teacher or career counselor to make sure the program selected is appropriate for the student.

☐ Complete the skills alignment chart in the program of student interest to identify needs for preparation, course work, support and specially designed instruction.

Note: Itinerant Learning Support Teachers are also available to work with district special education classes to provide information to students and teachers about career training options, pre-requisites, and responsibilities.
Assessment for Transition Planning and for Career Placement

Assessment produces the information needed by the teams to make planning and placement decisions concerning transition-aged students with disabilities. It is an individualized, on-going process that identifies the needs of the student and helps a student and his/her family to decide what they want the student to do after leaving school. Assessment information is used to write goals and objectives based on student needs. These become incremental steps toward achieving post-high school outcomes. Outcomes include employment, post-secondary education or training, and/or community involvement including; residential, recreation, and leisure. Assessment for transition planning is a continuing process beginning at age 14* when a course of study must be chosen for the student with disabilities. The success of the assessment process depends upon the active involvement of the students and their families.

If a student is interested in enrolling in a career & technical program, a vocational-technical assessment needs to be conducted. Such assessments may include having the student try out several career programs for a period of time to determine which program is appropriate.

* Age change as per IDEA, 2004
Checklist for Applicants Considering Applying to the Lancaster County Career & Technology Center

Name _________________________________  District ______________________
Graduation Date ___________________________  Date of Birth ______________________
CTC Program _______________________________

Students who are entering programs with Itinerant Learning Facilitator support should be able to do all of the tasks below:

☐ Express a desire to learn a career and a desire to attend the CTC.

☐ Demonstrate excellent attendance: less than 10 days absent in previous year or 5 days absent in previous semester.

☐ Work independently with minimal supervision to complete a task.

☐ Stay focused on class work or assignments for extended periods of time.

☐ Get along with coworkers and deal with individuals’ different work styles and points of view.

☐ Resolve conflicts in a manner other than physical or verbal abuse.

☐ Comprehend printed materials at a reading level appropriate to the chosen lab area.

☐ Career Aptitude/Evaluation

In addition, some programs at the Lancaster County CTC require skills well beyond those listed above in the areas of mathematics and reading. Some programs expect students to have basic knowledge of algebra, geometry, trigonometry, biology, and/or chemistry, while other courses incorporate skills found in geometry, algebra, and advanced science classes in their theory units. For a listing of courses with additional requirements, see the Program Recommendations in the back of this guide for academic prerequisites for individual courses. Examples of those requirements may include:

☐ Follow multiple step verbal directions.

☐ Perform basic four math operations (addition, subtraction, multiplication, division).

☐ Use and manipulate fractions and decimals.

☐ Use and read a ruler to 1/32 of an inch (if entering labs requiring measurement).

☐ Have participated in advanced high school mathematics, i.e., algebra and trigonometry.

☐ Have a desire to obtain competitive employment or continue training at a post-secondary institution or trade school after completion of the CTC program.

Comments______________________________________________________________________
I, as parent of the student who has completed Section A, give permission to the undersigned Student and, if the Student is under the age of 18, his or her legal guardian.

I, as parent/guardian of the Student, hereby:

Expressly decline(s) coverage under any policy of accidental health insurance and hereby agree(s) to sign an Accident Insurance Waiver.

Expressly accept(s) coverage under the policy of accidental health insurance available through the LCCTC and hereby agree(s) to sign an Accident Insurance Waiver.

Check the appropriate line(s):  (Check 1 or 2. If 1, check a or b.)

1. Certify (or certifies) that the student shall be insured under an accidental health insurance policy for the entire school year 2014 – 2015, which policy of insurance is:
   a. purchased through a sending school program
   b. acquired through other means; such as parent's/guardian's insurance through work, medical card, Access card, or CHIP.

2. Expressly decline(s) coverage under any policy of accidental health insurance and hereby agree(s) to sign an Accident Health Insurance Waiver.

C. Student Consent
I am aware that copies of my school records from grade 9 to the present will be forwarded to the Career & Technology Center by the high school counselor. These school records will include attendance, course grades, standardized achievement test scores and aptitude test scores.

Signature of Student ______________________ Date __________________

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Special Part-Day Senior Program:

- Introduction to Health Careers (BT/MJ/WS) 51.0899 Health/Medical Assisting Services, Other

Full-Day Programs:

- Animal Production Science & Technology (WS) 01.0901 Animal Sciences, General
- Architectural CAD/Design (BT) 15.1303 Architectural Drafting and Architectural CAD/CADD
- Automotive Mechanics (WS) 47.0604 Automobile/Automotive Mechanics Technology/Technician
- Automotive Technology (WS) 47.0604 Automobile/Automotive Mechanics Technology/Technician
- Baking & Pastry Arts (MJ) 12.0501 Baking and Pastry Arts/Baker/Pastry Chef
- Cabinetmaking & Wood Technology (BT) 48.0703 Cabinetmaking and Millwork
- Clinical Care Assistant (WS) 51.0899 Health/Medical Assisting Services, Other
- Collision Repair (WS) 51.0899 Autobody/Collision and Repair Technology/Technician
- Commercial Art (BT) 50.0402 Commercial and Advertising Art
- Commercial Construction/Management (MJ) 46.0201 Carpentry/Carpenter
- Computer Systems Technology (BT) 15.1203 Computer Technology/Computer Systems Technology
- Cosmetology (MJ/WS) 12.0401 Cosmetology/Cosmetologist, General
- Culinary Arts/Chef (MJ) 12.0503 Institutional Food Workers
- Dental Assistant (WS) 51.0601 Dental Assisting/Assistant
- Diesel Equipment Technology (WS) 47.0613 Medium/Heavy Vehicle and Truck Technology/Technician
- Digital Design/Print Media (BT) 10.0399 Graphic Communications, Other
- Early Childhood Education (MJ) 13.0703 Child Care and Support Services Management
- Electrical Construction Technology (BT) 46.0399 Electrical and Power Transmission Installers, Other
- Electro-Mechanical Engineering Technology (MJ) 15.0403 Electro/Engineering Technology/Electromechanical Engineering
- Event Planning & Tourism Services (MJ) 52.1905 Tourism and Travel Services Marketing Operations
- Heavy Equipment Operations & Basic Maintenance (BT) 49.0202 Construction/Heavy Equipment/Earthmoving Equipment Operation
- HVAC/R (BT) 47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
- Masonry (BT) 46.0101 Mason/Masonry
- Medical Administrative Assistant (WS) 51.0707 Health Information/Medical Records Technology/Technician
- Medical Assistant (WS) 51.0801 Medical/Clinical Assistant
- Nursing Assistant/Home Health Aide (WS) 51.0899 Health/Medical Assisting Services, Other
- Painting/Ceramic Tile & Vinyl (BT) 46.0408 Painting/Painter and Wall Coverer
- Photography & Digital Imaging (BT) 50.0406 Commercial Photography
- Plumbing (BT) 46.0503 Plumbing Technology/Plumber
- Protective Services Academy (PSTC, MJ) 43.9999 Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other
- Residential Carpentry (MJ) 46.0201 Carpentry/Carpenter
- RV & Outdoor Power Equipment (WS) 47.0699 Vehicle Maintenance and Repair Technologies, Other
- Sheet Metal Technology (MJ) 48.0506 Sheet Metal Technology/Sheetworking
- Sports Medicine/Rehabilitation Technician (WS) 51.0899 Health/Medical Assisting Services, Other
- Veterinary Assistant (WS) 51.0808 Veterinary/Animal Health Technology/Technician and Veterinary Assistant
- Welding Technology (MJ) 48.0508 Welding Technology/Welder

Half-Day Programs:

- Construction Cluster (BT/MJ/WS) 46.0201 Carpenter/Carpenter
- Culinary Cluster (BT/MJ/WS) 46.0101 Mason/Masonry
- Health Care Cluster (BT/MJ/WS) 12.0501 Baking and Pastry Arts/Baker/Pastry Chef
- Manufacturing Cluster (BT/MJ/WS) 12.0508 Institutional Food Workers
- Transportation Cluster (BT/MJ/WS) 48.0508 Welding Technology/Welder
- Visual Communications Cluster (BT/WS) 50.0402 Commercial and Advertising Art

Copies of the application are available from your high school counselor or on the website:

www.lancasterctc.edu
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

ACCIDENT INSURANCE WAIVER
RELEASE OF LIABILITY

THIS WAIVER is made between LANCASTER COUNTY CAREER & TECHNOLOGY CENTER, and the undersigned Student and, if the Student is under the age of 18, his or her undersigned legal guardian.

Background. The Student will be participating in an educational program sponsored by the School. The School has strongly recommended that the Student have accidental health insurance, either purchased through a home school or through other means. The Student does not have such insurance in force; however, the Student (and legal guardian if applicable) have requested that the Student nevertheless be permitted to participate in the program. Although safety precautions are addressed at the School, the very nature of programs conducted by the School makes the possibility of an accident and injury to Student greater than in the typical classroom. For this reason, the School is requiring signature of this document as a condition to participation in the program.

WITNESSETH:

Intending to be legally bound, I hereby:

1. Acknowledge that there is an inherent risk of injury to Student in the program operated by the School, and that the School has recommended purchase of a health or accident insurance policy covering Student.

2. Acknowledge that I have declined to purchase such an insurance policy and nevertheless wish Student enrolled in the program.

3. Agree that I, as the Student or legal guardian of the Student, am assuming the risk of any injury which may result from the Student’s participation in the program, or travel to and from facilities used in the program, regardless of the cause or causes of such injury.

4. Release the School, and also the home school district specified below, and their officers, directors, employees and agents (The “Released Parties”) from any and all liability for any damages, injury or expense which may result from the Student’s participation in the program. I understand that in signing this release I am releasing any and all claims, including claims for medical expenses or deductibles on a family or individual insurance policy.

5. REPRESENT TO THE SCHOOL THAT I HAVE READ THIS FORM, I UNDERSTAND IT, I AM SIGNING IT WILLINGLY, AND I INTEND THIS RELEASE TO BE LEGALLY BINDING ON ME, MY HEIRS AND Assigns.

Date: __________________________________________  (Signature of Student)

________________________________________  (Signature of Parent/Legal Guardian)

(Print Student Name)  (Signature of Parent/Legal Guardian)

(Print Home School District)  (Signature of Parent/Legal Guardian)
LANCASTER COUNTY CTC - SELECTION PROCESS

In programs where there are more applicants than openings available, the following criteria will be used to select the students for enrollment.

1. The CTC Staff will date stamp all applications that are received after January 30, 2015. If programs are oversubscribed, all late applicants will be put on a waiting list and/or assigned to an alternate choice.

2. Information submitted will be reviewed and evaluated by CTC Staff in order to determine placement. Selection will be based on:
   a. Attendance 20 points
   b. Grade Point Average 20 points
   c. Essay Response 20 points
   d. Recommended Courses 20 points
   e. Recommendation from related Cluster Participation 10 points

3. Students and sending school counselors will be advised of the decision the week of March 16, 2015.
Grading Policy/Procedures

Overall grades for the technical programs will be comprised of Knowledge/Culminating Projects grades, Skills grades, and Work Ethic grades combined. The LCCTC grading system has been developed in concert with local employers and is established for ALL students.

I. Knowledge
Tests and quizzes, homework and assignments are utilized each marking period to encourage the comprehension of technical and related information.

At the end of each marking period, the scores for students are averaged to calculate the Knowledge Grade.

II. Skills
Note: A range of tasks to be completed in a marking period is determined for each program’s content area. This range is based on what is necessary to acquire an entry level position. Skills are evaluated to encourage high standards of workmanship. The following items are utilized to evaluate each student’s performance:

Rating Scale for Skills:
- Excellent independent performance
- Very good independent performance
- Good independent performance
- Average independent performance
- Below average independent performance
- Poor independent performance
- Requires limited supervision
- Requires close supervision
- Cannot perform task
- Refuses to perform task
- Student observed demonstration only

III. Work Ethic
Work Ethic (Attitude) is comprised of competencies that reflect student behavior, employability and reliability. Instructors will evaluate each student’s work ethic grade daily. This grade is based on work ethic competencies and performance (approved grading rubric) that was approved by the LCCTC General Advisory Committee.

IV. Final Marking Period Grade
The following procedure would be used to compute the final marking period grade:

1. Average the knowledge, skills, and employability grades to determine the final marking period percentage.
2. A letter grade is assigned using the following marking period grading scale.

Rating Scale:
- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 59 and below F

In case of an excused absence or suspension, students are able to make up assignments and exams within three (3) days for full credit. Under exceptional circumstances, such as long-term illness or injury and/or full suspension, additional time may be granted for make-up of work missed through a mutual agreement among student, teacher, parents, guidance and administrative personnel at the LCCTC. Furthermore, in case of a suspension the student may make-up assignments and tests within the time equal to the number of days of suspension up to a maximum of ten (10) school days. Work not completed within the allotted school days will result in an incomplete grade. Arrangements for making up any work missed shall be the responsibility of the student. For each day of excused or unexcused absence as well as tardiness, the student may receive a reduction in Employability Skills grades. Students can-not receive credit of any amount unless make-up work is completed properly as determined by their CTC instructor. See Attendance Regulations for more information.

Students with unexcused absences cannot receive credit of any amount unless make-up work is completed properly as determined by their CTC instructor. Exceptions to this regulation shall be reviewed on a case by case basis. This regulation does not apply to cases of extenuating circumstances, but the decision of what constitutes extenuating circumstances rests with the LCCTC administration.

Final Grade Calculation
To compute a final year grade, percentage grades for each marking period are divided by four to determine a percentage grade.

Inquiries about this policy or appeals of any grades awarded to a student should be made first to the student’s instructor then to the campus administration.
To compute the final, end of year grade, add percentage grades for each marking period and divide by 4. Compare the percentage to the grade scale and assign a letter grade.

**Example:**

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>68 percent</td>
</tr>
<tr>
<td>Second</td>
<td>74 percent</td>
</tr>
<tr>
<td>Third</td>
<td>70 percent</td>
</tr>
<tr>
<td>Fourth</td>
<td>85 percent</td>
</tr>
<tr>
<td>Total Percentage</td>
<td>297 points</td>
</tr>
</tbody>
</table>

Final grade: 297 Total Points / 4 Marking Periods = 74 percent = C
# Lancaster County Career & Technology Center Program Offerings

## Programs for High School Seniors

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
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<td>Animal Production Science &amp; Technology (WS)</td>
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<td>Architectural CAD/Design (BT)</td>
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<td>Automotive Mechanics (WS)</td>
<td>23</td>
</tr>
<tr>
<td>Automotive Technology (WS)</td>
<td>25</td>
</tr>
<tr>
<td>Baking &amp; Pastry Arts (MJ)</td>
<td>27</td>
</tr>
<tr>
<td>Cabinetmaking &amp; Wood Technology (BT)</td>
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<tr>
<td>Clinical Care Assistant (WS)</td>
<td>31</td>
</tr>
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<td>Collision Repair (WS)</td>
<td>33</td>
</tr>
<tr>
<td>Commercial Art (BT)</td>
<td>35</td>
</tr>
<tr>
<td>Commercial Construction/Management (MJ)</td>
<td>37</td>
</tr>
<tr>
<td>Computer Systems Technology (BT)</td>
<td>39</td>
</tr>
<tr>
<td>Cosmetology (MJ/WS)</td>
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<tr>
<td>Culinary Arts/Chef (MJ)</td>
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</tr>
<tr>
<td>Dental Assistant (WS)</td>
<td>45</td>
</tr>
<tr>
<td>Diesel Equipment Technology (WS)</td>
<td>47</td>
</tr>
<tr>
<td>Digital Design/Print Media (BT)</td>
<td>49</td>
</tr>
<tr>
<td>Early Childhood Education (MJ)</td>
<td>51</td>
</tr>
<tr>
<td>Electrical Construction Technology (BT)</td>
<td>53</td>
</tr>
<tr>
<td>Electro-Mechanical Engineering Technology (MJ)</td>
<td>55</td>
</tr>
<tr>
<td>Event Planning &amp; Tourism Services Management (MJ)</td>
<td>57</td>
</tr>
<tr>
<td>Heavy Equipment Operations &amp; Basic Maintenance (BT)</td>
<td>59</td>
</tr>
<tr>
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</tr>
<tr>
<td>Masonry (BT)</td>
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</tr>
<tr>
<td>Medical Administrative Assistant (WS)</td>
<td>67</td>
</tr>
<tr>
<td>Medical Assistant (WS)</td>
<td>69</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide (WS)</td>
<td>71</td>
</tr>
<tr>
<td>Painting/Ceramic Tile &amp; Vinyl (BT)</td>
<td>73</td>
</tr>
<tr>
<td>Photography &amp; Digital Imaging (BT)</td>
<td>75</td>
</tr>
</tbody>
</table>

**BT – Brownstown    MJ – Mount Joy    WS - Willow Street    PSTC – Lancaster County Public Safety Training Center**

*NOTE: All programs are full-day unless indicated *Half-Day.*
Lancaster County Career & Technology Center Program Offerings
Programs for High School Seniors

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BT – Brownstown  MJ – Mount Joy  WS - Willow Street  PSTC – Lancaster County Public Safety Training Center

*NOTE: All programs are full-day unless indicated *Half-Day.
Program Information for:
Animal Production Science & Technology – CIP Code 01.0901 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks - $200.00 approx.; **Certifications:** Industry Certifications - $0.00-$200.00 (varies)
- **Tools/Materials:** Stethoscope - $23.50, Large Animal Thermometer - $5.00, Watch w second hand - $27.95. Additional information in new student letter.
- **LCCTC Uniform:** Steel toe work boots - $30.00+; LCCTC: Short Sleeve navy coveralls - $28.00, Short Sleeve Polo shirt - $13.50+, Long Sleeve Polo shirt - $16.00, Sweatshirt - $16.00, Khaki work pants - $21.00+ -Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee -** $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** Certified Poultry Technician Certification, Transportation Quality Assurance Certification, Beef Quality Assurance Certification, Pork Quality Assurance Plus Certification, Artificial Insemination, Dairy Animal Care Quality Assurance, FEMA Animals in Disasters: Awareness and Preparedness, FEMA Animals in Disasters: Community Planning, FEMA Livestock in Disasters

  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better, 80% in skills, 80% in knowledge, 85% in work ethic
  - Instructor recommendation, Reliable transportation

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
### Skill Alignment Chart for:
Animal Production Science & Technology – CIP Code 01.0901
Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Emotional and mental stability</td>
</tr>
<tr>
<td></td>
<td>• Lift heavy objects/people</td>
</tr>
<tr>
<td></td>
<td>• Not disturbed by incidences such as bodily fluids, surgeries, injections,</td>
</tr>
<tr>
<td></td>
<td>traumatic situations</td>
</tr>
<tr>
<td></td>
<td>• Prolonged standing, bending, &amp; stooping</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab</strong></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td><strong>APTITUDES for this lab - Recommended levels</strong></td>
<td>• General learning</td>
</tr>
<tr>
<td></td>
<td>• Manual &amp; finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Verbal &amp; numerical</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• 12th-College level</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Basic math</td>
</tr>
<tr>
<td></td>
<td>• Conversions (metric system)</td>
</tr>
<tr>
<td></td>
<td>• Fractions, decimals, percentages, &amp; ratios</td>
</tr>
<tr>
<td></td>
<td>• Grade appropriate English, spelling, grammar</td>
</tr>
<tr>
<td></td>
<td>• Medical math (drug calculations)</td>
</tr>
<tr>
<td></td>
<td>• Weight</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• 3-4 hours daily plus labs</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• 30 min. to 1 hour daily</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• Approximately 40-50 tasks per marking period</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 2-3 tests/quizzes per week</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Ability to work with a team to complete projects – very important</td>
</tr>
<tr>
<td></td>
<td>• Attention to detail extremely important</td>
</tr>
<tr>
<td></td>
<td>• Excellent communication and critical thinking skills</td>
</tr>
<tr>
<td></td>
<td>• Excellent hygiene</td>
</tr>
<tr>
<td></td>
<td>• Good Attendance</td>
</tr>
<tr>
<td></td>
<td>• Keyboarding skills</td>
</tr>
<tr>
<td></td>
<td>• Love of animals</td>
</tr>
<tr>
<td></td>
<td>• Spanish speaking is a plus</td>
</tr>
<tr>
<td></td>
<td>• Transportation needed for clinical</td>
</tr>
<tr>
<td></td>
<td>• Willingness to try new things &amp; step out of comfort zone</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Architectural CAD/Design – CIP Code 15.1303 (BT)

Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Text/Workbook - $70.00, Advanced textbook (optional) – 45.00; **Certifications:** International Residential Code 2009 - $25.00, American Design Drafting Association (optional) - $155.00 approx., OSHA - $25.00.
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Khaki pants - $20.00+; LCCTC: Blue Polo shirt - $13.25+, Crew Sweatshirt - $11.00+ - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** American Design Drafting Association – Certified Drafter
  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Instructor recommendation
  - 90% completion of house design

_________________________  ____________________________  _______________________
Student Signature          Parent/Guardian Signature       Date
### Skill Alignment Chart for:
**Architectural CAD/Design – CIP Code 15.1303**

**Brownstown Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | - Ability to work independently  
- Depth perception  
- Excellent self-discipline to focus for long periods of time  
- Stamina (ability to focus at work station for long periods of time)  
- Visual acuity |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
- Clinical perception  
- Form perception  
- Numerical  
- Spatial |
| Reading & Language Arts Levels | - Technical Reading & Memorization  
- Technical Writing |
| Math Levels | - Fractions, decimals, and basic math, ratios, percents |
| Lecture Time | - 1-2 hours each morning |
| Homework | - 1-3 chapters per month  
- 1 vocabulary list every other week |
| Tasks Per Week | - 35 tasks per marking period |
| Tests | - 1 quiz every other week  
- 1 test per week (average) |
| POS Academics | - College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | - Ability to visualize  
- Able to work with small groups of people  
- Computer skills/keyboarding  
- Excellent problem solving skills |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Automotive Mechanics – CIP Code 47.0604 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbook/Manual - $110.00; **Certifications:** PA Safety Inspection License - $8.00, NATEF - $15.00, Additional Industry Certifications - Cost varies.
- **Tools/Materials:** Driver’s License highly recommended. Additional information in new student letter.
- **LCCTC Uniform:** Leather steel toe work boots - $30.00+, Navy blue work pants - $20.00+; LCCTC: T-shirt - $7.75+ 
  -Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** PA Dept of Trans – Certified Emissions Inspector & Certified Safety Inspector Category I
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - API Advanced placement in November with B average

_________________________________  ___________________________  ____________
Student Signature                   Parent/Guardian Signature     Date
# Skill Alignment Chart for:
Automotive Mechanics – CIP Code 47.0604

## Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry</td>
</tr>
<tr>
<td>**</td>
<td>• Ability to diagnose the source of a problem quickly and accurately</td>
</tr>
<tr>
<td>**</td>
<td>• Ability to work in tight spaces</td>
</tr>
<tr>
<td>**</td>
<td>• Ability to work independently, read and follow directions</td>
</tr>
<tr>
<td>**</td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td>**</td>
<td>• Stamina to stand for long periods of time</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td>**</td>
<td>• Finger dexterity</td>
</tr>
<tr>
<td>**</td>
<td>• General learning</td>
</tr>
<tr>
<td>**</td>
<td>• Manual dexterity</td>
</tr>
<tr>
<td>**</td>
<td>• Spatial</td>
</tr>
<tr>
<td>**</td>
<td>• Verbal</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• College level</td>
</tr>
<tr>
<td>**</td>
<td>• Good oral and written communication skills</td>
</tr>
<tr>
<td>**</td>
<td>• Good spelling skills</td>
</tr>
<tr>
<td>**</td>
<td>• Public speaking</td>
</tr>
<tr>
<td>**</td>
<td>• Technical reading skills</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Basic math</td>
</tr>
<tr>
<td>**</td>
<td>• Fractions, decimals, &amp; percentages</td>
</tr>
<tr>
<td>**</td>
<td>• Measures-metric system</td>
</tr>
<tr>
<td>**</td>
<td>• Weights</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• 1-2 hours daily</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• 1-1 ½ hours daily</td>
</tr>
<tr>
<td>**</td>
<td>• 1-3 chapters a week</td>
</tr>
<tr>
<td>**</td>
<td>• 4 workbook assignments</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• 35 tasks per marking period</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 1 quiz per week</td>
</tr>
<tr>
<td>**</td>
<td>• 1 test per week</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Ability to work with a team</td>
</tr>
<tr>
<td>**</td>
<td>• Basic computer skills</td>
</tr>
<tr>
<td>**</td>
<td>• Drivers education</td>
</tr>
<tr>
<td>**</td>
<td>• Drivers license</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Automotive Technology – CIP Code 47.0604 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbook - $85.00; **Certifications:** PA Safety Inspection License – 8.00, PA Emissions Inspection License - $55.00, NATEF - $15.00, Additional Industry Certifications – Cost varies.
- **Tools/Materials:** Driver’s License highly recommended. Additional information in new student letter.
- **LCCTC Uniform:** Leather work shoes - $30.00+, Navy blue work pants - $20.00+; LCCTC: T-shirt - $7.75+
  -Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** PA Dept of Trans – Certified Emissions Inspector & Certified Safety Inspector Category I
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - API Advanced placement in November with B average

Student Signature__________________________________________Parent/Guardian Signature__________________________________________Date__________________________________________
**Skill Alignment Chart for:**
**Automotive Technology – CIP Code 47.0604**

**Willow Street Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry  
• Ability to diagnose the source of a problem quickly and accurately  
• Ability to work in tight spaces  
• Ability to work independently, read and follow directions  
• Good eye/hand coordination  
• Stamina to stand for long periods of time |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Finger dexterity  
• General learning  
• Manual dexterity  
• Spatial  
• Verbal |
| Reading & Language Arts Levels | • College level  
• Good oral and written communication skills  
• Good technical reading skills  
• Public speaking |
| Math Levels | • Basic math  
• Fractions, decimals, & percents  
• Measures-metric system/standard |
| Lecture Time | • 1/2 to 1 1/2 hours daily |
| Homework | • 1-3 chapters a week (more at beginning) |
| Tasks Per Week | • 35 tasks per marking period |
| Tests | • Shop and written tests at end of every unit |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to work with a team to complete projects  
• Background knowledge of electricity  
• Basic computer skills  
• Drivers education  
• Transportation needed for employment success |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Baking & Pastry Arts – CIP Code 12.0501 (MJ)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books and Certification fee: $75.00
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: $164.00 (total package includes shoes)
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: ServSafe Certification, American Culinary Federation Certificate - Pastry
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

_________________________________________________________________________  _____________________________________________________________________  __________
Student Signature                                 Parent/Guardian Signature                               Date
Skill Alignment Chart for:
Baking & Pastry Arts – CIP Code 12.0501
Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry  
• Ability to tolerate heat  
• Ability to work in a fast-paced environment  
• Good personal hygiene  
• Stand for long periods of time |

<table>
<thead>
<tr>
<th>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</th>
<th>Scores of Average or above on:</th>
</tr>
</thead>
</table>
| • Color Discrimination  
• Manual Dexterity  
• Numerical |

| Reading & Language Arts Levels | • 12th grade  
• Good oral communication skills  
• Reading comprehension – Recipes |

| Math Levels | • Decimals  
• Fractions  
• Percentages  
• Ratio and Proportion  
• Weights/measures  
• Word Problems/Metric |

| Lecture Time | • 7 hours/week |

| Homework | • 1 chapter per week with homework assignment-both math & baking  
• Daily during ServSafe |

| Tasks Per Week | • Varies |

| Tests | • 1 per week both math and baking |

| POS Academics | • College level Public Speaking is a component of the LCCTC program |

| Study & Other Skills | • Ability to work with a team to complete projects  
• Attention to detail  
• Creativity  
• Excellent eye/hand coordination and fine motor skills |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Cabinetmaking & Wood Technology – CIP Code 48.0703 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: 2 Textbooks with online access - $110.00; Certifications: ABC Registration - $25.00, OSHA - $25.00
- Tools/Materials: $100.00 approx. Additional information in new student letter.
- LCCTC Uniform: Work boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- Certification Tests: National Center for Construction Ed. & Research Core Certification; Woodwork Manufacturing Skill Standards
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op/Clinical Requirements
  - 95% attendance
  - Grade of B average or better
  - Instructor’s recommendation, Reliable transportation

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
# Skill Alignment Chart for: Cabinetmaking & Wood Technology – CIP Code 48.0703

## Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations**                           | • Physical strength and stamina  
|                                                                     | • Ability to lift 50 lbs overhead  
|                                                                     | • Ability to work independently  
|                                                                     | • No fear of heights or working in closed spaces  
|                                                                     | • Good eye/hand coordination |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
|                                                                     | • Finger dexterity  
|                                                                     | • Manual dexterity  
|                                                                     | • Eye/hand/foot coordination  
|                                                                     | • Spatial |
| **Reading & Language Arts Levels**                                     | • 10-11th grade level  
|                                                                     | • Follow oral and written instructions  
|                                                                     | • Technical reading |
| **Math Levels**                                                        | • Ability to measure to the 32nd of an inch  
|                                                                     | • Ability to visualize in 3 dimensions  
|                                                                     | • Fractions, decimals and conversion of decimals and fractions |
| **Lecture Time**                                                       | • 30 minutes per day |
| **Homework**                                                           | • Minimal |
| **Tasks Per Week**                                                     | • 25+ tasks per marking period |
| **Tests**                                                              | • 3 Major tests/marking period  
|                                                                     | • NOCTI Assessment |
| **POS Academics**                                                      | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills**                                               | • Drivers license strongly recommended  
|                                                                     | • Able to problem solve  
|                                                                     | • Teamwork |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to **contact your counselor.**
Program Information for:
Clinical Care Assistant – CIP Code 51.0899 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks - $275.00 approx.; Certification: CPR – Healthcare Provider - $40+ Cost varies.
- **Tools/Materials:** Watch with a second hand - $30.00. Additional information in new student letter.
- **LCCTC Uniform:** S/S polo - $14.50+, Pants - $14.00+, Jacket - $15.50, Leather white shoes - $33.00.
- Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; Clearances: Prior to coming to LCCTC: Physical with lab testing (blood work) also Hepatitis series (3 step), Tuberculin test-PPD (2 step) required by PA Law and Dept. of Health varies, possible charges for criminal background and drug screening (hospital currently covers the $55.00), FBI Fingerprinting - $27.50.

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- **Certification Tests:** Certified Patient Care Technician, American Heart Association – Heartsaver AED, National Safety Council – Bloodborne & Airborne Pathogens, American Heart Association – CPR. As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op/Clinical Requirements**
  - 95% attendance, Less than 8 days absent
  - Grade of B average or better, 75% in Anatomy & Physiology and Medical Terminology
  - 85% Skill – if student has 80% but has a lot of repeats in skills, the student will be held back from clinical until overall skills improve (safety issue), 85% Work Ethic
  - Instructor’s recommendation, Reliable transportation
  - Lunches bought at hospital or brought in brown bag
  - Clinical both in April/May, Clinical requires B average

Student Signature
Parent/Guardian Signature
Date
**Skill Alignment Chart for:**  
**Clinical Care Assistant – CIP Code 51.0899**  
**Willow Street Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Emotional and mental stability  
• Empathy to understand the pains and suffering of others  
• Good personal hygiene  
• Lift heavy objects/people  
• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations  
• Prolonged standing, bending, & stooping |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• General learning  
• Manual & finger dexterity  
• Verbal & numerical |
| Reading & Language Arts Levels | • 12th grade to College level English  
• Excellent oral and written communication skills (excellent spelling skills)  
• High reading comprehension |
| Math Levels | • Conversions  
• Fractions, decimals, percents & ratios  
• Height/weight  
• Intermediate Algebra (College level)  
• Metric system  
• Roman numerals |
| Lecture Time | • 4 hours daily |
| Homework | • 2-3 hours daily |
| Tasks Per Week | • Approximately 20 tasks per marking period |
| Tests | • 5-8 tests a week including performance tests and academics |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Attention to detail extremely important  
• Basic computer and keyboarding skills  
• Demonstrate initiative, responsibility, and critical thinking skills  
• Excellent note taking and listening skills  
• Transportation for clinical |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Collision Repair – CIP Code 47.0603 (WS)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbook and workbook - $130.00; **Certifications:** NATEF - $15.00
- **Tools/Materials:** Respirator and tool kit - $50.00 (purchased through WSCTC)
- **LCCTC Uniform:** Leather work boots - $30.00+, Navy blue work pants - $20.00+; LCCTC: T-shirt - $7.75+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** EPA – Spray Gun Certification
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - API Advanced placement internship begins in November with B average

Student Signature ______________ Parent/Guardian Signature ______________ Date ______________

33 Revised 10/24/2014
Skill Alignment Chart for:
Collision Repair – CIP Code 47.0603

Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | A focus on safety around moving equipment, hand tools & power tools  
  Ability to work independently, read and follow directions  
  Ability to work with strong smelling chemicals in dusty environment  
  Any type of respiratory condition would be a concern  
  Good eye/hand coordination  
  Stamina to stand for long periods of time |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
  Eye/hand/foot coordination  
  Finger and manual dexterity  
  Form perception  
  Spatial |
| Reading & Language Arts Levels | 12th Grade Level  
  Good oral and written communication skills |
| Math Levels | Basic Algebra  
  Converting: fractions, decimals, ratios & percents  
  Linear measurement, working with a ruler |
| Lecture Time | 1 hour daily |
| Homework | 1-2 chapters per week 1 hour an evening |
| Tasks Per Week | 50 tasks during the first 12 weeks of school  
  Rest of year live work |
| Tests | 1 test per week  
  Quizzes periodically |
| POS Academics | College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | Ability to work independently and with a small group  
  Excellent hand/eye coordination and attention to detail  
  First aid  
  Good writing skills  
  Understanding basic electricity |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Commercial Art – CIP Code 50.0402 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Manuals and tutorials - provided on line & by instructor; **Certifications:** Print Ed - $20.00
- **Tools/Materials:** Art Kit - $310.00. Additional information in new student letter.
- **LCCTC Uniform:** Khaki pants - $20.00+; **LCCTC:** Polo shirt - $13.25+, Crewneck Sweatshirt - 11.00+, Long sleeve T-shirt - 8.95+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** PrintEd Certification: Advertising
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools including Pennsylvania College of Art & Design, and The Art Institute of York.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
### Skill Alignment Chart for:
**Commercial Art – CIP Code 50.0402**

**Brownstown Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Depth perception</td>
</tr>
<tr>
<td></td>
<td>• Excellent self discipline to focus for long periods of time</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• Stamina (ability to focus at work station for long periods of time)</td>
</tr>
<tr>
<td></td>
<td>• Visual acuity</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Color Discrimination</td>
</tr>
<tr>
<td></td>
<td>• Finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Form/Perception/Clerical</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• 11th grade level</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Addition, subtraction, multiplication, division, read a rule, manipulate fractions, decimals, percentages, and ratio and proportion</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• 1 hour per day</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• Preparing for tests/project assignments</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• Approximately 21 tasks per marking period</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 1-2 tests per week</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Ability to meet deadlines</td>
</tr>
<tr>
<td></td>
<td>• Basic drafting knowledge</td>
</tr>
<tr>
<td></td>
<td>• Computer background</td>
</tr>
<tr>
<td></td>
<td>• Drawing ability and color keenness</td>
</tr>
<tr>
<td></td>
<td>• Eye/hand coordination</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Commercial Construction/Management – CIP Code 46.0201 (MJ)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Online access to text - $85.00 or Textbooks - $180.00 (savings of $95.00 without hard copy); Certifications: ABC Registration - $25.00, OSHA - $25.00, Additional Industry Certifications (optional) - price varies
- Tools/Materials: $72.00 approx. Additional information in new student letter.
- LCCTC Uniform: Leather Work Boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: T-shirt - $7.75+, Long Sleeve T-shirt - 8.95+, Crew Sweatshirt - 11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

__________________________________________________________
Student Signature

__________________________________________________________
Parent/Guardian Signature

__________________________________________________________
Date

Revised 10/24/2014
# Skill Alignment Chart for:
Commercial Construction/Management – CIP Code 46.0201

## Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Ability to lift 50 lbs overhead  
• Ability to work in all weather conditions  
• Ability to work independently  
• Good eye/hand coordination  
• No fear of heights or working on closed spaces  
• Physical strength and stamina |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Eye/hand/foot coordination  
• Finger dexterity  
• Form perception  
• Manual dexterity  
• Spatial |
| Reading & Language Arts Levels | • Good reading and technical writing skills  
• Grade 10 reading level  
• Follow oral and written directions |
| Math Levels | • Excellent measurement skills  
• Strong basic math skills (addition, subtraction, multiplication & division) |
| Lecture Time | • 30 minutes to 1 hour per day |
| Homework | • Once a week |
| Tasks Per Week | • Approximately 30 tasks per marking period |
| Tests | • 3 Major tests/marking period  
• Quizzes |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to work as a team player |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Computer Systems Technology – CIP Code 15.1202 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: CompTIA A+ All in one Guide - $40.00 approx., CompTIA Network+ All in one Guide (optional) - $40.00;
- Certifications: CompTIA A+ - 2 tests - $168.00, OSHA - $25.00; CompTIA Network+ (optional) - $125.00
- Tools/Materials: Computer Maintenance kit (optional) - $210.00 approx. Additional information in new student letter.
- LCCTC Uniform: Khaki pants - $20.00+, LCCTC: Polo shirt - $13.25+; Closed toe/heel shoes (loafers preferred) - $25.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: CompTIA A+ Certification – Core, A+ Certification – Practical, Net+
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

Student Signature ____________________________ Parent/Guardian Signature ____________________________ Date ____________________________

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Revised 10/24/2014
### Skill Alignment Chart for:
Computer Systems Technology – CIP Code 15.1202

Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Excellent self-discipline to focus for long periods of time</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• Stamina (ability to focus at work station for long periods of time)</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APTITUDES for this lab - Recommended levels</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Clerical perception</td>
</tr>
<tr>
<td></td>
<td>• Color discrimination</td>
</tr>
<tr>
<td></td>
<td>• Finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• General learning</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• 11th grade</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Basic</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• Minimum of 1-2 hours per day</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• Various projects (infrequent)</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• Impromptu in-school PC repair</td>
</tr>
<tr>
<td></td>
<td>• Task grid-100 tasks: 20 exams, certification tests and certs</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 1 - 2 per week</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Competent PC user (not expert)</td>
</tr>
<tr>
<td></td>
<td>• Detail oriented</td>
</tr>
<tr>
<td></td>
<td>• Excellent social skills for working with customers</td>
</tr>
<tr>
<td></td>
<td>• Logical/critical thinking capabilities</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:  
Cosmetology – CIP Code 12.0401 (MJ/WS)  
Form to be submitted with completed LCCTC application  
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements  
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)  
The student is responsible for paying the program costs and clearances listed.

- **Books:** Included in kit.; **Certifications:** Industry Certification - $150.00, First Aid Certification - $6.00 approx.
- **Tools/Materials:** Kit w/supplies and books - $505.69 approx. Additional information in new student letter.
- **LCCTC Uniform:** LCCTC: Black drawstring pants - $16.00-17.00+, Black T-shirt - $7.75+, Crew Sweatshirt - $11.25, Black polo shirt - $13.25+, Jacket (optional) - $32.00, Zone Clogs black - $25.00  
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** Letter of Verification for proof of education through 11th grade from High School – taken care of by CTC

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements  
- **Certification Tests:** After program completion: PA State Board of Cosmetology – Cosmetologist  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**  
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op/Clinical Requirements**  
  - Must have a 60% GPA or hours do not count for marking period, due to PA State Law
  - Clinical - After completion of 300 hours work in clinic.
  - Attendance crucial for gaining 1250 hours
**Skill Alignment Chart for:**
**Cosmetology – CIP Code 12.0401**

**Mount Joy/Willow Street Campuses**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Ability to stand for long periods of time  
• Ability to work with strong smelling chemicals (breathing and skin reactions)  
• Good hand/eye coordination  
• Willing to attend school over the summer after senior year of high school to complete 1250 hour requirement |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Color discrimination  
• Finger & manual dexterity  
• Verbal & numerical |
| Reading & Language Arts Levels | • 12th grade  
• Good oral and written communication skills |
| Math Levels | • Fractions, decimals, & basic geometry |
| Lecture Time | • 45 min -several hours daily depending on subject |
| Homework | • 1 chapter in study guide per week  
• 30 minutes daily |
| Tasks Per Week | • Approximately 10 per marking period-in addition to many repetitive practice skills |
| Tests | • 1 test a week, more frequently during the first 2 weeks of school |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Able to visualize finished product on clients (spatial)  
• Desire to be clean and organized  
• Desire to spend extra time (summer) at LCCTC to earn required hours for license  
• Enjoys working with people  
• Good attendance  
• Good eye/hand coordination  
• Good verbal communication skills |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Culinary Arts/Chef – CIP Code 12.0508 (MJ)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbook with ServSafe Certification - $75.00; Certifications: Certified Junior Culinarian (optional) - $35.00
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: $238.00 (total package includes shoes)
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: ServSafe, American Culinary Federation, Cook

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
### Skill Alignment Chart for: Culinary Arts/Chef – CIP Code 12.0508

#### Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • A focus on preparing, holding and serving safe food  
• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry  
• Ability to work in a fast-paced environment  
• Good personal hygiene  
• Stamina needed to stand for long periods of time |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Color discrimination  
• Finger dexterity  
• Manual dexterity  
• Verbal & numerical |
| Reading & Language Arts Levels | • 12th grade to college  
• Good oral communication skills |
| Math Levels | • 8th grade Math level  
• Basic measurements  
• Compute ratio, rate & percents  
• Decimals  
• Fractions  
• Percentages  
• Weights/Measurements |
| Lecture Time | • 2 hours every Monday and Wednesday |
| Homework | • On average, 1 chapter/week and 1 workbook assignment/week and 1 chapter math w/test each week |
| Tasks Per Week | • 28/2 week rotation |
| Tests | • 1 test per week, culinary essentials, math, and ServSafe |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to work with a team to complete projects  
• Creativity & Attention to detail  
• Excellent eye/hand coordination  
• Multi-tasking ability  
• Not afraid to get dirty  
• Students will daily: wash dishes/pots/pans, scrub floors, trash removal  
• Students will weekly: scrub hoods, scrub floor drains/trash cans, de-lime dishwashers |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Dental Assistant – CIP Code 51.0601 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbooks, Workbooks - $196.00 approx., Certifications: Radiology Certification (mandatory)- $325.00,
  CPR certification (in class) - $10.00 approx., ICE exam (optional) - $175.00
- Tools/Materials: Student Kit - $45.00. Additional information in new student letter.
- LCCTC Uniform: Pants - $45.00, Jacket - $15.50, Shoes - $33.00+
- - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: Hepatitis series (3 step) recommended, Tetanus update required - cost varies

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- Certification Tests: American Heart Association – CPR, Dental Assisting National Board – Radiation Health & Safety Exam, Infection Control Exam, Certified Dental Assistant (1 year after Graduation)
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op/Clinical Requirements
  - 95% attendance
  - Grade of C average or better, 75% Knowledge, 80% Skill, 85% Work Ethic
  - Instructor recommendation, Reliable transportation
  - Clinical in March requires a B average
  - Minimum 85% on instrument, charting, and numbering test
  - Successfully completed DANB Radiology Exam by February

Student Signature ___________________ Parent/Guardian Signature ___________________ Date _____________

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Revised 10/24/2014
# Skill Alignment Chart for:
## Dental Assistant – CIP Code 51.0601

### Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations** | • Emotional and mental stability  
• Good personal hygiene  
• Not disturbed by incidences such as bodily fluids, surgeries, injections  
• Prolonged standing, bending, & stooping |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• Finger dexterity  
• General learning  
• Manual dexterity  
• Spatial  
• Verbal |
| **Reading & Language Arts Levels** | • 12th grade |
| **Math Levels** | • Measurements of volume and proportion  
• Metric decimals  
• Exposure to business accounting or bookkeeping |
| **Lecture Time** | • 2 ½ - 3 hours daily |
| **Homework** | • Review and master the lecture notes from the day and read required accompanying textbook pages |
| **Tasks Per Week** | • 25 tasks per marking period |
| **Tests** | • Approx. 3 tests per week |
| **POS Academics** | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills** | • Ability to work as a team member to complete projects  
• Attention to detail extremely important  
• Basic keyboarding skills  
• Excellent communication skills  
• Excellent study skills  
• Good personality and excellent hygiene  
• Problem solver  
• Self-motivated  
• Transportation needed for clinical |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Diesel Equipment Technology – CIP Code 47.0613 (WS)
Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books**: Textbooks, Workbooks - **$200.00**; **Certifications**: OSHA - **$5.00**, Additional Industry certifications – no fee.
- **Tools/Materials**: Driver’s License highly recommended. Additional information in new student letter.
- **LCCTC Uniform**: Leather safety toe work shoes - **$30.00+**, Navy blue Dickies work pants - **$20.00+**; LCCTC: Maroon T-shirt - **$7.75+**
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - **$20.00**; **Clearances**: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests**: PA State Inspection-Certified Safety Category III Inspector, OSHA
  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - API Advanced placement internship begins in February with a B average

Student Signature ________________________________ Parent/Guardian Signature ________________________________ Date ________________________________
Skill Alignment Chart for:
Diesel Equipment Technology – CIP Code 47.0613
Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry</td>
</tr>
<tr>
<td></td>
<td>• Ability to diagnose the source of a problem quickly and accurately</td>
</tr>
<tr>
<td></td>
<td>• Ability to work in tight spaces</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently, read and follow directions</td>
</tr>
<tr>
<td></td>
<td>• Stamina to stand for long periods of time</td>
</tr>
</tbody>
</table>

Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels

Scores of average or above on:
• Color discrimination
• Eye/hand/foot coordination
• Finger and manual dexterity
• Form perception
• Spatial

Reading & Language Arts Levels

• 9th-12th grade or higher tech manuals, 13th-14th year levels
• Good oral and written communication skills

Math Levels

• Basic math
• Fractions, decimals, percents
• Measuring devices to 1/10000 inch
• Standard measurement
• Weights

Lecture Time

• 1-3 hours daily

Homework

• 2-3 hours a week

Tasks Per Week

• Approximately 27 tasks per marking period

Tests

• 3-4 tests a week with quizzes

POS Academics

• College level Public Speaking is a component of the LCCTC program

Study & Other Skills

• Ability to work as a team
• Background electrical knowledge
• Basic computer skills
• Clean drivers record
• Transportation suggested

This sheet is designed to give you a better idea of course requirements. This is for your information only.
If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Digital Design/Print Media – CIP Code 10.0399 (BT)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Manual/Tutorials – Provided to students; Certifications: 2 PrintEd tests (mandatory) - $10.00, 2 tests (optional) - $10.00 per test
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: Navy blue pants - $20.00+; LCCTC: Maroon Polo shirt - 13.25+, Long Sleeve T-shirt - 8.95+, Crew Sweatshirt - 11.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: PrintEd Certification: Graphic Communications
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - Post-secondary portfolio preparation

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ________________
### Educational & Physical Attributes

<table>
<thead>
<tr>
<th>Program Safety &amp; Physical Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A focus on safety around moving equipment</td>
</tr>
<tr>
<td>● Color Vision</td>
</tr>
<tr>
<td>● Depth perception</td>
</tr>
<tr>
<td>● Good manual dexterity</td>
</tr>
<tr>
<td>● Stamina including focus at work station for long periods of time including standing or sitting for long periods of time</td>
</tr>
<tr>
<td>● Visual acuity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td>● Color discrimination</td>
</tr>
<tr>
<td>● Finger dexterity</td>
</tr>
<tr>
<td>● Form perception/clerical</td>
</tr>
<tr>
<td>● Spatial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading &amp; Language Arts Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 11th grade level</td>
</tr>
<tr>
<td>● Good oral and written communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Good measurement skills</td>
</tr>
<tr>
<td>● Manipulation of fractions, decimals, and ability to use percentages and proportions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecture Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 1 hour per day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Preparing for tests</td>
</tr>
<tr>
<td>● Print PDF’s of curriculum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Approximately 21 tasks per marking period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 1-2 tests per week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POS Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>● College level Public Speaking is a component of the LCCTC program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study &amp; Other Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Ability to meet deadlines</td>
</tr>
<tr>
<td>● Ability to work independently and with small groups</td>
</tr>
<tr>
<td>● Able to work with color</td>
</tr>
<tr>
<td>● Art/drawing courses</td>
</tr>
<tr>
<td>● Basic drafting knowledge</td>
</tr>
<tr>
<td>● Basic word processing skills</td>
</tr>
<tr>
<td>● Computer courses-Programming</td>
</tr>
<tr>
<td>● Desktop application, Graphics computer skills</td>
</tr>
<tr>
<td>● Strong need for attention to detail and mechanical aptitude</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
**Program Information for:**

Early Childhood Education – CIP Code 19.0708 (MJ)

*Form to be submitted with completed LCCTC application*

The following information is extremely important for you to know about this program.

**CTC “Program of Study” Secondary Academic Course Requirements**

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

**Approximate Program Costs & Clearances – (where applicable)**

The student is responsible for paying the program costs and clearances listed.

- **Books:** Standards Package - $25.00; **Certifications:** Additional Industry Certifications – $15.00+ Cost varies.
- **Tools/Materials:** School supplies - $150.00 approx. Cost varies.
- **LCCTC Uniform:** Black pants - $20.00+, Closed toe w tie shoes - $18.00+, LCCTC: Maroon Polo shirt - $13.25+, Crew sweatshirt (optional) - $11.00
  - There can be no visible body piercing (other than ears).
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** State Police Criminal Record Check - $10.00, DPW Child Abuse - $10.00, 3 written references, Medical physical with TB test – **student cost** varies

**Certification Opportunities, Articulation Agreements & Co-op Requirements**

- **Certification Tests:** Bureau of C&T – CDA Ready Certification, Pediatric First Aid for Caregivers and Teachers Certification, Department of Public Welfare- Assistant Group Supervisor Certification

  *As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.*

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - All course requirements completed
  - Instructor recommendation, Reliable transportation

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**Student Signature**

**Parent/Guardian Signature**

**Date**
**Skill Alignment Chart for:**
Early Childhood Education – CIP Code 19.0708

**Mount Joy Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations** | ● Ability to lift 30 lbs  
● Good physical health (current physical & TB test required)  
● Personal cleanliness  
● Prolonged standing, bending, stooping, walking, running, and sitting on the floor and in a child-sized chair  
● Ability to negotiate the classroom environment  
● Sit in close proximity to children  
● Visual and auditory acuity for classroom observation and management |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
● Clerical perception  
● Color discrimination  
● Finger and manual dexterity  
● Motor coordination |
| **Reading & Language Arts Levels** | ● College level  
● Good oral & written communications skills  
● Technical writing skills |
| **Math Levels** | ● College level |
| **Lecture Time** | ● Varies |
| **Homework** | ● 1-3 hours per evening |
| **Tasks Per Week** | ● 30 tasks per marking period |
| **Tests** | ● 10 to 15 tests per year; class is project oriented |
| **POS Academics** | ● College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills** | ● A strong desire to work with children  
● Ability to demonstrate initiative  
● Ability to work independently  
● Child development classes  
● Classes in general psychology  
● Computer skills  
● Excellent organizational and time management skills  
● Must be self-motivated  
● Neat appearance & excellent personal hygiene  
● Think and be creative  
● Understand the importance of confidentiality  
● Appreciation of cultural diversity |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
**Program Information for:**

**Electrical Construction Technology – CIP Code 46.0399 (BT)**

*Form to be submitted with completed LCCTC application*

The following information is extremely important for you to know about this program.

**CTC “Program of Study” Secondary Academic Course Requirements**

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

**Approximate Program Costs & Clearances – (where applicable)**

The student is responsible for paying the program costs and clearances listed.

- **Books:** 2 Textbooks plus on-line guide - $180.00; **Certifications:** OSHA - 25.00, ABC Registration - 25.00
- **Tools/Materials:** - $145.00+ approx. Additional information in new student letter.
- **LCCTC Uniform:** Leather work boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: Royal Blue T-shirt - $7.75+, Long sleeve T-shirt - 8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** None

**Certification Opportunities, Articulation Agreements & Co-op Requirements**

- **Certification Tests:** National Center for Construction Ed & Research
- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.
- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

_________  _________  ____________
Student Signature  Parent/Guardian Signature  Date

Revised 10/24/2014
# Skill Alignment Chart for:
### Electrical Construction Technology – CIP Code 46.0399
#### Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Ability to lift 50 lbs overhead</td>
</tr>
<tr>
<td></td>
<td>• Ability to work in all weather conditions</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• No fear of heights or working in closed spaces</td>
</tr>
<tr>
<td></td>
<td>• Physical strength and stamina</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Eye/hand/foot coordination</td>
</tr>
<tr>
<td></td>
<td>• Finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Form</td>
</tr>
<tr>
<td></td>
<td>• Good color discrimination</td>
</tr>
<tr>
<td></td>
<td>• Manual dexterity</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• Follow oral and written instructions</td>
</tr>
<tr>
<td></td>
<td>• Technical reading skills</td>
</tr>
<tr>
<td></td>
<td>• Text written on a 12th grade level</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Fractions, decimals, and basic geometry</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• 1 hour per day</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• Student is allotted time in class to complete assignments. If not completed in class, work must be completed at home.</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• 30 tasks per marking period</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 12 per marking period</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Ability to work with others</td>
</tr>
<tr>
<td></td>
<td>• Able to problem solve</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Electro-Mechanical Engineering Technology – CIP Code 15.0403 (MJ)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books/Certification: On-line course and OSHA certification - $325.00
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: Navy Blue Dickies brand Work Pants - $20.00+, LCCTC: T-shirt - $7.75+, Crew sweatshirt (optional) - $11.00
- Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: AMIST Certification, OSHA
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

Student Signature  Parent/Guardian Signature  Date

Revised 10/24/2014
Skill Alignment Chart for:
Electro-Mechanical Engineering Technology – CIP Code 47.0303
Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• Ability to understand and follow safety procedures</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently, read and follow directions</td>
</tr>
<tr>
<td></td>
<td>• Able to lift 50lbs to a height of 40 inches</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• Stamina to stand for long periods of time</td>
</tr>
<tr>
<td>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</td>
<td>Scores of Average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Color Discrimination</td>
</tr>
<tr>
<td></td>
<td>• Finger and Manual Dexterity</td>
</tr>
<tr>
<td></td>
<td>• Numerical</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td>Reading &amp; Language Arts Levels</td>
<td>• College Level</td>
</tr>
<tr>
<td>Math Levels</td>
<td>• Algebra I</td>
</tr>
<tr>
<td></td>
<td>• Geometry</td>
</tr>
<tr>
<td></td>
<td>• Measurement of fractions, decimals, and percents. Compute ratio, rate, percents and work with formulas</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>• Approximately 90 minutes daily</td>
</tr>
<tr>
<td>Homework</td>
<td>• Take home, if needed</td>
</tr>
<tr>
<td></td>
<td>• Time in class</td>
</tr>
<tr>
<td>Tasks Per Week</td>
<td>• Individualized lists according to job desired</td>
</tr>
<tr>
<td>Tests</td>
<td>• 1 per week</td>
</tr>
<tr>
<td>POS Academics</td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td>Study &amp; Other Skills</td>
<td>• Ability to work with a team to complete projects</td>
</tr>
<tr>
<td></td>
<td>• Basic computer skills</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• Good fine motor, spatial, and form perception</td>
</tr>
<tr>
<td></td>
<td>• Mechanical aptitude and critical thinking skills</td>
</tr>
<tr>
<td></td>
<td>• Science</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Event Planning & Tourism Services Management – CIP Code 52.1905 (MJ)

Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbooks - provided by instructor; Certifications: Industry Certifications - $60.00
- Tools/Materials: Basic office supplies - $20.00; Cost varies. Additional information in new student letter.
- LCCTC Uniform: Khaki pants - $20.00+, Black shoes - $18.00, LCCTC Maroon Polo shirt - $13.25+; ProLook Uniform: Blazer - $56.00, Black Tie/Black Ascot - $8.00, White Oxford button down shirt - $19.00, Name tag - $10.00, Black Slacks - $22.00
  - Students need to purchase more than 1 Pants/LCCTC Shirt to comply with uniform cleanliness standards.
- CTSO Fee – $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: Amer. Hotel & Lodging Ed Inst – Cert Rooms Division Specialist (CRDS)
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements (Students will Job Shadow at Doubletree Resort Inn & Suites)
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

__________________________________________  ____________________________________________  ________________________________
Student Signature                                Parent/Guardian Signature                          Date
**Skill Alignment Chart for:**
Event Planning & Tourism Services Management – CIP Code 52.1905

**Mount Joy Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• Ability to lift 30 lbs</td>
</tr>
<tr>
<td></td>
<td>• Good physical health</td>
</tr>
<tr>
<td></td>
<td>• Personal cleanliness</td>
</tr>
<tr>
<td></td>
<td>• Prolonged standing, bending, &amp; stooping</td>
</tr>
<tr>
<td>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Clerical perception</td>
</tr>
<tr>
<td></td>
<td>• General learning</td>
</tr>
<tr>
<td></td>
<td>• Verbal</td>
</tr>
<tr>
<td>Reading &amp; Language Arts Levels</td>
<td>• 12th grade</td>
</tr>
<tr>
<td></td>
<td>• Excellent oral communication skills</td>
</tr>
<tr>
<td></td>
<td>• Public speaking</td>
</tr>
<tr>
<td></td>
<td>• Technical writing skills</td>
</tr>
<tr>
<td>Math Levels</td>
<td>• Basic Algebra and business math</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>• Varies</td>
</tr>
<tr>
<td>Homework</td>
<td>• 1-2 chapters a week</td>
</tr>
<tr>
<td>Tasks Per Week</td>
<td>• 20-35 tasks per marking period</td>
</tr>
<tr>
<td>Tests</td>
<td>• 1 test/week</td>
</tr>
<tr>
<td>POS Academics</td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td>Study &amp; Other Skills</td>
<td>• Ability to work with a team to complete projects</td>
</tr>
<tr>
<td></td>
<td>• Basic accounting</td>
</tr>
<tr>
<td></td>
<td>• Basic computer skills</td>
</tr>
<tr>
<td></td>
<td>• Classes in Family &amp; Consumer Sciences</td>
</tr>
<tr>
<td></td>
<td>• Creativity</td>
</tr>
<tr>
<td></td>
<td>• Excellent personal hygiene</td>
</tr>
<tr>
<td></td>
<td>• Strong attention to detail</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Heavy Equipment Operations & Basic Maintenance – CIP Code 49.0202 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** 2 Textbooks with online access - $180.00; **Certifications:** ABC Registration - $25.00, OSHA Forklift – TBD,
- **Tools/Materials:** OSHA (10 hour) - $25.00. Additional information in the new student letter.
- **LCCTC Uniform:** Leather safety work boots - $30.00+, Pullover boots - $30.00+, Navy blue Dickies brand work pants -$20.00+, L/S Navy Coveralls - $30.00 (varies), Insulated coveralls (Optional, when working outside in winter months) - $50.00 (varies), LCCTC: Safety Green T-shirt - $8.25+, Safety Green L/S T-shirt - $9.50+, Safety Green Sweatshirt - $12.50, Safety glasses and hard hat – provided
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

**Certification Tests:** OSHA, Penn Dot Flagger Certification, National Center for Construction Education and Research

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

**Articulation Agreements**
- State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
- Other articulation agreements occur with various post-secondary schools.

**Co-op Requirements**
- 95% attendance
- Grade of C average or better for Co-op
- Instructor recommendation, Reliable transportation
- API Advanced placement in November with a B average

Student Signature ____________________________ Parent/Guardian Signature ____________________________ Date ____________________________

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Revised 10/24/2014
### Skill Alignment Chart for:
**Heavy Equipment Operations & Basic Maintenance – CIP Code 49.0202**

**Brownstown Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• A focus on safety in and around earth moving equipment</td>
</tr>
<tr>
<td></td>
<td>• Ability to diagnose the source of a problem quickly and accurately</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently, read and follow directions</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• Stamina to stand for long periods of time</td>
</tr>
<tr>
<td></td>
<td>• Willingness to work in all kinds of weather</td>
</tr>
<tr>
<td>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Eye/hand/foot coordination</td>
</tr>
<tr>
<td></td>
<td>• Finger and manual dexterity</td>
</tr>
<tr>
<td></td>
<td>• Form perception</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td>Reading &amp; Language Arts Levels</td>
<td>• College</td>
</tr>
<tr>
<td>Math Levels</td>
<td>• Compute ratio, rate and percent</td>
</tr>
<tr>
<td></td>
<td>• Measurements of fractions, decimals &amp; percents</td>
</tr>
<tr>
<td></td>
<td>• Standard measurement</td>
</tr>
<tr>
<td></td>
<td>• Tape measurement reading to the 16th of an inch</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>• Every day 9:00 – 11:30AM</td>
</tr>
<tr>
<td>Homework</td>
<td>• On average 1 hour an evening</td>
</tr>
<tr>
<td>Tasks Per Week</td>
<td>• Approximately 40 tasks per marking period</td>
</tr>
<tr>
<td>Tests</td>
<td>• 3-4 tests a week (Hands-on/written)</td>
</tr>
<tr>
<td>POS Academics</td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td>Study &amp; Other Skills</td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Ability to work with a team to complete projects</td>
</tr>
<tr>
<td></td>
<td>• Compute ratio, rate, and percent</td>
</tr>
<tr>
<td></td>
<td>• Critical thinking skills</td>
</tr>
<tr>
<td></td>
<td>• Detail oriented</td>
</tr>
<tr>
<td></td>
<td>• Excellent computer skills</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
**Program Information for:**
HVAC/R – CIP Code 47.0201 (BT)
(Heating/Ventilation/Air Conditioning/Refrigeration)

*Form to be submitted with completed LCCTC application*
The following information is extremely important for you to know about this program.

**CTC “Program of Study” Secondary Academic Course Requirements**
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

**Approximate Program Costs & Clearances – (where applicable)**
The student is responsible for paying the program costs and clearances listed.

- **Books:** 2 textbooks - $173.00; **Certifications:** ABC Registration - $25.00, OSHA - $25.00, EPA - $45.00
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Leather work boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** None

**Certification Opportunities, Articulation Agreements & Co-op Requirements**

- **Certification Tests:** National Center for Construction Ed & Research, AC & R Institute – EPA 608 Certification
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

Student Signature
Parent/Guardian Signature
Date

Revised 10/24/2014
Skill Alignment Chart for:
HVAC/R – CIP Code 47.0201
(Heating/Ventilation/Air Conditioning/Refrigeration)

Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations                 | • Ability to lift 50 lbs overhead  
• Ability to work in all weather conditions  
• Ability to work independently  
• Good eye/hand coordination  
• No fear of heights or working on closed spaces  
• Physical strength and stamina |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Color Discrimination  
• Eye/hand/foot coordination  
• Spatial |
| Reading & Language Arts Levels                           | • Follow oral and written instructions  
• Technical reading & writing  
• Text written on a 12th grade level |
| Math Levels                                               | • Fractions and decimals  
• Geometry  
• Measurements  
• Whole numbers |
| Lecture Time                                              | • 1.5 - 2 hours per day |
| Homework                                                  | • In School assignments (Contren, task, vocabulary) |
| Tasks Per Week                                            | • 20 tasks per marking period |
| Tests                                                     | • Average 10 tests per marking period |
| POS Academics                                             | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills                                      | • Ability to visualize in 3 dimensions  
• Attention to detail  
• Extensive problem solving  
• Strong attention to detail  
• Willingness to do work outside of classroom, especially studying technical manuals |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
**Program Information for:**
Introduction to Health Careers – CIP Code 51.0899 (BT/MJ/WS)

*Form to be submitted with completed LCCTC application*

The following information is extremely important for you to know about this program.

**CTC “Program of Study” Secondary Academic Course Requirements**
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

**Approximate Program Costs & Clearances – (where applicable)**
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks -$238.00 approx.; Certifications: BLS Healthcare Provider - $7.00, National Safety Council - Bloodborne & Airborne Pathogens – No Cost
- **Tools/Materials:** Class supplies - $25.00 (varies); Additional information in new student letter.
- **LCCTC Uniform:** White or Black closed toe shoes - $20.00 varies; LCCTC: Lime green polo shirts - $13.25+, Black drawstring pants - $16.00-17.00+, Black sweatshirt (opt) - $11.25, Black fleece jacket (opt) - $43.00
  - Students need to purchase more than 1 Shirts/Pants to comply with uniform cleanliness standards.
- **CTSO Fee – $10.00; Clearances:** Prior to start of school: TB test 1-2 step depending on clinical site requirement, Record of immunizations - varies; Criminal Background (depending on campus) - $10.00, Child Abuse History (depending on campus) - $10.00; During school year – Basic Life Support for Healthcare Providers - varies

**Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements**

- **Certification Tests:** American Heart Association - BLS Healthcare Provider (no accommodations); National Safety Council - Bloodborne & Airborne Pathogens (no accommodations)
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.
  - Articulation Agreements - College in the high school w/HACC
    - Students can earn up to 6 transferable credits toward HACC & other colleges
    - Biology 105 (medical terminology) 3 credits
    - Allied Health 140 – 3 credits
- **Co-op/Clinical Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation
  - Reliable transportation
  - Job Shadowing at various medical sites 2 days every other week
# Skill Alignment Chart for:
## Introduction to Health Careers – CIP Code 51.0899
### Brownstown/Mount Joy/Willow Street Campus
#### Half-Day Program for College Prep Seniors

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Pretesting with a passing score for reading &amp; writing at college level</td>
</tr>
<tr>
<td></td>
<td>• Reliable transportation</td>
</tr>
<tr>
<td></td>
<td>• TB test (1-2 step depending on clinical site) and Proof of immunization</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab</strong></td>
<td><strong>Scores of average or above on:</strong></td>
</tr>
<tr>
<td></td>
<td>• Clerical perception</td>
</tr>
<tr>
<td></td>
<td>• General learning</td>
</tr>
<tr>
<td></td>
<td>• Verbal</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• College</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• 12th grade or above</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• 1-2 hours a day except clinical days</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• 2-3 hours daily</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• 2 drug/disease cards every day on clinical</td>
</tr>
<tr>
<td></td>
<td>• Approximately 9 tasks a year</td>
</tr>
<tr>
<td></td>
<td>• Journal every day while on clinical (full page)</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 1 test every 3 days</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Ability to work with a team to complete projects</td>
</tr>
<tr>
<td></td>
<td>• Attention to detail extremely important</td>
</tr>
<tr>
<td></td>
<td>• Basic computer &amp; keyboarding skills</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate initiative, responsibility, and critical thinking skills</td>
</tr>
<tr>
<td></td>
<td>• Excellent oral and written communication skills</td>
</tr>
<tr>
<td></td>
<td>• Excellent spelling</td>
</tr>
<tr>
<td></td>
<td>• Good attendance</td>
</tr>
<tr>
<td></td>
<td>• Good memorization skills</td>
</tr>
<tr>
<td></td>
<td>• Good time management skills to meet deadlines</td>
</tr>
<tr>
<td></td>
<td>• Spelling &amp; note taking skills</td>
</tr>
<tr>
<td></td>
<td>• Transportation for clinical (students must provide own transportation)</td>
</tr>
<tr>
<td></td>
<td>• Willingness to study outside of class</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Masonry – CIP Code 46.0101 (BT)
Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** 1 Textbook – provided by instructor; **Certifications:** OSHA - $25.00, ABC Registration - $25.00
- **Tools/Materials:** Tools - $160.00
- **LCCTC Uniform:** Leather work boots - $30.00+ varies, Off-white Dickies brand painter pants - $20.00+; LCCTC: T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee - $20.00; Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** National Center for Construction Ed & Research, OSHA, Hilti (Air Tools) Training
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
# Skill Alignment Chart for:
## Masonry – CIP Code 46.0101
### Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• Ability to lift 50 lbs overhead</td>
</tr>
<tr>
<td></td>
<td>• Ability to work in all weather conditions</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• No fear of heights or working on closed spaces</td>
</tr>
<tr>
<td></td>
<td>• Physical strength and stamina</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES</strong></td>
<td><strong>Scores of average or above on:</strong></td>
</tr>
<tr>
<td><strong>for this lab - Recommended levels</strong></td>
<td>• Eye/hand/foot coordination</td>
</tr>
<tr>
<td></td>
<td>• Manual dexterity</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td>Reading &amp; Language Arts Levels</td>
<td>• Technical writing</td>
</tr>
<tr>
<td></td>
<td>• Text is written on a 12th grade level</td>
</tr>
<tr>
<td>Math Levels</td>
<td>• Basic Geometry</td>
</tr>
<tr>
<td></td>
<td>• Excellent measurement skills</td>
</tr>
<tr>
<td></td>
<td>• Fractions/Decimals</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>• 1 hour per day</td>
</tr>
<tr>
<td>Homework</td>
<td>• Students should study for tests at home</td>
</tr>
<tr>
<td>Tasks Per Week</td>
<td>• Approximately 40 tasks per marking period</td>
</tr>
<tr>
<td>Tests</td>
<td>• Approximately 7 per marking period</td>
</tr>
<tr>
<td>POS Academics</td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td>Study &amp; Other Skills</td>
<td>• Ability to visualize</td>
</tr>
<tr>
<td></td>
<td>• Eye/hand/foot coordination</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to **contact your counselor**.
Program Information for:
Medical Administrative Assistant – CIP Code 51.0707 (WS)
Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbooks – $350.00 approx.; Certifications: CEHRS – (optional) $105.00, CMAA – (optional) $105.00, CBCS – (optional) $105.00
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: Pants - $14.00+, S/S Top - $14.50+, Warm-up Jacket - $15.50, All white or black shoes - $33.00
- Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee – $20.00; Clearances: CPR Certification must have by Dec. - cost varies, Criminal Background Check - $10.00, Physical with Tuberculin Test – PPD (required by PA Law and Dept. of Health) – cost varies

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- Certification Tests: AHA Heartsaver CPR Certification, Bloodborne & Airborne Pathogens Certification. After graduation students are eligible to take: Certified Billing and Coding Specialist, Certified Medical Administrative Assistant, and Certified Electronic Health Records Specialist through the National Healthcareer Association.
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op/Clinical Requirements
  - 95% attendance
  - Grade of C average or better, 70% Knowledge, 70% Skills, 85% Work Ethic
  - Instructor recommendation, Reliable transportation
  - Clinical in April/May (8 weeks)
Skill Alignment Chart for:
Medical Administrative Assistant – CIP Code 51.0707

Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Ability to work independently  
|  | • Excellent self-discipline to focus for long periods of time  
|  | • Stamina (ability to focus at work station for long periods of time) |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
|  | • Clerical perception  
|  | • Finger dexterity  
|  | • General learning  
|  | • Numerical  
|  | • Verbal |
| Reading & Language Arts Levels | • College  
|  | • Strong grammar and punctuation skills |
| Math Levels | • Accounting/basic math  
|  | • Roman numerals  
|  | • Understand numbers for numeric filing |
| Lecture Time | • 2+ hours daily |
| Homework | • 1-3 hours daily |
| Tasks Per Week | • 25 tasks per marking period |
| Tests | • 2-4 tests per week |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to work independently  
|  | • Attention to detail extremely important  
|  | • Computer skills in area of word processing  
|  | • Excellent keyboarding skills  
|  | • Good attendance  
|  | • Transportation for clinical |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Medical Assistant – CIP Code 51.0801 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)

The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks - $350.00 approx.; Certifications: CMA - $149.00
- **Tools/Materials:** Watch with second hand - $29.95, Stethoscope w blood pressure cuff - $38.00. Additional information in new student letter.
- **LCCTC Uniform:** White Nursing Shoes or Black Cherokee Zone shoes - $33.00; S/S Top - $14.50+, Jacket - $15.50+, Pants - $14.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee – $20.00; Clearances:** CPR Certification - $60.00 cost varies, Criminal background check - $10.00, Physical exam with immunization – MMR(2), Varicello (only if no records exist), Hepatitis series (3 step), Tuberculin test PPD (required by PA Law and Dept. of Health), Drug screening (only if office requires for clinical experience)

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- **Certification Tests:** AHA American Heartsaver First Aid Certification, AHA CPR for Healthcare Provider with AED, American Red Cross Community First Aide and Safety, NHA Certified ECG/EKG Technician, NHA Certified Phlebotomy Tech, NHA Certified Clinical Medical Assistant
  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op/Clinical Requirements**
  - 95% attendance, less than 5 days absent
  - Grade of C average or better, 80% Skills, 70% Knowledge, 85% Work ethic, 75% in MA theory
  - Instructor recommendation, Reliable transportation
  - Clinical beginning of April to end of May (6 weeks)
### Skill Alignment Chart for:
**Medical Assistant – CIP Code 51.0801**

**Willow Street Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety Physical Considerations**    | • Emotional and mental stability  
• Empathy to understand the pains and suffering of others  
• Good personal hygiene  
• Lift heavy objects/people  
• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations  
• Prolonged standing, bending, & stooping |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• General learning  
• Manual & finger dexterity  
• Verbal |
| **Reading & Language Arts Levels**             | • 12th Grade                                                                                     |
| **Math Levels**                                | • Basic math  
• Fractions, decimals, percentages, ratios  
• Medical math for drug dosing |
| **Lecture Time**                               | • 3 hours daily                                                                                   |
| **Homework**                                   | • 2 hours daily                                                                                   |
| **Tasks Per Week**                             | • 20 tasks per marking period                                                                    |
| **Tests**                                      | • 5-6 tests a week                                                                                |
| **POS Academics**                              | • College level Public Speaking is a component of the LCCTC program                               |
| **Study & Other Skills**                       | • Ability to work with a team to complete projects  
• Attention to detail extremely important  
• Excellent communication and critical thinking skills  
• Good attendance  
• Keyboarding skills  
• Transportation needed for clinical |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to **contact your counselor**.
Program Information for:
Nursing Assistant/Home Health Aide – CIP Code 51.0899 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books/Certifications: Textbooks, Workbooks, Supplies - $150.00 approx., Additional Industry certifications – cost varies.
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: Pants - $14.00+, Top - $14.50+, Jacket - $15.50, Shoes - $33.00, Sweatshirt - $16.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: Criminal Background Check - $10.00, Physical examination, Hepatitis Series (3 step) recommended, Tuberculin Test PPD 2 step (required by PA Law and Dept. of Health) – cost varies, Influenza vaccine (required in October for job shadowing), Proof of PA Residency, CPR & First Aid card - $10.00 approx. during school year

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements
- Certification Tests: PA Dept of Health Nurse Aide Registry, BLS Healthcare Provider, Heartsaver First Aid, Heartsaver CPR, Heartsaver AED, DPW-Personal Care Assistant
  - As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.
- Co-op/Clinical Requirements
  - 95% attendance, less than 8 days absent
  - Grade of C average or better, 80% NA Skills, 75% Knowledge, 85% Work Ethic
  - Instructor recommendation, Reliable transportation
  - API in January, Clinical in April, Co-op in May
### Skill Alignment Chart for:
**Nursing Assistant/Home Health Aide – CIP Code 51.0899**

**Willow Street Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Emotional and mental stability</td>
</tr>
<tr>
<td></td>
<td>• Empathy to understand the pains and suffering of others</td>
</tr>
<tr>
<td></td>
<td>• Good personal hygiene</td>
</tr>
<tr>
<td></td>
<td>• Lift heavy objects/people</td>
</tr>
<tr>
<td></td>
<td>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</td>
</tr>
<tr>
<td></td>
<td>• Prolonged standing, bending, &amp; stooping</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></th>
<th>Scores of average or above on:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• General learning</td>
</tr>
<tr>
<td></td>
<td>• Manual &amp; finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Verbal &amp; numerical</td>
</tr>
</tbody>
</table>

| **Reading & Language Arts Levels**                                              | 11th grade                                                                                      |
|                                                                                 | Excellent oral and written communication skills (excellent spelling skills)                       |

| **Math Levels**                                                                 | Basic math                                                                                      |
|                                                                                 | Conversions                                                                                    |
|                                                                                 | Height/weight                                                                                  |
|                                                                                 | Manipulation of fractions, decimals & ratios and percents                                      |
|                                                                                 | Roman numerals                                                                                  |

| **Lecture Time**                                                               | 2-2.5 hours daily                                                                               |

| **Homework**                                                                  | 1-2 hours daily                                                                                 |

| **Tasks Per Week**                                                            | 100 tasks prior to clinical                                                                     |

| **Tests**                                                                     | 3-4 tests a week                                                                                |

| **POS Academics**                                                            | College level Public Speaking is a component of the LCCTC program                              |

| **Study & Other Skills**                                                     | Attendance (students can only miss 8 days to qualify for clinical)                             |
|                                                                                 | Attention to detail extremely important                                                         |
|                                                                                 | Basic computer & keyboarding skills                                                            |
|                                                                                 | Complete over 100 nursing assistant skills                                                     |
|                                                                                 | Demonstrate initiative, responsibility, and critical thinking skills                          |
|                                                                                 | Drivers education and transportation for clinical                                              |
|                                                                                 | Excellent note taking and listening skills                                                     |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Painting/Ceramic Tile & Vinyl – CIP Code 46.0408 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)

The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks – provided; **Certifications:** ABC Registration - $25.00, OSHA - $25.00
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Work boots - $30.00+, Off-white Dickies brand painter pants - $20.00+; LCCTC: Royal Blue T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew Sweatshirt - $11.00+
  -Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** National Center for Construction Ed & Research, OSHA

  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

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Student Signature __________________________ Parent/Guardian Signature __________________________ Date __________________________

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Revised 10/24/2014
**Skill Alignment Chart for:**
Painting/Ceramic Tile & Vinyl – CIP Code 46.0408

**Brownstown Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations** | • Ability to kneel for extended periods of time (flooring)  
• Ability to lift 50 lbs overhead  
• Ability to work independently  
• Good eye/hand coordination  
• No fear of heights or working on closed spaces  
• Physical strength and stamina |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• Color Discrimination  
• Eye/Hand/Foot Coordination  
• Finger Dexterity  
• Manual Dexterity |
| **Reading & Language Arts Levels** | • 10-11th grade level texts  
• Good writing skills |
| **Math Levels** | • Ability to read a ruler  
• Adding, subtracting, multiplying & dividing fractions, decimals |
| **Lecture Time** | • 30 minutes per day |
| **Homework** | • N/A |
| **Tasks Per Week** | • 30-40 tasks per marking period |
| **Tests** | • 3-5 Tests per week |
| **POS Academics** | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills** | • Attention to detail  
• Good color discrimination  
• Must have good eye/hand coordination  
• Strong attention to detail |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Photography & Digital Imaging – CIP Code 50.0406 (BT)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: 1 Textbook - $68.00 approx.; Certifications: CPR - $12.00
- Tools/Materials: DSLR camera, lens & compact flash card - $500.00-750.00+
- LCCTC Uniform: Tan/Khaki Pants - $20.00+; LCCTC: Maroon polo shirt - $13.25+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: May be added as availability is determined.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
# Skill Alignment Chart for:
Photography & Digital Imaging – CIP Code 50.0406

**Brownstown Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations** | • Ability to work independently  
• Color Vision  
• Depth perception  
• Stamina (ability to focus for long periods of time)  
• Visual acuity |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• Clerical  
• Color discrimination  
• Form  
• Spatial |
| **Reading & Language Arts Levels** | • Textbook written on a 13th grade level |
| **Math Levels** | • Good measurement skills  
• Pre-Algebra |
| **Lecture Time** | • 1-2 hours per day |
| **Homework** | • Weekly Assignments |
| **Tasks Per Week** | • Approximately 30 tasks per marking period |
| **Tests** | • 1-2 tests per week  
• Mid-term |
| **POS Academics** | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills** | • Ability to work with small groups  
• Ability to work with the public (excellent communication skills)  
• Basic photography skills  
• Competent computer skills (MAC)  
• Creativity  
• Excellent social skills for working with customers  
• Good handwriting skills  
• Logical/Critical thinking capabilities  
• Punctuality |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Plumbing – CIP Code 46.0503 (BT)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)

The student is responsible for paying the program costs and clearances listed.

- **Books:** 2 Textbooks - $180.00; **Certifications:** ABC Registration - $25.00, OSHA - $25.00
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Work boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** National Center for Construction Ed & Research, National Trac Pipe Certification, Titeflex Interior Gas Piping System, National Certification – Gastite Certified Installer, Hilti Operator
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

__________________________________________  ___________________________________________  ________________
Student Signature                          Parent/Guardian Signature                      Date

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Revised 10/24/2014
# Skill Alignment Chart for:
## Plumbing – CIP Code 46.0503

### Brownstown Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Ability to lift 50 lbs overhead  
• Ability to work in all weather conditions  
• Ability to work independently  
• Good eye/hand coordination  
• No fear of heights or working in closed spaces  
• Physical strength and stamina |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Eye/hand/foot coordination  
• Finger dexterity  
• Motor Coordination  
• Spatial |
| Reading & Language Arts Levels | • 10-12th grade level  
• Follow oral and written instructions  
• Strong reading comprehension |
| Math Levels | • Whole numbers, working with measurements, fractions, decimals, constructive geometry & algebra |
| Lecture Time | • 30 minutes to 1 hour per day |
| Homework | • In-school assignments |
| Tasks Per Week | • 40 tasks average per marking period |
| Tests | • Average 10 tests per marking period |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to visualize in 3 dimensions  
• Basic computer skills for online curriculum  
• Strong attention to detail  
• Willing to work in all weather conditions  
• Willingness to work outside of classroom especially studying technical manuals |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Protective Services Academy – CIP Code 43.9999 (PSTC, MJ)

Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep Math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Text and Workbooks - $35.00 (first aid and CPR with cards); Certifications: $75.00, Additional optional certifications - $15.00-$155.00.
- **Tools/Materials:** CPR pocket mask - $8.00, Name tapes - $5.00/shirt; Additional information in new student letter.
- **LCCTC Uniform:** Total uniform set - $250.00 approx.; Set includes: 2 uniform pants, 2 uniform shirts, 4 short sleeve tee shirts, belt, glove pouch, and boots.
- **CTSO Fee - $20.00; Clearances:** Criminal History Background Check - $10.00

Certification Opportunities
American Heart Association: BLS for the Healthcare Provider, Heartsaver First Aid
Bucks CCC: Basic Fire Academy Essentials of Firefighting
FEMA: NIMS/ICS/IS 15, 20, 11, 100, 200, 230, 235, 241, 242, 292, 393, 700, 775, 800, 804, 805, 808, 813, 907
NAED: Emergency Telecommunicator
National Board of Fire Service Professional Qualifications: Fire Inspector I, Firefighter 1
National Highway Institute: Managing Traffic Incidents on the Roadway
PA Department of Health: BLS Healthcare EMT-B, CPAP Monitoring
PA Department of Health Continuing Education: Crisis Response, PCR Documentation, START Triage
PA State Fire Academy: Basic Rigging for Rope Rescue, Basic Ropes & Rigging High/Low Angle Rescue 1, Basic Vehicle Rescue Awareness/Operations/Technician, Bloodborne Pathogens and Infectious Disease, Engine Company Operations, Hazardous Materials – Awareness/Operations, High Angle Ropes Rescue 1, Pump Operations 1, Structural Burn Session, Truck Operations 1
Other certification courses: Helicopter Landing Zone Operations, HIPAA
- As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

Articulation Agreements & Co-op Requirements

- State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
- Other articulation agreements occur with various post-secondary schools.
- 95% attendance, Grade of C average or better, Instructor recommendation, Reliable transportation
- EMS Field training March-May pending successful completion of program and certification tests
- Manheim Township Fire Rescue Internship, Manheim Auto Auction Safety & Security Internship
- Satisfactory progress toward certifications

Student Signature
Parent/Guardian Signature
Date

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Revised 10/24/2014
# Skill Alignment Chart for: Protective Services Academy – CIP Code 43.9999

Public Safety Training Center, Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>● Ability to work independently  &lt;br&gt; ● Able to lift 50 pounds  &lt;br&gt; ● Able to work under pressure/in adverse conditions/within time constraints  &lt;br&gt; ● Good conflict resolution skills &amp; an even temperament (not prone to aggressive behaviors)</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></td>
<td>Scores of average or above on:  &lt;br&gt; ● Clerical perception  &lt;br&gt; ● General learning  &lt;br&gt; ● Manual &amp; Finger Dexterity  &lt;br&gt; ● Motor/hand/foot/eye coordination  &lt;br&gt; ● Verbal Communication</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>● 12th grade-college  &lt;br&gt; ● Excellent written (esp. note-taking) &amp; verbal communication skills (public speaking)</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>● Algebra and Geometry  &lt;br&gt; ● Strong measurement &amp; estimation skills</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>● ¾ day daily lecture – 60% of school year</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>● Average 6-8 hours per week</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>● Average 20 per marking period</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>● Test intensive</td>
</tr>
<tr>
<td><strong>POS Academics</strong></td>
<td>● College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>● Attention to detail  &lt;br&gt; ● Basic computer &amp; keyboarding skills  &lt;br&gt; ● Clean criminal background check  &lt;br&gt; ● Demonstrate initiative, responsibility, time management &amp; critical thinking skills  &lt;br&gt; ● Good attendance  &lt;br&gt; ● Good physical health and neat appearance  &lt;br&gt; ● Memorization &amp; note/test-taking skills</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Residential Carpentry – CIP Code 46.0201 (MJ)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: 2 Textbooks - $126.00; Certifications: ABC Registration - $25.00, OSHA - $25.00, Additional Industry Certifications – Cost varies.
- LCCTC Uniform: Work boots - $30.00+, Navy blue Dickies brand work pants - $20.00+; LCCTC: T-shirt - $7.75+, Long sleeve T-shirt - 8.95+, Crew Sweatshirt - $11.00+
  - Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
### Skill Alignment Chart for:
Residential Carpentry – CIP Code 46.0201

Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | ● Ability to lift 50 lbs overhead  
● Ability to work in all weather conditions  
● Ability to work independently  
● Good eye/hand coordination  
● No fear of heights or working in closed spaces  
● Physical strength and stamina |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
● Eye/hand/foot coordination  
● Manual & Finger Dexterity  
● Manual Coordination  
● Motor Coordination  
● Spatial |
| Reading & Language Arts Levels | ● Follow oral and written directions  
● Technical writing skills  
● Text written on a 12th grade level |
| Math Levels | ● Basic Algebra, fractions, decimals  
● Basic Trigonometry/Geometry  
● Measurement |
| Lecture Time | ● 15-20 minutes per day |
| Homework | ● Minimal |
| Tasks Per Week | ● Approximately 40 tasks per marking period |
| Tests | ● Weekly quizzes |
| POS Academics | ● College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | ● Ability to visualize  
● Drivers license strongly recommended |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
RV & Outdoor Power Equipment – CIP Code 47.0699 (WS)
Form to be submitted with completed LCCTC application
The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbooks, Manual & Workbooks - $184.00; Certifications: Industry certification exams - $94.00
- Tools/Materials: Clipboard, 2” Binder - $5.00 varies. Safety glasses w side shields- $5.75 varies. Additional information in new student letter.
- LCCTC Uniform: Leather steel toe work boots - $30.00+, Navy blue work pants - $20.00+; LCCTC: T-shirt - $7.75+
-Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation
  - API Advanced placement in November with B average

Student Signature ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
## Skill Alignment Chart for:
RV & Outdoor Power Equipment – CIP Code 47.0699

### Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | ● A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry  
● Ability to diagnose the source of a problem quickly and accurately  
● Ability to sit for long periods of time  
● Ability to work independently, read and follow directions  
● Good eye/hand coordination  
● Stamina to stand or stand for long periods of time |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
● Eye/hand/foot coordination  
● Finger and manual dexterity  
● Form perception  
● Spatial |
| Reading & Language Arts Levels | ● 12th grade |
| Math Levels | ● Able to manipulate fractions, decimals & percents  
● Basic math |
| Lecture Time | ● 45 minutes - up to 2.5 hrs daily |
| Homework | ● 1 chapter per week |
| Tasks Per Week | ● 40-50 tasks per marking period |
| Tests | ● 1 quiz per week  
● 1 test per month |
| POS Academics | ● College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | ● Ability to work with a team to complete projects  
● Able to work independently  
● Attention to detail extremely important  
● Good attendance  
● Good communication skills  
● Drivers education |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Sheet Metal Technology – CIP Code 48.0506 (MJ)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)

The student is responsible for paying the program costs and clearances listed.

- **Books:** 2 Textbooks - $130.00; **Certifications:** ABC Registration - $25.00, OSHA - $25.00, Forklift - $5.50
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Leather steel toe work boots - $30.00+, Navy Blue Dickies brand Work Pants - $20.00+, LCCTC: T-shirt - $7.75+, Crew Sweatshirt (optional) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- **Certification Tests:** National Center for Construction Ed & Research, OSHA, Hilti Power Actuated Tool Training, National Safety Council Forklift Training
  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.
  - Counts as first year of 4-year apprenticeship Associated Builders & Contractors (ABC) program

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

_________________________________________  ________________________________  ________________
Student Signature                        Parent/Guardian Signature          Date
Skill Alignment Chart for:
Sheet Metal Technology – CIP Code 48.0506

Mount Joy Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • A focus on safety around welding equipment, hand tools, power tools and other equipment found in the industry  
• Ability to work independently, read and follow directions  
• Able to lift 50lbs  
• Good eye/hand coordination  
• Stamina to stand for long periods of time |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Eye/hand/foot Coordination  
• Finger and Manual Dexterity  
• Form Perception  
• Motor Coordination  
• Spatial |
| Reading & Language Arts Levels | • 11th Grade Level  
• Good oral and written communication skills |
| Math Levels | • Able to manipulate fractions and decimals  
• Geometry  
• Linear measurement skills  
• Some trigonometry |
| Lecture Time | • Varies |
| Homework | • Minimal outside work |
| Tasks Per Week | • 35 per marking period |
| Tests | • Bi-weekly tests |
| POS Academics | • College level Public Speaking is a component of the LCCTC program |
| Study & Other Skills | • Ability to work with a team and independently to complete projects  
• Able to convert 2 dimensional drawings into 3 dimensional projects and vice versa  
• Good eye/hand coordination  
• Mechanical ability and enjoys working with hands  
• Mechanical drawing  
• Computer skills |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Sports Medicine/Rehabilitation Technician – CIP Code 51.0899 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

  -Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: Prior to coming to LCCTC: Physical with lab testing (blood work) also Hepatitis series (3 step), Tuberculin test-PPD (2 step) required by PA Law and Dept. of Health- varies, Criminal background check - $10.00, Drug screening completed 30 days prior to going out on clinical - $45.00, FBI Fingerprinting - $27.50

Certification Opportunities, Articulation Agreements & Co-op/Clinical Requirements

- Certification Tests: American Heart Association – Heartsaver AED, National Safety Council – Bloodborne & Airborne Pathogens, American Heart Association – CPR. As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op/Clinical Requirements
  - 95% attendance, Less than 8 days absent
  - Grade of B average or better, 75% in Anatomy & Physiology and Terminology
  - 85% Skill – if student has 80% but has a lot of repeats in skills, the student will be held back from clinical until overall skills improve (safety issue), 85% Work Ethic
  - Instructor’s recommendation, Reliable transportation
  - Lunches bought at hospital or brought in brown bag
  - Clinical both in April/May, Clinical requires B average

___________________________  ___________________________  ______________
Student Signature  Parent/Guardian Signature  Date
**Skill Alignment Chart for:**
**Sports Medicine/Rehabilitation Technician – CIP Code 51.0899**

**Willow Street Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations** | • Emotional and mental stability  
• Empathy to understand the pains and suffering of others  
• Good personal hygiene  
• Lift heavy objects/people  
• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations  
• Prolonged standing, bending, & stooping |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• General learning  
• Manual & finger dexterity  
• Verbal & numerical |
| **Reading & Language Arts Levels** | • 12th grade to College level English  
• Excellent oral and written communication skills (excellent spelling skills)  
• High reading comprehension |
| **Math Levels** | • Conversions  
• Fractions, decimals, percents & ratios  
• Height/weight  
• Intermediate Algebra (College level)  
• Metric system  
• Roman numerals |
| **Lecture Time** | • 4 hours daily |
| **Homework** | • 2-3 hours daily |
| **Tasks Per Week** | • Approximately 20 tasks per marking period |
| **Tests** | • 5-8 tests a week including performance tests and academics |
| **POS Academics** | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills** | • Attention to detail extremely important  
• Basic computer and keyboarding skills  
• Demonstrate initiative, responsibility, and critical thinking skills  
• Excellent note taking and listening skills  
• Transportation for clinical |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Veterinary Assistant – CIP Code 51.0808 (WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

CTC “Program of Study” Secondary Academic Course Requirements
The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: Textbooks - $150.00 approx.; Certifications: NAVTA certification - $100.00
- Tools/Materials: Stethoscope - $27.00, Watch w second hand - $27.95, Thermometer - $4.95.
  Additional information in new student letter.
- LCCTC Uniform: Black closed-back shoes - $22.00+, LCCTC: Tops - $14.50+, Pants - $14.00+, Grooming smock - $23.00, Sweatshirt (optional) - $16.00, All season Jacket (optional) - $69.95
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $20.00; Clearances: None

Certification Opportunities, Articulation Agreements & Co-op Requirements

- Certification Tests: Veterinary Nutritional Advocate, National Association of Veterinary Technicians in America- Approved Veterinary Assistant Certificate
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- Articulation Agreements
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- Co-op Requirements
  - 95% attendance, less than 6 days absent
  - 85% in Theory, 90% in Skills, 90% in Work Ethic for clinical opportunity
  - Instructor recommendation, Reliable transportation
  - 90% or higher on lab final

Student Signature

Parent/Guardian Signature

Date

Revised 10/24/2014
Skill Alignment Chart for:
Veterinary Assistant – CIP Code 51.0808
Willow Street Campus

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Safety &amp; Physical Considerations</td>
<td>• Emotional and mental stability</td>
</tr>
<tr>
<td></td>
<td>• Lift heavy objects/animals</td>
</tr>
<tr>
<td></td>
<td>• Not disturbed by incidences such as bodily fluids, surgeries, injections,</td>
</tr>
<tr>
<td></td>
<td>traumatic situations</td>
</tr>
<tr>
<td></td>
<td>• Prolonged standing, bending, &amp; stooping</td>
</tr>
<tr>
<td>Vocational Testing (SAM) Essential APTITUDES</td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td>for this lab - Recommended levels</td>
<td>• General learning</td>
</tr>
<tr>
<td></td>
<td>• Manual &amp; finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Verbal &amp; numerical</td>
</tr>
<tr>
<td>Reading &amp; Language Arts Levels</td>
<td>• 12th grade to college level</td>
</tr>
<tr>
<td>Math Levels</td>
<td>• Basic math</td>
</tr>
<tr>
<td></td>
<td>• Conversions (metric system)</td>
</tr>
<tr>
<td></td>
<td>• Fractions, decimals, percentages, &amp; ratios</td>
</tr>
<tr>
<td></td>
<td>• Long division</td>
</tr>
<tr>
<td></td>
<td>• Roman numerals</td>
</tr>
<tr>
<td></td>
<td>• Weight</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>• 3 hours daily</td>
</tr>
<tr>
<td>Homework</td>
<td>• 2 hours daily</td>
</tr>
<tr>
<td>Tasks Per Week</td>
<td>• Approximately 50 tasks per marking period</td>
</tr>
<tr>
<td>Tests</td>
<td>• 3-4 tests a week</td>
</tr>
<tr>
<td>POS Academics</td>
<td>• College level Public Speaking is a component of the LCCTC program</td>
</tr>
<tr>
<td>Study &amp; Other Skills</td>
<td>• Ability to work with a team to complete projects</td>
</tr>
<tr>
<td></td>
<td>• Attention to detail extremely important</td>
</tr>
<tr>
<td></td>
<td>• Good attendance</td>
</tr>
<tr>
<td></td>
<td>• Excellent communication and critical thinking skills</td>
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<tr>
<td></td>
<td>• Excellent hygiene</td>
</tr>
<tr>
<td></td>
<td>• Keyboarding skills</td>
</tr>
<tr>
<td></td>
<td>• Love of animals</td>
</tr>
<tr>
<td></td>
<td>• Transportation needed for clinical</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
**Program Information for:**  
Welding Technology – CIP Code 48.0508 (MJ)  
*Form to be submitted with completed LCCTC application*

The following information is extremely important for you to know about this program.

**CTC “Program of Study” Secondary Academic Course Requirements**

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career & Technical Education students.

- 4 Years College Prep English
- 4 Years College Prep math including Algebra I, Geometry, Algebra II and a higher level math
- 3 years of science including Biology, Chemistry and Physics or Physical Science
- 3 years of Social Studies including US and World History, with attention given to civic learning

**Approximate Program Costs & Clearances – (where applicable)**

The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbook - $70.00, **Certifications:** AWS Membership and AWS Sense - $25.00 approx.
- **Tools/Materials:** 12 ft or longer tape measure - $2.50 varies. Additional information in new student letter.
- **LCCTC Uniform:** Leather work boots - $30.00+, Navy Blue Dickies brand Work Pants - $20.00+, Welding Jacket and Helmet - $60.00 approx. LCCTC: S/S T-shirt - $7.75+, L/S T-shirt - $8.95, Crew Sweatshirt (optional) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $20.00; **Clearances:** None

**Certification Opportunities, Articulation Agreements & Co-op Requirements**

- **Certification Tests:** American Welding Society; SENSE Certification-Level 1 Entry Welder
  
  As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

- **Articulation Agreements**
  - State-Wide Articulation Agreements with Pennsylvania Institutions of Higher Education with a high school diploma, 85% GPA or higher in technical program, successful completion of all tasks in the Program of Study, PA Certificate of Competence or PA Skills Certificate for NOCTI end of program assessment, and submission of all application materials to a participating post-secondary school.
  - Other articulation agreements occur with various post-secondary schools.

- **Co-op Requirements**
  - 95% attendance
  - Grade of C average or better
  - Instructor recommendation, Reliable transportation

__________________________  ____________________________  ____________________________
Student Signature          Parent/Guardian Signature       Date
# Skill Alignment Chart for:
## Welding Technology – CIP Code 48.0508

**Mount Joy Campus**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| **Program Safety & Physical Considerations**                          | • A focus on safety around welding equipment, hand tools, power tools and other equipment found in the industry  
• Able to lift 50lbs  
• Ability to work independently, read and follow directions  
• Good eye/hand coordination  
• Stamina to stand for long periods of time |
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
• Finger and manual dexterity  
• Form perception  
• Motor coordination  
• Spatial |
| **Reading & Language Arts Levels**                                     | • 10th Grade Level                                                                                                                                                     |
| **Math Levels**                                                        | • Ability to read and use a ruler  
• Decimals  
• Fractions  
• Metric  
• Percents  
• Weights/measurements |
| **Lecture Time**                                                       | • Approximately 2-5 hours per week                                                                                                                                 |
| **Homework**                                                           | • None/student’s option                                                                                                                                               |
| **Tasks Per Week**                                                     | • Approximately 180 total for year  
• Work at own pace - daily |
| **Tests**                                                              | • Work at own pace/graded on 35 units – plus reviews  
• Math  
• Blueprints |
| **POS Academics**                                                      | • College level Public Speaking is a component of the LCCTC program |
| **Study & Other Skills**                                               | • Ability to work with a team and independently to complete projects  
• Able to convert 2 dimensional drawings into 3 dimensional projects  
• Basic computer skills  
• Mechanical drawing |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Construction Cluster – CIP Code 46.0201 (BT/MJ/WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- Books: provided by instructor; Certifications: OSHA - $25.00
- Tools/Materials: Additional information in new student letter.
- LCCTC Uniform: Navy blue Dickies brand work pants - $20.00 (varies); Work boots - $30.00 (varies); LCCTC: Blue T-shirt - $7.75+, Long Sleeve T-shirt (optional) - $8.95, Crew sweatshirt (optional but recommended) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- CTSO Fee - $10.00; Clearances: none

Certification Opportunities

- Certification Tests: NCCER Construction Technology

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

__________________________________________  ____________________________________________  ____________
Student Signature                                      Parent/Guardian Signature                              Date
### Skill Alignment Chart for:
**Construction Cluster – CIP Code 46.0201**

**Brownstown/Mount Joy/Willow Street Campuses**
**Half-Day Program for Juniors/Sophomores**

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>• Ability to lift 50 lbs overhead</td>
</tr>
<tr>
<td></td>
<td>• Ability to work in all weather conditions</td>
</tr>
<tr>
<td></td>
<td>• Ability to work independently</td>
</tr>
<tr>
<td></td>
<td>• Good eye/hand coordination</td>
</tr>
<tr>
<td></td>
<td>• No fear of heights or working in closed spaces</td>
</tr>
<tr>
<td></td>
<td>• Physical strength and stamina</td>
</tr>
<tr>
<td><strong>Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels</strong></td>
<td>Scores of average or above on:</td>
</tr>
<tr>
<td></td>
<td>• Color discrimination</td>
</tr>
<tr>
<td></td>
<td>• Finger dexterity</td>
</tr>
<tr>
<td></td>
<td>• Form perception</td>
</tr>
<tr>
<td></td>
<td>• Manual dexterity</td>
</tr>
<tr>
<td></td>
<td>• Spatial</td>
</tr>
<tr>
<td><strong>Reading &amp; Language Arts Levels</strong></td>
<td>• 9th grade or higher</td>
</tr>
<tr>
<td><strong>Math Levels</strong></td>
<td>• Basic Geometry</td>
</tr>
<tr>
<td></td>
<td>• Basic math skills</td>
</tr>
<tr>
<td></td>
<td>• Fractions</td>
</tr>
<tr>
<td></td>
<td>• Measurement skills</td>
</tr>
<tr>
<td><strong>Lecture Time</strong></td>
<td>• ½ hour daily</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>• None</td>
</tr>
<tr>
<td><strong>Tasks Per Week</strong></td>
<td>• 5-10 per marking period (depends on trade area)</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>• 4 to 5 per marking period</td>
</tr>
<tr>
<td><strong>Study &amp; Other Skills</strong></td>
<td>• Able to use a ruler</td>
</tr>
<tr>
<td></td>
<td>• Able to work with fractions, decimals, also able to compute ratio, rate, percents, area and volume</td>
</tr>
<tr>
<td></td>
<td>• Excellent hand/eye coordination</td>
</tr>
<tr>
<td></td>
<td>• Good attendance</td>
</tr>
<tr>
<td></td>
<td>• Good physical health (able to lift 50 lbs to a height of 40 inches)</td>
</tr>
<tr>
<td></td>
<td>• Good sense of balance</td>
</tr>
<tr>
<td></td>
<td>• Good technical writing skills</td>
</tr>
<tr>
<td></td>
<td>• No fear of heights</td>
</tr>
<tr>
<td></td>
<td>• Stamina (able to stand for long periods of time)</td>
</tr>
</tbody>
</table>

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Culinary Cluster – CIP Code 12.0508 (BT/MJ/WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books**: provided by instructor; **Certifications**: OSHA - $25.00
- **Tools/Materials**: Additional information in new student letter.
- **LCCTC Uniform**: Black non-slip closed shoes - $20.00 (varies); **ProLook**: Chef Hat - $5.75+, Apron - $6.75+, Long sleeve polo – 14.00+, Black pants - $20.00+
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee**: $10.00; **Clearances**: None

Certification Opportunities

- **Certification Tests**: OSHA

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
Skill Alignment Chart for:
Culinary Cluster – CIP Code 12.0508

Brownstown/Mount Joy/Willow Street Campuses
Half-Day Program for Juniors/Sophomores

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations                 | • A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry  
• Ability to work in a fast-paced environment  
• Good personal hygiene  
• Stamina needed to stand for long periods of time     |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Eye/hand coordination  
• Fine motor  
• Form perception  
• Spatial                                                                 |
| Reading & Language Arts Levels                           | • Text is 10th grade to college level                                                                                                         |
| Math Levels                                              | • Fractions  
• Liquid and dry measurements  
• Percents  
• Volume                                                                 |
| Lecture Time                                             | • 20-30 minutes per day                                                                                                                        |
| Homework                                                 | • Weekly                                                                                                                                     |
| Tasks Per Week                                           | • Approximately 15-20 tasks per marking period                                                                                               |
| Tests                                                    | • 6 per marking period                                                                                                                         |
| Study & Other Skills                                     | • Ability to lift up to 30 lbs  
• Able to work at a fast pace  
• Ability to work independently and with a small group  
• Able to work with fractions, decimals, also able to compute ratio, rate, percents, area and volume  
• Excellent hand/eye coordination  
• Excellent hygiene  
• Good attendance  
• No acrylic nails  
• No jewelry allowed including piercings  
• No nail polish  
• Stamina (able to stand for long periods of time)  
• Stomach to work with raw food                                                                 |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Health Care Cluster – CIP Code 51.0899 (BT/MJ/WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** Textbooks, Workbooks - $134.00 approx.; **Certifications:** BLS for Health Care Providers - $7.00, Heartsaver First Aid - $5.00, OSHA - $25.00
- **Tools/Materials:** Information in new student letter
- **LCCTC Uniform:** Khaki pants - $20.00+ (varies), Closed toe shoe - $20.00 (varies); LCCTC: Maroon polo shirt - $13.25+, Long Sleeve T-shirt (optional) - $8.95+, Crew sweatshirt (optional) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $10.00

Certification Opportunities

- **Certification Tests:** American Heart Association - BLS, Healthcare Provider, Heartsaver First Aid, OSHA

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
# Skill Alignment Chart for:
## Health Care Cluster – CIP Code 51.0899
### Brownstown/Mount Joy/Willow Street Campuses
#### Half-Day Program for Juniors/Sophomores

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Safety &amp; Physical Considerations</strong></td>
<td>● Health related class recommended</td>
</tr>
</tbody>
</table>
| **Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels** | Scores of average or above on:  
  ● Clerical perception  
  ● Color discrimination  
  ● Finger dexterity  
  ● Manual dexterity |
| **Reading & Language Arts Levels** | ● 8th grade or higher |
| **Math Levels** | ● Decimals, fractions, percents - example: kilo to pounds-conversions  
  ● Multiplication |
| **Lecture Time** | ● 30-60 minutes per day |
| **Homework** | ● 30-60 minutes per day |
| **Tasks Per Week** | ● Up to 8 per marking period |
| **Tests** | ● Up to 5 per week |
| **Study & Other Skills** | ● Attention to detail extremely important  
  ● Basic computer and keyboarding skills  
  ● Demonstrate initiative, teamwork, cooperation, and responsibility  
  ● Good attendance  
  ● Good customer service skills  
  ● Good time management, memorization and test taking skills  
  ● Excellent oral and written communication skills  
  ● Public speaking  
  ● Spelling, critical thinking, and note taking skills  
  ● Stamina (able to stand for long periods of time)  
  ● Willingness to study outside of class |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Manufacturing Cluster – CIP Code 48.0508 (BT/MJ/WS)
Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** provided by instructor; **Certifications:** OSHA - $25.00
- **Tools/Materials:** Lab materials - $40.00+; Additional information in new student letter.
- **LCCTC Uniform:** Navy blue *Dickies* brand work pants - $20.00+, High top leather work boots - $30.00 (varies);
  LCCTC: Blue T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew sweatshirt (optional) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $10.00; **Clearances:** None

Certification Opportunities

- **Certification Tests:** OSHA

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
Skill Alignment Chart for:
Manufacturing Cluster – CIP Code 48.0508
Brownstown/Mount Joy/Willow Street Campuses
Half-Day Program for Juniors/Sophomores

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • Ability to function in noisy and dirty environment  
• Ability to understand and follow safety procedures  
• Ability to work independently, read and follow directions  
• Able to lift 50 lbs to a height of 40 inches  
• Blueprint reading skill recommended |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Form perception  
• Manual dexterity  
• Numerical aptitude  
• Spatial |
| Reading & Language Arts Levels | • 10th grade |
| Math Levels | • Basic math and geometry  
• Fractions, Decimals, Percents  
• Good measurement skills  
• Metric system |
| Lecture Time | • 20 minutes per day or 1 hour 2 times per week |
| Homework | • None - 1 chapter per week done at CTC |
| Tasks Per Week | • Approximately 10 tasks per marking period  
• $40 covers materials for program |
| Tests | • 2 times weekly |
| Study & Other Skills | • Ability to work independently and with a small group  
• Able to use a ruler  
• Able to work with fractions, decimals, also able to compute ratio, rate, percents, area and volume  
• Excellent hand/eye coordination  
• Good oral and written communication skills  
• Good technical writing skills  
• Logical, step by step thinking required  
• Stamina (able to stand for long periods of time)  
• Tech Ed or shop class at high school recommended |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Transportation Cluster – CIP Code 47.0604 (BT/MJ/WS)
Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** provided by instructor; **Certifications:** First Aid Certification - $6.50 approx., Valvoline Oil – free, Yamaha YTA Bronze – free (varies by campus)
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Navy blue Dickies brand work pants - $20.00+, Work boots - $30.00 (varies);
  LCCTC: Maroon T-shirt - $7.75+, Long sleeve T-shirt - $8.95+, Crew sweatshirt (optional) - $11.00
  -Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $10.00; **Clearances:** None

Certification Opportunities

- **Certification Tests:** First Aid Certification, Valvoline Oil, Yamaha TYA Bronze (varies by campus)

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.
**Skill Alignment Chart for:**  
Transportation Cluster – CIP Code 47.0604  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program for Juniors/Sophomores

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | ● Enthusiasm  
● Good attendance  
● Good grade point average |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
● Finger dexterity  
● Form perception  
● Manual dexterity  
● Reasoning  
● Spatial |
| Reading & Language Arts Levels | ● 11th-12th grade |
| Math Levels | ● Basic math  
● Decimals  
● Fractions  
● Metric system  
● Percents |
| Lecture Time | ● 30 minutes per day |
| Homework | ● Occasional |
| Tasks | ● 40 tasks per marking period |
| Tests | ● Weekly tests or quizzes |
| Study & Other Skills | ● Ability to follow oral and written communications  
● Ability to work with a team to complete projects  
● Able to work with fractions, decimals, weights and measures  
● Basic computer skills  
● Good attendance  
● Good oral and written communication skills |

This sheet is designed to give you a better idea of course requirements. This is for your information only. If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.
Program Information for:
Visual Communications Cluster – CIP Codes 10.0399 & 50.0402 (BT/WS)

Form to be submitted with completed LCCTC application

The following information is extremely important for you to know about this program.

Approximate Program Costs & Clearances – (where applicable)
The student is responsible for paying the program costs and clearances listed.

- **Books:** provided by instructor; **Certifications:** First Aid - $6.50 approx.
- **Tools/Materials:** Additional information in new student letter.
- **LCCTC Uniform:** Khaki pants - $20.00+ (varies); LCCTC: Maroon polo shirt - $13.25+, Long sleeve T-shirt - $8.95+, Crew sweatshirt (optional) - $11.00
  - Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.
- **CTSO Fee** - $10.00; **Clearances:** None

Certification Opportunities

- **Certification Tests:** First Aid

As required by Federal Perkins IV legislation and the Pennsylvania Department of Education, the Lancaster County Career & Technology Center (LCCTC) is aligning program offerings with available National and State certification exams and licensure credentials. These exams are governed by outside organizations that determine what accommodations, if any, are allowed. The LCCTC has no control over the allowed accommodations, but will provide applicable testing accommodations if they are permitted.

______________________________
Student Signature

______________________________
Parent/Guardian Signature

______________________________
Date
Skill Alignment Chart for:
Visual Communications Cluster – CIP Codes 10.0399 & 50.0402

Brownstown/Willow Street Campuses
Half-Day Program for Juniors/Sophomores

<table>
<thead>
<tr>
<th>Educational &amp; Physical Attributes</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Program Safety & Physical Considerations | • A focus on safety around moving equipment  
• Color Vision  
• Depth perception  
• Good manual dexterity  
• Stamina including focus at work station for long periods of time including standing or sitting for long periods of time  
• Visual acuity |
| Vocational Testing (SAM) Essential APTITUDES for this lab - Recommended levels | Scores of average or above on:  
• Color discrimination  
• Finger dexterity  
• Form perception  
• Spatial |
| Reading & Language Arts Levels | • 10th – 12th grade |
| Math Levels | • Basic math  
• Decimals  
• Fractions  
• Measurement  
• Multiplication |
| Lecture Time | • 45-60 minutes per week |
| Homework | • Occasional homework assigned |
| Tasks Per Week | • 8-12 projects per marking period |
| Tests | • Average 4 per marking period  
• Tests are both written/computer |
| Study & Other Skills | • Ability to sit and work for long periods of time  
• Ability to work with a team to complete projects  
• Attention to detail extremely important  
• Art and graphics classes  
• Drafting  
• Excellent measurement, spelling and writing skills  
• Good attendance  
• Good eye for color and proportion  
• Good keyboarding skills  
• Manipulation of fractions, decimals, and ability to use percentages and proportions  
• Photography |

This sheet is designed to give you a better idea of course requirements. This is for your information only.
If you have any questions about anything on this sheet, please do not hesitate to contact your counselor.