



**Your future starts here**



**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**  
*Get Where You Want To Go*

**2016-2017**  
**Program Information**

[lancasterctc.edu](http://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 (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/Veterinary Technology/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

### ► Short-term Courses (grey)

- Designed for students pursuing continuing education or who want to learn a new skill within a short period of time.

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## Where To Find Us

Our programs are offered at these locations:

### BROWNSTOWN CAMPUS

Metzler & Snyder Roads, PO Box 519, Brownstown, PA 17508

\* GPS Address: 231 Snyder Road, Ephrata, PA 17522

Construction Technologies, Visual Communications Centers & Information Technology

### MOUNT JOY 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

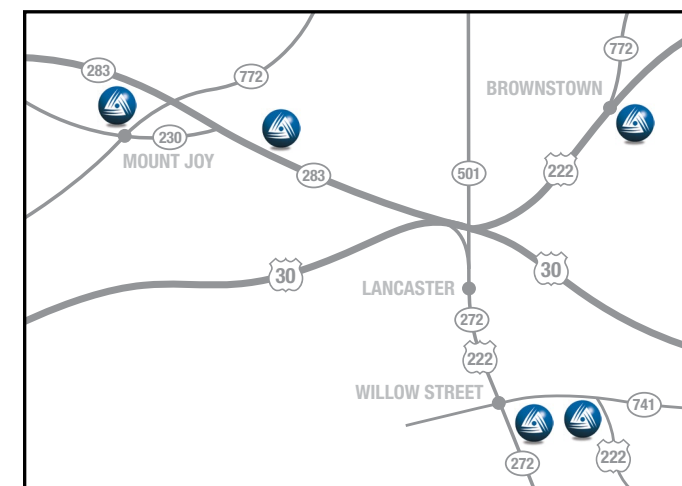
Admissions	717.278.1469
Bursar	717.464.7068
Financial Aid	717.464.7059
Registrar	717.464.7065
New Choices Career Development	717.393.1735 ext 235
CDL Truck Driving	717.653.3003
Practical Nursing	717.464.7063
State Vehicle Safety Inspection and Emissions	717.464.7065

## 2016-2017 HOLIDAY SCHEDULE

The Lancaster County Career & Technology Center will be closed the following days:

- July 1, 4\*, 2016
- July 8\*, 2016
- July 15\*, 2016
- July 22\*, 2016
- July 29\*, 2016
- August 5\*, 2016
- August 12\*, 2016
- August 19\*, 2016
- September 2\*, 2016
- September 5, 2016
- October 10\*, 2016
- November 24, 25, 2016
- November 28, 2016
- December 26-30, 2016
- January 2, 16\*, 2017
- February 17\*, 20, 2017
- April 14, 17, 2017
- May 29, 2017
- June 16\*, 2017
- June 23\*, 30\*, 2017

\*Practical Nursing/HSC will be open.





## Construction Technologies

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 engineers use.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–JUNE 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775

## Construction Technologies

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus  
TUITION: \$8,107

### ► Heavy Equipment, Operations (HEO) & Maintenance

- Operate, trouble-shoot and maintain heavy equipment.
- Interpret blueprints and site plans for site development.
- Collaborate and perform heavy equipment related activities in a team setting.
- Prepare for advanced industrial certifications.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus  
TUITION: \$8,775





## 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.

SHORT-TERM: 2 days/6 hours  
Wed/Thu | 6:00–9:00 PM

DATES: Nov 9-10, 2016  
Apr 19–20, 2017

LOCATION: Brownstown Campus

TUITION: \$190 (includes manual & testing)

## 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus

TUITION: \$8,775

### ► 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus

TUITION: \$8,775

### ► 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Brownstown Campus

TUITION: \$8,775

## 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus

TUITION: \$8,775

### ► 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus

TUITION: \$8,775

### ► Event Planning & Tourism Services Management

- Prepare for a professional hospitality and event planning career, employment or further education.
- Learn to deliver superior customer service to hotel and event guests.
- Team with industry professionals to plan and assemble upscale events and experiences.
- Design promotional flyers and presentations.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus

TUITION: \$8,775

## Advanced Manufacturing

### ► Electro-Mechanical Engineering Technology

- Prepare for a professional electro-mechanical 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus

TUITION: \$8,775

### ► Industrial Mechanical and Maintenance (Mechatronics)

PART-TIME & SHORT-TERM AVAILABLE:  
Course Dependent

LOCATION: Mount Joy Campus

To find out more or to schedule a class call 717.653.3000 ext 3091 or [cborrell@lanasterctc.edu](mailto:cborrell@lanasterctc.edu)

<b>Industrial Mechanical – Hydraulic Track</b>	<b>\$3,039</b>
Basic Hydraulics	25 hours*
Intermediate Hydraulics	25 hours*
Mechanical Drives 1	25 hours*
Mechanical Drives 2	15 hours*
Basic Pneumatics	20 hours*

OR

<b>Industrial Mechanical – Pneumatics Track</b>	<b>\$2,895</b>
Basic Pneumatics	20 hours*
Intermediate Pneumatics	15 hours*
Advanced Pneumatic	15 hours*
Pneumatic Fitting & Construction	5 hours*
Mechanical Drives 1	25 hours*
Mechanical Drives 2	15 hours*
Basic Hydraulics	25 hours*





## Advanced Manufacturing

<b>Industrial Electrical Program</b>		\$2,984
AC/DC Electrical	25 hours*	
Electric Motor Control	50 hours*	
Industrial Electrical Wiring	15 hours*	
Electrical Power Distribution	25 hours*	
Electrical Fabrication	15 hours*	

<b>Electro-Mechanical – Hydraulic Track</b>		\$2,030
Piping	20 hours*	
Electro-Fluid Power	25 hours*	
Electronic Sensors	8 hours*	
Hydraulic Troubleshooting	45 hours*	

OR

<b>Electro-Mechanical – Pneumatic Track</b>		\$1,860
Piping	20 hours*	
Electro-Fluid Power	25 hours*	
Electronic Sensors	8 hours*	
Pneumatic Troubleshooting	35 hours*	

<b>Industrial Programmable Controllers</b>		
PLC		\$1,920
SLC500 or 5000 Troubleshooting	120 hours*	

*\*Because the training is self-paced, the hours of completion are averages and vary by student.*

### Individual Courses Available

AC/DC Electrical	30 hours*	\$627
Advanced PLC (SLC500)	40 hours*†	\$678
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 5500)	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*	\$564
Pneumatic Fitting Construction	5 hours*	\$113
Pneumatics Troubleshooting	35 hours*†	\$593
Thermal Troubleshooting	50 hours*	\$847

*\*Because the training is self-paced, the hours of completion are averages and vary by student.*

*†This course requires previous experience and/or coursework.*

### 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 | 4:00–9:00PM

DATES: Jul 6, 2016–June 21, 2017  
Jan 9, 2017–Dec 18, 2017

LOCATION: Mount Joy Campus

TUITION: \$8,885

## Advanced Manufacturing

### 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.

FULL-TIME DAY: Aug 29, 2016–June 5, 2017

Mon–Fri | 8:00 AM–2:35 PM

LOCATION: Mount Joy Campus

TUITION: \$8,775

### Introduction to Welding

- Designed for the person who is interested in entering the welding trade.
- Provides an overview of five fundamentals of the welding trade: Electric Arc Welding, MIG Welding, TIG Welding, Oxygen/Acetylene Burning and Blueprint Reading for Welders.
- Learn the basics needed to move on to more in-depth welding training.
- Blueprint Reading for Welders is incorporated into this course.

SHORT-TERM: 10 weeks/57 hours

Mon/Wed | 6:00–9:00 PM

DATES: Sep 7–Nov 14, 2016  
May 3–July 10, 2017

LOCATION: Mount Joy Campus

TUITION: \$735 + materials (\$200\*)

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

### Electric Arc Welding

- Learn stick welding in three welding positions.
- Learn safety and proper care of equipment.
- Learn the proper application of beads and fabricating coupons.

SHORT-TERM: 7 weeks/42 hours  
Mon/Wed | 6:00–9:00 PM

DATES: Oct 26–Dec 14, 2016  
Feb 22–Apr 10, 2017

LOCATION: Mount Joy Campus

TUITION: \$525 + materials (\$175\*)

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

### TIG 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  
Tue/Thu | 6:00–9:00 PM

DATES: Oct 31–Dec 19, 2016  
Mar 8–Apr 26, 2017

LOCATION: Mount Joy Campus

TUITION: \$525 + materials (\$175\*)

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

 Program offered as Adult Only





## Advanced Manufacturing

## Transportation Technology

## Transportation Technology

### ► 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  
Tue/Thu | 6:00–9:00 PM

**DATES:** Sep 13–Oct 27, 2016  
Jan 17–Mar 2, 2017  
May 2–Jun 15, 2017

**LOCATION:** Mount Joy Campus

**TUITION:** \$525 + materials (\$175\*)

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

### ► 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  
Mon–Fri | 8:30 AM–12:30 PM

**DATES:** Oct 17–Oct 28, 2016  
Jan 23–Feb 3, 2017  
Mar 6–Mar 17, 2017  
Jun 5–Jun 16, 2017

**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.

**FULL-TIME DAY:** Aug 2, 2016–Jun 5, 2017

**LOCATION:** Mon–Thu | 8:00 AM–1:00 PM

**TUITION:** Willow Street Campus  
\$8,480

### ► 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:** Aug 29, 2016–Apr 28, 2017  
Mon–Thu(Fri) | 8:00 AM–1:00 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$18,840

### ► 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.

**FULL-TIME DAY:** Aug 29, 2016–June 5, 2017

Mon–Fri | 8:00 AM–2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$8,775

 Program offered as Adult Only

### ► 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 trouble-shoot 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.

**FULL-TIME DAY:** Aug 29, 2016–June 5, 2017

Mon–Fri | 8:00 AM–2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$8,775

### ► 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.

**FULL-TIME DAY:** Aug 29, 2016–June 5, 2017

Mon–Fri | 8:00 AM–2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$8,775

### ► 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.

### ► 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  
Mon/Wed/Thu/Fri | 4:00–8:00 PM  
Sat | TBD

**NOTES:** Tactile test time is scheduled by instructor for Saturday, & potentially Friday, dependent on number of students enrolled.

**DATES:** Sept 12, 14, 15, 16, 17, 2016  
Oct 3, 5, 6, 7, 8, 2016  
Nov 7, 9, 10, 11, 12, 2016  
Dec 12, 14, 15, 16, 17, 2016  
Jan 9, 11, 12, 13, 14, 2017  
Feb 6, 8, 9, 10, 11, 2017  
Mar 6, 8, 9, 10, 11, 2017  
Apr 3, 5, 6, 7, 8, 2017  
May 8, 10, 11, 12, 13, 2017  
Jun 5, 7, 8, 9, 10, 2017

**LOCATION:** Brownstown 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:** 2 days/8 hours

Tue/Thu | 4:00–8:00 PM

**DATES:** Sept 20, 22, 2016  
Oct 11, 13, 2016  
Nov 15, 17, 2016  
Dec 13, 15, 2016  
Jan 17, 19, 2017  
Mar 14, 16, 2017  
May 16, 18, 2017

**LOCATION:** Willow Street Campus

**TUITION:** \$90





## Transportation Technology

## 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 must study the information provided by the DMV at [www.dmv.pa.gov/VEHICLE-SERVICES/Inspection-Information/Enhanced-Vehicle-Safety-Inspection-Program/Pages/default.aspx#.VgLGU6HDIU](http://www.dmv.pa.gov/VEHICLE-SERVICES/Inspection-Information/Enhanced-Vehicle-Safety-Inspection-Program/Pages/default.aspx#.VgLGU6HDIU) prior to testing.

SHORT-TERM: 1 day/2 hours  
Thu | 6:00–8:00 PM

DATES: Sept 15, 2016      Feb 9, 2017  
Oct 6, 2016      Mar 9, 2017  
Nov 10, 2016      Apr 6, 2017  
Dec 15, 2016      May 11, 2017  
Jan 12, 2017      Jun 8, 2017

LOCATION: Brownstown Campus

TUITION: \$40

### ► 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 to become Certified Emissions Inspectors.

- Students who do not successfully pass the 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.

SHORT-TERM: 4 days/16.5 hours  
Mon/Tue/Thu/Fri | 4:00–8:00 PM

DATES: Sept 12, 13, 15, 16, 2016  
Oct 3, 4, 6, 7, 2016  
Nov 7, 8, 10, 11, 2016  
Dec 12, 13, 15, 16, 2016  
Jan 9, 10, 12, 13, 2017  
Feb 6, 7, 9, 10, 2017  
Mar 6, 7, 9, 10, 2017  
Apr 3, 4, 6, 7, 2017  
May 1, 2, 4, 5, 2017  
Jun 5, 6, 8, 9, 2017

LOCATION: Willow Street Campus

TUITION: \$200

### ► 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.

SHORT-TERM: 1 day/4 hours  
Wed | 4:00–8:00 PM

DATES: Jul 13, 2016      Feb 8, 2017  
Aug 10, 2016      Mar 8, 2017  
Sept 14, 2016      Apr 5, 2017  
Oct 5, 2016      May 3, 2017  
Nov 9, 2016      Jun 7, 2017  
Dec 14, 2016  
Jan 11, 2017

LOCATION: Willow Street Campus

TUITION: \$100

### ► 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](mailto: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.

SHORT-TERM: 5 weeks/200 hours  
DAY: Mon–Fri | 7:00 AM–3:00 PM  
EVENING: Mon–Thu | 4:00–8:00 PM  
DATES: Classes starting the first Monday of each month

LOCATION: Commercial & Motor Vehicle Training Center at the Mount Joy Campus

TUITION: \$5,500 – Financing available to those who qualify.

#### 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.

SHORT-TERM: 2–3 weeks/120 hours  
DAY: Mon–Fri | 7:00 AM–3:00 PM  
DATES: By appointment  
LOCATION: Commercial & Motor Vehicle Training Center at Mount Joy Campus

TUITION: \$800 per week – Financing available to those who qualify.

\* Only four (4) classes a year based on student enrollment.

### ► Heavy Equipment Operations and Basic Maintenance

This course provides students with 40 hours of classroom instruction and 280 hours of seat time learning to operate equipment.

- Equipment entails skid loaders, bull dozer, back hoe, wheel loader, mini excavator, and more.
- Due to the nature of the training, class dates may be adjusted due to inclement weather conditions.
- To find out more or to schedule a class, call 717.653.3003 or email [nspittler@lancasterctc.edu](mailto:nspittler@lancasterctc.edu).

SHORT-TERM: 8 weeks/320 hours  
Mon–Fri | 7:00 AM–3:00 PM

DATES: Call for information on multiple course start dates.

LOCATION: Brownstown Campus

TUITION: \$6,340 – Financing available to those who qualify.

### ► Heavy Equipment Operations and 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](mailto:nspittler@lancasterctc.edu).

SHORT-TERM: HEO – 8 weeks/320 hours  
CDL Class A – 5 weeks/200 hours  
Mon–Fri | 7:00 AM–3:00 PM

DATES: Call for information on multiple course start dates.

LOCATION: Brownstown Campus & Commercial & Motor Vehicle Training Center at Mount Joy Campus

TUITION: \$9,400 – Financing available to those who qualify.

### ► 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.

LOCATION: Commercial & Motor Vehicle Training Center at Mount Joy Campus

TUITION: Online Training – \$80  
Instructor/Behind-the-Wheel – \$240





# 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)
  - 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:**

<b>In State:</b>			
Day	\$10,596 + Fees =		\$12,744
Evening	\$11,394 + Fees =		\$13,542
<b>Out of State:</b>			
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](http://www.FAFSA.gov) for more information.

Program offered as Adult Only

## ► 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.

**DAY:** Aug 29, 2015-June 5, 2017  
Mon-Fri | 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$8,775

## ► 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.

**DAY:** Aug 29, 2016-June 5, 2017  
Mon-Fri | 8:00 AM-2:35 PM

**EVENING:** Jan 9-Dec 18, 2017  
Mon-Thu | 4:30-9:30 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.

**DAY:** Aug 29, 2016-Oct 20, 2017  
Mon-Fri | 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$18,460

## ► 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.

**FULL-TIME DAY:** Aug 29, 2016-June 5, 2017

Mon-Fri | 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** \$8,850

## ► 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/laboratory 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)

**DATES:** Oct 3, 2016-Oct 2, 2017  
Mar 6, 2017-Mar 5, 2018

**LOCATION:** Willow Street Campus

**TUITION:** \$3,395+materials

## ► 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 7-Dec 21, 2016  
Jan 4-Apr 19, 2017  
May 1-Aug 14, 2017

**LOCATION:** Willow Street

**TUITION:** Campus  
\$550 + textbook







## Healthcare/Medical Technologies Agriscience Center

## Information Technology

## Consumer Services/Cosmetology

### ► 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/WED SESSION:

DATES: 6:00–9:00 PM  
Oct 10, 2016–Jan 30, 2017 Feb  
6–May 22, 2017  
Jun 5–Sep 18, 2017  
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–Thu | Evening Hours  
(Classroom) &  
6:45 AM–2:45 PM (Clinical Exp.)  
DATES: Call 717.464.7065 for email  
EScott@lanasterctc.edu for  
information on multiple course  
start dates.  
LOCATION: Willow Street Campus  
TUITION: \$798\*

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM  
LOCATION: Willow Street Campus  
TUITION: \$8,775

### ► Veterinary Technology Specialized Associate Degree Program (AST)

- The Veterinary Technology associate's degree program is designed to provide students with the knowledge and skills leading to 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: Aug 29, 2016–May 25, 2018  
Mon–Fri | 8:00 AM–4:50 PM  
LOCATION: Willow Street Campus  
TUITION: \$23,100

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM  
LOCATION: Brownstown Campus  
TUITION: \$8,775

### ► 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 29, 2016–June 5, 2017  
Mon–Fri | 8:00 AM–2:35 PM  
LOCATION: Willow Street Campus or  
Mount Joy Campus  
TUITION: \$13,015 (Includes Books & Kit)  
Completion of Cosmetology Hours  
\$8.00/hour + materials.

\*Additional fees may apply to meet PA State requirements.

 Program offered as Adult Only





## Consumer Services/Cosmetology

### ► Cosmetology Instructor

- SHORT-TERM:** 500 hours
- START DATES:** Call for information on course start dates.
- LOCATION:** Willow Street Campus or Mount Joy Campus
- 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  
Mon-Fri | 12:30 PM-4:30 PM
- DATES:** Oct 17-Nov 4, 2016  
Jan 23-Feb 10, 2017  
Mar 6-Mar 24, 2017  
Jun 5-Jun 23, 2017
- LOCATION:** Liberty Place, 1016 N. Charlotte Street, Lancaster, PA
- TUITION:** \$630

### 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 credentialed 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 day 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.

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/TAA (717.509.5613)
  - Locate your local CareerLink Office [www.cwds.state.us.pa](http://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.

### ADMISSIONS & REGISTRATION

All registration instructions and forms can be found on our website at: [www.lancasterctc.edu](http://www.lancasterctc.edu); by calling the Registrar's Office at 717.464.7065; or by emailing the Registrar at [escott@lancasterctc.edu](mailto: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

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](http://www.lancasterctc.edu).

#### TUITION CHARGES AND PAYMENTS

- Full course fees must be paid by the first day of training for classes costing less than \$500.
- For classes costing \$500 or more, one half of the tuition is required by the first day of training, with the balance due by the mid-point of the program.
- Material fees must be paid on the first day of class.
- Fees for textbooks or workbooks, if any, must be paid when the books are issued.
- If a uniform is required for class, it is the responsibility of the student to purchase it before the start of class.
- Students who do not pay required fees or the balance of their training program by the required due dates will be removed from the program.

 Program offered as Adult Only





### ► 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](http://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](http://www.lancasterctc.edu).

