Your future starts here

LANCASTER COUNTY
Career & Technology Center
Get Where You Want To Go

2015-2016 Program Information
lancasterctc.edu
Welcome

Our Mission: Prepare people for skilled, innovative and productive careers.

Our Vision: The Lancaster County Career & Technology Center is a full service career and technical school dedicated to preparing high school students and adults for careers in the new economy. Lancaster County CTC is best among its class and strives to meet the highest standards of quality instruction.

Since 1971, Lancaster County Career & Technology Center (Lancaster County CTC) has offered comprehensive technical programs of distinction. Lancaster County CTC is the fourth largest technical school operating in Pennsylvania. The school features state-of-the-art training technology and first-class training facilities. The Lancaster County Career & Technology Center is an accredited institution of higher education approved by the U.S. Department of Education and the Commission of the Council on Occupational Education and licensed by the Pennsylvania State Board of Private Licensed Schools. The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing. All programs are approved by the PA Department of Education and the Commission of the Council on Occupational Education and licensed by the Pennsylvania State Board of Private Licensed Schools. The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region.

In addition to more than 40 full-time and/or short-term programs, Lancaster County CTC offers two Specialized Associate Degree programs: Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST), both designed to prepare a student for employment in an area requiring specialized instruction beyond secondary education.

In this catalog, you’ll find information about the education and training programs we offer, including class descriptions and start dates, tuition rates and registration details. Some programs are full-time, some part-time, and others are short-term. Here’s more on each:

Full-time Programs (green)
- Nine months or more in length and/or three to five classes per week; 1080 hours or more in length
- Considered Certificate Programs
- Some full-time programs offer a Specialized Associate Degree option
- Intergenerational programs primarily for high school seniors, aligned with the county high school academic calendar; adult students enrolled if space is available
- Programs offered as Adult Only (Welding/Automotive Technology/Medical Assistant/Dental Assistant/Practical Nursing)
- Require a high school diploma or GED
- Day or Evening classes are four to five times per week
- Are Title IV eligible for federal financial aid

Part-time Programs (red)
- Fewer than three classes per week, but 30 or more weeks in length
- Industrial Mechanical & Maintenance (Mechatronics)
- Expanded Function Dental Assistant
- Dental Laboratory Technician
- Are Title IV eligible for federal financial aid

Short-term Courses (grey)
- Designed for students pursuing continuing education or who want to learn a new skill within a short period of time.
- Fewer than three classes per week, but 30 or more weeks in length
- Industrial Mechanical & Maintenance (Mechatronics)
- Expanded Function Dental Assistant
- Dental Laboratory Technician
- Are Title IV eligible for federal financial aid

Our programs are offered at these locations:

BROWNSTOWN CAMPUS
432 Old Market Street, Mount Joy, PA 17552
Culinary Arts, Consumer Services, Advanced Manufacturing Centers & CDL

WILLOW STREET CAMPUS
1730 Hans Herr Drive, Willow Street, PA 17584
Transportation Technologies, Health Care & Agriscience Centers

LANCASTER COUNTY PUBLIC SAFETY TRAINING CENTER
101 Champ Boulevard, Manheim, PA 17545
Protective Services Center

HEALTH SCIENCES CENTER
422 Beaver Valley Pike, Willow Street, PA 17584
Practical Nursing

CONTACT INFORMATION
Admissions 717.278.1469
Bursar 717.464.7068
Financial Aid 717.464.7059
Registrar 717.464.7063
New Choices Career Development 717.393.1735 ext 235
CDL Truck Driving 717.653.3003
Practical Nursing 717.464.7063
State Vehicle Safety Inspection and Emissions 717.464.7065

2015-2016 HOLIDAY SCHEDULE
The Lancaster County Career & Technology Center will be closed the following days:
July 2*, 3, 2015
July 10*, 2015
July 17*, 2015
July 24*, 2015
July 31*, 2015
August 7*, 2015
August 14*, 2015
September 4*, 2015
September 7, 2015
November 26, 27, 2015
November 30, 2015
December 23*-31, 2015
January 1, 2016
February 12*, 2016
February 13, 2016
March 25, 2016
March 28*, 2016
May 30, 2016
June 17*, 2016
June 24*, 2016
*Practical Nursing/HSC will be open.

Where To Find Us
Prepare for a professional career, employment and further education in these fields:

- **Architectural/CAD**
  - Work with experienced home and building designers.
  - Create, design and produce complex working drawings from conception to completion.
  - Use advanced state-of-the-art software and hardware identical to what professional architects and engineers use.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,052

- **Cabinet Making & Wood Technology**
  - Design and layout scale drawings and projects with industry-related equipment.
  - Utilize numerous assembly techniques such as glues and adhesives and plastic laminates. Learn procedures for assembly and installation of finished product.
  - Demonstrate the Skill Standards set forth by the woodworking industry to obtain industry recognized credentials.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,087

- **Commercial Construction/Management**
  - Construct building projects from site prep and layout to roofing and finish work.
  - Operate the latest industry tools and equipment, including hand and power tools, excavation equipment and safety gear.
  - Develop valuable industry certifications in safety, tools and equipment operations, as well as apprenticeship.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Mount Joy Campus
  - **Tuition:** $8,117

- **Electrical Construction Technology**
  - Interact with electrical industry experts.
  - Develop skills and knowledge needed to build electrical systems.
  - Design and construct electrical systems in homes and businesses.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,172

- **HVAC/Refrigeration**
  - Work side by side with experienced HVAC industry professionals.
  - Analyze and upgrade climate control systems to the ever-changing HVAC field.
  - Install, maintain and repair air conditioning and heating equipment.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,157

- **Painting, Ceramic Tile & Vinyl Flooring**
  - Apply professional painting skills to provide property upgrades.
  - Install ceramic tile and vinyl flooring utilizing professional hand and power tools.
  - Operate state-of-the-art spray equipment.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $7,997

- **Plumbing**
  - Interact with plumbing industry experts.
  - Perform plumbing systems installation in homes and businesses.
  - Interpret and construct plumbing systems for homes and businesses.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,177

- **Residential Carpentry**
  - Experience the construction of a new home using traditional and green technologies.
  - Develop the skills and knowledge needed to interpret and construct current building systems.
  - Operate a wide range of hand, power and air tools.
  - **Full-time day:** Aug 26, 2015–June 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $8,107

- **Introduction to Plumbing**
  - Learn the proper and safe use of basic hand tools and soldering procedures.
  - Instruction in pipe-fitting, joints, valves and fixture repair.
  - Develop a working knowledge and skills needed to install and repair hot and cold water lines.
  - **Short-term:** 5 weeks/30 hours
  - **Dates:** Sep 9–Oct 12, 2015
  - **Location:** Brownstown Campus
  - **Tuition:** $500 plus textbook and materials

- **HVAC – Heating & AC Systems**
  - Introduces the various types of heating and cooling systems.
  - Learn about gas and oil-fired/hydronic and forced-air, electrical resistance and radiant heating, heat pumps, heating and humidification systems, cooling and dehumidification systems.
  - Learn about A/C and heating control mechanisms and systems.
  - **Short-term:** 8 weeks/48 hours
  - **Dates:** Sep 9–Nov 2, 2015
  - **Location:** Brownstown Campus
  - **Tuition:** $500 plus textbook and materials

- **HVAC – Refrigeration**
  - Introduces basic refrigeration systems, evaporative, and compression.
  - Learn about various refrigeration system controls, compression systems, compressors and refrigerant controls.
  - Learn about electrical fundamentals, electric motors, circuits and controls.
  - **Short-term:** 8 weeks/48 hours
  - **Dates:** Jan 6–Mar 2, 2016
  - **Location:** Brownstown Campus
  - **Tuition:** $500 plus textbook and materials
### Construction Technologies

#### HVAC – EPA Certification
- Prepares air conditioning and refrigeration technicians for the EPA Certification test.
- Includes preparatory manual for Air Conditioning and Refrigeration Technicians (Federal Clean Air Act – Section 608).
- Provides the information that air conditioning and refrigeration service personnel need to successfully become certified as a Universal Technician.
- Manual must be picked up one week prior to the start of class.

<table>
<thead>
<tr>
<th>Short-Term</th>
<th>2 days/6 hours Wed/Thu</th>
<th>6:00-9:00 PM</th>
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<tbody>
<tr>
<td>Dates</td>
<td>Nov 11-12, 2015 Apr 20-21, 2016</td>
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<tr>
<td>Location</td>
<td>Brownstown Campus</td>
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<tr>
<td>Tuition</td>
<td>$190 (includes manual &amp; testing)</td>
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### Visual Communications

#### Commercial Art
- Prepare for advanced placement in two- or four-year college programs.
- Work directly with advertising and design professionals.
- Experience the hardware/software that professional illustrators, graphic designers and art directors use.
- Create high-impact art using traditional drawing tools and pro apps for advertising and marketing materials.

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<td>Mon–Fri</td>
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<tr>
<td>Location</td>
<td>Brownstown Campus</td>
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<tr>
<td>Tuition</td>
<td>$8,287</td>
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#### Digital Design/Print Media
- Prepare for further education and employment in the graphics industry.
- Work side by side with graphics industry professionals.
- Create projects and art works on state-of-the-art equipment.
- Design printing works using various techniques.

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<td>$7,977</td>
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#### Photography & Digital Imaging
- Prepare for employment in the professional photography industry and further education.
- Learn to shoot photos like a professional photographer.
- Creatively enhance photos with Adobe Photoshop.
- Work side by side with industry professionals.

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<tr>
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<td>$8,047</td>
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### Culinary Arts

#### Baking & Pastry Arts
- Prepare for a professional baking and pastry arts career, employment or further education.
- Work in a state-of-the-art facility with professional pastry chefs.
- Combine creativity and skills to design specialty cakes and pastries.
- Produce baked goods and plated desserts for our restaurant, store and catering events.

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<tr>
<td>Location</td>
<td>Mount Joy Campus</td>
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<tr>
<td>Tuition</td>
<td>$8,057</td>
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#### Culinary Arts/Chef
- Prepare for further education in culinary and restaurant management programs or employment.
- Plan, prepare and serve meals for upscale catered events, and casual to fine dining restaurant service.
- Work side by side with professional chefs starting in the school kitchens and moving into professional placements.
- Prepare for job opportunities locally, abroad, and in exotic locations in the culinary and hospitality industry.

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### Advanced Manufacturing

#### Electromechanical Engineering Technology
- Prepare for a professional electromechanical engineering career, employment, or further education.
- Design, invent, and develop electro-mechanical simulations for a dynamic experience.
- Use robotics, hydraulic pneumatic, and electrical technology systems in an interactive lab.
- Analyze, diagnose, maintain and repair electro-mechanical systems.

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<td>$8,277</td>
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#### Industrial Mechanical and Maintenance (Mechatronics)

<table>
<thead>
<tr>
<th>Part-time &amp; Short-term available:</th>
<th>Course Dependent</th>
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<tbody>
<tr>
<td>Location</td>
<td>Mount Joy Campus</td>
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<tr>
<td>To find out more or to schedule a class call 717.464.7065 or <a href="mailto:escott@lancasterctc.edu">escott@lancasterctc.edu</a></td>
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### Industrial Mechanic – Hydraulic Track
- Basic Hydraulics 25 hours*
- Intermediate Hydraulics 25 hours*
- Mechanical Drives 1 25 hours*
- Mechanical Drives 2 15 hours*
- Basic Pneumatics 20 hours*

| Tuition | $3,039 |

**OR**

### Industrial Mechanical – Pneumatics Track
- Basic Pneumatics 20 hours*
- Intermediate Pneumatics 15 hours*
- Advanced Pneumatics 15 hours*
- Pneumatic Fitting & Construction 5 hours*
- Mechanical Drives 1 25 hours*
- Mechanical Drives 2 15 hours*
- Basic Hydraulics 25 hours*

| Tuition | $2,895 |
Industrial Electrical Program $2,984
AC/DC Electrical 25 hours* $627
Electric Motor Control 50 hours* $1,098
Industrial Electrical Wiring 15 hours* $451
Electrical Power Distribution 25 hours* $573
Electrical Fabrication 15 hours* $361
Electro-Mechanical – Hydraulic Track $2,030
Piping 20 hours* $430
Electro-Fluid Power 25 hours* $679
Electronic Sensors 8 hours* $195
Hydraulic Troubleshooting 45 hours* $762

Electro-Mechanical – Pneumatic Track $1,860
Piping 20 hours* $390
Electro-Fluid Power 25 hours* $650
Electronic Sensors 8 hours* $180
Hydraulic Troubleshooting 45 hours* $762

Industrial Programmable Controllers PLC $1,920
SLC500 or 5000 Troubleshooting 120 hours* $1,920

Individual Courses Available

AC/DC Electrical 30 hours* $627
Advanced PLC (SLC500) 40 hours† $679
Advanced Pneumatics 15 hours† $314
Basic Hydraulics 20 hours* $451
Basic Pneumatics 20 hours* $361
Electric Motor Control 50 hours* $1,098
Electrical Fabrication 12 hours* $293
Electrical Power Distribution 25 hours* $573
Electro-Fluid Power 25 hours* $523
Electronic Sensors 8 hours* $180

Environmental Applications 20 hours* $418
Hydraulic Troubleshooting 45 hours† $762
Industrial PLC (ControlLogix 5350) 120 hours† $1,920
Industrial PLC (SLC500) 120 hours† $1,920
Industrial Electrical Wiring 15 hours† $414
Intermediate Hydraulics 25 hours† $523
Intermediate Pneumatics 15 hours† $314
Mechanical Drives 1 35 hours* $732
Mechanical Drives 2 35 hours* $732
Piping 20 hours* $650
Pneumatic Fitting Construction 5 hours* $175

Welding Technology

- Prepare for a professional welding technology career, employment or further education.
- Perform a wide range of welding processes using advanced welding techniques.
- Assemble and fabricate specialized metal products.
- Practice welds needed for weld certification, use modern power tools/equipment and interpret fabrication blueprints.

Full-time evening:
Mon–Thu | 4:00–9:00 PM
Dates: Jul 6– Nov 12, 2015
Location: Mount Joy Campus
Tuition: $8,177

Full-time day:
Mon–Thu | 8:00 AM–1:00 PM
Location: Mount Joy Campus
Tuition: $8,177

Introduction to Welding

- Includes tungsten inert gas welding processes and equipment set-up.
- Learn TIG welding variables, basic joints, spot welding, and safety procedures.

Short-term: 7 weeks/42 hours
Location: Mount Joy Campus
Tuition: $525 + materials ($175*)

*Students are required to supply their own welding gloves, safety glasses and hood.

Sheet Metal Technology

- Prepare for a professional sheet metal fabricator career, employment, advanced certifications, apprenticeships or further education.
- Create and fabricate custom metal work.
- Build and troubleshoot advanced sheet metal systems.
- Operate state-of-the-art metal-shaping equipment.

Mon–Fri | 8:00 AM–2:35 PM
Location: Mount Joy Campus
Tuition: $8,107

OR

Thermal Troubleshooting 50 hours* $847

Program offered as Adult Only

mountjoyctc.edu
MIG Welding
- Includes metal inert gas welding processes and equipment set-up.
- Learn MIG welding, spot welding, and safety procedures.
- Short-Term: 7 weeks/42 hours
- Dates: Sep 15-Oct 29, 2015
- Location: Mount Joy Campus
- Tuition: $325 + materials ($175*)

Program offered as Adult Only

Introduction to Manufacturing
- This course is designed to prepare students for entry-level positions in a variety of production and manufacturing jobs.
- Topics covered include Introduction to Hand Tools 1&2, Math & Measurements, Basic Communication Skills, Team Work, and Blueprint Reading.
- Short-Term: 2 weeks/40 hours
- Location: Liberty Place, 1016 N. Charlotte Street, Lancaster, PA
- Tuition: $525

Automotive Technology
- Prepare for professional automotive certifications, employment and further education.
- Work side by side with experienced automotive technicians.
- Experience the thrill of diagnosing today's complex vehicle computer programs and mechanical systems.
- Develop the skills needed to become a part of the Automotive Technology Team.
- Location: Willow Street Campus
- Tuition: $8,548

Automotive Technology Specialized Associate Degree Program (AST)
- A Specialized Associate Degree represents the completion of a rigorous program that is recognized as providing advanced higher learning. Specialized Associate Degrees are accredited, as well as state recognized and approved. The Specialized Associate Degree may show employers that you have a more complete, well-rounded education with the ability and drive to advance in the chosen field.
- Full-Time Day: Nov 2, 2015–April 28, 2017
- Location: Willow Street Campus
- Tuition: $17,340

Collision Repair
- Prepare for employment and further education in the collision repair field.
- Perform necessary processes using state-of-the-art welding, refinishing, and painting equipment.
- Diagnose damage and estimate repairs to frame, unibody and suspension.
- Experience the thrill of repairing real vehicles to pre-accident condition.
- Location: Willow Street Campus
- Tuition: $8,112

Diesel Equipment Technology
- Prepare for employment in the medium and heavy duty truck transportation industry, further education, and military service.
- Use the same advanced diagnostic equipment and repair equipment as master technicians to troubleshoot and repair commercial vehicle systems.
- Perform preventive maintenance and inspection on medium and heavy duty trucks.
- Maintain and operate today's high tech vehicle computer systems.
- Location: Willow Street Campus
- Tuition: $8,177

RV & Outdoor Power Equipment
- Prepare for EETC certification, employment and further education.
- Diagnose, maintain and repair lawn and garden tractors, and equipment from motorcycles to ATVs.
- Use same advanced diagnostic and repair equipment as a master technician uses to troubleshoot complex systems.
- Work on any outdoor power equipment and recreational vehicle in a rapidly changing industry, using a full systems approach.
- Location: Willow Street Campus
- Tuition: $8,177

Vehicle Safety Inspection Certification
- Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become licensed as PA State Inspection Mechanics. A Commonwealth of PA State Inspection certification card (MV 439) will be issued by the PA Department of Transportation upon successful completion of this course. Four different certification categories are available.

Program offered as Adult Only

Category 1 and 2 Course
- CAT 1—Includes all passenger cars, trucks up to 17,000 pounds Gross Vehicle Weight (GVW) and trailers up to 10,000 pounds GVW.
- CAT 2—Includes all motorcycles.
- Short-Term: 4 days/12 hours
- Dates: Mon/Wed/Thu/Fri | 4:00–8:00 PM
- Notes: Tactile test time is scheduled by instructor for Saturday, & potentially Friday, dependent on number of students enrolled.
- Location: Willow Street Campus
- Tuition: The initial Category of licensing costs $175 (includes manual). Subsequent Category (1 or 2) costs an additional $40.

Category 3 Course
- Includes heavy trucks over 17,000 pounds GVW, trailers over 10,000 pounds GVW, and all buses.
- This course provides instruction on the use of inspection tools and equipment specific to Category 3 licensing.
- Note: Must bring current State Inspection Manual. (Available for purchase at Willow Street Campus for $5)
- Short-Term: 8 weeks/6 days/6 hours
- Dates: Sept 22, 24, 2015
- Location: Willow Street Campus
- Tuition: $90
Transportation Technology

➤ Category 4 Enhanced Inspection Course
All vehicles requiring the submission of an MV-426 application for reconstructed, specially constructed, modified, collectible or street rod require the Enhanced Vehicle Safety Inspection.
• Individuals who currently hold a valid Category 1 state inspection license are eligible to take this category of licensing. Categories 1 and 4 cannot be taken at the same time.
• Students who do not successfully pass the re-certification test on their first attempt do not have to pay for the entire course tuition; however a $30 re-test fee must be paid prior to being eligible to re-take the test.

➤ Emissions Inspector Certification Course
Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics who must re-test in order to maintain their certification as Certified Emissions Inspectors.
• Students who do not successfully pass the re-certification test on their first attempt do not have to pay for the entire course tuition; however a $30 re-test fee must be paid prior to being eligible to re-take the test.

➤ Emissions Inspector Re-Certification Course
Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics who must re-test in order to maintain their certification as Certified Emissions Inspectors.
• Students who do not successfully pass the re-certification test on their first attempt do not have to pay for the entire course tuition; however a $30 re-test fee must be paid prior to being eligible to re-take the test.

➤ Commercial Truck Driving (CDL) Training Program
Enroll now in the Lancaster County Career & Technology Center Commercial Truck Driving Training Program at the Mount Joy Campus. The five (5) week program provides you not only with the skills to obtain your CDL license, but also to land a job as a professional truck driver.
• You can apply for Class A or B, and endorsements.
• We provide refresher courses, evening hours and customized training to suit your needs.
• We are a PennDot certified third party testing site.
• To find out more or to schedule a class, call 717.653.3003 or email nspittler@lancasterctc.edu.

CDL Class A
Prepares the student for qualification to operate any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.

CDL Class B
Prepares the student for qualification to operate any single vehicle with a gross vehicle weight rating of 26,001 pounds or more, or any such vehicle towing a vehicle having a gross vehicle weight rating of not more than 10,000 pounds.

➤ Heavy Equipment Operations & Basic Maintenance
Heavy Equipment Operations & Basic Maintenance program is designed to train students in operating heavy equipment in a safe manner. The program is designed to prepare students for a variety of jobs in the construction industry.

Heavy Equipment Operations & CDL Class A Combo Course
This course provides students both the 320 hours Heavy Equipment Operation Training along with the training for a CDL Class A license. You will begin your training in the Heavy Equipment Operator class first and then continue onto the CDL Class A component of the course.

To find out more or to schedule a class, call 717.653.3003 or email nspittler@lancasterctc.edu.

Heavy Equipment Operations & Basic Maintenance & CDL Class A Combo Course
This course provides students both the 320 hours Heavy Equipment Operation Training along with the training for a CDL Class A license. You will begin your training in the Heavy Equipment Operator class first and then continue onto the CDL Class A component of the course.

To find out more or to schedule a class, call 717.653.3003 or email nspittler@lancasterctc.edu.

Driver Education Training
Online classroom instruction is available, with an optional 6-hours of ‘Behind-the-Wheel’ Instructor training. Student will receive a certificate for each component they complete.
• Call 717.653.3003 for info or to schedule an appointment.

lancasterctc.edu
Healthcare/Medical Technologies

➤ Practical Nursing Program

Prepares the individual to perform nursing care safely and effectively under the guidance of a Registered Nurse, licensed Physician or Dentist within all settings where nursing takes place.

• Start your nursing career in our day or evening program at the Health Science Campus, Willow Street.

• Requirements:
  - Application with $90 application and testing fee
  - High School Transcript and/or GED Transcript
  - College Transcripts (if applicable)
  - Successfully pass TEAS V (Test of Essential Academic Skills) entrance test
  - Criminal Record Check, FBI Criminal History, Child Abuse History Clearance
  - Physical Exam including; 2 step PPD, Drug Screen, Immunizations (MMR, Hepatitis B, Varicella, Flu Vaccine)
  - Current CPR (Healthcare Provider)
  - Screen, Immunizations (MMR, Hepatitis B, Varicella, Flu Vaccine)
  - Criminal Record Check, FBI Criminal History, Child Abuse History Clearance
  - Current CPR (Healthcare Provider)
  - Attend student orientation/interview

Day: 12 Month Program
Classes begin Jan, May, Sept
Mon thru Fri | 8:00 AM–3:00 PM (Classes) & 7:00 AM–3:00 PM (Clinical experience)

Evening: 18 Month Program
Classes begin March and September
Mon thru Thu | 4:00–9:00 PM (Classes) & 4:00–10:00 PM (Clinical experience)

Location: Health Science Campus, Willow Street, 717.464.7063
Tuition: In State:
Day: $10,596 + Fees = $12,744
Evening: $11,394 + Fees = $13,542

Out of State:
Day: $13,845 + Fees = $15,993
Evening: $14,634 + Fees = $16,782

Financial Aid
Financial Aid is available to those who qualify. Visit www.FAFSA.gov for more information.

➤ Medical Administrative Assistant

• Prepare for employment as a medical administrative assistant and further healthcare education.

• Perform computerized medical office operations in scheduling, billing, and medical records.

• Learn to deliver high-quality customer service while performing clerical and other administrative duties in medical centers, physician offices, and hospitals.

• Practice ethical standards, confidentiality, and professionalism when interacting with patients, coworkers and other medical professionals.

Mon–Fri | 8:00 AM–2:35 PM
Location: Willow Street Campus
Tuition: $8,302

➤ Medical Assistant

• Prepare for professional certification as a medical assistant, employment, and further education.

• Apply advanced diagnostic procedures to patient care, such as phlebotomy and pharmacology; assist in minor office surgeries.

• Participate in a 7-week medical assistant externship in a medical facility. Note: This opportunity is available only for students who meet all clinical criteria.

• Learn to deliver high-quality patient care.

Mon–Fri | 8:00 AM–2:35 PM
Location: Willow Street Campus
Tuition: $8,770

➤ Medical Assistant Specialized Associate Degree Program (ASB)

A Specialized Associate Degree represents the completion of a rigorous program that is recognized as providing advanced higher learning. Specialized Associate Degrees are accredited, as well as state recognized and approved. The Specialized Associate Degree May show employers that you have a more complete, well-rounded education with the ability and drive to advance in the chosen field.

Mon–Fri | 8:00 AM-2:35 PM
Location: Willow Street Campus
Tuition: $16,960

➤ Dental Assistant

• Prepare for a professional career as a Dental Assistant or with further education as an Expanded Function Dental Assistant (EFDA), Dental Hygienist, Dental Lab Technician, or Dentist.

• Experience the satisfaction of providing high quality patient care in a team-oriented modern dental office environment.

• Perform a wide variety of dental office duties with other dental professionals, including taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.

• Work alongside other dental professionals to ensure patients receive the highest quality dental care.

Mon–Fri | 8:00 AM–2:35 PM
Location: Willow Street Campus
Tuition: $8,302

➤ Expanded Function Dental Assistant

• Advance your career as a dental professional while meeting the future needs of dentistry. Program is designed in accordance with the PA State Board of Dentistry’s EFDA guidelines. Class includes 30 sessions of classroom/labouratory instruction, followed by a clinical externship in a dental office comprised of 120 hours that the student completes at their own pace, over 15 weeks.

• Learning will take place in the classroom, laboratory, and pre-clinical settings. Subject matter will be taught by instructors with decades of experience, giving personal attention and advice.

• The training will culminate in a clinical externship where skills taught in the laboratory and preclinical settings will be performed under the direct supervision of and evaluated by a licensed and practicing dentist.

• Perform chair-side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment as provided in general dentistry.

• Place, contour, and finish amalgams and composite restorations.

• Place and remove matrices, wedges, rubber dams and apply bases and liners.

Part-time: Approx. 30-50 weeks/210 hours
Mon/Wed | 6:00–9:00 PM & Daytime hours (Externship)
Mar 7, 2016–Mar 6, 2017
Location: Willow Street Campus
Tuition: $3,395

➤ Medical Terminology

• Master the language of medicine by learning the words that make up medical terms.

• Learn terms related to each body system and abbreviations used in medical language.

Short-term: 15 weeks/90 hours
Mon/Wed | 6:00–9:00 PM
Dates: Sep 2–Dec 21, 2015
Jan 6–Apr 25, 2016
May 9–Aug 24, 2016
Location: Willow Street Campus
Tuition: $550 + textbook

Program offered as Adult Only
Phlebotomy
Prerequisite: Medical Terminology
• Acquire skills to understand and perform phlebotomy procedures.
• Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control.
• Uniform required.
**Short-term:** 15 weeks/90 hours
**Mon/We1 Session:** 6:00–9:00 PM
**Dates:** Sep 2–Dec 21, 2015
Jan 6–Apr 29, 2016
May 9–Aug 24, 2016
**Location:** Willow Street Campus
**Tuition:** $550 * materials & textbook

Nurse Aide Training
• Prepare for Pennsylvania Red Cross National Nurse Aide Assessment Program (NNAAP), as well as college health care related program education.
• Learn to provide high quality patient care in a long term care facility and private home setting.
• Perform a wide range of basic nursing, personal care and restorative care skills in a classroom & real world setting.
• Work with various healthcare team members in providing direct patient care.
**Short-term:** 16 days/120 hours
**Mon–Thurs:** 8:00 AM–4:15 PM
(Classroom) & 6:00–9:00 PM (Clinical Exp.)
**Dates:** Jul 6–Jul 30, 2015
Aug 3–Aug 27, 2015
Aug 31–Sep 28, 2015
Nov 2–Dec 1, 2015
Jan 4–Jan 28, 2016
Feb 8–Mar 7, 2016
Mar 21–Apr 18, 2016
May 2–May 26, 2016
Jun 6–Jun 30, 2016
**Location:** Willow Street Campus
**Tuition:** $22,700

Animal Production Science & Technology
• Prepare for a professional large animal science career, immediate employment, and further education.
• Explore the care, management, evaluation, treatment and marketing of agricultural production animals such as beef, dairy, swine, poultry, sheep, goats, and horses.
• Gain experience working with animals in a variety of farm settings.
• Interact with experts in the field through job shadowing, clinical experience, co-op opportunities, and FFA membership.
**Day:** Aug 26, 2015–June 2, 2016
**Mon–Fri | 8:00 AM–2:35 PM**
**Location:** Willow Street Campus
**Tuition:** $8,148

Veterinary Technology Specialized Associate Degree Program (AST)
• The Veterinary Technology associate's degree program is designed to provide students with the knowledge and skills needed to enter-entry-level employment in a variety of veterinary clinical settings and related fields.
• Graduates of this program will be prepared to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assistance for a variety of domestic animals. Basic clinic management skills and client communications will be an important part of this program.
**Full-time Day:** Feb 1, 2016–May 31, 2017
**Mon–Fri | 8:00 AM–4:30 PM**
**Location:** Willow Street Campus
**Tuition:** $22,700

Computer Systems Technology
• Prepare for professional advanced certification programs, employment or further education.
• Build, upgrade, maintain and repair desktop and laptop computers.
• Design, install and troubleshoot computer network configurations.
• Perform custom work for individual, school and business clients.
**Full-time Day:** Aug 26, 2015–June 2, 2016
**Mon–Fri | 8:00 AM–2:35 PM**
**Location:** Brownstown Campus
**Tuition:** $8,137

Cosmetology
• Prepare for professional cosmetology licensure, immediate employment and further education.
• Interact with professional cosmetologists to develop the skills needed to prepare for state licensing exam and continuing education.
• Express individual creativity by providing a wide range of hair, nail and skin care experiences.
• Experience and manage professional full-service interactive salon environment.
**Full-time Day:** Aug 26, 2015–June 2, 2016
**Mon–Fri | 8:00 AM–2:35 PM**
**Location:** Willow Street Campus or Mount Joy Campus
**Tuition:** $12,367 (Includes Books & Kit)
Completion of Cosmetology Hours $8.00/hour + materials.

Nail Technician
Learn a wide array of skills including manicures, pedicures, acrylic nail application, nail art and nail health.
**Short-term:** 200 hours
**Dates:** Call for information on course start dates.
**Location:** Willow Street Campus or Mount Joy Campus
**Tuition:** $1,500 + books & materials
Completion of Nail Tech Hours $8.00/hour + materials.
* Enrollment and scheduling based on space available.

Esthetician
Learn all phases of skin care. Students will learn facial analysis, massage, and the application of skin care products. Prepares students for the State Board Exam, includes sanitary practices, professionalism, and Pennsylvania State Law.
**Short-term:** 300 hours
**Start Dates:** Call for information on course start dates.
**Location:** Willow Street Campus or Mount Joy Campus
**Tuition:** $3,200 (Textbook & Kit included)
Completion of Esthetician Hours $8.00/hour + materials
* Enrollment and scheduling based on space available.
Cosmetology Instructor

**Short-Term:** 500 hours

**Start Dates:** Call for information on course start dates.

**Location:** Liberty Place, 1016 N. Charlotte Street, Lancaster, PA

**Tuition:** $4,500

Completion of Instructor Hours $9.00/hour + materials.

*Enrollment and scheduling based on space available.*

**Introduction to Office Administration**

- This is an intermediate level course intended to add skills and move people closer to work readiness for administrative assistants, secretaries, data-entry clerks, and other clerk-type jobs.
- This course will concentrate on five areas of competencies and skills—essentials of office dress and etiquette, business communication by telephone and in person, problem resolution with customer and fellow workers, filing, and data entry.

**Short-Term:** 3 weeks/60 hours

**Dates:** Oct 19–Nov 6, 2015
Jan 25–Feb 12, 2016
Mar 7–Mar 25, 2016
Jun 6–Jun 24, 2016

**Location:** Liberty Place, 1016 N. Charlotte Street, Lancaster, PA

**Tuition:** $630

**Tuition Charges and Payments**

Complete the registration form and mail it along with your non-refundable $20 registration fee to the address noted above. Registrations received without the minimum $20 registration fee will not be processed. Applications may be submitted for Short-term and Full-time programs online at www.lancasterctc.edu.

**Admissions & Registration**

All registration instructions and forms can be found on our website at www.lancasterctc.edu by calling the Registrar’s Office at 717.464.7065; or by emailing the Registrar at escott@lancasterctc.edu. You must complete and submit your registration form with a non-refundable fee, payable by check, money order, VISA, MasterCard, Discover or company purchase order. We cannot accept cash. Make your check payable to: Lancaster County CTC.

Mail completed forms with payment to:
Lancaster County Career & Technology Center,
Adult Education Registrar
PO Box 527
Willow Street, PA 17584

You may register in person at the Willow Street campus. Please call ahead for available registration times.

**Fees and Confirmation**

For Short-term Courses

As you are considering your choice of program, you are encouraged to seek out possible funding sources before you enroll. We participate in various federal, state and local financial aid programs that assist students in need who would be unable to pursue an education without financial aid. Listed below are the Financial Aid resources available to students who qualify. For more information about financial aid options and application instructions, call our Office of Financial Aid at 717.464.7059.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
  - Subsidized Stafford Loan
  - Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Veteran’s Education Assistance (1-888-442-4551)
- Lancaster County CareerLink
  - WIOA/ITA (717.291.1231)
  - TRA/CAA (717.509.5613)
  - Locate your local CareerLink Office
    www.cwds.state.us.pa
- Office of Vocational Rehabilitation (1.800.762.6306)
- New Choices Career Development (717.393.1735 ext 235)

**Register Early!**

All classes are subject to enrollment minimums or the class is canceled. By enrolling early, you are assured of a spot in the class and you help us know whether we have reached the enrollment minimum.

**Thank You for Choosing Us**

Lancaster County CTC has an open admissions policy; serving the needs of all who apply for admission. However, this doesn’t mean that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. The Lancaster County Career & Technology Center is accredited by the Council on Occupational Education. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region. Additionally, most Lancaster County CTC training programs are approved by a nationally accredited organization (such as NCCER, NHA, AWS, etc.). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as Lancaster CTC’s enrollment requirements.

Lancaster County Career & Technology Center permits adult students to attend daytime programs that are primarily taught to high school students for the purpose of workforce development. This type of training is referred to as “intergenerational.” Adult enrollment is permitted on a tuition basis as openings permit. Openings will be filled on a first-come/first-serve basis with priority given in the following order: high school students before adults, participating school district residents before applicants residing outside of the participating school districts’ area. Full time study consists of classes 180 days during the school year, operating six hours daily, from 8:00 a.m. to 2:35 p.m., with a one-half hour break for lunch scheduled by the school.

All daytime programs are considered “intergenerational” unless noted by the symbol, which is used to identify the full-time programs that are offered as Adult Only. Availability of training space is limited and enrollment is based on first to apply, first accepted, until maximum enrollment for the class is reached. If you need assistance in selecting your program, please call our Admissions Office at 717.278.1469.

**Admission**

As your enrollment is based on first-to-apply, first accepted; please call our Admissions Office at 717.278.1469 for more information.

As you are considering your choice of program, you are encouraged to seek out possible funding sources before you enroll. We participate in various federal, state and local financial aid programs that assist students in need who would be unable to pursue an education without financial aid. Listed below are the Financial Aid resources available to students who qualify. For more information about financial aid options and application instructions, call our Office of Financial Aid at 717.464.7059.

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As your enrollment is based on first-to-apply, first accepted; please call our Admissions Office at 717.278.1469 for more information.
Financial aid and payment plans are available to students who do not pay the balance due on account you are enrolled in, we will refund the $50 application fee. If we must cancel the class, we will refund the $20 registration fee.

The non-refundable $50 application fee and $20 background clearance and testing fee are retained by the school if you drop the class. If we must cancel the class you are enrolled in, we will refund the $20 registration fee.

For Full-time Postsecondary Students

To enroll in Lancaster CTC full time programs, complete a Full Time Program Application and mail it along with a $70 application and background check fee to the previous address. Additionally, applications may be submitted in person at the Willow Street Campus or online at www.lancasterctc.edu.

Applications received without required fees will not be processed.

TUITION CHARGES AND PAYMENTS

• Tuition and fees are paid by term.
• Tuition amounts and terms vary by program.
• A student’s current term tuition must be paid in full prior to entering the next scheduled term of the program.
• Financial aid and payment plans are available to those who qualify.
• Students who do not pay the balance due on account by the end of the current term will be removed from the program.

CANCELLATIONS AND TUITION REFUNDS

Courses are subject to minimum enrollment requirements. Under-enrolled classes are subject to cancellation. Maximum class size varies with program content, and enrollment is based on first to apply, first enrolled until maximum enrollment for the class is reached.

You will receive either a confirmation of enrollment or a cancellation notice prior to the scheduled start date. If you have questions about your enrollment status, please call the Registrar at 717.464.7065.

For Short-term Courses

The non-refundable registration fee of $20 is retained by the school if you drop the class. If we must cancel the class you are enrolled in, we will refund the $20 registration fee.

For Full-time Postsecondary Students

The non-refundable $50 application fee and $20 background clearance and testing fee are retained by the school if you drop the class. If we must cancel the class you are enrolled in, we will refund the $50 application fee.

For All Students

Refunds for Class Cancellation

If Lancaster County Career & Technology Center cancels a class, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and application fees be refunded (except CHRI and Child Abuse History Clearance.) Refunds of pre-paid tuition and fees occur automatically and are made within 30 days of the planned start date of the class.

Refunds for Students who Withdraw on or before the First Day of Class

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than $100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first $100 be refunded. Refunds of pre-paid tuition and fees in excess of $100 occur automatically and are made within 30 days of the planned start date of the class.

School Fee Refund Schedule

Students withdrawing from their program are eligible for partial tuition refunds, according to this schedule:

- Withdrawal during the first seven (7) calendar days of the term — 75%
- Withdrawal after the first seven (7) calendar days, but within the first 25% of the term — 55%
- Withdrawal after 25% but within 50% of the term — 30%
- Withdrawal after 50% of the term — no refund

Refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student’s actual last day of attendance. Refunds of pre-paid tuition shall be made within 30 days of the student’s last day of attendance. There are no refunds for textbooks, workbooks or materials.

Accreditation: The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: 1.800.917.2081.

Nondiscrimination Policies: 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. 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.

The Lancaster County Career & Technology Center adheres to the U.S. Department of Education regulations (34 CFR 668.18) regarding readmission of service members returning to a training program that was interrupted due to a service obligation. Students will be readmitted into their program with the same academic status previously held and with the same number of credit hours or clock hours previously completed. This policy applies to all postsecondary students, degree-seeking and non-degree.

Graduation Rates and Other Program Information: For more information about our graduation rates, the median debt of students who completed the program and other important program information, please visit our website at www.lancasterctc.edu.