Lancaster County Career & Technology Center
Adult Education Catalog
2019-2020

YOUR FUTURE. YOUR CAREER. OUR PRIORITY.

Mission
The Mission of the LCCTC is to 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. LCCTC is best among its class and strives to meet the highest standards of quality instruction.

Lancaster County Career & Technology Center
1730 Hans Herr Drive, P.O. Box 527
Willow Street, PA 17584

Revised July, 2019
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SECTION 1: Institutional Information

Joint Operating Committee
Christopher Straub—Penn Manor School District
Millard Eppig—Warwick School District
Melissa Readman—Eastern Lancaster County School District
Patrick Mitchell—Donegal School District
James Byrnes—Lampeter-Strasburg School District
Richard Brenner—Cocalico School District
Jenna Geesey—Columbia Borough School District
John Smucker—Conestoga Valley School District
Craig Hummer—Elizabethtown Area School District
Judy Beiler—Ephrata Area School District
Grant Keener—Hempfield School District
Harvey Miller—School District of Lancaster
Leonard Szpara—Manheim Central School District
Joyce Stephens—Manheim Township School District
Charles Rohrer—Pequea Valley School District
Steven Risk—Solanco School District

Superintendent of Record
Dr. Michael Leichliter—Penn Manor School District—Through December 2019
Dr. April Hershey—Warwick School District—Beginning December 2019

Lancaster County CTC Administration
Dr. Stuart Savin—Administrative Director (717) 464-7050 ext. 7168
Keith Yohn—Assistant Administrative Director (717) 464-7058
Amber Kreger—Director of Higher & Continuing Education (717) 629-1001
Michael Pasqualucci—Director of Transportation Technologies (717) 653-3000 x3056
Josie Campbell—Director of Practical Nursing (717) 464-7050 x7102
Debra Woodcock—Director of Financial Aid (717) 464-7054
Barbara Seddon—Business Manager (717) 464-7060
Darla Gettle—Supervisor of Student Services (717) 208-3124
Michael Moeller—Supervisor of Curriculum (717) 464-7061
Jason Wise—Information Technology Director (717) 208-3125

Items in this catalog are subject to change.
Campus Locations

Brownstown Campus – Branch Campus
Snyder & Metzler Roads, Brownstown, PA  17508
(717) 859-5100
(717) 859-4529—fax
Hours: 7:45 a.m. to 4:00 p.m.
James Brunken, Director/Principal
David Warren, Assistant Principal
Ruth Mallinson, School Counselor

Mount Joy Campus – Branch Campus
432 Old Market Street, Mount Joy, PA  17552
(717) 653-3000
(717) 653-3003 (CDL)
(717) 653-0901—fax
Hours: 7:45 a.m. to 4:00 p.m.
David Smith, Director/Principal
Tom Wolfe, Assistant Principal
Leslie Schlosser, School Counselor

Willow Street Campus – Main Campus
1730 Hans Herr Drive, Willow Street, PA  17584
(717) 464-7050
(717) 464-7065 Adult Education
(717) 464-9518—fax
Hours: 7:45 a.m. to 4:00 p.m.
Dr. Michael DelPriore, Director/Principal
Andra Groller, Assistant Principal
Lynette Thomas, School Counselor
Ben Stiles, Recruitment Counselor

Health Sciences Campus – Branch Campus
422 Beaver Valley Pike, Willow Street, PA  17584
717-464-7063
Hours: 7:45 a.m. to 4:00 p.m.
Josie Campbell, Director
Lindsay Jones, Assistant Director
Susan Cazillo, Success Coach

Public Safety Training Center – Extension Campus
101 Champ Boulevard, Manheim, PA  17545
(717) 653-3000
(717) 653-0901—fax
Hours: 7:45 a.m. to 4:00 p.m.
David Smith, Director/Principal
Tom Wolfe, Assistant Principal
Leslie Schlosser, School Counselor
About Lancaster County Career & Technology Center

Welcome
Welcome to the Lancaster County Career & Technology Center (Lancaster CTC), one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is to be commended.

The staff and administration of the Lancaster CTC will do everything possible to ensure your experience with us is rewarding and successful. Please take the time to read this entire handbook so that you will be familiar with our policies and procedures. Your instructor will be able to answer any questions you might have.

Postsecondary students enrolled at the Lancaster CTC are required to comply with all of the policies and procedures established for the technical high school. Lancaster CTC reserves the right to remove any postsecondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student’s right to appeal.

Brief History
Since 1971, Lancaster County Career & Technology Center (LCCTC) has offered comprehensive technical programs of distinction. LCCTC is the fourth largest technical school operating in the Commonwealth of Pennsylvania. The School features state-of-the-art training technology and first class training facilities. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the Greater Lancaster County Region.

The Lancaster County Career & Technology Center serves as both a technical high school and a post-secondary technical school. Adult students attend full time certificate programs in either a high school classroom environment or in a standalone adult classroom environment. Adults enrolled in the high school classes attend classes where the majority of students are high school seniors. Adults enrolled in standalone adult classes (either certificate or Diploma) attend classes where all students are adult learners. These programs share administrative staff and facility support personnel with additional staffing attained by the postsecondary school as needed based on adult enrollment and program requirements. This relationship between the technical high school and post-secondary programs sharing the same institution has proven to be very successful for many years.

In addition to more than 40 full time and/or short term programs, the Lancaster CTC operates as a Privately Licensed Institution of Higher Education offering 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. These programs include Automotive Technology (AST), Veterinary Technology (AST), Medical Assistant (ASB) and Dental Hygiene (AST). Students enrolled in the AST/ASB programs attend classes with postsecondary students only. The AST/ASB programs are Associate Degree programs open to students who are high school graduates or equivalent only. The AST/ASB programs share some administrative staff and facility support personnel with the technical high school with additional staffing attained by the private license school as needed based on enrollment and program requirements.

The Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) is more heavily oriented toward a specific occupational goal, with 70-80 percent of work in the major area of specialization and 20-30 percent of the work in general education studies and information literacy skills.

The Associate in Specialized Business and Associate in Specialized Technology offer students seeking degree status another educational option. Upon graduation one of two degrees will be granted:

- Associate in Specialized Business
- Associate in Specialized Technology

Mission
The Mission of the LCCTC is to 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. LCCTC is best among its class and strives to meet the highest standards of quality instruction.
Core Beliefs

- We believe all students will meet high standards, occupational competence and reach their full potential.
- We believe all students will thrive in a setting that simulates the world of work and provides hands-on learning.
- We believe that the vitality of our economic community depends upon the success of building partnerships with area industries, businesses and organizations.
- We believe in operating in an ethical way with the best interests of the students in mind at all times.

Website—www.lancasterctc.edu

Approvals, Accreditations and Licensures

The Lancaster County Career & Technology Center’s 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 industry organization.

The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: (770) 396-3898 / FAX: (770) 396-3790, www.council.org.

The Lancaster County Career & Technology Center is licensed by the Pennsylvania State Board of Private Licensed Schools.

The Lancaster County Career & Technology Center’s Practical Nursing Program is approved by Pennsylvania State Board of Nursing.

Certificate and Degree Career Training Program Accreditations/Approvals

**Animal Production Science & Technology** – Future Farmers of America (FFA)

**Automotive Technology** – National Automotive Technical Education Foundation (NATEF)

**Baking & Pastry Arts** – American Culinary Federation (ACF)

**Cabinetmaking & Wood Technology** – National Center for Construction Education (NCCER)

**Commercial Construction/Management** – National Center for Construction Education (NCCER)

**Culinary Arts** – National Center for Construction Education (ACF)

**Dental Hygiene** – Commission on Dental Accreditation (CODA)

**Digital Design/Print Media** – Graphic Arts Education and Research Foundation (GAERF)

**Early Childhood Education** – Department of Human Services (DHS); Child Development Association (CDA)

**Electrical Construction Technology** – National Center for Construction Education (NCCER)

**Electro-Mechanical Engineering Tech** – Advanced Material Integrated Systems Technology (AMIST)

**Heavy Equipment Operation & Maintenance** – National Center for Construction Education (NCCER)

**HVAC/R** – National Center for Construction Education (NCCER)

**Medical Assistant** – National Health Association (NHA)

**Metals Fabrication** – National Center for Construction Education (NCCER)

**Nursing Assistant/Home Health Aide** – Department of Public Welfare (DPW)

**Painting & Interior Finishes** – National Center for Construction Education (NCCER)

**Plumbing** – National Center for Construction Education (NCCER)

**Residential Carpentry** – National Center for Construction Education (NCCER)

**RV & Outdoor Power Equipment** – Equipment and Engine Training Council (EETC)

**Veterinary Technology** – Committee on Veterinary Technician Education Association (CVTEA)

**Welding** – American Welding Society (AWS)
Short Term Programs Specific Approvals and Accreditations

**Emissions Inspection Mechanic** – Approved by PennDOT

**Expanded Function Dental Assistant (EFDA)** – Approved by the Pennsylvania State Board of Dentistry

**Nurse Aide** – Approved by the Pennsylvania Department of Education

**Phlebotomy** – Approved by the National Healthcare Association

**Safety Inspection Mechanic** – Approved by PennDOT

**Hours of Operation**

The normal operating hours and schedule for offices is as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (Monday-Friday)</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td>(717) 278-1469</td>
</tr>
<tr>
<td>Financial Aid (Monday-Friday)</td>
<td>8:00 a.m. to 4:30 p.m.</td>
<td>(717) 464-7050 ext7101</td>
</tr>
<tr>
<td>Bursar (Monday-Friday)</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td>(717) 464-7068</td>
</tr>
<tr>
<td>Main Office (Monday – Friday)</td>
<td>7:45 a.m. to 7:00 p.m.</td>
<td>(717) 464-7065</td>
</tr>
<tr>
<td>Business Office (Monday-Friday)</td>
<td>8:00 a.m. to 4:00 p.m.</td>
<td>(717) 464-7050</td>
</tr>
</tbody>
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Learning Resource Center

- Computer Lab (Monday-Thursday)...... 7:45 a.m. to 7:00 p.m.   (717) 464-7065
- EBSCOhost Virtual Library ............. Available 24/7

**Institutional 19-20 Program Calendar**

**School Closed**

- July 4, 2019  January 1, 2020
- August 30, 2019 *(offices open)*  February 14, 2020 *(offices open)*
- September 2, 2019  February 17, 2020
- October 14, 2019 *(offices open)*  April 10, 2020
- November 28, 29, 2019  April 13, 2020 *(offices open/Snow Makeup day)*
- December 2, 24-31, 2019  May 25, 2020

**Daytime, 9-month Certificate Programs**

- Fall  August 26, 2019 – January 17, 2020
- Spring  January 21, 2020 – June 2, 2020

**Evening, 12-month Certificate Programs**

- Fall  July 8, 2019 – December 23, 2019
- Spring  January 2, 2020 – June 23, 2020

**Automotive Technology Associate of Specialized Technology (AST)**

- Fall *(New Classes begin)*  August 26, 2019 – December 20, 2019
- Spring  January 6, 2020 – May 1, 2020
- Summer  June 1, 2020 – August 6, 2020

**Veterinary Technology Associate of Specialized Technology (AST)**

- Fall *(New Classes begin)*  August 26, 2019 – December 20, 2019
- Spring  January 6, 2020 – May 1, 2020
- Summer  May 4, 2020 – July 17, 2020

**Dental Hygiene Associate of Specialized Technology (AST)**

- Fall *(New Classes begin)*  August 26, 2019 – December 20, 2019
- Spring  January 6, 2020 – May 1, 2020
- Summer  June 1, 2020 – August 6, 2020
Practical Nursing
12-Month Daytime Program
• Classes begin January, May, and September
18-Month Evening Program
• Classes begin April and September

Closing of School
Announcements regarding the closing of school will be listed on local television stations and a notice will be posted to the school’s website, www.lancasterctc.edu. Students who are currently enrolled will receive a phone call regarding the closure or you may also contact the campus for delay/closing information.

Facilities
The LCCTC operates from five separate campus locations throughout Lancaster County under one administration. Each campus has groups of related programs called “Centers.” The specialized associate degree programs are offered at the Willow Street Campus (Main Campus) within the Transportation Technologies Center, Healthcare Center, and Agriscience Center. Adult students meet in industry approved labs and classrooms. All campuses and classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

All programs at LCCTC are structured and designed from the advice of business and industry advisory committees. Occupational Advisory Committees (OACs) identify the knowledge and skill levels necessary to be successful on the job. Our faculty uses this information to continually update the curriculum, equipment and software to enhance the employability and upward mobility of our graduates.

Information regarding all of the LCCTC campuses, “Centers”, and Adult Ed programs can be found by logging onto www.lancasterctc.edu and selecting “Adult Education.”

Lancaster CTC Welcomes Veterans
If you are a veteran or a family member of a veteran, the Lancaster CTC would like to take this opportunity to thank you for your service and to welcome you to our school. As a service to you, the Lancaster CTC works closely with the Department of Veterans’ Education to ensure you have access to your benefits while in training at our facility. We accept all veteran educational benefit programs. You will find a complete list of all the programs in the financial assistance section of this handbook.

For determination of eligibility you must first contact the V.A. at 1-888-442-4551 or go online to www.ebenefits.va.gov. Once your eligibility has been determined, please feel free to contact our VA School Certifying Official at the Willow Street Campus for further details and instructions.

Veterans who provide a Certificate of Eligibility to the school’s VA Certifying Official prior to the first day of school will be eligible to commence training on the first day. The school will not impose a penalty, including the assessment of late fees, denial of access to school facilities, or require the veteran to borrow additional funds, because of delayed payments from the VA. Veterans who do not have sufficient benefits to cover full tuition and fees will be responsible to pay their remaining balance.

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.
Thank you for your interest in our career and technical training programs. Are you interested in getting in and out of training and on to your new career in the shortest amount of time possible? Well, if you are, we offer a variety of programs that can help you get to where you want to go!

A common question asked is: *Is it possible to get a job that pays well without spending two or four years at a traditional college or university?* Well, the answer is an absolute **YES!** In fact, a lot of people end up with some of America’s highest-paying jobs without having a four-year degree. You don’t always have to take the longer path in order to be able to out-earn many four-year college graduates.

So, what does it take? It takes learning about the real **value of career and technical programs and** the opportunities for those with just two years or less of career and technical training. As you learn, you will find that many of the highest-paying entry-level jobs can be attained with only two years or less of focused career education.

Our school specializes in putting you on a more defined career path leading you to success in the job market. We offer you the opportunity to earn rapid degrees or diplomas and complete fast certification programs. In our programs you are taught marketable skills and technical abilities that employers need instead of just theory. We know your time is valuable. So why spend extra time in school when you can get trained and start making money in a good career sooner?

In this catalog you will find that we offer a wide variety of programs because we know that one size does not fit all. We offer Short Term / Continuing Education programs which offer programs with the shortest duration, Full Time Certificate and Diploma programs and Specialized Associate Degree programs. We’re confident that if you take your time to learn about our programs you’ll find the one that is right for you.
Workforce Training & Continuing Education Programs

Short-term Workforce Training & Continuing Education programs are the shortest programs offered at our school. Some of these programs operate in the evening on a part time basis. Others operate on a full-time basis during the day.

**Short-term** programs are designed to provide you with all the knowledge and skills needed to enter a new career. Examples are programs such as Commercial Truck Driver Training (CDL) or Nurse Aide Training (CNA). No prior experience is needed to enter into these programs. In these classes you are provided with all the theory and practical skills training needed to successfully pass your licensing or certification exams. These programs are approved through the Council on Occupational Education.

**Continuing Occupational Education** These programs provide the training needed to attain a certain license or certification that may be needed in your current position in order to maintain your employment. For example, an auto mechanic may need to obtain a Safety Inspection License or re-certify as an Emissions Inspector Certification.

Short Term/Continuing Education Programs:

- Are less than 600 hours in length.
- Are not eligible to receive Federal Financial aid. However, funding opportunities may be available through other Federal, State or Local agencies.
- Follow the school calendar for closure.
- Follow the Registration requirements outlined.
- Have specific attendance and/or grade requirements. Be sure to pay attention to the specific requirements for your chosen program of enrollment.

<table>
<thead>
<tr>
<th>Short-term Programs (COE Approved)</th>
<th>Campus</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Truck Driver Training*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Heavy Equipment Operations and Basic Maintenance*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Heavy Equipment Operations (HEO) &amp; CDL Class A Combo Course*</td>
<td>Brownstown (HEO)</td>
<td>17508</td>
</tr>
<tr>
<td></td>
<td>Mount Joy (CDL)</td>
<td>17552</td>
</tr>
<tr>
<td>EFDA - Expanded Function Dental Assistant*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>CNA - Nurse Aid Training*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Basic Industrial Maintenance*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
</tbody>
</table>

*Denotes accreditation through the Council on Occupational Education (COE). Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement.

<table>
<thead>
<tr>
<th>Continuing Occupational Education</th>
<th>Campus</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC - EPA Certification</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Emissions Inspector Certification</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Vehicle Safety Inspection License</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
</tbody>
</table>
Certificate Programs  
Entry Level Driver Training (ELDT) FEB 7, 2020

Requirements will change when final rules and requirements pertaining to training any first time upgrade from a Class C to A or B.

The below is subject to change depending the FMCSA Final Ruling

Thank you for your interest in our Commercial Truck Driving (CDL) training programs. We offer great programs that can help you move into your new career as a CDL truck driver. We’re with you every step of the way. We teach you everything you need to know from start to finish. When you graduate from our school you can walk away with your new license and find job placement with local, regional or over the road jobs right after school. Truck drivers could make up to $50,000 or more within their first year. Our five-week program provides you with the knowledge to take the CDL permit, CDL examine, and the insight to obtain a job as a professional truck driver. LCCTC does not guarantee a CDL permit, a CDL license, or a job. Your MVR and background will play a huge roll in that.

Below is information on all of our program options. We offer something for everyone who is looking to get on the road. We train those who have never driven before and assist those who may have been off the road for a bit and want to refresh their skills before getting back behind the wheel. And, because we are an approved PennDot certified third-party testing site, you can come to us if all you need to do is take your test. So, don’t delay! Call today!

**CDL CLASS A**

Mount Joy Campus  
Commercial & Motor Vehicle Training Center

→ 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. Through classroom training, behind the wheel training, road training, and CDL road testing, we prepare students to become a safe CDL drivers.

CIP Code 15.1303

Program Length/Days/Times/Dates

200 Hours/5 Weeks  
DAY: Monday through Thursday, 6:30 am to 4:30 pm  
EVENING: Coming in 2020  
Maximum Class Size: eight (8)  
Classes start once every month. All starts will be on a Monday.

Tuition Information

*Tuition & Fees Subject to Change*  
Program Tuition

Base Tuition: ................................................................. $4,495  
Lab Fee: ...................................................................... $650  
Total Cost: ** .............................................................. $5,145

**Financing options available to those who qualify

Registration Requirements

- Complete registration online.
- Minimum age 18, in-state only, 21 to cross state line.

**CDL CLASS B**

Mount Joy Campus  
Commercial & Motor Vehicle Training Center

→ 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.

CIP Code 15.1303

CDL Behind the Wheel Training  
Mount Joy Campus  
Commercial & Motor Vehicle Training Center

*Day Time Training* (with Permit & Physical)

Monday-Thursday 6:30am – 4:30pm - **$900.00 a Week (Call for appointment)** or **$225.00/day**

→ Behind the wheel training involves actual driver training and testing only. You must have your driver’s license, permit and physical card ready before training. Training takes 3-4 weeks depending on the individual. It is good to have at least 160 hours of training if you are looking for a brand new truck-driving job. The weekly fee is $900. An estimated cost for four (4) weeks of training is **$4000.00.** We accept VISA, Discover, MasterCard and American Express, money orders and personal checks.

*Evening Training*

Evening Training coming in 2020.

*To obtain a physical card, you can go to Lancaster Concentra office.*
Pre-Trip Training

CDL Road Testing

Monday-Thursday - $275.00 (Call for appointment)

We need a copy of your driver’s license, permit, physical, name and phone number in order to schedule an appointment. Please take a picture of it with your smart phone and email to ddieugenio@lancasterctc.edu.

The CDL road test takes three (3) hours. The price for testing is $275.00. If you fail the first time, the second test is $90.00 per each segment you need afterwards. You must have your driver’s license, permit and physical card ready for the testing examiner. We accept VISA, Discover, MasterCard and American Express, money orders and personal checks.

**Requirements: Valid Driver’s License, Driving Record and Birth Certificate with a raised seal. Here is the link to obtain your driving record: http://apps.pa.egov.com/idr

*Classes are filled on a first come, first serve basis. The sooner you register the sooner we can hold a spot for you before classes are filled. Lancaster County Career & Technology Center does not guarantee anyone a CDL permit or CDL A/B License.

*Supplies needed for class: A pair of working gloves, book bag, highlighter, pen to write with, and a notebook to take notes if you choose to, and a lunch. Lunch is a half hour. Boots or sneakers are preferred. You can wear regular clothes, there is no uniform, just be prepared for the weather. Shorts are allowed to be worn. No opened toed shoes. No smoking on school grounds.
HVAC—EPA CERTIFICATION

Brownstown Campus

→ Advance your career in the HVAC field by preparing for and receiving your EPA Certification.

CIP Code 47.0201

Program Length/Days/Times/Dates
6 hours/2 days
Wednesday / Thursday 6:00 pm - 9:00 pm
December, 11 - 12, 2019
April, 22 - 23, 2020
Maximum Class Size: 10

Tuition Information

Tuition & Fees Subject to Change
Program Tuition: .......................................................... $225
(includes manual & testing)

Program Information

Curriculum Outline
• Prepares air conditioning and refrigeration technicians for the EPA Certification test to be certified as a Universal Technician.
• Includes preparatory manual for Air Conditioning and Refrigeration Technicians (Federal Clean Air Act—Section 608).
• Manual must be picked up one week prior to the start of class.

Registration Requirements
• Complete registration on-line.

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Program Certifications
• EPA Certification

Career Opportunities
• HVAC Technician

HEAVY EQUIPMENT OPERATIONS AND BASIC MAINTENANCE

Brownstown Campus

→ This course provides students with 100 hours of classroom instruction and 300 hours of hands-on learning to operate equipment.

CIP Code 49.0202

Program Length/Days/Times/Dates
400 hours/10 weeks
Monday thru Thursday 7:00 AM - 5:00PM
TBD, 2019
Maximum Class Size: 8

Tuition Information

Tuition & Fees Subject to Change
Program Tuition: .......................................................... $6,750

Program Information

Curriculum Outline
• Equipment includes skid loader, 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.
• Call to find out more or to schedule a class.

Registration Requirements
• Complete registration on-line.
• High school diploma or HSE (High School Equivalency)

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Career Opportunities
• Heavy Equipment Operator
HEAVY EQUIPMENT OPERATIONS & CDL CLASS A COMBO COURSE
Brownstown Campus (Heavy Equipment)
Mount Joy Campus (CDL)

Commercial & Motor Vehicle Training Center

This course provides students both the 400 hours of Heavy Equipment Operation training along with the training for a CDL Class A license. You will begin your training in the CDL Class A component of the course first and then continue on to Heavy Equipment Operator Class.

CIP Code  49.0202

Program Length/Days/Times/Dates
400 hours/10 weeks (HEO)
200 hours/5 weeks (CDL Class A)
Monday thru Thursday 8:30 am - 4:30 pm
Maximum Class Size: 8
Call for course start dates

Tuition Information
Tuition & Fees Subject to Change
Program Tuition: $10,000
Lab Fee: $500

Program Information
Curriculum Outline
• Equipment includes skid loader, 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.

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Registration Requirements
• Complete registration on-line.
• High school diploma or HSE (High School Equivalency)

Program Certifications
• CDL License

Career Opportunities
• CDL Driver
• Heavy Equipment Operator
EXPANDED FUNCTION DENTAL ASSISTANT (EFDA)

Willow Street Campus

This EFDA course is designed for dental assistants to increase their current level of knowledge and receive instruction for necessary technical skills that they will need to take into the workforce allowing them to perform advanced assisting operative procedures with the highest level of competency, excellence, confidence and compassion. This will be achieved in several dynamic ways ranging from classroom learning, laboratory time, and preclinical practice taught by instructors with decades of experience giving personal attention and advice throughout the course followed by clinical requirements. This course will give you broader, more in-depth knowledge and skill of dental treatment giving you the ability to be more hands on with patient care, giving you more personal career satisfaction and also making you a more valuable employee.

Class includes 30 Monday/Wednesday (Fall) or Tuesday/Thursday (Spring) evening sessions of classroom/laboratory instruction (90 hours total), followed by a clinical externship in a dental office comprised of 120 hours that the student completes at their own pace, over 15 weeks.

At the end of the course Lancaster County Career and Technology Center (LCCTC) will send certification of education to the PA State Board of Dentistry. Student application to the PA State Board of Dentistry will lead to eligibility to complete the EFDA State Boards to obtain an EFDA license. This license will allow you to assist and perform advanced operative procedures such as the placement of amalgams, composites, sealants and fluoride.

CIP Code 51.0601

Program Length/Days/Times/Dates

210 Hours/30-50 Weeks
Tuesday / Thursday, 6:00 pm to 9:00 pm & Daytime hours (Externship)
September 30, 2019 to January 23, 2020
March 3 to June 11, 2020
Maximum Class Size: 8

Tuition Information

Tuition & Fees Subject to Change
Program Tuition: $3,565 + materials
(Textbook included)

Materials: Students may bring their own office materials and instruments or rent instruments/materials from LCCTC for $190. Cost for students who bring all of their materials except amalgam: $50.

Uniforms: Students may wear scrubs or casual clothing during this course.

Curriculum Outline

- Dental anatomy
- Occlusion
- Rubber dams
- Wedge and matrix
- Cavity classification and preparation design
- Base and liners
- Amalgam restoration
- Composite restoration
- Sealants
- Crown and bridge provisional fabrication
- Coronal polishing
- Fluoride application
- Dental law and ethics

Registration Requirements

- Complete registration on-line.
- 1 year experience as a dental assistant
- DANB radiology certified

Program Expectations

- Students must complete all 210 hours for PA State Board of Dentistry requirements.
- Students are expected to demonstrate professional behavior during class.
- Maintain 70% grade and 95% attendance
- Ability to work independently

Support Services

- Job listing for graduates

Program Certifications

- Expanded Function Dental Assistant

Career Opportunities

- Expanded Function Dental Assistant
MEDICAL TERMINOLOGY
Willow Street Campus

This course is an introduction to Medical terms and the building of medical language. Medical language is the language used in the health care setting. Students will learn the basics including word roots, prefixes, suffixes and combining forms for all the body systems. Disease and disorder terms as well as complimentary terms will also be discussed.

CIP Code  51.0801

Program Length/Days/Times/Dates
90 hours/15 weeks
Monday / Wednesday 6:00 pm - 9:00 pm
September 4 to December 23, 2019
January 6 to April 27, 2020
May 4 to August 18, 2020
Maximum Class Size: 14

Tuition Information
Tuition & Fees Subject to Change
Program Tuition: $600 + textbooks
Textbooks: Exploring Medical Language 10th edition
By Myrna LaFleur Brooks RN BEd, Danielle LaFluer Brooks MEd MA

Program Information
Curriculum Outline
• Introduction to word parts and body structure
• Integumentary System
• Respiratory System
• Urinary System
• Male Reproductive System
• Female Reproductive System
• Obstetrics and Neonatology
• Cardiovascular, Immune, Lymphatic Systems and Blood
• Digestive System
• Eye
• Ear
• Musculoskeletal System
• Nervous System and Behavioral Health
• Endocrine System

Registration Requirements
• Complete registration on-line.

Program Expectations
• Must maintain 70% grade and 80% attendance
• Ability to work independently

Support Services
• Job listing for graduates

Career Opportunities
• Pre-requisite course to higher education

NURSE AIDE TRAINING (CNA)
Willow Street Campus

The Nurse Aide Training program provides the necessary training for student preparing to become Certified Nurse Assistants.

CIP Code  51.3902

Program Length/Days/Times/Dates
120 hours/16 days
Monday thru Thursday 7:00 am - 3:15 pm Classroom
Monday thru Thursday 6:30 am – 2:30 pm Clinical
Dates to be determined
Maximum Class Size: 10

Tuition Information
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: $40
Uniforms: $80
Program Tuition: $975
(additional fees may apply to meet PA State requirements)

Program Information
Curriculum Outline
• 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 and real work setting.
• Work with various healthcare team members in providing direct patient care.

Registration Requirements
• Complete registration on-line.
• Submit Required Background Checks

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Program Certifications
• CNA

Career Opportunities
• CNA
PHLEBOTOMY
Willow Street Campus
• Theory and practice of basic and advanced phlebotomy, including the healthcare setting, overview of the human body, blood collection procedures, and special procedures

CIP Code 51.0801

Program Length/Days/Times/Dates
90 hours/15 weeks
Monday / Wednesday 6:00 pm - 9:00 pm
October 7, 2019 to February 5, 2020
February 19, 2020 to June 3, 2020;
June 15, 2020 to September 28, 2020
Maximum Class Size: 14

Tuition Information
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Textbooks and Materials: $85
Program Tuition: $600 + materials and textbooks

Program Information
Curriculum Outline
• Anatomy & Physiology
• Safety
• Venipuncture
• Collection procedures & materials Handling
• Infection control
• Acquire skills to understand and perform phlebotomy procedures
• 30 successful venipunctures
• 10 capillary sticks

Registration Requirements
• Complete registration on-line.
• Prerequisite: Medical Terminology or Anatomy/Physiology

Program Expectations
• Maintain 70% grade and 95% attendance
• Excellent Communication Skill
• No artificial fingernails
• Ability to work independently
• Lift 25 pounds or more
• Ability to multitask

Support Services
• Job listing for graduates

Program Certifications
• Certified Phlebotomy Technician through NHA

Career Opportunities
• Inpatient facilities
• Outpatients Facility
• Doctors Office
• Blood Banks
• Blood Donation Centers
• Traveling Phlebotomy

INDUSTRIAL MAINTENANCE TECHNOLOGY, BASIC
Mount Joy Campus
• Designed to prepare students for careers as an entry level industrial machinery and maintenance technicians. Overview of Basic Maintenance Operations, Basic Mechanical, Basic Hydraulic, Basic Pneumatic. Electrical and Automatic Control Systems.

CIP Code 15.0403

Program Length/Days/Times/Dates
330 hours/17 weeks
Monday through Thursday 3:00 pm - 8:00 pm
August 19 to December 16, 2019
March 2 to June 30, 2020
Maximum Class Size: 15

Tuition Information
Tuition & Fees Subject to Change
Program Tuition: $3,000

Program Information
Curriculum Outline
• Safety
• Basic Maintenance Operations
• Basic Mechanical Systems
• Basic Hydraulic Systems
• Basic Pneumatic Systems
• Electrical Systems
• Automatic Control Systems.
• Health and environmental rules & regulations
• Calibrate machinery & equipment
• Troubleshooting

Registration Requirements
• Complete registration on-line.
• Basic mechanical skills
• Basic math skills
• Basic computer skills

Program Expectations
• Must have basic computer skills and ability to read required lessons online
• Must be willing to practice and implement all applicable safety codes
• Complete basic maintenance concepts prior to going on to the more advanced automation principles
• Ability to work independently

Support Services
• Job listing for graduates

Career Opportunities
• Manufacturing Maintenance Technician
INDUSTRIAL MECHANICAL AND MAINTENANCE (MECHATRONICS)

Mount Joy Campus

This program offers part-time, flexible hours in the afternoon and evening. Courses focus on the skills required for those interested in industrial mechanical and maintenance, and electro-mechanical trade areas. Students earn Advanced Manufacturing/Integrated Systems Technology (AMIST) certificates based on successful completion of the course.

CIP Code 15.0403

Program Length/Days/Times/Dates
To find out more or to schedule a class call 717.653.3003
Maximum Class Size: 10

INDUSTRIAL MECHANICAL—

HYDRAULIC TRACK $3,285
• Basic Hydraulics 25 hours
• Intermediate Hydraulics 25 hours
• Mechanical Drives 1 25 hours
• Mechanical Drives 2 15 hours
• Basic Pneumatics 20 hours

PNEUMATICS TRACK $3,130
• 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 20 hours

INDUSTRIAL ELECTRICAL

COMPLETE PROGRAM $3,130
• AC/DC Electrical 25 hours
• Electric Motor Control 50 hours
• Industrial Electrical Wiring 15 hours
• Electrical Power Distribution 25 hours
• Electrical Fabrication 12 hours

ELECTRO-MECHANICAL—

HYDRAULIC TRACK $2,130
• Piping 20 hours
• Electro-Fluid Power 25 hours
• Electronic Sensors 8 hours
• Hydraulic Troubleshooting 45 hours

PLC $2,020
• SLC500 or 5000 Troubleshooting 120 hours

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

*This course requires previous experience and/or coursework.
MANUFACTURING, INTRODUCTION TO
Mount Joy Campus
This course is designed to prepare students for entry-level positions in a variety of production and manufacturing jobs. Upon completion the student is eligible to attend the grant-based BB&T Basic Welding Program.

CIP Code 15.0403

Program Length/Days/Times/Dates
40 hours/2 weeks
Monday thru Friday 8:30 am - 12:30 pm
October 14 - October 25, 2019
January 20 - February 3, 2020
March 2 - March 13, 2020
June 8 - June 19, 2020
Maximum Class Size: 12

Tuition Information
Tuition & Fees Subject to Change
Program Tuition: $550
Lab Fee: $100

Program Information
Curriculum Outline
• Math & Measurement
• Communication
• Teamwork
• Hand tools I & II
• Blueprint Reading
  • Lines & Views
  • Title Block
  • Dimensions
  • Bill of Materials
  • Welding Symbols & Abbreviations

Registration Requirements
• Complete registration on-line.

Program Expectations
• Must maintain 80% attendance
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Career Opportunities
• Entry Level Production Positions
• Entry Level Manufacturing Positions

WELDING, BASIC
Mount Joy Campus
Designed for the person who is interested in entering the welding trade, this program 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. The program covers the required techniques and skills to pass a AWS D1.1 3G Certification that may be required for employment. This class does not include the certification test.

CIP Code 48.0508

Program Length/Days/Times/Dates
200 hours/10 weeks
Monday thru Thursday  10:00 am - 3:00 pm
July 8 - September 16, 2019
September 30 - December 10, 2019
January 13 - March 24, 2020
April 20 - June 9, 2020
Maximum Class Size: 20

Tuition Information
Tuition & Fees Subject to Change
Program Tuition: $2,000
(Includes materials, welding gloves, safety glasses, & hood)

Program Information
Curriculum Outline
• Blueprint Reading
• Shielded Metal Arc Welding
• Gas Metal Arc Welding
• Flux Core Arc Welding
• Gas Tungsten Arc Welding

Registration Requirements
• Complete registration on-line.

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Career Opportunities
• Entry Level Welder
WELDING, ELECTRIC ARC (SMAW)
Mount Joy Campus
Upon completion of the Electric Arc Welding program the student will be proficient in welding in the following positions flat, vertical and horizontal.

CIP Code  48.0508

Program Length/Days/Times/Dates
42 hours/7 weeks
Tuesday / Thursday  6:00 pm - 9:00 pm
October 29 - December 17, 2019
February 18 - April 2, 2020
Maximum Class Size: 8

Tuition Information
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Uniform ............................................................... $300
• Welding Hood
• Welding Gloves (Gauntlet Style)
• Safety Glasses
• Long Sleeve Cotton Shirt
• Jean or Cotton Pants
• Leather Boots
Program Tuition:......................................................... $550 + materials
($175 is an estimated cost of required Materials)
Lab Fee: ........................................................................ $100

Program Information
Curriculum Outline
• Pad Weld Flat 6011
• Pad Weld Flat 7018
• Tee Joint 1F (Flat) 7018
• Tee Joint 2F (Horizontal) 6011
• Tee Joint 2F (Horizontal) 7018
• Tee Joint 3F Down (Vertical) 6011
• Tee Joint 3F Up (Vertical) 6011
• Tee Joint 3F Up (Vertical) 7018
• Tee Joint 1F (Flat) Weave Bead 7018
• Butt Single Vee 2G (Horizontal) 6011
• Butt Single Vee 1G with backer (Horizontal) 7018
• Butt Single Vee 2G with backer (Horizontal) 7018
• Butt Single Vee 3G with backer (Horizontal) 7018
• Perform Qualification Test
• Oxy/Acty Cutting Torch (Setup and Cutting

Registration Requirements
• Complete registration on-line.

Program Expectations
• Must maintain 80% attendance
• Must complete all 15 tasks for completion of course
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Career Opportunities
• Structural Welding Positions

WELDING, MIG & FLUX CORE (GMAW & FCAW)
Mount Joy Campus
Upon completion of the MIG welding course the student will be proficient in MIG & Flux Core Welding in the following positions Flat, Vertical and Horizontal.

CIP Code  48.0508

Program Length/Days/Times/Dates
42 hours/7 weeks
Tuesday / Thursday  6:00 pm - 9:00 pm
September 10 - October 24, 2019
January 14 – February 27, 2020
March 3 – April 16, 2020
May 5 - June 18, 2020
Maximum Class Size: 8

Tuition Information
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Uniform ............................................................... $300
• Welding Hood
• Welding Gloves (Gauntlet Style)
• Safety Glasses
• Long Sleeve Cotton Shirt
• Jean or Cotton Pants
• Leather Boots
Program Tuition:......................................................... $550 + materials
($175 is an estimated cost of required materials)
Lab Fee: ........................................................................ $100

Program Information
Curriculum Outline
GMAW (Gas Metal Arc Welding)
• Carbon Steel Tee Joint 1F (3/8” – 1/8” – 1-16”) Plates
• Carbon Steel Tee Joint 2F (3/8” – 1/8” – 1-16”) Plates
• Carbon Steel Tee Joint 3F Down (3/8” – 1/8” – 1-16”) Plates
• Carbon Steel Butt Square Groove 1G
• Carbon Steel Butt Square Groove 2G
• Carbon Steel Butt Square Groove 3G Down
• Carbon Steel Butt Single Vee 1G

FCAW (Flux Core Arc Welding)
• Carbon Steel Tee Joint 1F – 3/8” Plates
• Carbon Steel Tee Joint 1F – 3/8” Plates
• Carbon Steel Tee Joint 1F – 3/8” Plates

Registration Requirements
• Pre-requisite: Electric Arc Welding SMAW program.
• Complete registration on-line.

Program Expectations
• Must maintain 80% attendance
• Must complete all 15 tasks for completion of course
• Ability to work independently
• Must be able to Lift 50 lbs.

Support Services
• Job listing for graduates

Career Opportunities
• Production Orientated Jobs
• Entry Level Welder
WELDING, TIG (GTAW)

Mount Joy Campus

Upon completion of the course a student will be proficient in TIG Welding Steel in various sizes and positions Aluminum Welding in various positions.

CIP Code 48.0508

Program Length/Days/Times/Dates
42 hours/7 weeks
Tuesday / Thursday  6:00 pm - 9:00 pm
October 29 - December 17, 2019
March 3 - April 16, 2020
Maximum Class Size:  8

Tuition Information

Tuition & Fees Subject to Change

Pre-Entrance Expenses
Uniform ................................................................. $300

- Welding Hood
- Welding Gloves (Gauntlet Style)
- Safety Glasses
- Long Sleeve Cotton Shirt
- Jean or Cotton Pants
- Leather Boots

Program Tuition: .......................................................... $550 + materials
($175 is an estimated cost of required materials)

Lab Fee: ................................................................. $100

Program Information

Curriculum Outline
- Carbon Steel Lapp Joint 2F (Horizontal) (1/8” – 1/16”)
- Carbon Steel Lapp Joint 3F (Vertical) Down (1/8” – 1/16”)
- Carbon Steel Tee Joint 2F (Horizontal) (1/8” – 1/16”)
- Carbon Steel Tee Joint 2F (Horizontal) Down (1/8” – 1/16”)
- Aluminum Lapp Joint 2F (Horizontal)
- Aluminum Lapp Joint 3F (Vertical) Down
- Aluminum Tee Joint 2F (Horizontal)
- Aluminum Tee Joint 3F (Vertical) Down
- Carbon Steel Butt Joint 1F (Flat)
- Carbon Steel Butt Joint 2F (Horizontal)
- Carbon Steel Butt Joint 3F Down (Vertical)
- Carbon Steel Butt Joint 4F (Overhead)
- Carbon Steel Outside Corner Joint Fusion Weld 1F (Flat)
- Carbon Steel Outside Corner Joint Fusion Weld 3F (Vertical)

Registration Requirements
- Pre-requisite: SMAW (Electric Arc Welding) and GMAW & FCAW (MIG and Flux Core Welding)
- Complete registration on-line.

Program Expectations
- Must maintain 80% attendance
- Must complete all 15 tasks for completion of course
- Ability to work independently
- Must be able to Lift 50 lbs.

Support Services
- Job listing for graduates

Career Opportunities
- Higher End Welding Positions
- Food Industries

EMISSIONS INSPECTOR CERTIFICATION COURSE

Willow Street Campus

→ Lancaster County CTC, in operation with the PA Department of Transportation, provides the necessary information and testing for Automotive Mechanics to become Certified Emissions Inspectors.

CIP Code 15.1303

Program Length/Days/Times/Dates
12 Hours/3 Days
Monday, Tuesday and Thursday 5-9 PM
November through May
Maximum Class Size:  18

Tuition Information

Direct cost (The cost of the program)

Tuition & Fees Subject to Change

Program Tuition: .......................................................... $125
Must also register with PennDot with a $39.99 fee
Re-Test Fee: ............................................................... $30
Amount paid by students who were unsuccessful in their first attempt to pass the certification test.

Program Information

Curriculum Outline
- Required Penn DOT material

Registration Requirements
- Complete registration on-line.
- Valid Driver’s License

Program Expectations
- Maintain 70% grade and 95% attendance
- Ability to work independently
- Must be able to Lift 50 lbs.

Support Services
- Job listing for graduates

Program Certifications
- Emissions Inspector Certification

Career Opportunities
- Emissions Inspector
VEHICLE SAFETY INSPECTION LICENSE

Willow Street Campus

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. Three 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

CIP Code 47.0604

Program Length/Days/Times/Dates

13 hours/4 days
Monday thru Wednesday 4:00 pm - 8:00 pm
Thursday OR Friday – Test time is scheduled by instructor
Maximum Class Size: 16

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Tuition Information

Direct cost (The cost of the program)

Tuition & Fees Subject to Change
Program Tuition: ................................................................. $170
(Includes initial Category of testing, CAT 1 or CAT 2, and inspection manual.)
Optional fee: ................................................................. $40
for the addition of a subsequent category of testing or retest in same category.

Program Information

Curriculum Outline

- Required Penn DOT material

Registration Requirements

- Complete registration on-line.
- Valid Driver’s License

Program Expectations

- Maintain 100% attendance
- Obtain passing scores program tests.
- Must be able to Lift 50 lbs.

Support Services

- Job listing for graduates

Program Certifications

- PA Safety Inspection License

Career Opportunities

- Safety Inspection Mechanic

CATEGORY 3 COURSE

Willow Street Campus

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. Inspection manual may be purchased for $5 for consistency

Program Length/Days/Times/Dates

8 hours/2 days
Tuesday / Thursday 4:00 pm - 8:00 pm
Maximum Class Size: 10

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CIP Code 47.0604

Tuition Information

Direct cost (The cost of the program)

Tuition & Fees Subject to Change
Program Tuition: ................................................................. $90

Program Information

Curriculum Outline

Registration Requirements

- Complete registration on-line.
- High school diploma or HSE (High School Equivalency)

Program Expectations

- Maintain 70% grade and 95% attendance
- Ability to work independently
- Must be able to Lift 50 lbs.

Support Services

- Job listing for graduates

Program Certifications

Career Opportunities

- Safety Inspection Mechanic
Brownstown Campus

Driver License Training Center

→ A Pennsylvania Department of Transportation (PennDOT) approved Driver License Testing Center is now open for testing at the Brownstown Campus, Snyder & Metzler Roads, Brownstown.

GPS Address* 231 Snyder Road, Ephrata

Program Length/Days/Times/Dates

Monday-Saturday 8:30 a.m.-4:30 p.m.
By Appointment Only. Call 717-859-5102 to schedule or email drivertraining@lancasterctc.edu

For more details see the Driver Training Section in this catalog or visit us online at https://lancasterctc.edu/services/driver-education-training/

Registration Requirements

• Complete registration on-line.

Online Class, Behind the Wheel Training & Driver License Testing Center Online Classroom

Tuition & Fees Subject to Change
Fee: $80

LCCTC provides a Pennsylvania Department of Education approved Online Class. The website is available for one year at a cost of $80. If the student needs additional training time after one year, an $8 fee is charged. Once payment is received, students will be issued a user name and password and training can start immediately. Students who are 18 years and over and are full time students are required to have a permit.

Behind the Wheel Training

Tuition & Fees Subject to Change
Fee: $360

Behind the Wheel training is a six-hour course with a PA certified instructor in a dual controlled car. Eligible students must be 16 years or older and have a learner’s permit or license. A 24-hour notice of cancellation is required or the student will be charged for the time and will need to schedule additional hours above the original six hours at $50 per hour.

Students who successfully complete the Online Class and six hours of Behind the Wheel training will receive certificates which are required by most insurance companies for a reduction in insurance premiums.

The names of the Behind the Wheel enrollees who have their learner’s permit will be kept on file for six months until LCCTC is given permission to begin the Behind the Wheel training.

Driver License Testing Center Testing

Tuition & Fees Subject to Change
Fee: $100 for initial test
Fee: $65 for Re-test

LCCTC offers a Driver License Testing Center certified through PennDOT. Hours of operation are: Tuesday – Saturday, 8:30am – 4:00 pm. Payment is required at the time of the test. Debit card, credit card, check and money orders order are accepted, cash is not.

Location: Brownstown Campus – Metzler & Snyder Roads, Brownstown/ GPS address: 231 Snyder Road, Ephrata
Full Time Programs
Certificate and Diploma Programs

Thank you for your interest in our full time career training programs. This section contains a variety of programs in trade areas that can help you move quickly into your new career. These programs are designed for people who want to enter into a new career field and need to begin their training from the ground up.

A majority of these programs are offered in the daytime on a full time basis while a few are offered in the evening with a less than full time schedule. Regardless of the daytime or evening options, these programs are rigorous programs requiring regular attendance either 4 or 5 days (or evenings) per week.

A number of these full time programs are often referred to as “intergenerational” programs because the LCCTC permits qualified adult students to attend these daytime programs alongside high school students. Adult enrollment into “intergenerational” programs is permitted on a tuition basis and only as openings permit. Openings in “intergenerational” programs will be filled on a first-come/first-served basis with priority given in the following order: high school students, adult students living within Lancaster County, and then adult students residing outside of Lancaster County.

Certificate and Diploma Programs:

- Are open to adult students and require High School Completion, or its equivalency.
- Are greater than 600 hours in length and are anywhere from nine to eighteen months long.
- Are eligible to receive Federal Financial aid, as well as, funding through other Federal, State or Local agencies.
- Follow the school calendar.
- Follow the Admissions process outlined in this catalog.
- Require all applicants to successfully complete pre-entrance testing.
- Have specific enrollment requirements. Be sure to pay attention to the specific requirements for your chosen program of enrollment.
- Have specific attendance and/or grade requirements. Be sure to pay attention to the specific requirements for your chosen program of enrollment.

Availability of training space is limited and enrollment is based on first to complete the admission process, until maximum enrollment for the class is reached. If you need assistance in selecting your program, call our Admissions Office today.
<table>
<thead>
<tr>
<th>Full-time Programs (COE Approved)</th>
<th>Campus</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Production Science and Technology*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Automotive Technology*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Baking and Pastry Arts*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Cabinetmaking and Wood Technology*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Commercial Art*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Commercial Construction/Management*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Computer Systems Technology*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Culinary Arts/Chef*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Dental Assistant*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Diesel Equipment Technology*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Digital Design/Print Media*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Early Childhood Education*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Electrical Construction Technology*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Electro-Mechanical Engineering Technology*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Event Planning and Tourism Services Management*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Heavy Equipment Operations and Basic Maintenance*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>HVAC/R*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Interactive Media and Web Design*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Medical Administrative Assistant*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Medical Assistant*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Metal Fabrication*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>Painting and Interior Finishes*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Photography and Digital Imaging*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Plumbing*</td>
<td>Brownstown</td>
<td>17508</td>
</tr>
<tr>
<td>Practical Nursing*</td>
<td>Health Sciences</td>
<td>17584</td>
</tr>
<tr>
<td>Residential Carpentry*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
<tr>
<td>RV and Outdoor Power Equipment*</td>
<td>Willow Street</td>
<td>17584</td>
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<tr>
<td>Sports Medicine &amp; Rehabilitation Technician*</td>
<td>Willow Street</td>
<td>17584</td>
</tr>
<tr>
<td>Welding Technology*</td>
<td>Mount Joy</td>
<td>17552</td>
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<tr>
<td>Advanced Welding*</td>
<td>Mount Joy</td>
<td>17552</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized Associate Degree Programs</th>
<th>Campus</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology AST*</td>
<td>Willow Street</td>
<td>17552</td>
</tr>
<tr>
<td>Veterinary Technology AST*</td>
<td>Willow Street</td>
<td>17552</td>
</tr>
<tr>
<td>Dental Hygiene AST*</td>
<td>Willow Street</td>
<td>17552</td>
</tr>
</tbody>
</table>

*Denotes accreditation through the Council on Occupational Education (COE). Accreditation is a status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality and student achievement.
Animal Production Science & Technology
Certificate Program
Willow Street Campus
Intergenerational
Gain skills in Animal Production Science & Technology
Prepare for a career in the planning, implementation, production, management, processing and/or marketing of agricultural commodities and services.

CIP Code 01.0901

Program Length/Days/Times/Dates
1080 hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................$40
Uniforms: ..............................................................................$100
Tools [Stethoscope, Thermometer, Watch w/secondhand]: ....$60
Program Tuition
Base Tuition: ..............................................................$9,200
Lab Fee: ..............................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: .................................................................$202
Parking Permit: .............................................................$25
Certification-Artificial Insemination
[Select Sires Course]: ..................................................$200
Certification-Poultry Technician: .......................................$10
Certification-OSHA Agriculture Industry: .........................$25
Classroom Curriculum Trips*: .............................................$49
Optional Expense – FAA (LCCTC Chapter)* .......................$372
Total Estimated Cost: (Subject to change) .........................$11,783

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: .............................................................$14,015
Independent Student: ..........................................................$15,815

Program Information
Curriculum Outline
• Animal Safety and Handling
• Animal Husbandry Skills
• Health Management
• Principles of Animal Nutrition
• Identify Current Trends in Estrus Detection
• Dairy, Equine, Swine, Beef, Poultry, Sheep and Goats
• Agriculture Business Management

Admissions Requirements
• Program application
• High school diploma or HSE (High School Equivalency)
  • College Board’s online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230

Or,
the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing.
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Emotional and mental stability
• Lift heavy objects/animals
• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations
• Prolonged standing, bending, & stooping
• Basic math, Conversions (metric system), Fractions, decimals, percentages, ratios, Medical math (drug calculations), & Weight
• Grade appropriate English, spelling, grammar
• Ability to work with a team to complete projects
• Attention to detail extremely important
• Excellent communication and critical thinking skills
• Keyboarding skills

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certified Poultry Technician
• Transportation Quality Assurance
• Beef Quality Assurance
• Pork Quality Assurance Plus
• Artificial Insemination
• Dairy Animal Care Quality Assurance
• FEMA Animals in Disasters: Awareness and Preparedness, FEMA Animals in Disasters: Community Planning, FEMA Livestock in Disasters

Career Opportunities
• Agricultural Production/Farmer/Herd Manager
• Artificial Insemination Technician
• Dairy/Milk Processor
• Farrier
• Feed Mill Operator
• Lab/Research Technician
• Poultry Service/Vaccination Technician
• USDA Inspector
• Veterinary Medicine
Automotive Technology
Certificate Program
Willow Street Campus
Adult Only

Gain skills in Automotive Technology
→ Prepare for a career as an Automotive Inspections, Maintenance, or General Repair Technician.

CIP Code 47.0604

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday through Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 24

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change

Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................. $40
Uniforms: ................................................................................. $123
Tools* ......................................................................................... $250

Program Tuition
Base Tuition: ............................................................................. $9,429
Lab Fee: ..................................................................................... $2,000

Out-of-Pocket Program Fees
Textbooks: .................................................................................. $190
Parking Permit: .......................................................................... $25
Certification – PA Safety Inspection License............................. $8
Certification – PA Emissions Inspection License....................... $55
Certification – 609 A/C ................................................................. $20

Total Estimated Cost: (Subject to change) .................................. $12,140

Indirect costs: (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Tools/Fasteners
• Certifications
• Suspension and Steering
• Brakes
• Electrical/Electronic Systems
• Engine Performance
• Engine Repair
• Automatic Transmission and Transaxle
• Manual Drive Train and Axles
• Heating and Air Conditioning
• PA Dept. of Trans-Certified Emissions Inspector
• Certified Safety Inspector Category

Admission Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
  • College Board’s online Accuplacer® exam Minimum Scores
    • Reading Comprehension: 210
    • Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry
• Ability to diagnose the source of a problem quickly and accurately
• Ability to work in tight spaces
• Ability to work independently, read and follow directions
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Complete College Level Public Speaking component
• 1-3 chapters a week (more at beginning)
• 35 tasks per marking period
• Ability to work with a team to complete projects
• Background knowledge of electricity
• Basic computer skills
• Drivers education
• Transportation needed for employment success

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certification
• Earn a certificate of completion from LCCTC
• PA Safety Inspection License
• PA Emissions Inspection License
• NATEF

Career Opportunities
• Automotive Inspection Technician
• Automotive Maintenance Technician
• General Repair Technician
• Entry Level Transmission Technician
• Entry Level Drivability Technician
Baking & Pastry Arts
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Baking & Pastry Arts
→ Prepare for a variety of career opportunities in the food services industry such as Baker, Pastry Chef, Pastry Cook and Cake Designer/Decorator.

CIP Code 12.0501

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 20

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .......................................................$40
Uniforms: ......................................................................................$164
Program Tuition
Base Tuition: ...........................................................................$9,200
Lab Fee: .......................................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ..................................................................................$75
Parking Permit: ...........................................................................$25
Certification-ServSafe (included in book cost): ......................$0
Total Estimated Cost: (Subject to change).................................$11,004

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Bakeshop ingredients
• Mise en Place & Culinary Math
• Quick Breads
• Artisan and Yeast Breads
• Enrich Yeast Dough
• Cookies & Brownies
• Pies & Tarts
• Pastry and Desert Components
• Cakes and Icings
• Custards, Creams and Sauces
• Ice Cream and Frozen Desserts
• Healthful & Special Needs Baking/Nutrition

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry
• Ability to tolerate heat
• Ability to work in a fast-paced environment
• Good personal hygiene
• Stand for long periods of time
• Basic Math, Decimals, Fractions, Percentages, Ratio and Proportion, Weights/measures, Word Problems/Metric
• Grade appropriate English, spelling, grammar
• Ability to work with a team to complete projects
• Attention to detail
• Creativity
• Excellent eye/hand coordination and fine motor skills

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• ServSafe Certification
• American Culinary Federation Certificate- Pastry

Career Opportunities
• Baker
• Baker’s Helper
• Bakery Manager
• Cake Designer/Decorator
• Pastry Chef
• Pastry Cook
Cabinetmaking & Wood Technology
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Cabinetmaking & Wood Technology
→ Prepare for a career in the woodworking industry through learning the skills necessary to manufacture custom furniture, cabinetry and millwork.

CIP Code  48.0703

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size:  25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
  Criminal/Child Abuse Checks: ................................................ $40
  Uniforms: ............................................................................. $80
  Tools (ordered by the school): .............................................. $100
Program Tuition
  Base Tuition: ........................................................................ $9,200
  Lab Fee: ................................................................................ $1,500

Out-of-Pocket Program Fees
  Textbooks: ............................................................................. $101
  Parking Permit: ....................................................................... $25
  Certification-ABC Core/Carpentry Level 1(ABC/NCCER) .......... $25
  Certification-OSHA Construction Industry
    (10 Hour CareerSafe On-Line): .......................................... $25

Total Estimated Cost: (Subject to change) .................. $11,096

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Demonstrate Knowledge of Lumber & Cabinetmaking Materials
• Read Blueprints
• Demonstrate the Proper Use of Hand Tools
• Perform Safe Sharpening Procedures
• Demonstrate Knowledge of Safety Rules for Stationary Power Equipment
• Demonstrate Proper Use of Stationary Power Equipment
• Demonstrate Portable Power Tool Safety
• Demonstrate Machining and Related Operations
• Demonstrate Procedures for Cutting and Shaping Wood Components
• Apply Various Glues and Adhesives

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
  • College Board's online Accuplacer® exam Minimum Scores
    • Reading Comprehension: 210
    • Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Physical strength and stamina
• Ability to lift 50 lbs. overhead
• Ability to work independently
• No fear of heights or working in closed spaces
• Good eye/hand coordination
• Basic math, Fractions, decimals and conversion of decimals and fractions
• Ability to measure to the 32nd of an inch
• Ability to visualize in 3 dimensions
• Grade appropriate English, spelling, grammar
• Able to problem solve
• Teamwork

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• ABC Core/Carpentry Level 1(ABC/NCCER)
• Certification-OSHA Construction Industry

Career Opportunities
• Cabinetmaker and Installer
• Furniture Maker/Refinisher
• Kitchen Installer
• Millworker
• Woodworking Machinery Operator
Commercial Art
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Commercial Art
→ Prepare for a career in the field of Commercial Arts using the same hardware/software as professional illustrators, graphic designers, and art directors.

CIP Code 50.0402

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 24

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ..................................................$40
Uniforms: ............................................................................$55
Program Tuition
Base Tuition: ...........................................................................$9,200
Lab Fee: ..................................................................................$1,500
Out-of-Pocket Program Fees
Textbook & Kit: ............................................................................$350
Parking Permit: ...........................................................................$25
Certification-OSHA 10 Hour
General Industry (Career Safe online): ......................................$25
Total Estimated Cost: (Subject to change).................................$11,195

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Drawing and Illustration
• Color Theory and Application
• Digital Imaging
• Design, Layout and Production
• Typography
• Digital Photography
• Professional Practices

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230
Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Depth perception
• Excellent self-discipline to focus for long periods of time
• Good eye/hand coordination
• Stamina (ability to focus at work station for long periods of time) • Visual acuity
• Basic math, Addition, subtraction, multiplication, division, read a rule, manipulate fractions, decimals, percentages, and ratio and proportion
• Grade appropriate English, spelling, grammar
• Ability to meet deadlines
• Basic drafting knowledge
• Computer background
• Drawing ability and color keenness
• Eye/hand coordination

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• PrintEd Certification: Advertising

Career Opportunities
• Agricultural Production/Farmer/Herd Manager
• Artificial Insemination Technician
• Dairy/Milk Processor
• Farrier
• Feed Mill Operator
• Lab/Research Technician
• Poultry Service/Vaccination Technician
• USDA Inspector
• Veterinary Medicine
Commercial Construction/ Management
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Commercial Construction/Management

Prepare for a career in Commercial Construction/Management by gaining skills through constructing building projects from site prep and layout to roofing and finish work.

CIP Code 46.0201

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)

Tuition & Fees Subject to Change
Pre-Entrance Expenses

Criminal/Child Abuse Checks: .............................................. $40
Uniforms: ................................................................. $140
Tools: ............................................................... $72

Program Tuition

Base Tuition: ................................................................. $9,200
Lab Fee: ................................................................. $1,500

Out-of-Pocket Program Fees

Textbooks: ................................................................. $184
Parking Permit: .............................................................. $25
Certification-ABC Core/Carpentry Level 1(ABC/NCCER) ....................................................... $25
Certification-OSHA Construction Industry (10 Hour CareerSafe On-Line): ................................................. $25
Certification-Rough Terrain Boom Lift/Aerial Boom (Lift Inc): ................................................................. $10

Total Estimated Cost: (Subject to change) ........................................ $11,221

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)

Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline

- Hand Tools
- Power Tools
- Blueprints Reading
- Site Preparation and Layout
- V-footings and Foundations
- Framing- Floor Construction
- Framing- Wall Construction
- Framing- Roof Construction
- Exterior Finish
- Interior Finish
- Estimation

Admissions Requirements

- Program application.
- High school diploma or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
  - Reading Comprehension: 210
  - Arithmetic: 230

Or,

- the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
- Submit all required background checks
- Attend an Interview
- Attend a Program Orientation

Program Expectations

- Maintain 70% grade and 95% attendance
- Ability to work independently
- Ability to lift 50 lbs overhead
- Ability to work in all weather conditions
- Ability to work independently
- Good eye/hand coordination
- No fear of heights or working on closed spaces
- Physical strength and stamina
- Excellent measurement skills
- Strong basic math skills (addition, subtraction, multiplication & division)
- Grade appropriate English, spelling, grammar
- Ability to work as a team player

Support Services

- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications

- National Center for Construction Ed & Research
- OSHA
- Hilti Power Certification
- High Lift Operations Certification
- Skid Loader Certification

Career Opportunities

- Commercial & Metal Stud Framer
- Commercial Construction Carpenter
- Commercial/Industrial Concrete Former
- Drop Ceiling & Insulation Installer
- Drywall Installer & Finisher
- Estimator
- Finish Carpenter
- Independent Contractor
- Project/Construction Manager
- Steel Erection
- Superintendent
**Computer Systems Technology**

**Certificate Program**
Brownstown Campus

**Intergenerational**

**Gain skills in Computer Systems Technology**

→ Prepare for a career in Computer Systems Technology by learning to build, upgrade, maintain and repair desktop and laptop computers, as well as, design, install, and troubleshoot network configurations.

**CIP Code** 15.1202

**Program Length/Days/Times/Dates**
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

**Tuition Information**

**Direct cost** (The cost of the program)

*Tuition & Fees Subject to Change*

Pre-Entrance Expenses

- Criminal/Child Abuse Checks: .........................................................$40
- Uniforms: ..................................................................................$60

Program Tuition

- Base Tuition: ..............................................................................$9,200
- Lab Fee: ...................................................................................$1,500

Out-of-Pocket Program Fees

- Textbooks: .................................................................................$40
- Parking Permit: .........................................................................$25
- Certification-CompTIA A+: .......................................................$198
- Certification-CompTIA Net+: .......................................................$125
- Certification-OSHA Construction Industry (10 Hour CareerSafe On-Line): .........................................................$25
- Optional Computer Maintenance Kit ........................................$210

Total Estimated Cost: (Subject to change) .................................$11,423

**Indirect costs** (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)

- Dependent Student: $14,015
- Independent Student: $15,815

**Program Information**

**Curriculum Outline**

- Demonstrate Knowledge of Personal and Environmental Safety
- Demonstrate Knowledge of Computing Fundamentals
- Use Productivity Software
- Demonstrate Internet Applications
- Demonstrate Knowledge of Computer Hardware
- Demonstrate Knowledge of Troubleshooting, Repair and Maintenance
- Demonstrate Knowledge of Operating Systems and Software
- Demonstrate Knowledge of Networking
- Demonstrate Knowledge of Security
- Providing Customer Service

**Admissions Requirements**

- Program application.
- High school diploma or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
- Reading Comprehension: 210
- Arithmetic: 230

**Program Expectations**

- Maintain 70% grade and 95% attendance
- Ability to work independently
- Excellent self-discipline to focus for long periods of time
- Good eye/hand coordination
- Stamina (ability to focus at work station for long periods of time)
- Basic math
- Grade appropriate English, spelling, grammar
- Competent PC user (not expert)
- Detail oriented
- Excellent social skills for working with customers
- Logical/critical thinking capabilities

**Support Services**

- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

**Program Certifications**

- CompTIA A+ Certification- Core
- A+ Certification-Practical
- Net+

**Career Opportunities**

- Computer Consultative Salesperson
- Field Service Technician
- Industry Technician for PC Support
- Digital Home Technology Installer
- Network Administrator
- Repair Bench Technician
- Server Technician
Culinary Arts
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Culinary Arts
→ Prepare for a career in the Culinary field by learning to plan, prepare and serve meals for upscale catered events and casual-to-fine dining restaurant service.

CIP Code 12.0508

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 40

Tuition Information
Direct cost (The cost of the program)

Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .....................................................$40
Uniforms: ..................................................................................$238
Tools (Thermometer): ..............................................................$5
Program Tuition
Base Tuition: .............................................................................$9,200
Lab Fee: ....................................................................................$1,500

Out-of-Pocket Program Fees
Textbooks: ..................................................................................$129
Parking Permit: ...........................................................................$25
Certification-ServSafe (included w/book): ....................................$0
Total Estimated Cost: (Subject to change) .................................$11,137

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Purchasing, Receiving and Storage Procedures
• Demonstrate Skill in Garde Mange'
• Demonstrate Use and Care of Cutting Tools & Utensils
• Demonstrate Use and Care of Mechanical Food Preparation Equipment
• Demonstrate How to Prepare Standardized Recipes
• Demonstrate Knowledge of Nutrition
• Prepare Breakfast Foods
• Demonstrate Knowledge of Beverages
• Prepare Vegetables and Fruits
• Prepare Pasta and Rice

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• A focus on preparing, holding and serving safe food
• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry
• Ability to work in a fast-paced environment
• Good personal hygiene
• Stamina needed to stand for long periods of time
• Basic math, basic measurements, compute ratio, rate & percent's, decimals, fractions, percentages
• Grade appropriate English, spelling, grammar
• Ability to work with a team to complete projects
• Creativity & Attention to detail
• Excellent eye/hand coordination
• Multi-tasking ability
• Not afraid to get dirty
• Students will daily: wash dishes/pots/pans, scrub floors, trash removal
• Students will weekly: scrub hoods, scrub floor drains/trash cans, de-lime

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• ServSafe

Career Opportunities
• Bus Person
• Caterer
• Deli Clerk
• Department Manager
• Line Cook
• Meat Buyer
• Meat Cutter
• Meat Processor
• Prep Cook
• Restaurant Host
• Short Order Cook
• Sous Chef
Dental Assistant
Certificate Program
Willow Street Campus
Intergenerational

Gain skills in Dental Assistant
→ Prepare for a professional career as a dental assistant or for further education as an expanded-function dental assistant, dental hygienist, dental lab technician, or dentist.

CIP Code 51.0601

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ...............................................$40
Uniforms: ..............................................................$65
Tools (Goggles, Dental Kit): ...............................................$45
Program Tuition
Base Tuition: ......................................................................$9,200
Lab Fee: ........................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ..............................................................................$316
Parking Permit: .......................................................................$25
Hepatitis series (3 step)-mandatory for clinical: ......................$240
Tetanus update-mandatory for clinical: ..................................$36
Certification-Dental Radiology National Board
and PA Certification: .............................................................$250
Certification-CPR & First Aid: .................................................$10
Total Estimated Cost: (Subject to change) .........................$11,727

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Introduction to Dental Assisting
• Principles of Infection Control
• Safety and Emergency Procedures
• Ethical/Legal Responsibilities
• Anatomy and Physiology
• Office Procedures
• Pharmacology
• Radiology Skills
• Operative Dentistry (Chair Side Dentistry)
• Dental Materials
• Dental Laboratory Procedures
• Oral Surgery
• Periodontics
• Prosthodontics
• Endodontics
• Certifications

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Emotional and mental stability
• Good personal hygiene
• Not disturbed by incidences such as bodily fluids, surgeries, injections
• Prolonged standing, bending, & stooping
• Measurements of volume and proportion
• Metric decimals
• Exposure to business accounting or bookkeeping
• Grade appropriate English, spelling, grammar
• Ability to work as a team member to complete projects
• Attention to detail extremely important
• Basic keyboarding skills
• Excellent communication skills
• Excellent study skills/Dedication to field
• Problem solver
• Self-motivated/Initiative

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• American Heart Association – CPR
• Dental Assisting National Board – Radiation Health & Safety Exam

Career Opportunities
• Dental assisting
• Dental claims evaluator for dental insurance companies
• Dental Front Office Receptionist
• Dental Sales Representative
• Dental Office Manager
Diesel Equipment Technology
Certificate Program
Willow Street Campus
Intergenerational

Gain skills in Diesel Technology
Prepare for a career in diesel technology by learning to troubleshoot, repair, perform preventative maintenance and inspect commercial (medium- and heavy-duty trucks) vehicle systems.

CIP Code 47.0613

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: $40
Uniforms: $60
Program Tuition
Base Tuition: $9,200
Lab Fee: $1,500
Out-of-Pocket Program Fees
Textbooks: $289
Parking Permit: $25
Certification-OSHA 10 Hour Industrial Safety: $20
Certification-PA State CAT 3 Safety Inspection: $0
Total Estimated Cost: $11,134

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Tools and Fasteners/Hardware
• Suspension and Steering Systems
• Preventive Maintenance
• Brake System
• Demonstrate the Knowledge of the Engine
• Air Intake and Exhaust Systems
• Demonstrate Knowledge of Cooling System
• Fuel System
• Electrical/Electronic Systems
• Drive Line

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Safety around moving equipment, hand tools, power tools & other equipment found in the industry
• Ability to diagnose the source of a problem quickly and accurately
• Ability to work in tight spaces
• Ability to work independently, read & follow directions
• Stamina to stand for long periods of time
• Basic math
• Fractions, decimals, percent’s
• Measuring devices to 1/10000 inch
• Standard measurement and Weights
• 9th-12th grade or higher tech manuals, 13th-14th year levels
• Good oral and written communication skills
• Ability to work as a team
• Background electrical knowledge
• Basic computer skills
• Clean drivers record
• Transportation suggested

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-OSHA 10 Hour Industrial Safety
• Certification-PA State CAT 3 Safety Inspection

Career Opportunities
• Diesel Truck Line Mechanic
• Engine Specialist
• Equipment/Parts Salesperson
• Hydraulic Systems Specialist
• Industrial/Farm Equipment Mechanic
• Marine Mechanic
• Power Generation Mechanic
• Preventive Maintenance Mechanic
• Suspension/Driveline Specialist
Digital Design/Print Media
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Digital Design/Print Media
Prepare for a career in the graphics industry by creating projects and art works on state of the art equipment using various techniques.

CIP Code 10.0399

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................$40
Uniforms: .................................................................$55
Program Tuition
Base Tuition: ........................................................................$9,200
Lab Fee: ........................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ..............................................................................$80
Parking Permit: ..................................................................$25
Certification-2 PrintED tests: ..................................................$10
Certification-OSHA Construction Industry
(10 Hour CareerSafe On-Line): ..............................................$25
Total Estimated Cost: (Subject to change).............................$10,475

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Job Production Management
• Art and Copy Preparation
• Electronic Imaging
• Image Acquisition and Manipulation
• Platemaking
• Press
• Bindery

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• A focus on safety around moving equipment
• Color Vision
• Depth perception
• Good manual dexterity
• Stamina including focus at work station for long periods of time including standing or sitting for long periods of time
• Visual acuity
• Good measurement skills
• Manipulation of fractions, decimals, and ability to use percentages and proportions
• Grade appropriate English, spelling, grammar
• Ability to meet deadlines
• Ability to work independently and with small groups
• Able to work with color
• Art/drawing courses
• Basic drafting knowledge
• Basic word processing skills
• Computer courses-Programming
• Desktop application, Graphics computer skills
• Strong need for attention to detail and mechanical aptitude

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• PrintEd Certification: Graphic Communications

Career Opportunities
• Bindery Operator
• Customer Service
• Digital Press Technician
• Duplicator Operator
• Estimator
• Folder Operator
• Multi-Color Press Operator
• Pre-press Technician
• Wide Format Operator
Early Childhood Education
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Early Childhood Education
→ Prepare for a career in the early childhood profession by interacting with infants, toddlers, preschoolers and elementary school children while also learning to design, develop, and deliver early learning activities.

CIP Code 19.0708

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 40

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change

Pre-Entrance Expenses
Criminal/Child Abuse Checks: ..................................................$40
Uniforms: .................................................................$65
Tools: .................................................................................$150
Health Assessment & Current Mantoux TB Test: ...............$150

Program Tuition
Base Tuition: .................................................................$9,200
Lab Fee: .................................................................$1,500

Out-of-Pocket Program Fees
Textbooks: .................................................................$37
Parking Permit: ................................................................$25
Certification-Assistant Group Supervisor (DPW): ............$0
Certification-CDA-Ready (PDE): .....................................$0
Certification-Pediatric First Aid (AAP): .........................$23
Certification-New Staff Orientation: .............................$5

Total Estimated Cost: (Subject to change) ....................$11,195

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)

Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Professionalism
• Health and Safety
• Learning Environment (Physical Space)
• Child Development (Social, Emotion, Physical, Intellectual, Language Development)
• Classroom Management and Positive Guidance
• Standards, Curriculum, and Assessment
• Curriculum Development
• Learning Activates/Experiences
• Program Partnerships
• Clinical Experience

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to lift 30 lbs
• Good physical health (current physical & TB test required)
• Personal cleanliness
• Prolonged standing, bending, stooping, walking, running, and sitting on the floor and in a child-sized chair
• Ability to negotiate the classroom environment
• Sit in close proximity to children
• Visual and auditory acuity for classroom observation and management
• College level math
• College level reading and language arts
• A strong desire to work with children
• Ability to demonstrate initiative
• Ability to work independently
• Child development classes
• Classes in general psychology
• Computer skills
• Excellent organizational and time management skills
• Must be self-motivated
• Neat appearance & excellent personal hygiene
• Think and be creative
• Understand the importance of confidentiality
• Appreciation of cultural diversity

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-Assistant Group Supervisor (DPW)
• Certification-CDA-Ready (PDE)
• Certification-Pediatric First Aid (AAP)
• Certification-New Staff Orientation

Career Opportunities
• Assistant Group Supervisor
• Child Care Aide
• Child Care Director
• Elementary Teacher
• Family/Group Day Care Provider
• Group Supervisor
• Learning Support Teacher
• Nanny
• Primary Classroom Aide
Electrical Construction Technology
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Electrical Construction Technology

→ Prepare for a career in the electrical construction field by developing the skills and knowledge needed to design and construct electrical systems in homes and businesses.

CIP Code 46.0399

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ...........................................$40
Uniforms: .................................................................$80
Tools: .................................................................$140
Program Tuition
Base Tuition: ...............................................................$9,200
Lab Fee: .................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ....................................................................$171
Parking Permit: ...........................................................$25
Certification-ABC Core/Carpentry Level 1(ABC/NCCER) ...........................................$25
Certification-OSHA Construction Industry (10 Hour CareerSafe On-Line): .........................$25
Total Estimated Cost: (Subject to change) ..................................................$11,206

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Electrical Principles
• Residential Wiring
• Commercial Wiring and Motors
• Industrial Motor Control
• Industry Certifications

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to lift 50 lbs. overhead
• Ability to work in all weather conditions
• Ability to work independently
• Good eye/hand coordination
• No fear of heights or working in closed spaces
• Physical strength and stamina
• Basic math, Fractions, decimals, and basic geometry
• Grade appropriate English, spelling, grammar
• Ability to work with others
• Able to problem solve

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-ABC Core/Carpentry Level 1(ABC/NCCER)
• Certification-OSHA Construction Industry (10 Hour CareerSafe On-Line)

Career Opportunities
• Commercial/Industrial Electrician
• Electrical Distributor Salesperson
• Line Worker
• Residential Electrical Contractor
• Residential Electrician
Electro-Mechanical Engineering Technology
Certificate Program
Mount Joy Campus
Intergenerational
Gain skills in Electromechanical Engineering Technology
→ Prepare for a career in the electromechanical engineering field in an interactive lab that provides opportunities to use robotics, hydraulic-pneumatic, and electrical technology systems and learn to analyze, diagnose, maintain, and repair electromechanical systems.

CIP Code 15.0403

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................. $40
Uniforms: ................................................................. $80
Program Tuition
Base Tuition: ........................................................................ $9,200
Lab Fee: ........................................................................... $1,500
Out-of-Pocket Program Fees
Textbooks: ........................................................................ $325
Parking Permit: ................................................................. $25
Certification-OSHA Construction Industry
(10 Hour CareerSafe On-Line): ........................................ $25
Certification – EPA 608 Refrigerant Certification ........................................... $25
Total Estimated Cost: (Subject to change) ................................ $11,220

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Interpret Electrical Symbols on Blueprints and Schematics
• Demonstrate Knowledge of Basic Electricity
• Measure Components of Electrical Systems
• Use the National Electrical Code (NEC) Reference Book
• Demonstrate Knowledge of Electrical Resistance
• Demonstrate Knowledge of Direct Current (D.C.) Motors
• Demonstrate Knowledge of Inductance and Capacitance
• Demonstrate Knowledge of Alternating Current (A.C.) Motors

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to understand and follow safety procedures
• Ability to work independently, read and follow directions
• Able to lift 50 lbs to a height of 40 inches
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Algebra I
• Geometry
• Measurement of fractions, decimals, and percent’s. Compute ratio, rate, percent’s and work with formulas
• College level reading and language arts
• Ability to work with a team to complete projects
• Basic computer skills
• Good eye/hand coordination
• Good fine motor, spatial, and form perception
• Mechanical aptitude and critical thinking skills
• Science

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• AMIST Certification
• Certification-OSHA Construction Industry (10 Hour CareerSafe On-Line)

Career Opportunities
• Engineering Technician
• Electro-Mechanical Technician
• Industrial Engineering Technician
• Industrial Maintenance Technician
• Industrial Automation Technician
Event Planning & Tourism Services Management
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Event Planning and Tourism Services Management

→ Prepare for a career in the event planning and tourism industry by learning to deliver superior customer service to hotel and event guests, plan and assemble upscale events and experiences, and design promotional flyers and presentations.

CIP Code 52.1905

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................$40
Uniforms: ..............................................................................$170
Tools (Basic office supplies): .................................................$20
Program Tuition
Base Tuition: .........................................................................$9,200
Lab Fee: ................................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ................................................................................$80
Parking Permit: .................................................................$25
Certification-CRDS (AHLEducation Institute (Optional): .................................................$100
Total Estimated Cost: (Subject to change) .........................$11,135

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Introduction to Hospitality Industry
• Guest Relations/Concierge
• Understanding Hospitality Marketing
• The Marketing Department
• Marketing to Organizations
• Safety of the Job in Hospitality
• Cashier
• Travel and Tourism
• Legal and Ethical Responsibilities in Hospitality Management
• Front Office Organization
• Rooms, Bedding, and Rates
• The Reservation Function

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to lift 30 lbs
• Good physical health
• Personal cleanliness
• Prolonged standing, bending, & stooping
• Basic Algebra and business math
• Grade appropriate English, spelling, grammar
• Ability to work with a team to complete projects
• Basic accounting
• Basic computer skills
• Classes in Family & Consumer Sciences
• Creativity
• Excellent personal hygiene
• Strong attention to detail

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-CRDS (AHLEducation Institute (Optional):

Career Opportunities
• Front Desk Agent/Supervisor
• Housekeeping Inspector/Supervisor
• Marketing & Sales Representative
• Reservations Agent
• Night Auditor
• Catering Representative
• Event Planner
• Vacation Planner
Heavy Equipment Operations & Basic Maintenance
Certificate Program
Brownstown Campus
Intergenerational
Gain skills in Heavy Equipment Operations & Basic Maintenance
→ Prepare for a career in Heavy Equipment by learning to operate, troubleshoot, and maintain heavy equipment, interpret blueprints and site plans for site development and to collaborate through performing heavy equipment-related activities in a team setting.

CIP Code 49.0202
Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 20
Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .............................................. $40
Uniforms: ........................................................................... $185
Program Tuition
Base Tuition: ................................................................. $9,200
Lab Fee: ......................................................................... $1,500
Out-of-Pocket Program Fees
Textbooks: ........................................................................... $121
Parking Permit: ............................................................... $25
Certification-OSHA Forklift: ........................................ $10
Certification-PennDOT Flagger: ....................................... $0
Certification-OSHA General Industry: ......................... $25
Certification-ABC Core Level 1 Registration:............... $25
Total Estimated Cost: (Subject to change) ....................... $11,131
Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815
Program Information
Curriculum Outline
• Hand tools and introduction to power tools
• Basic Rigging: Objectives and Performance Tasks
• Employability Skills
• Heavy Equipment Safety
• Preventative Maintenance
• Major Division 8 Grades
• Major Division 9 Dump Trucks
• Vibratory Rollers
• Skid-Steer Loaders
• Crawler Loaders
• Wheel Loaders
• Dozers
Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230
Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation
Program Expectations
• Maintain 70% grade and 95% attendance
• A focus on safety in and around earth moving equipment
• Ability to diagnose the source of a problem quickly and accurately
• Ability to work independently, read and follow directions
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Willingness to work in all kinds of weather
• Compute ratio, rate and percent
• Measurements of fractions, decimals & percent’s
• Standard measurement
• Tape measurement reading to the 16th of an inch
• Grade appropriate English, spelling, grammar
• Ability to work independently
• Ability to work with a team to complete projects
• Compute ratio, rate, and percent
• Critical thinking skills
• Detail oriented
• Excellent computer skills
Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates
Program Certifications
• Certification-OSHA Forklift
• Certification-PennDOT Flagger
• Certification-OSHA General Industry
• Certification-ABC Core Level 1 Registration
Career Opportunities
• Compact Equipment Operator
• Concrete Technician
• Heavy Equipment Mechanics Helper
• Highway Construction Inspector
• Highway Construction Laborer
• Highway Maintenance Worker
• Large-size Equipment Operator
• Mid-size Equipment Operator
• Project Planner
• Site-Prep Apprentice
• Surveying Apprentice
• Traffic Technician
HVAC/R
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in HVAC/R

Prepare for a professional career in heating, ventilating, and air conditioning industry by learning to analyze, install, maintain and upgrade climate control systems to the ever changing HVAC field.

CIP Code 47.0201

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 24

Tuition Information

Direct cost (The cost of the program)

Pre-Entrance Expenses

Criminal/Child Abuse Checks: .................................................. $40
Uniforms: .................................................................... $80
Program Tuition
Base Tuition: .................................................................... $9,200
Lab Fee: ........................................................................ $1,500

Out-of-Pocket Program Fees

Textbooks: ........................................................................ $218
Parking Permit: ................................................................. $25
Certification-ABC Core/HVAC Level 1
(ABC/NCCER): ............................................................... $25
Certification-EPA 608: ....................................................... $45
Certification-OSHA 10 Hour Constructions Industry (Career Safe Online): ............................................... $25

Total Estimated Cost: (Subject to change) ...................... $11,158

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)

Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline

• Tools for HVAC/R
• Blueprint Reading
• Piping Practices
• Basic Electricity
• Introduction to Cooling
• Introduction to Heating
• Air Distribution Systems
• Introduction to Hydronic Systems
• Leak Detection, Evacuation, Recovery and Charging
• Troubleshooting Gas Heating
• Troubleshooting Cooling
• Heat Pumps
• Computer Fundamentals

Admissions Requirements

• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230

Program Expectations

• Maintain 70% grade and 95% attendance
• Ability to lift 50 lbs overhead
• Ability to work in all weather conditions
• Ability to work independently
• Good eye/hand coordination
• No fear of heights or working on closed spaces
• Physical strength and stamina
• Fractions and decimals
• Geometry
• Measurements
• Whole numbers
• Grade appropriate English, spelling, grammar
• Ability to visualize in 3 dimensions
• Attention to detail
• Extensive problem solving
• Strong attention to detail
• Willingness to do work outside of classroom, especially studying

Support Services

• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications

• Certification-ABC Core/HVAC Level 1 (ABC/NCCER)
• Certification-EPA 608
• Certification-OSHA 10 Hour Constructions Industry (Career Safe Online)

Career Opportunities

• Air Conditioning Installer
• Duct Installer
• General HVAC Technician Heat Pump Technician
• Oil/Gas Burner Technician
• Pipe Fitter
• Electrical/Climate Control Technician
INTERACTIVE MEDIA & WEB DESIGN
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Interactive Media & Web Design
→ Prepare for a professional career in Interactive Media & Web Design. Learn to design, build and maintain websites. Write and edit web page content using code and web management tools. Create content, manage client relations, and prepare for an exciting future.

CIP Code 11.0801

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................. $40
Uniforms: ................................................................. $55
Program Tuition
Base Tuition: ........................................................................ $9,200
Lab Fee: ................................................................. $1,500
Out-of-Pocket Program Fees
Textbooks: .............................................................................. $80
Parking Permit: ................................................................. $25
Certification – 2 PrintEd Tests $10
Certification – OSHA 10 Hour General Industry (Career Safe Online) $25
Total Estimated Cost: (Subject to change) .............................. $10,935

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Design, build and maintain websites.
• Write and edit web page content using code and web management tools.
• Create content and manage client relations.

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
  • College Board’s online Accuplacer® exam Minimum Scores
  • Reading Comprehension: 210
  • Arithmetic: 230
Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to lift 50 lbs overhead

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-OSHA 10 Hour General Industry Career Safe Online)

Career Opportunities
• Web Developer
• Multimedia Artist
• UX/UI Designer
• Computer Programmer
• Web Administrator
Medical Administrative Assistant
Certificate Program
Willow Street Campus
Intergenerational

Gain skills in Medical Administrative Assistant
→ Prepare to become a driving force on a professional healthcare team by delivering high quality customer service while performing clerical and other administrative duties in medical centers, physician offices, and hospitals.

CIP Code 51.0707

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: $40
Uniforms: $77
Program Tuition
Base Tuition: $9,200
Lab Fee: $1,500
Out-of-Pocket Program Fees
Textbooks: $385
Parking Permit: $25
Physical with Tuberculin Test – PPD
– Mandatory for clinical $100
Health Center-21 (AES): $50
Certification-OSHA Healthcare Industry: $25
Certification-CMAA (NHA): $115
Certification-CBCS (NHA): $115
Certification-AHA Healthcare Provider CPR: $50
Certification-CEHRS (NHA): $115
Total Estimated Cost: $11,797

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
- Infection Control
- Office Technology
- The Eco-Friendly Medical Office
- Medical Terminology with Anatomy & Physiology
- Medical Law & Ethics
- Medical Receptionist Skills
- Medical Records
- Electronic Health Records
- Fees, Credit, and Collection
- Health Insurance Systems, Coding, Billing
- Medical Transcription
- Pharmacology
- Practice Management Program (PMP) Software

Admissions Requirements
- Program application.
- High school diploma or HSE (High School Equivalency)
  - College Board’s online Accuplacer® exam Minimum Scores
  - Reading Comprehension: 210
  - Arithmetic: 230
Or,
- the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
- Submit all required background checks
- Attend an Interview
- Attend a Program Orientation

Program Expectations
- Maintain 70% grade and 95% attendance
- Ability to work independently
- Excellent self-discipline to focus for long periods of time
- Stamina (ability to focus at work station for long periods of time)
- Accounting/basic math
- Roman numerals
- Understand numbers for numeric filing
- College level English, spelling, grammar
- Ability to work independently
- Attention to detail extremely important
- Computer skills in area of word-processing
- Excellent keyboarding skills
- Good attendance
- Transportation for clinical

Support Services
- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications
- Health Center-21 (AES)
- Certification-OSHA Healthcare Industry
- Certification-CMAA (NHA)
- Certification-CBCS (NHA)
- Certification-AHA Healthcare Provider CPR
- Certification-CEHRS (NHA)

Career Opportunities
- Medical Coding Specialist
- Medical Insurance/Reimbursement Specialist
- Medical Records Technician
- Medical Scheduler
- Medical Secretary
- Medical Transcriptionist/Editor
- Patient Registration
Medical Assistant Certificate Program
Willow Street Campus
Intergenerational

Gain skills in Medical Assistant
→ Prepare to become a driving force on a professional healthcare team by delivering high quality customer service while performing advanced diagnostic procedures to patient care such as phlebotomy, pharmacology and assisting in minor office surgeries.

CIP Code 51.0801

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday through Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Monday through Thursday, 4:30 pm to 9:30 pm
January 6, 2020 to December 17, 2020
Maximum Class Size: 24

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
- Criminal/Child Abuse Checks: .................................................. $40
- Uniforms: .................................................................................. $80
- Tools: ........................................................................................ $70
Program Tuition
- Base Tuition: ............................................................................ $9,200
- Lab Fee: .................................................................................... $1,500
Out-of-Pocket Program Fees
- Textbooks: ................................................................................ $400
- Parking Permit: ........................................................................ $25
- Physical Examination with Immunization
  - Current Mantoux TB Test ......................................................... $150
  - Certification-CMA (NHA): ....................................................... $155
  - Certification-Healthcare Professional w/ CPR & AED (prior to start of school): .............................................................. $75
Total Estimated Cost: (Subject to change) .................................. $11,695

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
- Dependent Student: $14,015
- Independent Student: $15,815

Program Information

Curriculum Outline
- Medical Assistant Administrative Functions
- Pharmacology
- Infection Control
- Introduction to Medical Laboratory Techniques
- Introduction to Human Wellness and Disease
- Healthcare Law and Ethics
- Introduction to Medical Insurance and Managed Care
- Concepts of Effective Communication
- Introduction to Human Biology
- Introduction to Computer Application
- Medical Assistant Clinical Laboratory Procedures
- Safety and Emergency Practices
- Medical Assisting Externship
- Professional Development

Admissions Requirements
- Program application.
- High school diploma or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
- Reading Comprehension: 210
- Arithmetic: 230
- College Board’s online Accuplacer® exam Minimum Scores
- Reading Comprehension: 210
- Arithmetic: 230

Or,
- the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
- Submit all required background checks
- Attend an Interview
- Attend a Program Orientation

Program Expectations
- Maintain 70% grade and 95% attendance
- Emotional and mental stability
- Empathy to understand the pains and suffering of others
- Good personal hygiene
- Lift heavy objects/people
- Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations
- Prolonged standing, bending, & stooping
- Basic math
- Fractions, decimals, percentages, ratios
- Medical math for drug dosing
- Grade appropriate English, spelling, grammar
- Ability to work with a team to complete projects
- Attention to detail extremely important
- Excellent communication and critical thinking skills
- Good attendance
- Keyboarding skills
- Transportation needed for clinical

Support Services
- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications
- Certification-CMA (NHA)

Career Opportunities
- Administrative Medical Assistant
- Clinical Medical Assistant
- EKG Technician
- Hospital Unit Secretary
- Phlebotomist
Metal Fabrication
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Metal Fabrication
→ Prepare for a professional career in sheet metal fabrication by learning to create and fabricate custom metal work, build and troubleshoot advanced sheet metal systems, and operate state-of-the-art, metal-shaping equipment.

CIP Code 48.0506

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ...........................................$40
Uniforms: .................................................................$70
Program Tuition
Base Tuition: ........................................................................$9,200
Lab Fee: .........................................................................$1,500

Out-of-Pocket Program Fees
Textbooks: ........................................................................$170
Parking Permit: .................................................................$25
Certification-OSHA 10 Hour General Industry
(Career Safe Online): ...............................................................$25
Certification-Career Safe Online Employability: ...............$20
Certification-NCSZ Lift Truck Operator: ................................$10
Certification-ABC Core Registration: ..................................$25
Total Estimated Cost: (Subject to change) .........................$11,085

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Hand Tools
• Hand Held Power Tools
• Machines and Equipment
• Sheet Metal Mathematics
• Blueprints
• Sheet Metal Pattern Drafting
• ABC Sheet Metal Certification Tasks

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Safety around welding equipment, hand tools, power tools & other equipment found in the industry
• Ability to work independently, read & follow directions
• Able to lift 50lbs
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Able to manipulate fractions and decimals
• Geometry
• Linear measurement skills
• Some trigonometry
• 11th Grade Level
• Good oral and written communication skills
• Ability to work with a team and independently to complete projects
• Able to convert 2 dimensional drawings into 3 dimensional projects and vice versa
• Good eye/hand coordination
• Mechanical ability and enjoys working with hands • Mechanical drawing

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-OSHA 10 Hour General Industry (Career Safe Online)
• Certification-Career Safe Online Employability
• Certification-NCSZ Lift Truck Operator
• Certification-ABC Core Registration

Career Opportunities
• CAD Layout/Detailer/Draftsman
• Custom Metal Worker
• Heavy Shear/Brake Operator
• HVAC Residential & Commercial Installer
• Layout Worker
• Metal Fabricator & Roofer
• Millwright
• Sheet Metal Installer
• Mechanic & Assembler
• Sheet Metal Production Worker Siding/Spouting Installer
• Structural Steel Worker
• Welder
Painting & Interior Finishes
Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Painting/Ceramic Tile & Vinyl
→ Prepare for a career as an installer/finisher to provide property upgrades by learning to apply professional painting, ceramic tile installation and vinyl flooring installation skills utilizing professional hand and power tools as well as various types of "state of the art" spray equipment.

CIP Code 46.0408

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 20

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change

Pre-Entrance Expenses
Criminal/Child Abuse Checks: ........................................$40
Uniforms: .....................................................................$80

Program Tuition
Base Tuition: ..............................................................$9,200
Lab Fee: .......................................................................$1,500

Out-of-Pocket Program Fees
Textbooks: .................................................................$0
Parking Permit: ..........................................................$25
Certification-ABC Registration: .................................$25
Certification-OSHA 10 Hour Constructions Industry (Career Safe Online): ...........................................$25

Total Estimated Cost: (Subject to change) ...................$10,895

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
- Exterior Painting
- Interior Painting
- Wood Finishing
- Spray Painting
- Color/Color Harmony
- Wallcoverings
- Special Finishes
- Estimating/Mathematics
- Ceramic Tile Installation
- Vinyl Installation

Admissions Requirements
- Program application.
- High school diploma or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
  - Reading Comprehension: 210
  - Arithmetic: 230
  - the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
- Submit all required background checks
- Attend an Interview
- Attend a Program Orientation

Program Expectations
- Maintain 70% grade and 95% attendance
- Ability to kneel for extended periods of time(flooring)
- Ability to lift 50 lbs overhead
- Ability to work independently
- Good eye/hand coordination
- No fear of heights or working on closed spaces
- Physical strength and stamina
- Ability to read a ruler
- Adding, subtracting, multiplying & dividing fractions, decimals
- Grade appropriate English, spelling, grammar
- Attention to detail
- Good color discrimination
- Must have good eye/hand coordination
- Strong attention to detail

Support Services
- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications
- Certification-ABC Registration
- Certification-OSHA 10 Hour Constructions Industry (Career Safe Online)

Career Opportunities
- Cabinet & Wood Product Finisher
- Ceramic Tile or Vinyl Installer
- Drywall Installer & Finisher
- Estimator/Measuring, Quoting Prices
- Interior Decorating Consultant/Salesperson
- Painter or Paperhanger
- Sales Representative – flooring, paint
- Undercoaters
Photography & Digital Imaging

Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Photography & Digital Imaging
→ Prepare for a career photography while learning to shoot photos like a professional and creatively enhancing photos with Adobe Photoshop.

CIP Code 50.0406

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .................................................$40
Uniforms: ...........................................................................$50
Tools—Digital Single Lens Reflex Camera: ..........................$750
Program Tuition
Base Tuition: ........................................................................$9,200
Lab Fee: ..............................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: ................................................................................$140
Parking Permit: ........................................................................$25
Certification-OSHA 10 Hour General Industry
(Career Safe Online): ...............................................................$25
Total Estimated Cost: (Subject to change).......................$11,730

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Camera Operation
• Composition
• Exposure and Meters
• Filters
• Lighting
• Electronic Imaging
• Digital Photography
• Employment in Photography
• Work Ethics
• Interpersonal Skills and Group Dynamics
• Thinking and Problem Solving Skills
• Literacy Skills
• Basic Photographer Knowledge

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to work independently
• Color Vision
• Depth perception
• Stamina (ability to focus for long periods of time)
• Visual acuity
• Good measurement skills
• Pre-Algebra
• 13th grade level English, spelling, grammar
• Ability to work with small groups
• Ability to work with the public (excellent communication skills)
• Basic photography skills
• Competent computer skills (MAC)
• Creativity
• Excellent social skills for working with customers
• Good handwriting skills
• Logical/Critical thinking capabilities
• Punctuality

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-OSHA 10 Hour General Industry Career Safe Online)

Career Opportunities
• Commercial Photographer
• Graphic Designer
• Industrial Photographer
• Photographic Finisher
• Photojournalist
• Photoshop Specialist
• Portrait Photographer
• Wedding Photographer
Plumbing Certificate Program
Brownstown Campus
Intergenerational

Gain skills in Plumbing
→ Prepare for a career in the plumbing field by learning to interpret, construct and install plumbing systems in homes and businesses

CIP Code 46.0503

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ........................................ $40
Uniforms: ................................................................. $80
Program Tuition
Base Tuition: ............................................................... $9,200
Lab Fee: ....................................................................... $1,500
Out-of-Pocket Program Fees
Textbooks: ..................................................................... $121
Parking Permit: ............................................................. $25
Certification-OSHA 10 Hour Construction Industry
(Career Safe Online): ................................................. $25
Certification-ABC Core/Plumbing Level 1
(ABC/NCCER): ............................................................ $25
Total Estimated Cost: (Subject to change) ......................... $11,016

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Demonstrate Job Site Safety Practices
• Read Blueprints and Sketching of Pipe Systems
• Demonstrate Knowledge of Pipe Specifications and Systems
• Demonstrate Use of Hand and Power Tools
• Identify and Install Valves
• Demonstrate Skill in Working with Copper Pipe
• Demonstrate Skill in Various Types of Plastic Pipe and Tubing
• Install Pipe Hangers and Supports
• Install Water Distribution Lines
• Demonstrate Skill in Working with Steel Pipe
• Demonstrate Skill in Working with Cast Iron Pipe
• Demonstrate Knowledge of a Builder Leveler
• Build Drains and Sewers
• Install Fixtures
• Install Appliances
• Install Vents
• Maintain Plumbing Systems
• Perform Tests on Piping Systems

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230
Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Ability to lift 50 lbs. overhead
• Ability to work in all weather conditions
• Ability to work independently
• Good eye/hand coordination
• No fear of heights or working in closed spaces
• Physical strength and stamina
• Whole numbers, working with measurements, fractions, decimals, constructive geometry & algebra
• 10-12th grade level English, spelling, grammar
• Ability to visualize in 3 dimensions
• Basic computer skills for online curriculum
• Strong attention to detail
• Willing to work in all weather conditions
• Willingness to work outside of classroom especially studying technical

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• Certification-OSHA 10 Hour Construction Industry (Career Safe Online)
• Certification-ABC Core/Plumbing Level 1 (ABC/NCCER)

Career Opportunities
• Plumbing Installer
• Maintenance & Service Plumber
• Pipe Fitter
• Plumbing Apprentice
• Plumbing Materials Sales
• Residential Plumbing Installer
• Sprinkling System Installer
Practical Nursing Program
Diploma Program
Health Sciences Campus
Adult Only

Gain skills in Practical Nursing
→ Prepare for a career in practical nursing by learning 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.

CIP Code 51.3901

Program Length/Days/Times/Dates
Maximum Class Size: 55
1605 Hours/12 Months/50 Weeks (Daytime Program)
  Mon-Fri 8:00 AM-3:00PM (Theory)
  Mon-Fri 7:00AM-3:00 PM (Clinical Experiences)
Classes begin January, May, and September
1605 Hours/18 Months/79 Weeks (Evening Program)
  Mon-Thu 4:00-9:00 PM (Theory)
  Mon-Thu 4:00-10:00 PM (Clinical Experiences)
Classes begin April and September

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
  Criminal/Child Abuse Checks .......................................................... $40
  FBI Fingerprinting .................................................................. $25
  TEAS Exam .............................................................................. $78
  Physical/Medical Examination .................................................. $320
  Drug Screen ........................................................................... $49
  Uniforms .................................................................................. $255
Program Tuition
  Base Tuition– In-State .................................................. $12,000
  Base Tuition – Out-Of-State ........................................... $13,860
Out-of-Pocket Program Fees
  Textbooks* ................................................................. $650
  Supplies* ................................................................. $100
  Level Fee ($350 per level) .............................................. $1,050
  Technology Fee ($575 per level) .................................. $1,725
  Student Insurance Fee ..................................................... $75
  Graduation Fee ............................................................. $115
  CPR Course – Adult, Child, AED* ................................ $80
  Temporary Permit to Practice ........................................ $35
  State Board Application to Test (PA) ............................ $35
  NCLEX Testing Application ........................................... $200
Total Estimated Cost: (Subject to change)
  In-State ............................................................... $16,832
  Out-Of-State ............................................................ $18,692

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc., in one academic year.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
Level I
• Nursing Principles and Practice 120
• Community Health 30
• Body Structure and Function 90
• Nutrition 30
• Growth and Development 30
• Vocational Relationships 30
• Introduction to Medical-Surgical Nursing 36
• Practicum Hours 144
Level II
• Maternal / Newborn Nursing 30
• Pharmacology 60
• Medical- Surgical Nursing I 100
• Practicum Hours 354
Level III
• Nursing of Children 30
• Medical-Surgical Nursing II 152
Total Practicum Hours 369
Total Program Hours: 1,605

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• TEAS 6 (Test of Essential Academic Skills) entrance test Minimum Total Score: 50%
• Physical/PPD Testing
• Drug Screen
• Proof of completed CPR – Adult, Child and AED certification. The Health Care Provider Course through the American Heart Association is recommended. Online/computer courses will not be accepted.
• FBI Federal Criminal History Record in addition to the state criminal record check.
  • The PN program follows the Prohibitive Offenses Contained in Act 169 of 1996 when reviewing clearances. In addition, some charges are not reflected on this listing and may prohibit you from taking the PA state board of nursing licensure exam.
• Submit all required background checks
• Attend a Pre-enrollment Meeting
• Attend a Program Orientation

Program Expectations
• Must maintain 75% or higher grade

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Licensure
• Program meets licensure requirements in the State of Pennsylvania Program qualifies students to sit for licensure exam in the States of Pennsylvania and Maryland

Career Opportunities
• Licensed Practical Nurse
Residential Carpentry
Certificate Program
Mount Joy Campus
Intergenerational

Gain skills in Residential Carpentry
→ Prepare for a career in residential carpentry by developing the skills and knowledge needed to interpret and construct current building systems using a wide range of hand, power and air tools.

CIP Code  46.0201

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
- Criminal/Child Abuse Checks: .............................................. $40
- Uniforms: .............................................................................. $80
- Tools: ..................................................................................... $62
Program Tuition
- Base Tuition: ........................................................................ $9,200
- Lab Fee: ................................................................................ $1,500
Out-of-Pocket Program Fees
- Textbooks: .............................................................................. $121
- Parking Permit: ...................................................................... $25
- Certification-ABC Core/Carpentry Level 1 (ABC/NCCER): ................................................................. $25
- Certification-OSHA 10 Hour Construction Industry (Career Safe Online): ........................................ $25
- Certification-Power Atuated (Hilti): ................................................................................. $0
Total Estimated Cost: (Subject to change) ................................ $11,078

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
- Hand Tools
- Power Tools
- Blueprints Reading
- Site Preparation and Layout
- Footings and Foundations
- Framing- Floor Construction
- Framing- Wall Construction
- Framing- Roof Construction
- Exterior Finish
- Interior Finish
- Estimation

Admissions Requirements
- Program application.
- High school diploma or HSE (High School Equivalency)
  - College Board’s online Accuplacer® exam Minimum Scores
  - Reading Comprehension: 210
  - Arithmetic: 230

Program Expectations
- Maintain 70% grade and 95% attendance
- Ability to lift 50 lbs. overhead
- Ability to work in all weather conditions
- Ability to work independently
- Good eye/hand coordination
- No fear of heights or working in closed spaces
- Physical strength and stamina
- Basic Algebra, fractions, decimals
- Basic Trigonometry/Geometry
- Measurement
- 12th grade level English, spelling, grammar
- Ability to visualize
- Driver’s license strongly recommended

Support Services
- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications
- Certification-ABC Core/Carpentry Level 1 (ABC/NCCER)
- Certification-OSHA 10 Hour Construction Industry (Career Safe Online)
- Certification-Power Atuated (Hilti)

Career Opportunities
- Concrete Placement & Finisher
- Drywall Installer & Finisher
- Finish Carpenter
- Insulation Installer
- Roofer
- Rough Carpenter
- Siding Installer
RV & Outdoor Power Equipment
Certificate Program
Willow Street Campus
Intergenerational

Gain skills in RV & Outdoor Power Equipment

→ Prepare for a career in the planning, implementation, production, management, processing and/or marketing of agricultural commodities and services.

CIP Code 47.0699

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: ......................................................... $40
Uniforms: .................................................................................... $60
Tools (Clipboard, 2” binder): ....................................................... $200
Program Tuition
Base Tuition: ................................................................................ $9,200
Lab Fee: ....................................................................................... $1,500
Out-of-Pocket Program Fees
Textbooks: ..................................................................................... $57
Parking Permit: ............................................................................ $25
Certification-Four Stroke Engines (EETC): ................................... $45
Certification-Two Stroke Engines (EETC): ................................. $45
Certification-PA Motorcycle Safety Inspection: ............................ $10
Total Estimated Cost: (Subject to change) ................................... $11,182

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
- Demonstrate Knowledge of the Principles and Design of 2-Cycle and 4-Cycle Engines
- Demonstrate Knowledge of Lubrication Systems
- Demonstrate Knowledge of Basic Electricity
- Demonstrate Knowledge and Service of Cooling Systems
- Demonstrate Knowledge of Fuel Systems
- Service Fuel Systems on All Engines
- Demonstrate the Knowledge and the Service Procedures of Exhaust Systems
- Demonstrate Skill with Measuring Systems and Tools
- Identify and Use Hand Tools
- Identify and Use Fasteners
- Demonstrate Welding and Cutting
- Diagnose Performance Problems on a 2-Cycle Gasoline Engine
- Diagnose Problems on a 4-Cycle Gasoline Engine
- Overhaul a 4-Cycle Gasoline Engine

Admissions Requirements
- Program application.
- High school diploma or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
- Reading Comprehension: 210
- Arithmetic: 230

Or,
- the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
- Submit all required background checks
- Attend an Interview
- Attend a Program Orientation

Program Expectations
- Maintain 70% grade and 95% attendance
- A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry
- Ability to diagnose the source of a problem quickly and accurately
- Ability to sit for long periods of time
- Ability to work independently, read & follow directions
- Good eye/hand coordination
- Stamina to stand or stand for long periods of time
- Basic math, fractions, decimals & percent’s
- 12th grade English, spelling, grammar
- Ability to work with a team to complete projects
- Able to work independently
- Attention to detail extremely important
- Good attendance
- Good communication skills
- Drivers education

Support Services
- Student services
- Learning Resources
- Resume writing and job interviewing skills
- Job search assistance
- Job listing for graduates

Program Certifications
- Certification-Four Stroke Engines (EETC)
- Certification-Two Stroke Engines (EETC)
- Certification-PA Motorcycle Safety Inspection

Career Opportunities
- Equipment Rental & Sales
- Lawn & Garden Equipment Technician
- Lawn & Garden Parts Salesperson
- Lawn & Garden Service Writer
- Motorcycle & Recreational Vehicle Parts Salesperson
- Motorcycle & Recreational Vehicle Service Writer
- Motorcycle & Recreational Vehicle Technician
- Small Engine Technician
Sports Medicine/Rehabilitation Technician
Certificate Program
Willow Street Campus
Intergenerational

Gain skills in Sports Medicine/Rehabilitation Technician

→ Prepare for a professional career in the sports medicine and rehabilitation fields by learning skill necessary to work in areas such as athletic training, physical therapy, occupational therapy, sports medicine and other related fields.

CIP Code 51.2604

Program Length/Days/Times/Dates
1080 Hours/9 Months/40 Weeks
Monday thru Friday, 8:00 am to 2:35 pm
August 26, 2019 – June 2, 2020
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)

Tuition & Fees Subject to Change

Pre-Entrance Expenses

Criminal/Child Abuse Checks: ........................................... $40
FBI Fingerprinting .......................................................... $28
Uniforms: ...................................................................... $65
Tools: ........................................................................... $30

Program Tuition

Base Tuition: ................................................................. $9,200
Lab Fee: ....................................................................... $1,500

Out-of-Pocket Program Fees

Textbooks: ................................................................. $157
Parking Permit: ............................................................ $25
Physical Examination with Immunization
– Current Mantoux TB Test ........................................... $150
Certification-Bloodborne & Airborn Pathogen
(National Safety Council): ........................................... $20
Certification-CPR & AED
(American Heart Association): .................................... $40

Total Estimated Cost: (Subject to change) ....................... $11,255

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)

Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline

• Legal and Ethical Issues in Health Care
• Communication in Health Care
• Infection Control
• Disaster Preparedness
• Emergency Care and First Aid
• Human Needs and Human Development
• Moving, Lifting and Positioning
• Healthcare Provider Skills
• Nutrition and Hydration
• Basic Structures and Functions of the Human Body & Related Diseases with Associated Terminology
• Death & Dying
• Medical Terminology
• Sports Medicine and Rehabilitation
• Certifications

Admissions Requirements

• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Or,

• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations

• Maintain 70% grade and 95% attendance
• Emotional and mental stability
• Empathy to understand the pains & suffering of others
• Good personal hygiene
• Lift heavy objects/people
• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations
• Prolonged standing, bending, & stooping
• Conversions
• Fractions, decimals, percent’s & ratios
• Height/weight
• Intermediate Algebra (College level)
• Metric system
• Roman numerals
• 12th grade to College level English, spelling, grammar
• Attention to detail extremely important
• Basic computer and keyboarding skills
• Demonstrate initiative, responsibility, and critical thinking skills
• Excellent note taking and listening skills
• Transportation for clinical

Support Services

• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications

• Certification-Bloodborne & Airborn Pathogen (National Safety Council)
• Certification-CPR & AED (American Heart Association)

Career Opportunities

• Physical Therapy Aide
• Occupational Aide
Welding Technology
Certificate Program
Mount Joy Campus
Adults Only

Gain skills in Welding Technology
 Prepare for a career welding by learning to interpret fabrication blueprints and perform a wide range of welding processes using advanced welding techniques on modern power tools/equipment.

CIP Code 48.0508

Program Length/Days/Times/Dates
1080 Hours/12 Months/50 Weeks
Monday thru Thursday, 4:00 pm to 9:00 pm
July
January
Maximum Class Size: 18

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .............................................$40
Uniforms: .............................................................................$140
Tools: .......................................................................................$100
Program Tuition
Base Tuition: ..............................................................................$9,310
Certification – American Welding ..............................................$90
Lab Fee: ....................................................................................$1,500
Out-of-Pocket Program Fees
Textbooks: .................................................................................$35
Parking Permit: .............................................................................$25
Total Estimated Cost: (Subject to change) .........................$11,240

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information
Curriculum Outline
• Principles of Welding
• Welding, Drawing, and Weld Symbol Interpretation
• Visual Examination, Inspection, and Testing
• Shielded Metal Arc Welding (SMAW)
• Gas Metal Arc Welding (GMAW)
• Flux Cored Arc Welding (FCAW)
• Gas Tungsten Arc Welding (GTAW)
• Manual Oxyfuel Gas Cutting (OFC)
• Mechanized Oxyfuel Gas Cutting (OFC)
• Manual Plasma Arc Cutting (PAC)
• Manual Air Carbon Arc Cutting (CAC-A)
• Brazing and Soldering

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board’s online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230
Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation

Program Expectations
• Maintain 70% grade and 95% attendance
• Safety around welding equipment, hand tools, power tools & other equipment found in the industry
• Able to lift 50lbs
• Ability to work independently, read & follow directions
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Ability to read and use a ruler
• Decimals, Fractions, Percent’s
• Metric
• Weights/measurements
• Grade appropriate English, spelling, grammar
• Ability to work with a team and independently to complete projects
• Able to convert 2 dimensional drawings into 3 dimensional projects
• Basic computer skills
• Mechanical drawing

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• American Welding Society: SENSE Certification- Level 1 Entry Welder

Career Opportunities
• Aerospace Industry
• Equipment Repair & Sales
• Field Welder
• Industrial Welder/Fabricator
• Oxyacetylene/Plasma Cutter
• Pipe Fitter –Welder
• TIG/MIG/Electric Arc Welder
• Underwater Repair & Fabrication
• Weld Inspector
Gain skills in Welding Technology, Advanced
→ Prepare for a career in Advanced Welding by expanding your knowledge, proficiency, and practice to meet the needs of manufacturing, aerospace, automotive, industrial fabrication, pipeline, ship building, and heavy construction occupations.

CIP Code 48.0508

Program Length/Days/Times/Dates
900 Hours/12 Months/48 Weeks
Monday thru Thursday, 4:30 pm to 9:30 pm
January
Maximum Class Size: 16

Tuition Information

Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: .............................................. $40
Uniforms: ................................................................. $70
Tools: ................................................................. $75
Program Tuition
Base Tuition: ............................................................... $9,400
Lab Fee: ................................................................. $1,500
Out-of-Pocket Program Fees
Textbooks: ................................................................. $90
Parking Permit: ....................................................... $25
Total Estimated Cost: (Subject to change) ......................... $11,200

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Program Information

Curriculum Outline
• Advanced Principles of Welding
• Welding, Drawing, and Weld Symbol Interpretation
• Visual Examination, Inspection, and Testing
• Shielded Metal Arc Welding (SMAW)
• Gas Metal Arc Welding (GMAW)
• Flux Cored Arc Welding (FCAW)
• Gas Tungsten Arc Welding (GTAW)
• Manual Oxyfuel Gas Cutting (OFC)
• Mechanized Oxyfuel Gas Cutting (OFC)
• Manual Plasma Arc Cutting (PAC)
• Manual Air Carbon Arc Cutting (CAC-A)
• Brazing and Soldering

Admissions Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• College Board's online Accuplacer® exam Minimum Scores
• Reading Comprehension: 210
• Arithmetic: 230

Program Expectations
• Maintain 70% grade and 95% attendance
• Safety around welding equipment, hand tools, power tools & other equipment found in the industry
• Able to lift 50lbs
• Ability to work independently, read & follow directions
• Good eye/hand coordination
• Stamina to stand for long periods of time
• Ability to read and use a ruler
• Decimals, Fractions, Percentages
• Metric weights/measurements
• Grade appropriate English, spelling, grammar
• Ability to work with a team and independently
• Able to convert 2 dimensional drawings into 3 dimensional projects
• Mechanical drawing

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certifications
• American Welding Society: SENSE Certification- Level 1 Entry Welder

Career Opportunities
• Aerospace Industry
• Equipment Repair & Sales
• Field Welder
• Industrial Welder/Fabricator
• Oxyacetylene/Plasma Cutter
• Pipe Fitter –Welder
• TIG/MIG/Electric Arc Welder
• Underwater Repair & Fabrication
• Weld Inspector

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation
Specialized Associate Degree Programs

Specialized Associate Degree programs are applied academic programs that focus on training students for hands-on careers. These degree programs focus on specific occupations, so the majority of classes are geared toward practical training. Our degree programs contain between 70 and 80 percent of work in the major area of specialization and between 20 and 30 percent of work in general education studies and information literacy skills. The Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) programs offer degree seeking students an option other than the traditional 4-year degree, thus allowing them to quickly reach their occupational goal.

We offer three programs all in the rapidly-growing career areas of Agri-Science, Healthcare and Transportation each awarding an Associate in Specialized Technology:

- Automotive Technology
- Dental Hygiene
- Veterinary Technician

Specialized Associate Degree Programs:

- Are open to adult students and require High School Completion, or its equivalency.
- Are credit based programs at least 2 years in length.
- Are eligible to receive Federal Financial aid, as well as, funding through other Federal, State or Local agencies.
- Are eligible to receive PHEAA State Grant funds.
- Follow the school calendar for closure.
- Follow the Admissions process outlined in this catalog.
- Have specific enrollment requirements. Be sure to pay attention to the specific requirements on each program page.
- Have specific attendance and/or grade requirements. Be sure to pay attention to the specific requirements for your chosen program of enrollment.
Automotive Technology AST
Associate in Specialized Technology Degree
Willow Street Campus
Adult Only
Early Enrollment High School Students

Program Description
The Automotive Technology program prepares students to work in an automotive dealership as a mechanic. The program covers brake systems, steering and suspension, electronics/electricity, and engine performance, heating and air conditioning, manual and automatic transmissions. In addition to these areas, the program includes instruction in automotive fundamentals, diagnosis, engine management systems, and Pennsylvania State safety/emission inspection procedures. This intensive program allows students to continue to learn technical skills as they work side-by-side with an experienced technician at a local dealership. In addition, the Automotive Technology program adds a green technologies component, which focuses on alternative fuels and environmental issues within the car industry.

CIP Code 47.0604
Program Length/Days/Times/Dates
68 Semester Credits / 1570 Clock Hours/14 Months
Monday through Friday, 8:00 am to 4:00 pm
August 26, 2019 to October 5, 2020
Maximum Class Size: 24

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
    Criminal/Child Abuse Checks: ................................................. $40
    Uniforms: ................................................................................ $80
Program Tuition & Fees
    Base Tuition: .............................................................. $20,400
    Lab Fee: ............................................................................. $3,000
Out-of-Pocket Program Fees
    Textbooks: .............................................................................. $800
    Tool Kit: ................................................................................ $250
    Parking Permit: ................................................................. $25
    Certification - PA Safety Inspection License: ......................... $10
    Certification - PA Emissions Inspection License: ..................... $55
    Certification – NATEF: ........................................................ $15
    Certification – ASE: ............................................................. $120
Total Estimated Cost: (Subject to change) .............................. $24,795

Indirect costs (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Admission Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• Admissions Interview
  • College Board's online Accuplacer® exam Minimum Scores:
    • Reading Comprehension: 220
    • Arithmetic: 240

Program Information

Program Objectives
• Examine vehicles, compile estimates of repair costs, and secure customers’ approval to perform repairs.
• Repair, overhaul, or adjust automobile brake systems.
• Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.
• Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.
• Inspect and test new vehicles for damage and record findings so that necessary repairs can be made.
• Test electronic computer components in automobiles to ensure proper operation.
• Tune automobile engines to ensure proper and efficient functioning.
• Install or repair air conditioners and service components, such as compressors, condensers, and controls.
• Repair, replace, or adjust defective fuel injectors, carburetor parts, and gasoline filters.
• Remove and replace defective mufflers and tailpipes.
• Prepare for a career as a "lifelong" learner in the continual changing automotive industry.

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certification
• PA Dept. of Trans- Certified Emissions Inspector
• Certified Safety Inspector I
• 609 A/C Certification
• Automotive Services Excellence (ASE)

Career Opportunities
• Automotive Inspection Technician
• Automotive Maintenance Technician
• General Repair Technician
• Entry Level Transmission Technician
• Entry Level Drivability Technician

Or,
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing.
• Submit all required background checks
• Attend an Interview
• Attend a Program Orientation
• Signed Enrollment Agreement
## Required Courses

### Core Class Requirements

<table>
<thead>
<tr>
<th>Course#</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANS 100</td>
<td>Fundamental Shop Practice</td>
<td>1</td>
</tr>
<tr>
<td>TRANS 110</td>
<td>Preventative Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>TRANS 120</td>
<td>Cooling Systems</td>
<td>3</td>
</tr>
<tr>
<td>TRANS 130</td>
<td>Electrical/Electronic Systems</td>
<td>5</td>
</tr>
<tr>
<td>TRANS 131</td>
<td>Advanced Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>TRANS 140</td>
<td>Basic Brakes</td>
<td>3</td>
</tr>
<tr>
<td>TRANS 141</td>
<td>Advanced Brakes</td>
<td>2</td>
</tr>
<tr>
<td>TRANS 160</td>
<td>Steering &amp; Suspension</td>
<td>3</td>
</tr>
<tr>
<td>TRANS 170</td>
<td>PA Safety Inspection</td>
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<tr>
<td>TRANS 171</td>
<td>Emissions Inspection</td>
<td>1</td>
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<tr>
<td>TRANS 189</td>
<td>Engine Mechanical</td>
<td>3</td>
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<tr>
<td>TRANS 190</td>
<td>Engine Performance</td>
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<tr>
<td>TRANS 191</td>
<td>Advanced Engine Performance</td>
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<tr>
<td>TRANS 195</td>
<td>Heating &amp; Air Conditioning</td>
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<tr>
<td>TRANS 205</td>
<td>Manual Transmission</td>
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<td>TRANS 210</td>
<td>Automatic Transmission</td>
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<tr>
<td>TRANS 240</td>
<td>Automotive Practicum</td>
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### General Education Requirements

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<th>Course#</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 175</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>GEN 200</td>
<td>Professional Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Technical Math</td>
<td>3</td>
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<tr>
<td>PSYCH 101</td>
<td>General Psychology</td>
<td>3</td>
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**Graduation Requirement** ........................................68
Automotive Technology AST – Core Course Descriptions

TRANS-100 (1.0 credit)
Fundamental Shop Practice
Provides an overview of reading and following basic manuals, safety procedures, measurement, hand tool and power tool proper usage. Topics include basic and precision measuring using micrometers or Vernier’s calipers. Students will also learn to use an oxyacetylene torch to braze, weld and cut.

TRANS-110 (3.0 credits)
Preventative Maintenance
Combines both theory and lab covering proper vehicle maintenance. The course covers wheel and tire assembly, exhaust system inspection, cooling system checks, and proper routine service maintenance.

TRANS-120 (3.0 credits)
Cooling Systems
Combines both theory and lab as an introduction to vehicle cooling systems. Procedures for inspection, troubleshooting, removal and installation are performed.

TRANS-140 (3.0 credits)
Basic Brakes
Combines both theory and lab covering the diagnosis and repair of different braking systems. Topics include general brake systems, drum brakes, disc brakes and troubleshooting issues.

TRANS-141 (2.0 credits)
Advanced Brakes
Prerequisite: TRANS-140
Combines both theory and lab to build upon the foundation of basic braking systems. This course covers such topics as: power assist units, antilock brakes, traction control systems, and hydraulic system.

TRANS-160 (3.0 credits)
Steering & Suspension
Combines both theory and lab to teach the principles of steering and suspension system. Topics include general suspension and steering diagnosis, steering systems diagnosis and repair, front suspension, rear suspension, wheel alignment adjustment and repair, and wheel and tire diagnosis and repair.

TRANS-130 (5.0 credits)
Electrical/Electronic Systems
Combines both theory and lab in a comprehensive manner to provide core knowledge in vehicle electrical systems. Topics include general electrical system diagnosis, battery diagnosis and service, starting system diagnosis and service, charging system diagnosis and repair, lighting systems, information systems diagnosis and repair, and accessory diagnosis and repair.

TRANS-170 (2.0 credits)
Safety Inspection
Combines both theory and lab to prepare students to earn certification through the Pennsylvania Department of Transportation as both a Certified Safety Inspector.

TRANS-189 (3.0 credits)
Engine Mechanical
Students will learn components and functions of an engine. As part of the class, students will be expected to remove, inspect, service, repair as necessary, and reinstall a vehicle engine. Students will program test of the assembled engine and check for oil pressure, compression, leakage, rough running, and unusual noises or conditions.

TRANS-190 (5.0 credits)
Engine Performance
This course combines the overall knowledge of vehicle systems to demonstrate effects on performance. Engine performance topics include general engine diagnosis, computerized engine control systems, ignition systems, fuel systems, air induction, exhaust systems, emissions control, exhaust gas recirculation, exhaust gas treatment, air temperature controls, fuel evaporation controls, evaporative emissions controls, and engine related service.

TRANS-195 (2.0 credits)
Heating and Air Conditioning
The course covers the theory of heating and air conditioning, diagnosis and repair of climate control components, recovery and safe disposal of refrigerant. Students will learn to follow and become familiar with the regulations and environmental hazards.

TRANS-171 (1.0 credit)
Emission Inspection
Combines both theory and lab to prepare students to earn certification through the Pennsylvania Department of Transportation as both a Certified Emission Inspector.

TRANS-131 (3.0 credits)
Advanced Electrical Systems
Prerequisite: TRANS-130
Prerequisite TRANS-130. Topics include advanced electrical system diagnosis and application of automotive circuits and accessories. It includes the construction and servicing of lighting systems, gauges, warning devices, windshield wipers, and solid state devices. An overview of Electric and Hybrid engine designs, alternative fuels and green technologies will be incorporated.

TRANS 191 (2.0 credits)
Advance Engine Performance
Pre-requisite: TRANS-190
Prerequisite TRANS 190. This course combines the overall knowledge of vehicle systems to demonstrate effects on performance. Advanced Engine performance topics include engine diagnosis, computerized engine control systems, ignition systems, fuel systems, air induction, exhaust systems, emissions control, exhaust gas recirculation, exhaust gas treatment, air temperature controls, fuel evaporation controls, evaporative emissions controls, and engine related service.

TRANS 205 (2.0 credits)
Manual Transmissions
Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair.

TRANS 210 (2.0 credits)
Automatic Transmissions
Introduces automatic transmission hydraulic and mechanical operations, transmission repair, and automatic transmission, hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter, gear train, shafts, bushings and case; friction and reaction units.

TRANS-240 (6.0 credits)
Automotive Practicum
(300 hours of practicum are required.)
Students are placed in a specialized work experience specific to career goals. The application of knowledge and skills secured through previous courses will be applied to a workplace setting. All practicum students will work under the guidance of an experienced automotive technician and supervised by an assigned school externship supervisor for the 300 hours. The externship supervisor will provide weekly contact and coordination with the student and the externship site supervisor. Students are evaluated through skill application and soft skills through a rubric developed specifically for the course.
Veterinary Technology AST
Associate in Specialized Technology Degree Program
Willow Street Campus
Adult Only
Early Enrollment High School Students

Program Description
The program combines classroom theory and laboratory experience on topics including care, surgical procedures, proper washing and feeding techniques, and overall care of animals. By completing the program, students will be eligible to take the Veterinary Technician National Exam (VTNE) for Licensing as a Certified Veterinary Technician. In the Veterinary Technology Program, students will be instructed on veterinary practice and administration, including topics on how to obtain animal health records, schedule appointments, admit and discharge patients, file medical records, handle receipts, perform basic client education, and all aspects of customer relations. The demand for trained veterinary technicians has steadily increased over the past decade and this growth is expected to continue. Veterinary technicians provide surgical and nursing care to animals in clinics. They also provide basic care, perform laboratory procedures, prep the treatment room, restrain animals during examination and treatment, assist in administering injections, apply wound dressings, and clean teeth.

CIP Code 51.0808

Program Length/Days/Times/Dates
74 Semester Credits/1535 Clock Hours/2 Years
Monday thru Friday, 8:00 am to 4:50 pm
August 26, 2019 – June 25, 2021
Maximum Class Size: 24

Tuition Information
Direct cost (The cost of the program)
Tuition & Fees Subject to Change
Pre-Entrance Expenses
Criminal/Child Abuse Checks: $40
Uniforms: $170
Tools (Watch w/second hand): $55
Program Tuition & Fees
Base Tuition: $22,200
Rabies Vaccination Fee: $1,200
Lab Fee: $4,000
Out-of-Pocket Program Fees
Textbooks: $900
Parking Permit: $25
Certification – VTNE: $300
Total Estimated Cost: $28,890

Indirect costs: (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)
Dependent Student: $14,015
Independent Student: $15,815

Admission Requirements
• Program application.
• High school diploma or HSE (High School Equivalency)
• Admissions Interview
  • College Board’s online Accuplacer® exam Minimum Scores:
    • Reading Comprehension: 220
    • Arithmetic: 240

Program Information
Program Objectives
• Monitor animals’ recovering from surgery and notify veterinarians of any unusual changes or symptoms.
• Clean and maintain kennels, animal holding areas, examination and operating rooms, and animal loading/unloading facilities to control the spread of disease.
• Hold or restrain animals during veterinary procedures.
• Administer medication, immunizations, and blood plasma to animals as prescribed by veterinarians.
• Provide emergency first aid to sick or injured animals.
• Assist veterinarians in examining animals to determine the nature of illnesses or injuries.
• Clean, maintain, and sterilize instruments and equipment.
• Perform routine laboratory tests or diagnostic tests such as taking and developing x-rays.
• Administer anesthetics during surgical procedures.
• Prepare surgical equipment, and pass instruments and materials to veterinarians during surgical procedures.

Support Services
• Student services
• Learning Resources
• Resume writing and job interviewing skills
• Job search assistance
• Job listing for graduates

Program Certification
• Eligible to take the Veterinary Technician National Exam (VTNE) for Licensing as a Certified Veterinary Technician.

Career Opportunities
• Veterinary Technician
and demonstrate proper procedures for learning and a laboratory setting to understand animal care, surgical procedures, proper washing and feeding techniques, and overall care of small animals. In addition, students learn the function and operations of veterinary hospitals.

VET 160 (3.0 credits)
Veterinary Radiology
The course uses both knowledge based learning and a laboratory setting to understand and demonstrate proper procedures for radiation safety, radiology technique, imaging techniques and restraint for imaging.

VET 130 (4.0 credits)
Animal Biology/Veterinary Anatomy & Physiology I
Pre-requisite: Admission into the Veterinary Technology Program
An introduction to basic concepts in biology through study of the major lineages of invertebrate and vertebrate animals, with emphasis on the ontogeny, structure, and function of organ systems in an evolutionary context. Topics covered will include basic cell structure and function, development, systematics, and evolution. The laboratory will focus on observation of structural-functional relationships of living and preserved representatives of the major animal phyla. The course examines veterinary terminology and small animal anatomy & physiology. Body systems covered include the sensory, integumentary, skeletal, muscular, respiratory, circulatory, and immune systems.

VET 124 (3.0 credits)
Pharmacology
Pre-requisite: VET 130, 170, ENG 105, MATH 120
The course uses both knowledge based learning and a laboratory setting to understand and demonstrate proper procedures for identifying, administering, calculating, storing and labeling veterinary pharmaceuticals. Procedures for safety and maintaining proper documentation will also be covered.

VET 130 (4.0 credits)
Animal Biology/Vet Anatomy & Physiology I
Pre-requisite: VET 130, 170, ENG 105, MATH 120
Through laboratory experience and practice students will learn the basics in exam procedures, and laboratory procedures. Students will run a simulated veterinary lab to obtain necessary skills for a veterinary assistant. (2.0 credits) This course uses knowledge based learning to understand the basics in care of birds, reptiles and small mammals. Behavior, diagnostics, nutrition, husbandry and zoonosis are covered.
This course provides an introduction to biological principles, as well as organ system structure and function of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, cardiovascular system, integumentary system, respiratory system, nervous system, reproductive system and the special senses.

**VET 131 (4.0 credits)**
Veterinary Anatomy & Physiology II
Pre-requisite: VET 130, 170
The course builds upon the basic knowledge of animal body systems and introduces common disorders.

**VET 150 (4.0 credits)**
Veterinary Parasitology
Pre-requisite: VET 130, 170, ENG 105
This course uses a theory setting to gain knowledge in suggested parasite treatments and procedures for controlling parasite infections and a laboratory setting to demonstrate proper procedures for skills used in identifying parasites.

**VET 160 (2.0 credits)**
Veterinary Radiology
Pre-requisite: Admission into the Veterinary Technology Program
This course uses both knowledge based learning and a laboratory setting to understand and demonstrate proper procedures for radiation safety, radiology technique, imaging techniques, and appropriate restraint for imaging.

**VET 170 (6.0 credits)**
Veterinary Nursing Techniques I
Pre-requisite: Admission into the Veterinary Technology Program
This course uses both knowledge based learning and a laboratory setting to understand topics specific to the nursing care of animals in the clinical setting. The laboratory will provide experience in implementation of the topics covered in lecture.

**VET 151 (6.0 credits)**
Veterinary Clinical Pathology
Pre-requisite: VET 124, 130, 131, 150, 170
This course uses both knowledge based learning and a laboratory setting to understand topics and skills specific to microbiology, hematology, cytological and urinalysis. The skills learned in this course are vital to optimal patient diagnosis and outcome.

**VET 200 (3.0 credits)**
Large Animal Medicine
Pre-requisite: VET 124, 130, 131, 150, 170
This course prepares the student to work with large animals. The student will learn the importance of a thorough physical examination and medical record for large animals. Common diseases and conditions found in equine and food animal species along with how to provide proper hospitalized care will be learned.

**VET 201 (1.0 credit)**
Veterinary Nutrition
Pre-requisite: VET 130, 131, 170
This course will provide an overview of small animal nutrition. It will begin with an introduction to the basic concepts of nutrition including defining the types of nutrients, the concept of energy, and specific nutrient requirements. We will then discuss the basics of feeding healthy dogs and cats of various life stages. Lastly, we will expand into a detailed discussion of the clinical application of nutrition in small animal practice including the role of nutrition in the management of common diseases, the use of nutritional supplements, and a discussion of common toxins and the principles of managing toxicities in practice.

**VET 210 (6.0 credits)**
Veterinary Anesthesia/Surgical Nursing
Pre-requisite: VET 120, 124, 130, 131, 151, 170, ENG 105, MATH 120
This course uses both knowledge based learning and a laboratory setting to understand topics and skills specific to surgical skills in veterinary medicine. Proper use and identification of surgical instruments, aseptic technique, suture material and surgical equipment will be demonstrated. The students will learn the importance in the role of a veterinary technician regarding the most common surgical procedures. In addition, a special focus placed on the principles of anesthesia using a laboratory setting to demonstrate proper procedures for skills utilized in anesthetic nursing. Skills for induction, maintenance and monitoring of anesthesia along with problem solving and emergency situation scenarios will be discussed and demonstrated.

**VET 220 (1.0 credit)**
Emergency Small Animal
Pre-requisite: VET 120, 124, 130, 131, 151, 170
This course examines the diseases and disorders seen in small animal practice on an emergency basis. Emphasis will be placed on diseases and disorders where triage, critical thinking, communication, and nursing skills are crucial to the animal’s outcome.

**VET 230 (1.0 credit)**
Veterinary Dentistry
Pre-requisite: VET 130, 131, 170, MATH 120
This course will provide an overview of veterinary dentistry, with a focus on canine and feline dentistry. The major topics for this course include the following: dental anatomy, common dental diseases, dental instruments and equipment, dental radiography, basic dental procedures (including charting, routine periodontal care, anesthesia/monitoring/analgesia considerations, and post-operative considerations), and home care for clients.

*Please note, even though this course does not have a specific lab component, we will do hands-on activities during class including demonstration and operation of dental equipment, taking dental radiographs, assessing dental anatomy in cadaver +/- live animals.*

**VET 250 (1.0 credit)**
VTNE Preparation Course
Pre-requisite: Successful completion of all prior courses.
To prepare students and act as a refresher to review key elements associated with the Veterinary Technician certification exam.

**VET 260 (7.0 credits)**
Veterinary Tech Externship
Pre-requisite: Successful completion of all prior courses.
Students are placed in clinical sites specific to career goals. The field experience assigns students a mentor with experience in the veterinary field. All students are monitored by the classroom instructor and graded upon their performances. Clinical sites include local animal hospitals, veterinary offices, and specialty and referral hospitals.
DENTAL HYGIENE AST  
Associate in Specialized Technology Degree Program  
Willow Street Campus  
Adult Only  
Early Enrollment High School Students  

Program Description  
The program combines classroom theory and laboratory experience on topics including patient assessment, documentation, prevention techniques, therapeutic dental hygiene treatment, local anesthetic sealants, impressions, fluoride application and dental radiography for entry level dental hygienist. By completing the program, students will be eligible to take the Dental hygiene national boards and state/regional clinical boards. In the Dental Hygiene Program, students will be instructed on dental hygiene practice, dental practice administration, dental assisting basics, and all aspects of customer relations. The demand for trained dental hygienists has steadily increased over the past decade and this growth is expected to continue. Dental Hygienists may find employment opportunities in private dental offices, public health clinics, hospitals, dental insurance companies, educational facilities & dental sales.  

CIP Code  51.0808  

Program Length/Days/Times/Dates  
90 Semester Credits/2150 Clock Hours/2 Years  
Monday thru Friday, 8:00 am to 4:30 pm  
August 26, 2019 – June 12, 2021  
Maximum Class Size: 15  

Tuition Information  
Direct cost (The cost of the program)  
Tuition & Fees Subject to Change  
Pre-Entrance Expenses  
Criminal/Child Abuse Checks (Required yearly): .................. $40  
FBI Criminal History Clearance Report:* .......................... $25  
Drug Abuse Screening (Required yearly):* .......................... $80  
TB Testing (biennial):* ..................................................... $50  
Uniforms: ........................................................................ $150  
Instrument Kit:* .............................................................. $2,350  
Program Tuition & Fees  
Base Tuition: .................................................................... $30,650  
Lab Fee: ............................................................................ $2,250  
Student Insurance Fee: .................................................... $75  
Out-of-Pocket Program Fees  
Textbooks: ........................................................................ $1,568  
Parking Permit: ................................................................. $25  
Hepatitis series (3 step) – mandatory for clinical:* .................. $240  
Tetanus update – mandatory for clinical:* ........................... $36  
National Boards: ............................................................... $426  
State Regional Board (CDCA): ......................................... $975  
Certification – CPR:* ....................................................... $10  
Total Estimated Cost: (Subject to change) ......................... $39,000  

Indirect costs: (Estimated personal expenses that you may incur, such as child care, housing, transportation, etc.)  
Dependent Student: $14,015  
Independent Student: $15,815  

Admission Requirements  
• Program application.  
• High school diploma or HSE (High School Equivalency)  
• Admissions Interview  
• College Board’s online Accuplacer® exam Minimum Scores:  
  • Reading Comprehension: 220  
  • Arithmetic: 240  

Or,  
• the LCCTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing.  
• College or High School level Chemistry and Biology completed with an earned C or better.  
• Physical & 2 Step PPD testing  
• School required vaccinations  
• Drug Screen  
• Proof of completed CPR/AED certification  
• Completed 1 letter of reference  
• 10 completed Observation Hours  
• Background Qualification Form  
• Formal Interview - to be scheduled once all other steps are completed  
• Submit all required background checks  
• Attend an Interview  
• Attend a Program Orientation  
• Signed Enrollment Agreement  

Program Information  
Program Objectives  
• To assist students in obtaining the entry level technical skills and work ethics necessary to qualify for employment and success in the Dental Hygiene field.  
• Provide patient assessment, problems identification, plan intervention, implement the plan, evaluate effectiveness, and document patient procedures.  
• Demonstrate ethics and professionalism.  
• Demonstrate aseptic techniques and proper instrument processing.  
• Demonstrate entry level competency in all areas of legal dental hygiene procedures.  
• Clean, maintain, and sterilize instruments and equipment.  
• Perform diagnostic tests including radiographs.  
• Administer local anesthetics.  
• Prepare surgical equipment, and pass instruments and materials for a variety of dental procedures and be able to explain these procedures to patients.  

Support Services  
• Student services  
• Learning Resources  
• Resume writing and job interviewing skills  
• Job search assistance  
• Job listing for graduates  

Program Certification  
• Eligible to take the Dental Hygiene National Boards  
• Dental Assisting National Board – Radiation Health & Safety Exam  

Career Opportunities  
Dental Hygienist
in the co-preclinical lab course DEN 120 course.

**DEN 120**

**Dental Hygiene Pre-Clinical 1**

Pre-requisite: admission in Dental Hygiene

Dental Hygiene Pre-clinic lab is a co-course with Dental Hygiene theory 110. It is designed to introduce basic clinical skills utilizing typodonts (some skills require student partners) in a pre-clinical setting. Students are taught to perform oral health assessments, instrumentation and infection control procedures prior to seeing patients in DEN 220.

**DEN 130**

**Dental Radiology with Lab**

Pre-requisite: admission in Dental Hygiene

Students shall be prepared to take safely, diagnostic quality radiographs. Foundations in theory and practical use is developed during theory and applied during the preclinical lab using Dexter models and radiographic equipment.

**DEN 140**

**Infection Control in the Dental Office**

Pre-requisite: admission in Dental Hygiene

Infection control is necessary for both patient and dental team safety. This course covers blood borne pathogen standards, OSHA standards and CDC guidelines, as well as an introduction to microbiology and common pathogens. The clinic/lab portion of this course is done in DEN 120.

**DEN 150**

**Introduction to Dental Hygiene Prevention**

Pre-requisite: admission in Dental Hygiene

Introduction to oral disease, patient motivation and behavior change with preventive methods are explored. Pre-clinical lab practicing various aspects of prevention education on Dexter, fellow students.
DEN 200
Oral and Maxillofacial Anatomy
Pre-requisite: DEN 100, BIO 100
Oral and maxillofacial anatomy knowledge is necessary for hygienists to communicate with the dentist, perform head and neck screening evaluations, understand basic medical/dental conditions, and discuss the dentist’s findings with patients.

DEN 210
Dental Hygiene Theory II
Pre-requisite: Fall semester dental courses
Students will gain experience in basic radiology interpretation, nonsurgical and surgical periodontal therapies, bleaching, hypersensitivity implants and developing dental hygiene care plans. Full varieties of dental procedures are explored with clinical applications for the dental hygiene student. Clinical practice is in

DEN 220
Dental Hygiene Clinic II
Pre-requisite: Fall semester dental courses
Radiographic skills, dental anatomy, infection control skill and basic dental hygiene skills are practiced during the clinical lab.

DEN 230
Medical Emergencies in the Dental Office
Pre-requisite: Fall semester dental courses
Life threatening emergencies can happen in the dental office-staff, dentist or patient. Upon successful completion of this course, the student will be able to practice emergency prevention, recognize an emergency and be prepared to emergency care.

DEN 300
Nutrition/Biochemistry
Pre-requisite: BIO 100, 200
This course is designed to show dental hygiene students how to apply sound nutrition principles when assessing and implementing preventive plans in the total care of patients. The dental hygiene student should be able to assess the oral cavity in relation to the patient’s nutritional, dietary habits and overall health status.

DEN 320
Dental Hygiene Clinic III
Pre-requisite: DEN 210, 220, 230
Radiographic skills, infection control skill and basic dental hygiene skills will be practiced during the clinical lab.

DEN 410
Dental Hygiene Theory IV
Pre-requisite: DEN 300, 320
Students will learn how to assess and develop an appropriate preventive and treatment plan care for a variety of patients with special needs.

DEN 420
Dental Hygiene Clinic IV
Pre-requisite: DEN 300, 320
Radiographic skills, infection control skill and dental hygiene skills will be refined during the clinical lab with patients.

DEN 430
Pharmacology for Dental Hygiene
DEN 420, 440, 450, 460, 470
Pharmacology for the hygienist will help:
• aid in identifying abnormal conditions
• develop skills necessary to obtain more information from the patient
• identify resources to identify drugs and their interactions
• educate patients about the more common side effects with specific oral hygiene considerations of the drugs.

DEN 440
Dental Materials
Pre-requisite: DEN 210
The Dental Materials course will introduce students to the rationale and use of the most common materials used in dental offices and laboratories. Students will learn how to manipulate, measure, and work with dental materials in a sterile environment using the necessary safety precautions needed to provide patient care.

DEN 450
Oral Pathology
Pre-requisite: DEN 210, 320. 460, BIO 100, 200, 220
Oral Pathology for the hygienist will help students:
• aid in identifying abnormal conditions
• develop skills necessary to obtain more information from the patient
• identify resources to identify abnormalities clinically.
• Educate patients about the more common oral pathology with specific oral hygiene considerations of the pathology.

DEN 460
Periodontology
Pre-requisite: Fall and Spring Dental Hygiene
The Periodontology DEN 460 course includes the study of normal and diseased periodontium with the structural, functional, and environmental factors. This course includes topics in assessment, etiology, pathology, the histopathology, and role of inflammation in periodontal disease, as well as the classifications of periodontal diseases. An emphasis is placed on the application of theory to the clinical setting, treatment modalities, and therapeutic and preventive periodontics in the contemporary dental hygiene practice setting.

DEN 470
Local Anesthetic
Pre-requisite: Fall , Spring and Summer Dental Hygiene
Local anesthesia for the hygienist will help students complete safe and effective administration of local and topical anesthetic. The didactic portion of this course will be utilized in administering local anesthetic in DEN 420 clinic on typodonts and students prior to administering anesthetic to patients in DEN 520.

DEN 510
Dental Hygiene Topics
Pre-requisite: DEN 410
Students will explore various hygiene topics with selection and development of their own project / report and oral presentation.

DEN 520
Dental Hygiene Clinic V
Pre-requisite: DEN 410, 420
Radiographic skills, infection control skills and dental hygiene skills will be refined during the clinical lab with patients. Students will gain experience in administering local anesthetic.

DEN 530
Ethics & Legal for Dental Hygiene
Pre-requisite: DEN 410, 420
Legal and ethics course will provide students with basic legal and ethical concepts and information on the Pennsylvania State laws, rules and regulations as pertains to the practice of dental hygiene. Students will participate in case studies. Out of State Students will explore their respective State Laws.

DEN 540
Business Math: Practice Management in Dentistry
Pre-requisite: DEN 410, 420
The Practice Management course provides a broad overview of the dental business operation, as well as insurance billing, ethics, dental software documentation, and employee information to prepare hygienists to be competitive in the current job market.

DEN 560
Community Dental Health
Pre-requisite: Dental Hygiene year 1
The Community Oral Health Practice course for the Dental Hygienist helps students understand how to help improve oral health care in various communities and to build a successful career in the public health sector. As health care providers, dental hygienist have a duty to serve the community. Students will select, plan, develop and implement, evaluate a community project.
general education course descriptions

bio 100 (3.0 credits)
general human anatomy & physiology i
in this course, students will learn basic human anatomy and physiology knowledge that is necessary for hygienists to communicate with the dentist and with patients, and understand medical/dental conditions to provide safe dental hygiene care.

bio 200 (3.0 credits)
general human anatomy & physiology ii
human anatomy and physiology basics knowledge is necessary for hygienists to communicate with the dentist and with patients, and understand medical/dental conditions. the course explores all areas of human anatomy, physiology, and pathology as an introductory course to provide foundation for the dental hygienist.

bio 240 (3.0 credits)
general microbiology
introductory microbiology is designed for nursing and dental hygienists. it includes basic concepts about microbes and their effect on our world and more specifically humans. concepts of general pathology and immunology are also included.

chem-102 (3.0 credits)
fundamentals of chemistry
chemistry is a dynamic and rapidly changing field. this course is primarily designed to prepare students who wish to pursue a science major requiring a comprehensive course in general chemistry. the course has four major goals: to provide a clear, consistent methodology that promotes quantitative problem solving skills, student engagement through everyday matters related to chemistry, to provide understanding of problem areas, and to ensure understanding of chemistry concepts.

eng-105 (3.0 credits)
english composition
this english composition course is designed to increase your sensitivity to language and increase your awareness to the various forms of writing—narrative, persuasive, research, casual analysis, etc. through various readings, you will learn to critically read and analyze texts, offering your insights in class discussions. you will work independently and in group settings as a means to develop writing and communications skills. in addition, you will learn to view your writing objectively, integrating logical approaches to your writing, and understanding and identifying the role of audience and reader as related to your writing. you will learn the tools of the writing process, involving brainstorming, outlining, writing, proofreading and editing multiple drafts to a final draft.

gen-200 (3.0 credits)
professional seminar
the seminar is designed to provide students with skills in basic reasoning and logic. the course will improve the students’ ability to analyze and evaluate everyday situations with a focus on the workplace. the course will provide students with the opportunity to provide arguments and improve upon their argument presentation.

math-120 (3.0 credits)
technical math
this course is a comprehensive treatment of the algebra of real and complex functions and their application to problems in all branches of science and technology. the course develops necessary skills to manipulate relations and model phenomenon according to the algebra of the real and complex number systems. as new functions are introduced graphical and algebraic methods are used to develop mathematical models and methods of solution covering a variety of applications in the sciences.

bus-110 (3.0 credits)
business management
a review of considerations faced by an individual planning to establish and manage a small business venture. includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control.

comm-175 (3.0 credits)
public speaking
this course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. in addition, the students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. this course will help prepare students to communicate in the workplace setting with customers, employees, employers, supervisors, and other business associates.

psych-101 (3.0 credits)
general psychology
this course introduces psychology as a basic and applied science. students will investigate the scope of the field and explore the physiological, psychological, social, and cognitive influences on behavior. the study of psychology is beneficial in understanding aspects of human behavior within the workplace environment.

soc 100
introduction to sociology
the class offers an introduction to the basic nature of society and the relationship between society and the individual. this course focuses on how society functions and is organized, and how society impacts and influences individual motivation, understanding, action, and well-being. basic sociological ideas regarding social relations, social interaction, social structure, and social change are examined. students are introduced to key issues addressed by contemporary sociologists: class, race, gender, sexuality, religion, globalization, education, health care, crime, the media, and the environment. the knowledge gained in this course will aid students in future studies within a variety of fields and careers, and encourage the development of critical thinking about important issues.
SECTION 3: Registration / Admissions

The first step to enrolling at the Lancaster County Career & Technology Center is to determine the enrollment process that is right for your program selection. Enrollment in our Short Term/Continuing Education Programs is completed through a quick and easy process called the **Registration Process**. Our Certificate, Diploma and Degree Programs have a much broader process for enrollment called the **Admissions Process**. Once you have determined your desired program of enrollment, Short Term, Full Time or Degree, simply follow the appropriate process below.

**Registration Process – Short Term Programs**

1. Apply on line at [www.lancasterctc.edu](http://www.lancasterctc.edu)
2. Follow the online instructions to complete the process.
3. Locate your desired program of enrollment on the specific program page to learn of any additional steps you must take prior to the start of class.
4. Clearances are required for programs running during secondary hours:
   - PA Child Abuse History Clearance.
   - PA State Police Criminal Record.
   - FBI Federal Criminal History Record
Admissions Process – Certificate, Diploma and Degree Programs (programs above 600 hours)

Students wanting to enroll in the certificate, diploma and specialized associate degree program must complete all required elements for admissions. There are general admission requirements that all students must complete and then some requirements that are program specific. Below are the general admission requirements for all students. **Additional Program Specific Requirements** are found on individual program pages. Students successfully completing and meeting all admissions requirement are eligible to be enrolled in the program.

- Apply on line at [www.lancasterctc.edu](http://www.lancasterctc.edu)
- Follow the online instructions to complete the process.
  - Provide proof of high school completion.
  - All students must submit either their high school transcript, GED transcript, or an equivalent. **Note:** Students who submit a GED transcript or an equivalent must be at least 19 years of age.
- All students submitting foreign high school completion documentation must have it evaluated for equivalency prior to submission*.
- Attend pre-entrance assessment testing. Prospective students must attain a minimum score as prescribed by the program.
  - Request Transfer of credit. For college credits to transfer, official college transcripts must be received by the application deadline. Determination of credits transferred will be provided to the prospective student.
  - Courses must have been completed within the last 5 years with the exception of: A&P I, A&P II, DEN 130- these courses must have been completed within the previous 12 months.
- All students submitting foreign college transcripts must have them evaluated for equivalency prior to submission*.
- Complete TOEFL testing (non-native speakers of English only). Prospective students must score 70 or higher, Practical Nursing applicants must score a 79.
  - Submit Clearances.
  - PA Child Abuse History Clearance.
  - PA State Police Criminal Record.
- FBI Federal Criminal History Record
- Students must attend an orientation program prior to the first day of class.
- See individual program page for **Specific Program Requirements**.

*If your foreign transcripts have not been evaluated, you must go online to [www.naces.org](http://www.naces.org) to have your transcript evaluated.
Re-Admissions Process – Certificate, Diploma and Degree Programs

The student may reenter the Program subject to the following conditions:

1. All outstanding financial and academic requirements must be met before applying to reenter the Program.
2. The school will request medical certificate if the leave was due to a medically related condition.
3. If readmission is desired within a 12-month period, the student must contact the respective program director.
4. If readmission is desired after a 12-month period, the student must reapply to reenter the program.
5. The re-entering student will be assessed the current tuition rate.
6. Immunization, medical forms, CPR, drug screen, clearances, and any other mandatory documents must be up to date.
7. If a student is dismissed and then readmitted to the program, an academic improvement plan may be required to assist the student in reaching academic success. The student must follow the objectives of the academic improvement plan as prescribed in order to remain in the program.
8. Students who are dismissed from the program may not be readmitted unless satisfactory evidence can be shown that deficiencies have been corrected. The student must reapply to the program.

Academic Improvement Plan Definition
The academic improvement plan is a plan of action in order to facilitate the success of the student in completing the program and is required if a student is choosing to use financial aid funding. The student must satisfactorily follow and complete the course of action. The student then meets with the Administration to assess any further areas of need. The intent is that the student will demonstrate the ability to be successful with the curriculum and rules of the program.
The administration and faculty of the Lancaster County Career & Technology Center believe that education is a family investment. Therefore, the primary responsibility for financing a student’s education rests with the student and the student’s family. Prior to enrollment, prospective students should seek out possible funding sources for their training. Lancaster County Career & Technology Center participates in various federal, state and local financial aid programs.

Tuition Charges & Payments

Short-Term Programs

- Full course and material fees must be paid in order to secure a seat in the class.
- Students are responsible for purchasing textbooks unless otherwise noted.
- If a uniform is required for class, it is the responsibility of the student to purchase it before the start of class.

Full-Time Certificate, Diploma and Degree Programs

- All students must pay a $200 tuition deposit to hold a seat in class.
- Students entering into a program without financial assistance must be set up on a satisfactory payment plan no later than one week prior to the start of class. See the Payment Plan section of this catalog for information on payment plans.
- If you qualify for financial assistance, any outstanding balance after the financial assistance is applied must be set up on a satisfactory payment plan. See the Payment Plan section of this catalog for information on payment plans.
- Failure to make payment or enter into a payment plan may result in dismissal from the program.
- Tuition and fees are billed and paid by term.
- In-state tuition rate status is determined by a state issued driver’s license or identification card. Students who possess a Pennsylvania issued driver’s license or identification card qualify for in-state tuition rates. All other state-issued cards will classify a student as out-of-state.
- 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. Any student who has an account that is in arrears will not be permitted to start the next term or continue attending classes.
- 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.

• Students retaking one course in a certificate or diploma program must pay the full tuition for that class and all applicable fees one week prior to the start of class.

**Referral of Past Due Account to Collections**

• The Lancaster County Career & Technology Center reserves the right to turn over any delinquent accounts to a collection agency.

• The Student will be responsible for any and all costs or fees incurred by the School to collect any debt or obligation owed to the School.

**Payment Method**

• Payments will be accepted in the form of Visa, Master Card, Discover Card, American Express, Money Order, or Check. CASH WILL NOT BE ACCEPTED.

• There will be a $15 service fee for any returned checks.

• Students who submit two (2) returned checks will be required to remit payment via only a money order, certified check or credit card.

**Payments Plans**

• The following students are eligible for a payment plan:
  
  o Students entering into a full-time program without financial assistance
  
  o Students entering into a full-time program with an outstanding balance after financial assistance

• Students repeating a course in a certificate or diploma program must pay in full and are not eligible for a payment plan.

• Students who wish to enter into a payment plan must contact the Bursar. A signed Payment Plan Agreement must be on file in order to constitute a valid payment plan.

• Payment plans will be divided into monthly installments over the length of the term.

• Payments are due the 1st business day of each month.

**Student Credit Balance Refunds**

Credit balances occur when payments to a student’s account exceed the tuition and fees charged to the student. Federal student aid credit balances can be returned to the USDE to reduce loan debt, be held on account for a future tuition bill or refunded to the student to be used for living/transportation expenses. If at any time a student’s account is overpaid by student aid funds creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to your lender or hold the balance on account. Refund checks to students are processed through the school’s Business Office and placed in the mail for all students within 14 days of disbursement, with the exception of credit balances for withdrawn students. These funds are held on account until all required tuition and Title IV refunds can be calculated.

**Tuition Refund Policy**

**Tuition Refunds for Class Cancellation**

If a class is cancelled by the Lancaster County Career & Technology Center, all students will be refunded 100% of all tuition and fees. Students are not required to request that tuition and fees be refunded. Refunds of tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.
In the event textbooks were ordered using a Financial Aid Textbook Voucher, students are responsible to pay the Lancaster County Career & Technology Center for the cost of these textbooks. Textbook returns must be handled with the vendor directly.

**Tuition Refunds for Students who Withdraw On or Before the First Day of Class**

If a student fails to commence or withdraws from a class or program on the first day of school, the school will retain $100 of tuition and fees. Students are not required to request that any tuition and fees in excess of the first $100 be refunded. Refunds of tuition and fees in excess of $100 occur automatically and shall be made within 30 days of the planned start date of the class. Excludes all testing fees including third party testing.

**Tuition Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

**Tuition Refund Schedule**

Students withdrawing from a full-time program after the first day of class are eligible for partial tuition refunds as follows:

- Withdrawal during the first 7 calendar days of the term: 75%
- Withdrawal after the first 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

Students withdrawing from a short-term program after the first day of class are eligible for partial tuition refunds as follows:

- Withdrawal 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 tuition, if due, shall be made within 30 days of the student’s last day of attendance.

The Lancaster County Career & Technology Center reserves the right to refuse to issue grades, transcript records, program completion certificate as well as deny registration or readmission to students who owe money to the school.

**Student Aid Programs**

The Office of Financial Aid is here as a resource to help you through the process of obtaining financial assistance to pay for school. We work collaboratively with other school offices to assist students in obtaining financial assistance to attend school, while maintaining the fiscal & regulatory integrity of its financial aid programs.

Financial aid is intended to supplement, not replace, a family’s resources. The Office of Financial Aid strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.
Grants are types of financial aid that do not have to be repaid. Grants are based on financial need and require the FAFSA® to be completed to obtain them. A loan is a type of financial aid that is available to students and/or parents to help fund educational expenses that are not otherwise covered by scholarships and grants. Loans are borrowed monies that must be repaid after you are no longer enrolled. Loans can be broken up into two categories: federal and private student loans.

Not all programs are eligible to receive all the aid listed in this section, so it is important that you know what options are available for your program of interest. To start the financial aid process it is recommended to complete the Free Application for Federal Student Aid (FAFSA®). To have your information sent to the Lancaster County Career & Technology Center you must include our FAFSA School Code: 016342.

**Federal Pell Grant Program**

**Full-time Certificate, Diploma and Degree programs only**

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA®). The FAFSA® application is now mobile and students and parents may now download the myStudentAid app from both the Apple App Store (iOS) and Google Play (Android). Or, the FAFSA® may be completed on-line at www.fafsa.gov. A paper application may be used and can only be downloaded from the www.fafsa.gov website.

After the FAFSA® has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued to the student and an Institutional Student Information Record (ISIR) to the school. These reports will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student’s award.

**PHEAA State Grant Program**

**Degree programs only**

- PA State Grants are awarded to Pennsylvania residents who are degree-seeking undergraduate students only, and have not yet earned a bachelor’s degree; this grant does not have to be repaid. The Pennsylvania Higher Education Assistance Agency (PHEAA) determines a student’s eligibility for the grant which is generally based on financial need. PHEAA administers the PA State Grant and will notify the Lancaster County CTC if a student is eligible.
  - To be considered for the PA State Grant, you must complete the Free Application for Federal Student Aid (FAFSA®), and complete the State Grant application.
  - Non-first time degree seeking students must have a FAFSA® completed by May 1 each year.
  - First time degree seeking students must have a FAFSA® completed by August 1 of their first year.
  - PHEAA may require additional information from you once your application is submitted.
  - It is the student’s responsibility to follow-up and submit all required documentation.

**PENNSYLVANIA RESIDENTS:**

- Pennsylvania Higher Education Assistance Agency (PHEAA) administers the grant program. www.pheaa.org (1-800-692-7392).
- You will need to log into (or create) your PHEAA account (Account Access) in order to obtain the necessary forms and/or to provide the additional information.
NON-PENNSYLVANIA RESIDENTS:

- Are not eligible for the PA State Grant; however, the student should contact their State Agency for additional information.
- You can view the full list of State Agencies through the U.S. Department of Education Website.
- State Aid Deadlines are listed on FAFSA®. Students must comply by the listed deadline in order to be considered for their state’s grant.

Pennsylvania Targeted Industry Program (PA-TIP)

Select Full-time Certificate Programs only

- The Pennsylvania General Assembly created PA-TIP in 2012 to prepare students with the skills in high demand by today's employers. The program, which is funded and administered by PHEAA, provides awards to students enrolled in programs of study in the following career areas:
  - Energy
  - Advanced Materials and Diversified Manufacturing
  - Agriculture and Food Production

PA-TIP provides need-based awards up to the equivalent of the maximum State Grant award, or 75% of the student's total direct educational costs after gift aid and employers aid whichever is less. Awards can be used to cover tuition, books, fees, supplies, and specific living expenses. Students who enroll in programs that are PA-TIP eligible and who meet the PA-TIP application requirements will be provided with an application at the start of training.

William D. Ford Direct Loan Program-Stafford Loans

Full-time Certificate, Diploma and Degree programs only

Direct Subsidized Stafford Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of $3,500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan during certain periods. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Direct Unsubsidized Stafford Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed $5,500 for a dependent student and $9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Direct Parent Loan to Undergraduate Student (PLUS) – Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option by contacting their Direct Loan Servicing Center.

Interest Rate & Loan Fees - Interest rates are subject to change each year on July 1st. Loan fees are assessed by the federal department of education and are deducted prior to the school receiving funds. Loan fees are also subject to change. For the most current information please visit www.studentaid.gov.

Deferment/forbearance – Under certain circumstances, you can receive periods of deferment or forbearance that allow you to postpone loan repayment. These periods don’t count toward the length of time you have to repay your loan. You can’t get a deferment or forbearance for a loan that is already in default. For more information about deferment and forbearance you can visit www.studentaid.gov.
Repayment Plans - There are several repayment plans available, providing the flexibility you need, and you can switch plans at any time. For a review of all repayment plans, to estimate payments and interest, please visit https://studentaid.ed.gov/sa/repay-loans.

Student Loan Servicer – Once your loan is disbursed, it will be assigned to a federal servicer. It is important to stay in contact with your servicer and let them know if your information changes (i.e. address, phone, and email). If you are unsure of who your servicer is please visit www.nslds.ed.gov.

National Student Loan Data System (NSLDS) - Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by schools and servicers who are authorized users of the data system. Students may access their own records at www.nslds.ed.gov.

FSA Student Loan Ombudsman - As a last resort, to settle disputes about your student loan, you may contact the Ombudsman at: Phone: 877.557.2575, Fax: 606.396.4821, On-line: https://studentaid.ed.gov/sa/repay-loans/disputes/prepare  Mail: FSA Ombudsman Group, P.O. Box 1843 Monticello, KY 42633

Private Education Loans – Lancaster County Career & Technology Center does not offer institutional loans, but we will provide certification information for a private lender.

Student Lending – Code of Conduct – Lancaster County Career & Technology Center adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrator’s (NASFAA). See full disclosure under Consumer Disclosures / Policies in this catalog.

Student Eligibility Requirements

How Eligibility is Determined

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A Federally approved system of “need analysis” is used to calculate your Pell Grant award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA®) with information concerning your family’s financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

The Concept of the “Need Analysis”

Cost of Attendance - Family Contribution = Your Financial Need

- Cost of Attendance (Tuition, fees, transportation, personal, etc.)
- Family Contribution (What you and your family are able to contribute toward your educational costs)
- Your Financial Need (Grant, loan, other resources you can receive)

For all Title IV Programs (Pell Grant, Stafford Loans and Plus Loans) a student enrolled at the Lancaster County Career & Technology Center must:

- Be enrolled in an eligible program.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Be registered with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
• Not be incarcerated in a federal or state penal institution.
• Have a high school diploma, or HSE (high school equivalency).
• Have a valid Social Security Number.
• Not be in default on a federal student loan and not owe money back on a federal student grant.

Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)

**Confirmation of Citizenship**
All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration and the Department of Homeland Security. The confirmation process is applied when the student submits the Free Application for Federal Aid (FAFSA®) to the Federal processor. The federal processor performs a match with the SSA to confirm the student’s citizenship status and social security number. If SSA cannot confirm the student’s citizenship status, a comment will appear on the student’s Institutional Student Information Record (ISIR) and the following will apply:

**U.S. Citizen or National:**
- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn’t match, student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

**Eligible Non-citizen:**
- Alien-number is sent to DHS for primary verification
- If status is not confirmed, an automatic secondary confirmation will be performed by DHS
- School will wait at least five, but no more than 15, days for result of secondary confirmation
- If no secondary confirmation is provided the school will begin the DHS-SAVE electronic third step verification process for determining a student’s eligibility for Title IV.

**Students who are required to undergo secondary confirmation will be provided in writing:**
- Explanation of documentation to be submitted
- Deadline for submitting is 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation.

Citizenship issues must be resolved prior to any aid being disbursed.

**Dependency Status**
Student dependency status is determined when a student completes the FAFSA® application. You are considered independent only if you meet any one of the following criteria:
• You have reached the age of 24 prior to January 1st of the upcoming award year.
• You are enrolled in a graduate or professional educational program beyond a Bachelor’s Degree.
• You are married as of the date you submitted the FAFSA®.
• You have children who receive more than half of their support from you. NOTE: Having a child does not automatically make you independent. You must be able to document that you provide over 50% of the child’s support.
• You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the award year. You must be able to document that you provide over 50% of the dependent’s support.
• Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
• You are currently serving on active duty in the U.S. Armed Forces (other than training).
• You are a Veteran of the U.S. Armed Forces.
• You are an emancipated minor.
• You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a “Dependent Student” and your parents must complete part of the FAFSA® and provide their financial information.

In some instances, you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with the Lancaster County Career & Technology Center’s Dependency Override Policy. See Dependency Override Policy in the Consumer Disclosures / Policies section of this catalog.

**Student Loan Counseling**

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to a student receiving loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. Proof of completed
Entrance and exit counseling is printed and kept in the student’s financial aid file. A hold will be placed on the student’s record if the exit counseling session is not completed and a student will not graduate. Students are directed to complete on-line counseling at www.studentloans.gov. Information provided in these sessions includes but is not limited to:

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**Disbursement Policy**

Federal Pell Grants and Stafford Student Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled academic year at which time the second payment period begins.

The first disbursement of PELL Grant funds are transferred electronically to the school and credited directly to the student’s tuition account. PELL Grant payments generally arrive 30 days after the start of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days. To be eligible for the second disbursement of grant and loan proceeds students MUST maintain satisfactory academic progress as defined in the program’s handbook and MUST have successfully completed one half of the program’s academic year. Failure to meet these standards will result in financial aid funds being either delayed or cancelled.

Student Loan disbursements are transferred electronically to the school and credited directly to the student’s tuition account. Students are notified in writing when loan disbursements have been posted to their account. Students then have 30 days in which they can cancel all or a part of the loan.

Scholarships and payments from other sources, such as a student’s employer, a student’s parent, or other are posted to the students’ accounts as they arrive at the school.

If at any time a student’s account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student in the form of a check from the school. Students can also elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.
In the case where your financial aid disbursements do not cover your total cost of your program, you are responsible for paying the balance owed to the school. Students must pay any remaining balance owed to the school immediately after all aid for the current payment period has been disbursed and posted to their account or have made satisfactory payment arrangements.

Reinstatement of Financial Aid Policy for Returning Students

Students are permitted to withdraw and return to the same program, but maximum timeframe to complete still applies. Financial aid may, or may not, be available upon return to the program. Eligibility upon return depends on a number of factors including academic progress at the time of withdrawal, documentation submitted and the timeframe in which the student returns. Prior to returning to training a student must:

- Pay any outstanding balances in full.
- Pay a required re-admission fee, if applicable.
- Complete student loan exit counseling if the student had student loans and did not this when they left school.
- Meet with the program director if there was no meeting prior to leaving the program.
- Submit an Academic Improvement Plan (AIP), explaining why the student left school, any circumstances that were beyond the student’s control and what steps the student will take that will make them successful this time. (This may already be on file if there was a meeting with the program director to discuss a re-entry plan prior to exiting training.)

After all items that must be completed prior to return are in place, your case will be reviewed and an aid determination can be made.

Other Sources of Assistance

Office of Vocational Rehabilitation (OVR) – Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Office of Vocational Rehabilitation office by calling 1-800-762-6306.

Department of Veterans Affairs (VA) – Federal training monies available to veterans of the U.S. Armed Services. For determination of eligibility you must first contact the V.A. at 1-888-442-4551 or go online to www.ebenefits.va.gov. Once your eligibility has been determined, please feel free to contact our VA School Certifying Official at the Willow Street Campus for further details and instructions.

Veterans who provide a Certificate of Eligibility to the school’s VA Certifying Official prior to the first day of school will be eligible to commence training on the first day. The school will not impose a penalty, including the assessment of late fees, denial of access to school facilities, or require the veteran to borrow additional funds, because of delayed payments from the VA. Veterans who do not have sufficient benefits to cover full tuition and fees will be responsible to pay their remaining balance.

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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.
Chapter 30 – Montgomery GI Bill®- Active Duty Educational Assistance

Period of Service: 7/1/85 to present
Eligibility: Two or three year’s active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill® – Selected Reserve

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Educational Assistance Program

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans’ Educational Assistance Program (VEAP)

Period of Service: 1/1/77 to 6/30/85
Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33 – Post 911

The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least
Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 35 – Survivors’ and Dependents’ Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

Trade Adjustment Assistance (TAA) – Assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or local CareerLink office for information and eligibility requirements. Contact your local or area Office by calling 717-509-5613

Workforce Innovation & Opportunity Act (WIOA) (formerly WIA) – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local CareerLink office for information and eligibility requirements. Contact your local or area Office by calling 717-291-1231.
SECTION 5: Academic Affairs

Attendance Policy
Regular school attendance is needed to become a success at school or on the job. Obviously, periodic absence caused by illness, doctor’s appointments, job interviews, etc. are a part of life. However, when excessive absences are incurred during the school term, this will certainly affect the final grade results and may impact a student’s financial aid eligibility. It may also be just cause for being withdrawn from the program.

Lancaster CTC has no system of excused absences or allowed class cuts, and all absences are recorded regardless of the reason. Attendance is vital to the achievement and acquisition of good work habits. Graduates are screened by prospective employers not only for academic achievement, but for attendance as well. Students are expected to call the school in the event of absence.

Program Attendance
It is the student’s responsibility to understand the attendance policy and how absenteeism is handled within their program of enrollment. Students are responsible to know how make up work is completed upon return, if they must contact school on days they will be absent, if documentation will be required upon return and how absenteeism impacts financial aid. If students have questions they must refer to their program handbook or consult with their instructor.

Online Academic Courses
Although the LCCTC does not provide Distance Education, some coursework will be available to access through online learning management systems. All students receive secured log-ins to coursework which must not be shared. All coursework submitted online must adhere to the academic dishonesty statements and consequences of cheating on assignments will be adhered to.

Definition of a Credit Hour
AST/ASB programs at the Lancaster County Career & Technology Center use a system of semester credit hours as defined by the State Board of Private Licensed Schools. Credit hours are defined as a unit of curricular material which normally can be taught in a minimum of 15 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 30 clock hours. For shop instruction and practicum experiences, including externship/internship experiences, a credit hour represents a minimum of 45 clock hours. All LCCTC private licensed approved programs meet the 1500 hours and 60 semester credit hour minimum for AST/ASB degrees.

Drop/Add Policy
Students may drop or add courses in degree programs from the time of registration period until the 7th calendar day after the start of classes. Courses that are dropped will not be recorded on a student’s academic transcript. Students are responsible for making official changes to their class schedules. There is no automatic drop policy for nonattendance.

During the fall and spring semesters, students will be permitted to withdraw from a course and receive a grade of “W” up to the end of the tenth week of classes. After the tenth week and through the last day of classes, students who withdraw will receive a grade consistent with the program policy which will be determined by the instructor.

During summer semesters, students will be permitted to withdraw from a course and receive a grade of “W” up to the end of the fifth week of classes. After the fifth week and through the last day of classes, students who withdraw will receive a grade consistent with the program policy which will be determined by the instructor.
**Diploma Policy**

All students must have completed secondary education (high school or equivalent) for enrollment in Certificate, Diploma and Degree program and to be eligible Federal financial aid.

**U.S. Diploma Requirements**

High School Diploma:

A copy with appropriate seal/signatures or a copy of a signed and dated transcript.

High School Equivalent Diploma:

A copy with appropriate seal/signatures or a copy of the score report.

**Home Schooling:**

*Home schools must be recognized as such in the state where issued.* If homeschooled, a transcript signed by the parent/guardian, that lists the secondary school courses completed by the student and documents the successful completion of a secondary school education; or a secondary school completion credential for homeschool provided for under state law.

If there are any concerns about the validity of a diploma/certificate/transcript, the Lancaster County Career & Technology Center will check with the Dept. of Education in the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If it cannot be confirmed, the diploma/certificate/transcript will not be accepted. We will also not accept any diploma/certificate/transcript that has been altered in any way.

**Foreign Diploma Requirements**

If your diploma is from a foreign country you must:

1. Have the diploma translated into English.
2. Have the English reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.

Please visit the National Association of Credential Evaluation Services at [www.naces.org](http://www.naces.org) to view a list of evaluators. This is for your comparison and we do not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

**Grading Scale and Requirements**

Lancaster CTC uses a number-letter system of grading. Number grades are assigned to the individual components of a course and letter grades are assigned to completed courses. The number grade for each course is outlined on the course syllabus. The scale for letter grades is below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each semester and the cumulative Grade Point Average for more than one semester. Grade points range from 4.0 for an A grade to 0.0 for an F grade.

If a student withdraws from the program, they will receive a “W” (withdrawal) grade on the school transcript. A grade of “I” (incomplete) indicates that the student has not completed the required work for the course. The student must complete the required work within two weeks of the end of the semester (with approval of the instructor or the Program Director). If the required work is not completed within the allotted time frame, the student will receive an “F” (failing) grade.

Students must refer to their program specific handbook for grading requirements necessary to successfully complete their program of study.
Grade Scale

90-100........... A............... 4.0
80-89............ B................ 3.0
70-79........... C............... 2.0
60-69........... D............... 1.0
<60............... F............... 0.0

Appeal Process
Students can appeal a grade when they feel a mistake or an unfair practice has occurred. All appeals must be submitted in writing to the Program Director. The appeal must include: a detailed description of the reason for the appeal, information concerning actions taken with the classroom instructor, if any, and must be signed and dated. The Program Director will respond within (5) program session days. At this time, if conflict is not resolved, a meeting will be arranged with all parties involved.

Graduation Requirements
Lancaster CTC awards a certificate, diploma, or AST degree to qualified students who are recommended by the individual program faculty or coordinators. In order to qualify for the certificate, diploma or degree, the student must complete the following:

1. Satisfactorily complete all requirements as defined by the program.
2. Payment of all outstanding bills.
3. Return of all CTC owned equipment and resources.
4. Student Loan Exit Counseling if a loan was received at any time during training.

Obligated Military Service
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.

Program Year
Program years vary based upon program type. Specialized Associate Degree programs operate on a traditional program year consisting of Fall/Spring, 17 week semesters with an abbreviated 10 week Summer semester. The Certificate/Diploma programs are continuous enrollment programs that operate on either a nine-, twelve- or eighteen-month Program year.

Safety
Students are instructed in safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school. All persons (students, instructors, and visitors) must, upon entering the laboratory area, wear eye protection devices as required by Act 116, Eye Protection Law:

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 1: Every teacher, student, visitor and every other persons in any class or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger created by:

1. The use of hot liquids, solids, gases, or caustic or explosive materials; or
2. The milling, sawing, turning, shaping cutting, grinding, or stamping of solid materials; or
3. Tempering, heat treatment or kiln firing of metals and other materials; or
4. Gas or electrical welding; or
5. The repairing or servicing of vehicles.

Prescription safety glasses and other special equipment must be purchased by the students. Sunglasses are not permitted as an eye protection. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. Where tools and machines are used, loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., shall not be worn when working on machines. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab area. Prior to operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes. THERE ARE NO EXCEPTIONS TO THE SAFETY RULES. Failure to follow safety rules will result in disciplinary action or removal from the program. The student is responsible for the cost of replacing lost or abused safety equipment.

**Satisfactory Academic Progress**  *Amended December 23, 2019, See Addendum at end of catalog*

**Introduction**

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid and are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Three categories of academic progress are evaluated at the end of each payment period to determine Satisfactory Academic Progress; 1) cumulative GPA, 2) number of hours completed (attended or credit), and 3) maximum timeframe to complete the program of study. Federal regulations require that this policy apply to all students whether or not financial aid is received.

Students enrolled in Certificate or Diploma, Clock-hour programs will have their progress reviewed at the end of each scheduled payment period. A program’s payment period consists of one half of the scheduled hours and weeks in a complete academic year (see Academic Year Definition section of this handbook). Students enrolled in Specialized Associate Degree programs will have their progress reviewed at the end of each semester.

It is the responsibility of the student to stay informed of LCCTC’s SAP standards and to monitor their own progress. Students who fail to meet one or more of the SAP standards will have their financial aid assistance either delayed or cancelled and may be required to repay all or part of the funds received.

**Satisfactory progress definitions**

**Appeal**—A process by which a student who is not meeting SAP standards can petition the school for reconsideration of his eligibility for FSA funds.

**Financial aid probation**—A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

**Financial aid warning**—A status the school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

**Maximum timeframe**

- For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program.
- For an undergraduate program measured in clock hours, a period no longer than 150 percent of the...
published length of the program as measured by the cumulative number of clock hours the student is
required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot
receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of
calendar time the student takes to complete those hours.)

**Academic / Attendance requirements:**

**Qualitative Standard**

A measurement of academic achievement must be maintained in order to receive financial aid. This
measurement of achievement is defined as:

- Student competency in 60% percent of the work defined by the course guidelines and coursework
  completion at an acceptable level of performance for the clock hour (certificate or diploma) programs*

- OR -

- Student must maintain a 2.0 cumulative grade point average (CGPA) at the end of each term for AST degree
  programs*

NOTE: *incomplete, withdraw, and transfer credits are not calculated in the CGPA*

Students who do not meet the above requirements will be placed on a financial aid warning status. Notification
of the warning status will be provided to the student in writing. Student progress will be reviewed by the
appropriate Adult Education Office during the subsequent grading period. The result of the review will be:

1. If the student doesn’t meet SAP requirements, financial aid may be suspended.
2. If a student meets SAP requirements, warning status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor
every month. Documentation supporting absences may be required and must be given to the Financial Aid
Representative immediately upon the student returning to school for approval.

*Due to program accreditation or industry standards, some LCCTC programs have academic progress
standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:

1. Practical Nursing Program students should consult the Practical Nursing Student Handbook for
   academic progress standards.
2. Veterinary Technology Program students should consult the Veterinary Technology Student Handbook
   for academic progress standards.
3. Dental Hygiene Program students should consult the Dental Hygiene Student Handbook for academic
   progress standards.

**Quantitative Standard**

**Completion Rate (CR)** is a measurement of progress towards completion of a program in a timely manner. The
student must complete a certain portion of the total program credit or clock hours to maintain satisfactory
academic progress. For students enrolled in AST degree programs, the 67% completion rate applies. This is
determined by calculating the number of credits successfully completed per term by the number of credits
attempted by term.

\[
CR = \frac{\text{Cumulative number of credits successfully completed}}{\text{Cumulative number of credits attempted}}
\]

**Maximum Time Frame (MTF)**

Students enrolled in career and technical programs other than practical nursing may continue to receive their
financial aid as long as they maintain the ability to complete their training within 111% of the scheduled program
time. For example, a full-time student enrolled in a career and technical program which is designated as 54 weeks
in length must complete this program within 60 weeks.
Practical Nursing students may continue to receive their financial aid as long as they maintain the ability to complete their training within 105% of the scheduled program time. For example, a full-time student enrolled in the Practical Nursing program which is designated as 48 weeks in length must complete this program within 51 weeks.

Considerations – Satisfactory Academic Progress

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
2. Being declared ineligible for financial aid does not mean the student has been dismissed from LCCTC.
3. Any appeal of ineligibility is good for only one grading term or payment period. SAP must be reviewed each grading term/payment period.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means that LCCTC will reinstate the student’s eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, their financial aid will be suspended.
5. Students who have failed to make SAP in the period following a warning period will have their aid suspended and are eligible to file an appeal. If the appeal is approved, the student is placed on financial aid probation during the next payment period and will have their eligibility for aid reinstated for one payment period only.
6. No private loan funds, federal loans, or grants may be paid to the student’s account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student’s status is determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

Review of Satisfactory Academic Progress

At the end of each grading period/payment period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade.

Below is a list of codes assigned that indicate the technical training program (certificate or diploma) or courses in an AST degree program are not considered complete:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Suspension of Financial Aid

1. Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
2. If a student finishes a term or course(s) with an “I” (incomplete) grade or grades, the student must complete the course in the allotted time frame per policy (refer to Grading Requirements in this handbook). If the student receives an “F” (failing) grade for an incomplete course, the student may not be maintaining SAP and may receive a warning or suspension of their financial aid.

Reinstatement of Financial Aid

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions.

Without the benefit of aid, students on financial aid suspension must:

a) complete 60% of the required minimum program competencies, or meet program specific qualitative standards, or achieve a GPA of 2.0 or better*, and
b) maintain satisfactory attendance.
* Refer to Satisfactory Academic Progress – Qualitative Standard section of this handbook for programs standards that supersede these thresholds.

**Appeal Process**

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Lancaster County Career & Technology Center  
Attn: Director of Financial Aid  
1730 Hans Herr Drive  
Willow Street, PA 17584-0527

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student’s petition.

If approved, students will be required to follow an educational plan for continuation of financial aid.

**PHEAA State Grant regulations**: The Satisfactory Academic Progress policy for Pennsylvania State Grants is not covered under this policy, but is instead determined separately by the Pennsylvania Higher Education Assistance Agency (PHEAA).

**Satisfactory Academic Progress for Veterans**

This Satisfactory Academic Progress Policy applies to all Veteran students eligible for and receiving VA Education Benefits. Academic progress is measured at the end of each grading period.

**Academic Probation:**

1. Veteran students are placed on academic probation when they fail to maintain academic progress as follows:
   - competency in 60% percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance for the clock hour (diploma) programs*
   - maintain a 2.0 cumulative grade point average (CGPA) at the end of each term for AST degree programs*

   *Due to program accreditation or industry standards, some LCCTC programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:

   - Practical Nursing Program students should consult the Practical Nursing Student Handbook for academic progress standards.
   - Veterinary Technology Program students should consult the Veterinary Technology Student Handbook for academic progress standards.
   - Dental Hygiene Program students should consult the Dental Hygiene Student Handbook for academic progress standards.

2. Veteran students on academic probation have one academic term to raise their competency level to 60% or greater, OR cumulative grade point average to at least 2.0 or greater, OR meet the minimum academic threshold as noted above.

3. The school will notify the Department of Veterans Affairs within 30 days of a student being placed on academic probation. Veteran students on academic probation maintain eligibility for Veteran benefits.
Academic Suspension:
1. Failure to meet minimum threshold will result in the student being placed on academic suspension.
2. Veteran students on academic suspension are not eligible for Veteran educational benefits.
3. Veteran students may appeal academic probation or suspension by following the Complaint Procedure found in this catalog.
4. Veteran students may be re-evaluated for re-admission on an individual basis in accordance with LCCTC and/or individual program re-admission guidelines.

Transfer of Credits
TRANSFER OF CREDITS TO LCCTC
Credits earned at LCCTC or other educational institutions may be accepted by LCCTC. It is the student’s responsibility to obtain confirmation that LCCTC will accept any credits earned at another educational institution, before signing an enrollment agreement. LCCTC will only accept credits for courses completed at an institution that is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. The student must have received a final grade of “C” or higher for the course to be transferred. Transferred courses are recorded on the student record/transcript with a “T” (transfer credit) in place of merit grade. These classes do not factor in the student’s GPA. Courses must have been completed within the last 5 years with the exception of: A&P I, A&P II, and DEN 130- these courses must have been completed within the previous 12 months in order to transfer.

Students must have an official transcript from the institution(s) where courses were taken. Students may be required to provide course description or course syllabus. The Registrar will evaluate all transcripts and will notify students during the admissions process as to which classes meet the requirements of transferring.

College Level Examination Program (CLEP):
LCCTC grants college credit to students who achieve a score of 50 or more on the following CLEP tests:
1. College Composition
2. Introductory Psychology
3. College Math

LCCTC does not award credit for life or work experience.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION
It is the student’s responsibility to investigate the transferability of credits with the institution to which they seek to transfer credits. Each institution has specific and differing credit evaluation criteria, therefore, students should know the credit transfer policy of any other educational institutions of interest before they sign an enrollment agreement. The Lancaster County Career & Technology Center does not guarantee credit transfer to any other institution.

Withdraw Policy
Each student who voluntarily withdraws from the LCCTC, either during the semester or at the end of a semester, for whatever reason, must complete the online withdrawal form. Withdrawal at any time without proper notification will be termed an unofficial withdrawal and will prejudice a student’s record and his chance for readmission. Upon readmission, if eligible, a student becomes subject to the curriculum and graduation requirements in effect at the time of readmission.
An ID Badge will be issued and must be worn at all times and prominently displayed. If a badge is not readily visible, students may be asked to show their badge upon request. The ID Badge provides access to designated buildings and entry into these buildings is tracked electronically. ID Badges are not to be shared. A replacement fee of $50 will be charged for lost, stolen, or defaced badges. Students are responsible for any and all access into the facilities with their ID, including unauthorized use.

All ID Badges are school property. Therefore, if the school authorities have a reasonable suspicion that the ID Badge is being used inappropriately, or being shared, the ID Badge access may be revoked.

Students are only granted access to the facility if they are currently enrolled and during normal school hours. Any student who withdraws, or is dismissed from the program will have the ID Badge access deactivated.

I _________________________________ have read and accept this acceptable use ID Badge guidelines.

Student: _________________________________ (Print Name)

Student Signature: _______________________________ Date: __________________
At Lancaster CTC, the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. Any student with a disability that wishes to receive reasonable accommodations, must request support services and provide documentation indicating disability. We encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Counseling on concerns affecting academic performance
- Tutorial assistance
- Assistance for students with disabilities

*Please note that in order for us to best serve you and provide the support services above it is recommended that students needing Student Support Services notify their instructor or an adult education representative prior to or at the start of training.

In addition, Lancaster CTC assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Postsecondary adult students enrolled in the AST/ASB programs at the LCCTC are required to comply with ALL policies and procedures of the Lancaster County Career & Technology Center. Contained in this publication are policies relating to tardiness, absences, makeup work, conduct, termination and other rules of the school. The policies and procedures are designed to address the needs of a wide range of students both post-secondary and secondary who share the same institutional space.

ADA/EOE/Nondiscrimination Information

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

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

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor 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.
**ADA Accommodations Request**

Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited to:

- Asperger’s Syndrome/Autism Disorder
- Attention Deficit/Hyperactivity Disorder
- Blind/Low Vision
- Head Injury/Traumatic Brain Injury
- Hearing Impaired/Deaf
- Learning Disability
- Physical and Systemic Disorders
- Psychiatric/Psychological Disorders

*It is the student’s responsibility to identify his/her disability to the Director of Higher and Continuing Education/Nursing Program Assistant Director if an accommodation is requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even before a student contemplates enrollment. If a student does not seek an accommodation for a disability, the Director of Higher and Continuing Education/Nursing Program Assistant Director and instructors will assume the student is able to complete the program requirements without the need for accommodations.*

All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Adult Education Career Center/Practical Nursing Program reserves the right to make inquiries of the student, his/her health care provider, and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if LCCTC does not understand the student’s disability or possess sufficient information to entertain a disabled student’s request.

In general, all documentation should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- The documentation should explain the student’s functional limitation to successfully participate in an academic/clinical/coop environment designed to prepare students for his/her chosen vocational program.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student’s disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, or physician if it pertains to a medical condition.
- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student’s expected enrollment in the LCCTC training program. LCCTC reserves the right to waive this requirement, if it reasonably believes that the school has sufficient information to consider the student’s accommodation request.
- A school plan such as an individualized education plan (IEP) does not constitute documentation of disability but can be included as part of a more comprehensive assessment battery.
- A physician’s prescription pad note is not acceptable as documentation.
Upon receipt of the above documentation, the student will meet with the Director of Higher and Continuing Education/Nursing Program Assistant Director to discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The discussion may encompass whether a student has a disability, whether accommodations are necessary for the student to participate in the program and whether any requested accommodations are reasonable. The student may appeal any decision regarding the proposed accommodation plan through the regular appeals process. Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodations offered to a disabled student can or will be provided when a student takes certification or licensing examinations.
This student has presented documentation indicating the presence of a disability. The following accommodations are recommended based upon this student’s disability.

**Test Accommodations:**
- ___ Extended Time 1 ½ X or 2 X
- ___ Reader
- ___ Use of Computer
- ___ Distraction Free Environment

**Class Accommodations:**
- ___ Note Taker
- ___ Recorded Lectures
- ___ Oral Directions
- ___ Preferential Seating
- ___ Enlarged Print Handouts/Tests
- ___ Other: __________________

**Other Accommodations:**

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

In order to provide professional services, School Counselors, Program Director, faculty and staff may confer with one another. All information will be treated confidentially.

I have read and understand this information. I understand my responsibility and obligation to discuss my need for accommodations with my instructors and staff and provide them with a copy of this document.

Student Signature ___________________________ Date _____________

Program Director ___________________________ Date _____________

Student Record Copy ___
Student Copy ___
Change of Demographic Information

Students are responsible for notifying the Program Registrar of any changes in their name at least 4 weeks prior to graduation from a program at Lancaster CTC. The student must provide legal documentation verifying the proof of change.

Child Abuse Reporting Guidelines

The Pennsylvania Child Protective Services Law requires school personnel to contact the Lancaster County Children and Youth Agency and ChildLine whenever they have reason to suspect that a child may have been abused. This directs schools to cooperate with the Children and Youth Agency, which is charged with conducting the investigation. The law is very clear that the school’s rule is simply to report; not to conduct an investigation. It is administratively necessary for the Lancaster County Career and Technology Center to comply with the Child Protective Services law to its fullest intent.

Formal Complaint Procedure

Before beginning the formal grievance procedure, the student is expected to address the matter with the person(s) directly involved in an effort to resolve the issue informally. The grieved student may choose a neutral faculty member to accompany them to the meeting. If the student feels there is no resolution after meeting with those involved, a formal grievance procedure is available.

When a student has a cause of distress felt to afford reason for complaint, a procedure for expression is available as follows:

1. Submit a written statement of the grievance to Student Services. The written statement must include a complete account of the incident and names of all parties involved.
2. Within five (5) program session days a meeting with a Student Services representative will be held. If not resolved proceed to next step.
3. Within (5) program session days a meeting with student(s) and Program Director will be held. If not resolved proceed to next step.
4. Within (5) program session days a mediation meeting with the Program Director/School Director will be held and a final decision
5. Within (5) program session days of the mediation meeting a final decision will be made.

Please refer to school Policy #219 for additional information.

The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: (770) 396-3898 / FAX: (770) 396-3790, www.council.org.

Career Services

Placement Services: The Lancaster CTC carries out a comprehensive placement plan for all program graduates. All program completers receive placement services as a condition of their program. The coordination of placement services is provided by the assistant principal/director at each campus. Services include: job interviews, job boards, student advisement, follow-up data and reporting and access to student services after graduation. In addition, students are encouraged to keep in touch with program instructors, since each instructor maintains a list of employers who may provide employment in their training area. Students must be made aware of whom these employers are and be encouraged to contact them for part-time or full-time employment. Also, prospective employers are invited to visit the Career & Technology Center labs as guest speakers and consultants to insure that skill training is relevant to the employment market. The Lancaster CTC does not guarantee job placement to graduates upon program completion and graduation.
Leave of Absence

The purpose of a leave of absence is to allow students, who have a documented medical or military reason, to interrupt continuous enrollment up to 180 days at the LCCTC without having to reapply for enrollment through the admissions department.

An approved leave of absence may have both financial and academic consequences that occur from a break in academic study; therefore, the LCCTC highly recommends students speak to the appropriate departments prior to applying for a leave of absence when possible.

Procedure

Prior to taking a leave of absence students must complete a leave of absence request form which can be obtained from the LCCTC’s Registrar. The leave of absence request form is submitted to the LCCTC’s Registrar along with all supporting documentation. The leave of absence process is for students who have a documentable medical or military reason; therefore, students must provide the reason for requesting a leave of absence as well as provide the LCCTC with the anticipated date of return to class. The student must have an approved leave of absence prior to the start of the leave. If unforeseen circumstances, such as a medical emergency, prevent a student from completing the leave of absence approval process above, the LCCTC may still grant the leave of absence if the LCCTC is able to document the unforeseen circumstance and receives a completed leave of absence application at a later date.

Approval

A leave of absence may be granted at the sole discretion of the LCCTC. The LCCTC must determine if there is a reasonable expectation that the student will return to their program of study following the completion of the leave of absence. If the request for leave of absence is denied by the LCCTC, the student is expected to attend classes as scheduled. A leave of absence may be granted for no more than 180 calendar days. Generally, students are limited to one leave of absence in any 12-month period; however, a second leave of absence may be granted as long as the total number of days does not exceed the 180-day maximum in any 12-month period.

Acceptable reasons for a leave of absence include jury duty, military obligations, or circumstances covered under the Family Medical Leave Act of 1993, known as FMLA. Circumstances that may be considered for a leave of absence include: the student is experiencing a serious medical condition (physical or mental), the birth of a child, the student must care for a spouse, child, or parent, or a recent placement of a foster child or adoption with the student. Upon approval of a leave of absence, the student will be withdrawn from the courses in which they are currently enrolled and will receive a grade of “W” for each course from which the student was attending.

Financial Obligations

Students who are approved for a leave of absence will not incur any additional charges for the period covered under the approved leave of absence; however, there may be other financial consequences as a result of the leave of absence. It is highly recommended that all students, regardless of how they fund their education, speak to a Financial Aid Officer to discuss the effects of the student’s failure to return from an approved leave of absence. One such effect may be an exhaustion of some or all of a student’s grace period on student loans, if applicable.

If the student has any outstanding financial obligations to the LCCTC, they must make the appropriate arrangements with the Bursar to remain current.

Return from Leave of Absence

Upon return from a leave of absence, students are permitted to continue in the academic program they began prior to the leave of absence. The LCCTC encourages all students on a leave of absence to notify the LCCTC of their planned return as soon as possible, as programs often fill quickly. If a student does not resume attendance on the anticipated return date listed on the leave of absence request form, they will be withdrawn from the LCCTC and may incur any applicable fees associated with re-enrollment. The student’s date of determination is the date the student began the leave of absence. All charges, refund calculations, and grades are based on the student’s date of determination and are applied accordingly. For questions at any point during the LOA process, contact the LCCTC’s Registrar.
Learning Resources/Library

There are two computer labs that are reserved by instructors to meet individual student needs or classroom instructional needs. Resources include the Intranet, copiers, and Internet access.

The Lancaster County Career & Technology Center classroom labs contains various media, including reference books, technical manuals, videos, computers, and Internet access. Each program maintains industry-specific reference materials in the lab area and computers are readily availability via mobile laptop carts. The LCCTC maintains a full time Technology Coordinator and IT Technicians to perform user support, computer repairs and technical support of media services.

The LCCTC subscribes to an online library database that is available to students 24 hours/day at no additional cost.

EBSCO Host

LCCTC utilizes the online reference system EBSCO Host which is a research service that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. The service also includes e-books and various historical digital archives.

Library Partnership

The LCCTC has entered into a partnership with Harrisburg Community College for use of its physical library for students in specialized associate degree students.

Student Code of Conduct

The Lancaster County Career and Technology Center believes that a safe and healthy environment promotes a positive and effective student experience. Please refer to your program’s handbook.

PROFESSIONAL CONDUCT AND ACCOUNTABILITY POLICY:

The student nurse’s behavior, dress and conversation are to be of the highest professional quality at all times. The student represents our school, our program and their future profession. As a result, integrity, dependability and reliability are expected. If a student uses poor judgment in their behavior/language/dress, suspension and/or dismissal from the program will be considered.

STUDENT CHARACTERISTICS

The LCCTC student is expected to consistently work toward the achievement of program objectives and to exhibit the following characteristics:

PROFESSIONALISM

1. Maintains confidentiality
2. Accepts standard of competence for every student
3. Maintains proper decorum in manners and speech
4. Addresses others with respect
5. Adapts to new and diverse situations
6. Adheres to the dress code
7. Recognizes limitations and seeks direction from supervisor

RESPONSIBILITY

1. Is prepared for each learning experience
2. Establishes priorities in academic and personal life situations
3. Exhibits organizational skills in classroom and lab/clinical areas
HONESTY
1. Is truthful in completion of academic, lab, and clinical work
2. Is trustworthy during test-taking and in written assignments. Plagiarism will not be tolerated.
3. Practical Nursing Program-Follows Code of Ethics for Nurses

ENTHUSIASM
1. Is attentive at all times
2. Utilizes experiences as learning opportunities
3. Completes assignments on time
4. Utilizes wide range of resources in classroom and lab/clinical areas

CARING- Practical Nursing
1. Responds in a caring manner, in all circumstances
2. Adapts care to needs and emotional behavior of patients
3. Exhibits total attention to patient while performing in the clinical setting

CLASSROOM NORMS
Faculty and students will collaborate to create classroom norms to help cultivate the culture of the classroom.

Unauthorized Usage of Electronic Devices
- All electronic devices must be turned off while class is in session with the exception of a cell phone which must be on mute or silent.
- Audio and Video recording during class and in lab/clinical is strictly prohibited.
- Taking pictures of students, instructors or course material without advanced written consent from Administration is strictly prohibited.
- Practical Nursing-Taking pictures of a patient or any patient records is prohibited and will result in dismissal.

Cell Phone/Electronic Device Policy
- If the student is anticipating an emergency communication, the instructor must be notified as soon as the student becomes aware that such a call may need to be taken. Before class begins if possible.
- Cell phones may be used anywhere in the building except during instruction and instructional activities.

Unexcused Exit
Chronic unexcused exits are distractions and are unacceptable.

Moral Turpitude
Refers to an act or behavior that gravely violates the sentiment or accepted standard of the community. Includes, but not limited to, dishonesty, plagiarism, incivility, bullying, threatening behaviors, possession, use, sale, or transfer of drugs or look-alike drugs or non-prescribed drugs, possession, use, sale, or transfer of alcoholic beverages, display or drug or alcoholic symbols including clothing worn or on vehicle, attending class while under the influence of a controlled substance, possession, use, sell, or transfer of a 21 weapon, display of any potentially derogatory or hate Speech symbolism and/or any item that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property will be made by LCCTC administration and will not be negotiable.

Weapons Policy
Students may not possess a weapon, at any time or under any circumstance, on school property, in a school building or on the campus, during a school sponsored activity, or on a school bus or vehicle or other transportation...
service sponsored by the Lancaster County Career and Technology Center. **Possession of a weapon in violation of this Policy is a state criminal code misdemeanor of the first degree, and all violations of this Policy shall be reported to the local police for prosecution.**

**Definition of Terms:**

“**Possession of a weapon**” means when a weapon is found on the person of a student or under a student’s control, on school property or at any school activity (including any school activity held away from school property), or when the student is traveling to or from school property or a school sponsored activity, or when the student is on a school bus or vehicle or other transportation service sponsored by the school.

“**School Property**” means all buildings, facilities, parking areas and grounds owned or under the control of Lancaster County Career and Technology Center.

“**Weapon**” includes, but is not limited to:

- Any knife, cutting instrument, cutting tool, martial art devices, club, mechanical device, metal knuckles, firearm, shotgun, rifle, air gun or spring gun, and any tool, instrument, or implement capable of inflicting serious bodily injury.

- Any firearm which is not loaded or lacks a clip other component to render it immediately operable, and components which can readily be assembled into a weapon.

- Any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, ammunition, or similar device.

- Any “look-alike” of any items listed above.

- Any item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons, or to cause property damage.

**Limited Exceptions-Trade Related Tools and Law Enforcement Personnel**

For purpose of this policy “trade related tools” used specifically for instructional purposes will not be identified as weapons, provided they are used exclusively for the trade related purposes as determined by certified personnel. Pocket knives are not considered “trade related tools.” The inappropriate use of “trade related tools,” however, will be considered a violation of this policy. Transportation of “trade related tools” both to and from the school is the responsibility of the student. The inappropriate use of “trade related tools” during transportation however will be considered a violation of this policy. Weapons under the control of Law Enforcement Personnel are permitted. The Acting Director may authorize other persons to possess weapons in the building. The Acting Director may prescribe special conditions or procedures to be followed before giving such authorization.

**Reporting Possession of a Weapon**

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall immediately report the possession of a weapon to the administration. The Administrative Director shall provide information regarding violations of this Policy to the Office for Safe Schools of the Department of Education.

**DISCIPLINARY PROCEDURES**

1. The faculty member will initiate a meeting with the student immediately.
2. The incident will be documented by both the faculty and the student.
3. A meeting will be held as to the outcome.
4. Administration will be notified by faculty if outcome has not been met.

Verbal, written, final warnings, suspension, and dismissal can be given depending on the severity of the incident.
Student Records (FERPA)


The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. The following information is provided to notify you of your rights and privileges under FERPA.

Access to Records - Parents or eligible students as defined above have the right to inspect their child’s or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested.

- To inspect your child’s or your records, contact the local school administrator or counselor to schedule an appointment. A school administrator or designee will be present at all times while the review is in process. Appointments will be scheduled as quickly as possible, but no later than two weeks from the date of the request.

- Copies of certain documents may be requested via phone, but you must be able to identify your child or yourself by providing personal information. You must also give us the address to which the documents are to be mailed. If you are picking up the copy in person we will require that you present a photo I.D. at the time of pick up. We will not release records to anyone but the parent or eligible student. Copies will be processed as quickly as possible, but no later than two weeks from the date of the request.

- Copies of report cards, progress reports and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request. Both parents have the right of access to all information relating to their child’s education unless there is a court document specifically prohibiting it.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Program Director/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Program Manager/Designee may be appealed to the Administrative Director within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Administrative Director. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Chairman of the JOC/Designee according to the due process of law. After due process of law, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Disclosure - Generally, schools must have written permission from the parent or eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:

1. School employees who have a need to know.
2. Other schools to which a student is transferring.
3. Certain government officials in order to carry out lawful functions.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for the school.
6. Accrediting organizations.
7. Individuals who have obtained court order or subpoenas.
8. Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students have the opportunity to request that the school not disclose “directory” information about them by submitting a written request to the local school administrator or counselor.

**Policy** - A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is presented in LCCTC’s FERPA policy statement. You may obtain a copy of this policy by contacting the office of the Administrative Director.

**Complaints** - If you believe that the Lancaster County Career and Technology Center is not complying with FERPA or not guaranteeing you your rights as outlined above, you may file a letter of complaint with the Family Policy Compliance Office (FPCO), the federal office in charge of enforcing the Act. The complaint form may be downloaded and either submitted to FPCO by e-mailing it to FERPA.Complaints@ed.gov or by printing, signing and mailing the form to the following address:

U.S. Department of Education  
Family Policy Compliance Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

**Note:** The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

**Agreement of Disposition of Student Records**

In the event of closure, Lancaster County Career & Technology Center’s Private Licensed School student academic records will be stored at Lancaster County Career & Technology Center’s public school at 1730 Hans Herr Drive, Willow Street, PA 17584. Lancaster County Career & Technology Center’s public school agrees to store the records for 50 years in accordance with the Private Licensed Schools Act and regulations and to make records available to students as needed.
Release of Student Information

Dear Student:

In order to protect your rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, LCCTC, requires your written consent to disclose information to your parent(s), your spouse if you are married or other third party agencies. Without this consent, LCCTC cannot release your information to a third party. If you wish a third party to receive information from your records at LCCTC, please complete this document and return it to the Student Services office.

I,__________________________________________________ hereby authorize Lancaster County Career & Technology Center to release my:

(Print Full Name)

Initial on the lines below to indicate which records you wish to make available:

Financial Aid Records: _______ Student Account Records: _______
Academic Records: _______ Personal information: _______
Placement test results: _______

1. I authorize LCCTC to discuss or release my student information to the following:

   Name:_________________________ Relationship:_________________________
   Name:_________________________ Relationship:_________________________
   Name:_________________________ Relationship:_________________________
   Name:_________________________ Relationship:_________________________

2. I authorize LCCTC to use my likeness, photos, and student work in promotional materials, the school website, social media, and for educational purposes.

   □ No    □ Yes

_________________________________________ _________________________
Student Signature                          Date

(Must be signed in the presence of LCCTC representative.)

*Directory information includes data such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If you choose to opt out of having your directory information shared with the general public in accordance with the Family Educational Rights and privacy Act of 1974 (FERPA) as amended, please contact the Registrar.
Request to Opt Out of Directory Information

At the Lancaster County Career & Technology Center’s discretion, it may provide directory information to the general public in accordance with the Family Educational Rights and privacy Act of 1974 (FERPA), as amended. At the Lancaster County Career & Technology Center, directory information is limited to:

Student’s name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, grade level, degrees earned, honors and awards received, participation in officially recognized activities, most recent previous educational agency or institution attended, and Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used access education records without a PIN, password, etc.

No other student information is released to non-school personnel without your permission. By completing this form, you will be requesting that information NOT be released to non-university personnel or listed in campus directory information.

Some of the effects of your decision to request confidential status will be that you must make all address changes with a signed authorization or in person with a form of ID. Friends or relatives trying to reach you will not be able to do so through the school. Information that you are a student here will be suppressed, so that if a loan company, perspective employer, family member, etc., inquire about you, they will be informed that we have no record of your attendance here.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting that it be removed.

____________________________________________________________________

Student Signature

Date

REVOCATION OF NON-DISCLOSURE OF DIRECTORY INFORMATION I hereby authorize the Office of the Registrar at the Lancaster County Career & Technology Center to remove the non-disclosure block from my education record. Effective immediately, directory information may once again be released to the public, at the discretion of the Lancaster County Career & Technology Center.

____________________________________________________________________

Student Signature

Date
SECTION 7: Consumer Disclosures/Policies

Academic Year Definition
The academic year definition for financial aid purposes is expressed in either Clock or Credit Hours and Weeks of Attendance. The Academic year definition is determined by the program of enrollment.

Certificate/Diploma Programs Less than 900 hours in length
Currently, the LCCTC does not offer programs that are less than 900 hours in length; therefore, there is no defined academic year for programs such as these.

Certificate Programs of at least 900 hours but less than 1100 hours in length
Students enrolled in Certificate Program of at least 900 hours but less than 1100 hours in length are eligible to apply for aid for one academic year. Base academic years by program are defined below.

9-month, 1080-hour certificate programs – 34 weeks and 900 clock hours.
12-month 1080-hour certificate programs – 45 weeks and 900 clock hours.
12-month 900-hour certificate Advanced Welding program – 48 weeks and 900 clock hours.

Students attending the Practical Nursing Diploma program will be eligible to apply for aid in both their first and second year of training. The aid received for the second year in each program is prorated per federal guidelines based upon the number of hours and weeks remaining in the program. Base academic years by program is defined below.

12-month daytime program – 33 weeks and 1000 clock hours
18-month evening program – 51 weeks and 1000 clock hours.

Students attending Specialized Associate Degree programs will be eligible to apply for aid in both their first and second year of training. The Base academic year for degree programs is defined below.

AST Degree programs – 32 weeks and 24 credit hours.

Campus Security Policies and Procedures
The Lancaster County Career & Technology Center is an area vocational-technical secondary institution that is supervised by the Joint Operating Committee. In keeping with the requirements of the Higher Education Opportunity Act of 2008 with regards to the Campus Security Act, our institution compiles annually by issuing the following annual campus security report. Complete Safety and Security policy and procedure information is maintained within each classroom and office on campus for review and use by all students, faculty and administration.
Campus Crime Statistics – 2018

<table>
<thead>
<tr>
<th>On-campus Security Statistics (policy F)</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crime Involving Bodily Injury</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>2</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>2</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Reporting criminal actions, incidents of sexual abuse and/or other emergencies occurring on campus (policy A & C)

Students are encouraged to immediately report any criminal action, incident of sexual abuse and/or emergency occurring on campus to an instructor, administrator, or any other employee of the school. If the reported incident cannot be resolved by school administration, additional assistance will be obtained by contacting the West Lampeter Township Police Department and/or other Emergency Responder as necessary. Reports of incidences are kept confidential. The LCCTC does not offer any on-campus housing.

Safety and Security Programs and Access to the Building (policy B, D, E, G & J)

There are no formal educational programs relative to prevention of crimes or sexual assault prevention. Students are notified that they are responsible for their own personal articles. The school is not responsible for lost or stolen goods. Students park in designated areas in the parking lot. Access to the building is through front entrance only. The facility is always secured requiring students and visitors to be buzzed in and employees to use a swipe card for entry. Visitors are buzzed in during the hours of 8:00 AM to 8:00 PM Monday through Thursday. The facility is closed on weekends from 10:00 PM Friday to 8:00 AM, Monday, with the exception of when Saturday training is scheduled. There are no off-campus student organizations or housing facilities. Students do participate in monthly fire drills, and bad weather and intruder drills are performed no less than one time per year while in student are in attendance.

Drug & Alcohol Policy (policy H)

The Lancaster County Career & Technology Center designates all school properties to be a Drug and Smoke Free Zone and/or Workplace. Unlawful distribution, dispensing, possessing, or use of a controlled substance is prohibited and any person violating such prohibition shall subject themselves to disciplinary action. Students will be terminated without probation and employees are subject to disciplinary action which could result in suspension or termination of employment. Drug and alcohol awareness programs are not offered at the school, however, students are provided information on the uses and effects of illegal substances, as well as the trafficking penalties. Students who are identified as having a substance abuse problem either through visual observation and/or by random drug testing will be referred to the appropriate social service agency for assistance.

Violent Crime Control and Law Enforcement Act of 1994 (policy I)

The U.S. Congress has passed several laws that require states to implement sex offender and crimes against children registries: the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Pam Lychner Sexual Offender Tracking and Identification Act, and Megan’s Law. On March 5, 2003, the United States Supreme Court ruled that information about potential predators may be publicly posted on the Internet. Information regarding registered sex offenders can be obtained by logging onto the National Alert Registry at [www.nationalalertregistry.com](http://www.nationalalertregistry.com).
**College Score Card**

Annually, the Lancaster County Career & Technology Center is required to report program information and performance data to the U.S. Department of Education. Upon submission, the U.S. Dept. of Ed. creates what is called a College Score Card. The completion / graduation rate is provided on this Score Card along with a host of other program information you will want to know before enrolling in school. To find the LCCTC’s score card, simply follow this link, [https://collegescorecard.ed.gov/school/?418533-Lancaster-County-Career-and-Technology-Center](https://collegescorecard.ed.gov/school/?418533-Lancaster-County-Career-and-Technology-Center).

**Crisis Plan**

A copy of the campus crisis plan is available in every office and classroom. Instructors review the plan with each new class. For questions/concerns please contact the campus Safety and Security Coordinator.

**Discount/Waiver Policy**

The LCCTC does not allow for waivers of pre-entrance, tuition, and program fees.

**Dependency Override Policy**

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a **“life choice”** and does not qualify for a Dependency Override. None of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student’s education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. Student demonstrates total self-sufficiency

To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate based upon the unique situation presented.

**Dress Code**

**Student Attire**

LCCTC student dress code requires students wear designated uniforms in every program at the students’ expense. Students have been given advanced notice regarding uniform policy. For health and safety reasons, students are required to wear clean and un-tattered clothing at all times. Classrooms can be hazardous areas; therefore, for student personal protection, school policy dictates that all students must be dressed in a professional or business-like manner. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. **Jeans, shorts, and capris pants are not permitted.** Skirts MUST BE at least knee length or longer. Students’ shirts and trousers must meet each other. Trousers must be pulled up to the waist at all times. Low hanging trousers are considered a safety hazard and therefore must be worn waist high. Muscle shirts or other revealing clothing will not be tolerated on campus or in the instructional areas at any time. Hats, bandanas, du-rags, and sweatbands may not be worn in the cafeteria, labs, hallways, or anywhere in the building. However, culinary hats and hard hats MUST be worn in labs due to safety, State and Federal regulations. Articles of clothing promoting profanity, obscenity, sexual innuendos, drug related comments, or any other inappropriate references, through pictures or wording, will not be tolerated. Modifying or covering uniforms will be considered a uniform violation. Safety rules for particular program areas may also prohibit students from wearing jewelry, hair styles or other fashion accessories that create health or safety issues.
## Appendix A

### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine</td>
<td>1st Offence</td>
<td>100-999 gm mixture</td>
<td>Any</td>
<td>Not more than 2 years.</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>1000-9999 gm mixture</td>
<td>Any</td>
<td>Not more than 3 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>10000-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 5 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>1st Offence</td>
<td>10-99 gm mixture</td>
<td>Any</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>100-999 gm mixture</td>
<td>Any</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>1000-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 20 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>1st Offence</td>
<td>5-49 gm mixture</td>
<td>Any</td>
<td>Not more than 6 years.</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>50-499 gm mixture</td>
<td>Any</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>500-4999 gm mixture</td>
<td>Any</td>
<td>Not more than 20 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>1st Offence</td>
<td>0-9 gm mixture</td>
<td>Any</td>
<td>Not more than 3 years.</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>10-99 gm mixture</td>
<td>Any</td>
<td>Not more than 6 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>100-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 20 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP</td>
<td>1st Offence</td>
<td>1-9 gm mixture</td>
<td>Any</td>
<td>Not more than 2 years.</td>
</tr>
<tr>
<td></td>
<td>2nd Offense</td>
<td>10-99 gm mixture</td>
<td>Any</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>100-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 20 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fentanyl Analogue</td>
<td>1st Offence</td>
<td>100-999 gm mixture</td>
<td>Any</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>1000-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 10 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>First Offense</th>
<th>Quantity</th>
<th>Second Offense</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine</td>
<td>1st Offence</td>
<td>100-999 gm mixture</td>
<td>Any</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>1000-99999 gm mixture</td>
<td>Any</td>
<td>Not more than 10 years.</td>
</tr>
</tbody>
</table>

### CSA

- Drug Prevention Program
- Appendix A

- - -
## Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offence</th>
<th>Second Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Marijuana Mixture containing detectable quantity*</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants</td>
<td>Marijuana Mixture containing detectable quantity*</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>10 to 100kg</td>
<td>Hashish</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td></td>
<td></td>
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<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 50kg</td>
<td>Marijuana</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Less than 10kg</td>
<td>Hashish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STIMULANTS</td>
<td>USES AND EFFECTS OF</td>
<td>MEDICAL USES</td>
<td>TOLERANCE</td>
</tr>
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</table>

**Controlled Substances - Uses and Effects**

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>USES</th>
<th>MEDICAL USES</th>
<th>TOLERANCE</th>
<th>PHYSICAL DEPENDENCE</th>
<th>OTHER NAMES</th>
<th>OTHER SCHEDULES</th>
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**Hallucinogens**

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>USES</th>
<th>MEDICAL USES</th>
<th>TOLERANCE</th>
<th>PHYSICAL DEPENDENCE</th>
<th>OTHER NAMES</th>
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</table>

**Stimulants**

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>USES</th>
<th>MEDICAL USES</th>
<th>TOLERANCE</th>
<th>PHYSICAL DEPENDENCE</th>
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</table>

**Controlled Substances - Uses and Effects**

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>USES</th>
<th>MEDICAL USES</th>
<th>TOLERANCE</th>
<th>PHYSICAL DEPENDENCE</th>
<th>OTHER NAMES</th>
<th>OTHER SCHEDULES</th>
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</tr>
<tr>
<td>CANNABIS</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
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</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
</tbody>
</table>

1 Designated a narcotic under the GSA
2 Not designated a narcotic under the GSA

### Controlled Substances - Uses and Effects

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>DURATION (Hours)</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Opium</td>
<td>Dover's Powder, Paregoric, Parepectolin</td>
<td>Analgesic, Antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
</tr>
<tr>
<td>Morphine</td>
<td>Morphine, MS Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/Codeine, Empirin w/Codeine, Robins uan A-C, Florinal w/Codeine</td>
<td>Analgesic, Antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Numorphan, Percodan, Percocet, Tylox, Tussionex, Fenanyl, Darvocet, Lamictil, Talwin</td>
<td>Analgesic, Antidiarrheal, Antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
</tr>
</tbody>
</table>

### DEPRESSANTS

| Chloral Hydrate | Novodac | Hypnotic | Moderate | Moderate | Yes | 5-8 | Oral | Slurred speech, disorientation, drunken behavior without odor of alcohol | Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse | Anxiety, insomnia, tremors, delirium, convulsions, possible death |
| Barbiturates | Amytal, Butisol, Flonal, Lofynol, Nambutal, Seconal, Tuinal, Phenobarbital | Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent | High-Mod. | High-Mod. | Yes | 1-16 | Oral | |
| Benzo-diazepines | Alivan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verelan, Versed, Halocian, Paxipam, Restoril | Antianxiety, anticonvulsant, sedative, hypnotic | Low | Low | Yes | 4-8 | Oral | |
| Methaqualone | Quaalude | Sedative, hypnotic | High | High | Yes | 4-8 | Oral | |
| Glutethimide | Doriden | Sedative, hypnotic | High | Moderate | Yes | 4-8 | Oral | |
| Other Depressants | Equanil, Miltown, Noludar, Placidyl, Valmid | Antianxiety, sedative, hypnotic | Moderate | Moderate | Yes | 4-8 | Oral | |
Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the affects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Faculty Listing

Automotive Technology
Brian Singer, ASE Master Technician/ GM Certified- Program Coordinator/Instructor

Dental Hygiene
Dr. Marie Kelly, DDS

Veterinary Technology
Tammy Kramer, CVT -Program Director
Dr. Thomas Wilson-DVM-Instructor
Dr. Emily Glasgow, DVM -Instructor
Jessie Masquelier, CVT –Instructor
Jennifer Schoenberger, CVT – Instructor
Chelsea Nemec, DVM – Instructor
Kimberly Mickley, DVM - Instructor

General Education
AJ Yohn, BA Business Management
Amanda Haver, BS- Education
Christine Savicky, -MA-English Literature
Erin Miles, -BA-English
Keith Floyd, Ed.D. Educational Leadership & Administration
Keith Horvath, BA Chemistry
Keith Horvath, BS-Chemistry
Kristina Myers, MA-Communication
Liza Kuhn, MEd-Psychology Education
P. Steven Donmoyer, BA- Science
Sara Norman, BA- Communication, MA- Public Administration
Sarah Meck, BS- Chemistry
Sue Spayd, MEd- Business Education
A complete listing of full-time and part-time faculty members, including degrees held and the conferring institution, is available for review upon written request made to the school’s designated Right to Know Open Records Officer. Please refer to the school’s Right-To-Know web page for more information.

**Federal Financial Aid, Title IV Refund Policy**

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

The U.S. Department of Education (DOE) specifies that LCCTC must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula. If you received, or LCCTC received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

The amount of assistance that you earned is determined by using the Title IV Refund Calculation. That is, if you completed 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% or more of the payment period, you earn all of your assistance for that payment period.

When the amount of assistance that you earned is determined by using the Title IV Refund Calculation, and it is determined that the LCCTC is required to return funds, the LCCTC returns the funds for which it is responsible as soon as possible but no later than 45 days after it determined that the student withdrew. When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. Funds are returned in the order listed until all required amounts have been returned.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. PHEAA State Grant
6. Other Aid
7. Student Aid

If LCCTC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make payment arrangements with LCCTC or the U.S. Department of Education to return the funds.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return. The school’s refund policies are located above.
Referral of Overpayments of Federal Funds and Fraud Cases

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA’s Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Sexual Misconduct and Dating Violence

• Campus Sexual Assault Victim’s Bill of Rights
• Survivors shall be informed of their option to notify law enforcement.
• Accuser and accused must have same opportunity to have others present.
• Both parties shall be informed of the outcome of any disciplinary proceeding.
• Survivors shall be notified of counseling services.
• Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims’ Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to $35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The “Campus Sexual Assault Victims’ Bill of Rights” exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Special Circumstances Policy

Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job or reduction in hours, separation or divorce, death in the immediate family) contact the Office of Financial Aid regarding your situation. It may be possible to reevaluate your financial aid eligibility.

If your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12), your financial aid eligibility may be re-evaluated. If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, be sure to contact the Office of Financial Aid.

Students requesting special circumstances are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification policy for additional information.

Student Lending – Code of Conduct

FINANCIAL AID PROFESSIONALS

Lancaster County Career & Technology Center (LCCTC) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between LCCTC officers, employees or agents and education loan lenders, LCCTC has adopted the following:

• Lancaster County Career & Technology Center does not participate in any revenue-sharing arrangements with any lender.
• Lancaster County Career & Technology Center does not permit any officer, employee or agent of the
school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.

- Lancaster County Career & Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

- Lancaster County Career & Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors. Lancaster County Career & Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

- Lancaster County Career & Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.

- Lancaster County Career & Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Schuylkill Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower’s selection of a lender and/or guarantor.

- Lancaster County Career & Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

- Lancaster County Career & Technology Center will not request or accept any assistance with call center or financial aid office staffing.

### Verification Policy

Verification is a process where the financial aid officer must verify that information reported on the FAFSA® application is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the Department of Education. Applications selected for verification by the Department are flagged with an “*” next to the EFC number on the Student Aid Report (SAR) and the student is notified of selection in Part I of the SAR. Applications selected by school officials will not have an “*” next to the EFC but will be notified of selection by a letter from the school.

### Specific items to be verified are:

1. Adjusted gross income (AGI)
2. U.S. Income Tax paid
3. Income Earned from work
4. Untaxed Portions of IRA Distributions
5. Untaxed Portions of Pensions
6. IRA Deductions and Payments
7. Tax Exempt Interest Income
8. Education Credits
9. Other Untaxed Income
10. Number of Household Members
11. Number in College
12. High School Completion Status – Must submit to school verifiable documentation of high school completion or its equivalent.
13. **Identity/Statement of Educational purpose** — *Required to be provided in person by the student to an authorized official at the school. The student must present a valid government-issued photo ID, such as but not limited to a driver’s license, other state-issued ID, or passport, etc.*

The Office of Financial Aid will notify all students selected for Verification by letter detailing what specific FAFSA® items from above must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school. In the event the student is selected for Verification of item 13 above, **Identity/Statement of Educational Purpose**, the student is required to report to the school in person, with appropriate ID, to sign all necessary documentation. Students who are unable to appear in person must notify the Office of Financial Aid immediately to obtain appropriate forms that must be completed in the presence of a Notary. The original notarized Statement of Educational Purpose form must then be provided to the school.

Students are required to provide all Verification documentation as specified in letter within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the SAR, the school will make the required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the U.S. Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the aid officer and a valid ISIR/SAR is submitted to the aid office.

Students requesting a review of their application due to special circumstances must complete the verification process before the school can make any changes or adjustments to the students’ cost of attendance or to the values of the data items required to calculate the EFC.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education. If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

**Technology Policies**

**What is an IAUP?**

The Internet Acceptable Use Policy ("IAUP"), is a written agreement, between LCCTC and its students, whose purpose is to identify permissible and prohibited uses of Information Technology while at school. More simply, it is a basic set of ground rules for a student’s use of Information Technology.

**Why Does LCCTC Need an IAUP?**

The Internet is a boundless source of detailed, current information that can enhance a student’s productivity. The Internet also allows access to a vast amount of purely entertainment-related features. Providing access to the Internet carries the same potential for productivity drain as placing a television on every student’s desk. Many Internet sites offer unrestricted access to pictures, video, sound, and text that is sexually oriented. There is no educational reason for such material to be brought into the classroom, and its presence impairs the school’s educational programs. Both state and federal law prohibit the viewing of obscene material, child pornography and other material that is harmful to minors on school Internet systems.
Financial and Technological Reasons for Implementing an IAUP

Restricting use of the Internet to school-related matters serves to prevent a drain on limited computer resources caused by frivolous or improper use. Access to the Internet costs the school money, either in fees to Internet Service Providers, or in hardware costs necessary to accommodate increased network traffic and data storage. A student’s inappropriate use of Information Technology may negatively affect other students’ speed of access or storage space for work product. An IAUP can guide students concerning the use of storage space and bandwidth on the system to ensure maximum utility to all students. Examples of restrictions serving this interest would be directives against downloading music, games, movies, personal e-mail or other non-school related files, as well as restrictions on downloading large files that can be obtained offline, and instructions to move old or seldom used files, programs or e-mail to alternative storage.

I. ELECTRONIC ACCESS POLICY

General

The Lancaster County Career and Technology Center provides most, if not all, students with electronic access, a network connection, and Internet/Intranet access. This policy governs all use of the School’s network, network systems and storage, Internet/Intranet access, e-mail system and equipment. This policy applies to all information technology resources, including but not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, the School’s Intranet and all other Information electronic messaging systems.

Definitions

*Child pornography* – Any photograph, film, audio, video or other visual depiction involving a minor engaging in sexually explicit conduct. *Harmful to Minors* – Any picture, image, graphic image file or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted acts, or lewd exhibition of the genitalia; and (3) taken as a whole, lacks serious literary, artistic, or scientific value as to minors.

*Obscenity* – Any material or performance, if: (1) the average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; (2) the subject matter depicts or describes in a patently offensive way, sexual conduct of a type described in this section; and (3) the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

*Information technology resources* – Any tool or medium used for computing or communications that may include but is not limited to: computers, personal digital assistants, hand held micro-computers, the Internet, local and wide area networks, intranet and extranet, e-mail systems, fileservers, wireless systems, text paging systems, phone systems.

II. E-MAIL POLICIES AND PROCEDURES

The School e-mail service is designed to improve the education and training of students who need it as part of their schooling. Students requiring the use of the School’s e-mail service must adhere to the following policies and procedures:

The School’s e-mail system, network, and Internet/Intranet access are intended for classroom use only. Students may access e-mail (if required) and the Internet for educational purposes only. Access to e-mail for personal or recreational use is strictly prohibited.

* All information created, sent, stored or received via the School e-mail services, network, Internet, or Intranet, including all e-mail messages and electronic files, is the property of the Lancaster County Career and Technology Center. Students should have no expectation of privacy regarding this information. The School reserves the right to access, read, review, monitor and copy all messages and files on its computer systems at any time and without notice. When deemed necessary, the School reserves the right to disclose text or images to law enforcement agencies or other third parties without the student’s consent.
Use extreme caution to ensure that the correct email address is used for the intended recipient(s).

Any message or file sent via e-mail must have the student’s name attached.

Creating or accessing personal e-mail accounts is not permitted at school. Personal e-mail accounts being: accounts created for the sole purpose of personal.

Alternate Internet Service Provider connections to the School's internal network are not permitted.

Students must provide their instructor and/or school administrator with all passwords when requested.

Only authorized school personnel are permitted to access another person’s e-mail without consent.

Students should exercise sound judgment when distributing messages. Students must also abide by copyright laws, ethics rules, and other applicable laws.

E-mail messages must contain professional and appropriate language at all times. Students are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via e-mail. Sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages via e-mail will result in disciplinary action up to and including expulsion.

Use of the School’s e-mail system for solicitations for any purpose, personal or otherwise, without written permission of the authorized Administration is strictly prohibited.

Chain messages and executable graphics and/or programs should be reported to their instructor immediately. Any student engaging in the transmission of inappropriate e-mails, as determined by the administration, will be subject to disciplinary action.

All messages archived in the School’s computer system shall be deemed School property, as is all information on the School’s system. Students having access to email are responsible for knowing the School’s email retention policy.

Misuse and/or abuse of electronic access, including but not limited to, personal use, copying or downloading copyrighted materials, visiting or attempting to visit pornographic sites or sending abusive e-mail messages will result in disciplinary action.

**III. NETWORK AND INTERNET POLICY**

**Internet Safety and Active Restriction Measures**

In accordance with the federal Children's Internet Protection Act (“CIPA”) and Act 197 of 2004, LCCTC utilizes technology protection measures including web content and SPAM filtering to prevent user access to or receipt of obscene, pornographic, or sexually explicit material or material which is harmful to minors. The School strictly enforces the use of this filtering technology during all network and Internet use. Overriding blocked Internet or e-mail content is the sole responsibility of the School’s Technology Director. Due to the dynamic nature of the Internet there may be sites that are not filtered by the school's Internet content filter. Internet content and SPAM filters by their very nature are not 100% effective and students may encounter objectionable content or SPAM when using the school’s Internet connection or e-mail system. Students must take responsibility for their use of the computer networks and Internet and avoid sites containing objectionable content that are unfiltered. If a student unintentionally accesses a site containing objectionable content, the student should immediately advise the instructor.

**Personal Responsibility**

By accepting a user account and password, and accessing the School’s Network or Internet a student agrees to adhere to the School's policies regarding their use. The student also agrees to report any misuse or policy violation(s) (including the reception of inappropriate materials) to your instructor or the School’s Technology Director.

**Permitted Use and Term**

Use of the Network and the Internet is a privilege, not a right. Use of Network and Internet access extends throughout a student’s course of enrollment in an academic year, presuming the student does not violate the School’s policies regarding Network, Internet or Intranet use. Student violations of this policy may result in the
suspension of Network, Internet or Intranet privileges.

**Availability and Access**
The School reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

**Contest and Communications**
The School, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited. Installing software from outside sources may introduce viruses to the entire system or corrupt computer software, so it is strictly prohibited. Students should never install/load or attempt to install/load any software on school computers.

**Privacy**
Network and Internet access is provided as a tool for educational and instructional purposes. The School reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. A student should have no expectation of privacy regarding them. School officials may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this Policy.

**Downloaded Files**
Files are not to be downloaded from the Internet without the prior authorization from the instructor. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Students are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

**Confidential Information**
Students should not transmit confidential information through the School Internet and e-mail systems without first receiving authorization from school officials. When students use e-mail to communicate confidential information internally it should be only to those school officials with a need to know. Such e-mail must be marked “Confidential.”

**Prohibited Activities**
Students are prohibited from using the School’s e-mail system, network, or Internet/Intranet access for the following activities:

Downloading software without the prior written approval from the instructor and the School’s Technology Director.

Printing, copying, or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright.

Using software that is not licensed by the manufacturer or approved by the School.

Sending, printing, or otherwise disseminating the School’s proprietary data or any other information deemed confidential by the School to unauthorized persons.

Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of the classroom.

Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.

Sending or forwarding messages containing defamatory, obscene, offensive, or harassing statements. A student should notify his/her instructor and/or Acting Director immediately upon receiving such a message. This type of message should not be forwarded.

Sending or forwarding a message that discloses personal information without School authorization. This shall also include accessing, transmitting, receiving, or seeking confidential information about fellow students without
authorization.

Sending ethnic, sexual-preference or gender-related slurs and/or jokes via e-mail. “Jokes”, which often contain objectionable material, are easily misconstrued when communicated electronically.

Sending or soliciting sexually oriented messages or images.

Attempting to access or visit sites featuring pornography, terrorism, espionage, theft, or drugs.

Gambling or engaging in any other criminal activity in violation of local, state, or federal law.

Gaining, or attempting to gain, unauthorized access to computer files, data, or computer systems inside or outside of the School’s network. This conduct is commonly known as “hacking” and is strictly prohibited.

Participating in activities, including the preparation or dissemination of content, which could damage the School’s professional image, reputation, record maintenance system, and/or have adverse financial consequences for the School.

Permitting or granting use of an e-mail or system account to another employee or persons outside the School. Permitting another person to use an account or password to access the Network or the Internet, including, but not limited to, someone whose access has been denied or terminated, is a violation of this policy.

Using other students’ or employees’ passwords or impersonating another person while communicating or accessing the Network or Internet.

Introducing a virus, harmful component, corrupted data or the malicious tampering with any of the School's computer systems or files.

Computer Equipment

The following protocols are designed to reduce repair costs, maintain the integrity of our system and protect the School’s assets. Students should adhere to the following:

Do not keep liquids or magnets on or near the computer.

Do not remove any computer from the building without written permission from instructor and Acting Director.

Do not disconnect, reconfigure or relocate computer equipment or technology without instructor permission and supervision of the IT department.

Do not transport removable storage (USB/thumb drives, floppy disks, CD/DVD’s, iPods, etc.) back and forth between home and office. This will help minimize exposure to viruses. If this is imperative to the completion of your job, students are to coordinate this process with instructor and technology support technician within their building to ensure the home computer is adequately protected from viruses or other malicious code.

Do not bring any personal technology to school, for example but not limited to: laptop or desktop computer, cell phones, PDA, MP3 or audio/video player, wireless/network equipment, gaming devices without permission from instructor and building administrator.

Compliance

Though each individual is responsible for his/her own actions, students are responsible for reporting noncompliance with this policy. Any student aware of a policy violation should immediately report the violation to their instructor and/or a school administrator. A student possessing knowledge of a violation and fails to report it to appropriate authorities is subject to disciplinary action.

Noncompliance

Violation of these policies will result in disciplinary action up to and including expulsion.
IV. SOFTWARE USAGE POLICY

Software Usage Policies and Procedures

Software piracy is both a crime and a violation of this policy. Students are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated school personnel) is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to the School’s standards of employee conduct. To ensure compliance with software license agreements and the School’s Software Usage Policy, employees must adhere to the following:

Students must use software in accordance with the manufacturer’s license agreement and the School’s Internet Acceptable Use Policy. The School licenses the use of computer software from a variety of outside companies. The School does not own the copyright to software licensed from other companies. Students acknowledge they do not own software or its related documentation.

1. The School does not condone and prohibits the unauthorized duplication of software. Students illegally reproducing software will be subject to disciplinary action. In addition, students illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment.
   a. NOTE: Unauthorized reproduction of software is a federal offense under US and Canadian copyright laws. In the United States, violators may be subject to civil damages in amounts up to $150,000 per title copied. Criminal penalties include fines as high as $250,000 per software title copied, and imprisonment of up to 5 years.

2. Any student who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the School, or who places or uses unauthorized software on the School’s premises or equipment shall be subject to disciplinary action.

3. Students are not permitted to install their personal software onto the School’s computer system.

4. Students are not permitted to copy software from the School’s computer system for any reason.

5. In cases that require a student to use software at home, the School will purchase an additional copy or license. Any student issued additional copy (s) of software for home use acknowledges that such additional copy (s) or license (s) purchased for home use are the property of the School.

6. Students are prohibited from giving software to other students or persons outside of the School. Under no circumstances will the School use software from an unauthorized source, including, but not limited to, the Internet, home, friends and/or peers.

7. Students who have reasonable suspicion of software misuse are required to notify their instructor, Acting Director, or Director Technology for proper procedures.

8. All software used on School-owned computers will be purchased through appropriate procedures. Consult your instructor, Acting Director or Technology Director for proper procedures.

Textbook Vouchers

All students applying for and receiving federal student aid may be eligible to receive a textbook voucher for the purchase of their textbooks prior to the start of school. The office of financial aid will determine whether or not a student is eligible to receive a Textbook Voucher prior to the start of training to be used for purchasing textbooks through the school’s online book store, Akademos. Textbook vouchers can only be used to purchase textbooks and required educational supplies.

The determination and issuing of vouchers will occur prior to the start of a student’s program when a final determination of federal financial aid can be made. If a student has been awarded funds to assist with the payment of their tuition, fees and books, and the amounts awarded are greater than the amount owed to the school for tuition and fees, that student may be eligible to use the excess funds to assist with the cost of
purchasing textbooks prior to the start of school. If eligible, excess funds for textbooks will be made available to students in the form of a textbook voucher through the online school book store, Akademos. All students have the right to refuse their textbook voucher by simply not using it and letting the expiration date pass.

In order to guarantee a textbook voucher can be made available prior to the start of training, students must:

1. be formally enrolled and included on a designated class roster no less than six weeks prior to the start of the program;

2. have ALL required financial aid applications completed, and verified if needed, no less than six weeks prior to the start of the program, should the student choose to file for federal financial aid;

3. have ALL Funding Authorizations from their sponsoring agency submitted to and received by the office of financial aid no less than 4 weeks prior to the start of class. Funding Authorizations include, but are not limited to, Federal Financial Aid Awards, Formal Funding Agreements from State and/or Local Funding Agencies, Scholarships, etc.;

4. have been determined by the office of financial aid to have a projected credit balance on their account in the first period of enrollment.

Students who do not meet the above criteria may not have a textbook voucher available to them prior to the start of class and should plan to make alternate arrangements for the purchase of books. Vouchers will continue to be posted as awards are made up to 10 days prior to the start of training for any student who did not have all applications completed by the deadlines listed above. Students who have met the above criteria and have awards in place 10 days prior to the start of training will receive notification via e-mail that their textbook voucher has been made available to them through the school’s online school book store, Akademos.
This document serves as an addendum to the 2019-2020 Adult Education Catalog to provide the policies and procedures related to the programs which began in the Fall of 2019. This document also serves as an addendum with corrections to the published 2019-2020 Adult Education Catalog. It should be noted that the policies and procedures outlined herein are in addition to any and all applicable policies in the 2019-2020 Catalog.

Section 5 – Academic Affairs: (Pages 82-90)
Policy – Satisfactory Academic Progress: (Pages 85-88)
Revised – December 23, 2019

Introduction
Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid and are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Three categories of academic progress are evaluated at the end of each payment period to determine Satisfactory Academic Progress; 1) cumulative GPA, 2) number of hours completed (attended or credit), and 3) maximum timeframe to complete the program of study. Federal regulations require that this policy apply to all students whether or not financial aid is received.

Students enrolled in Certificate or Diploma, Clock-hour programs will have their progress reviewed at the end of each scheduled payment period. Certificate and Diploma programs’ payment period consists of one half of the scheduled hours and weeks in a complete academic year (see Academic Year Definition section of this handbook). Students enrolled in Specialized Associate Degree programs will have their progress reviewed at the end of each semester.

It is the responsibility of the student to stay informed of LCCTC’s SAP standards and to monitor their own progress. Students who fail to meet one or more of the SAP standards will have their financial aid assistance either delayed or cancelled and may be required to repay all or part of the funds received.

Satisfactory Progress Definitions

Appeal—A process by which a student who is not meeting SAP standards can petition the school for reconsideration of his eligibility for FSA funds.

Financial aid probation—A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial aid warning—A status the school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.
Maximum timeframe

- For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program.
- For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Academic / Attendance requirements:

Qualitative standard

A measurement of academic achievement must be maintained in order to receive financial aid. This measurement of achievement is defined as:

- Student must maintain a grade of 60% or higher in the work defined by the course guidelines and for the clock hour (certificate or diploma) programs*

- OR -

- Student must maintain a 2.0 cumulative grade point average (CGPA) at the end of each term for AST degree programs*

  NOTE: incomplete, withdraw, and transfer credits are not calculated in the CGPA

Students who do not meet the above requirements will be placed on a financial aid warning status. Notification of the warning status will be provided to the student in writing. Student progress will be reviewed by the appropriate Adult Education Office during the subsequent grading period. The result of the review will be:

1. If the student doesn’t meet SAP requirements, financial aid may be suspended.
2. If a student meets SAP requirements, warning status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon the student returning to school for approval.

*Due to program accreditation or industry standards, some LCCTC programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:

1. Practical Nursing Program students should consult the Practical Nursing Student Handbook for academic progress standards.
2. Veterinary Technology Program students should consult the Veterinary Technology Student Handbook for academic progress standards.
3. Dental Hygiene Program students should consult the Dental Hygiene Student Handbook for academic progress standards.

Quantitative standard

Completion Rate (CR) is a measurement of progress towards completion of a program in a timely manner.

CR = Cumulative number of credits successfully completed / Cumulative number of credits attempted

Maximum Time Frame (MTF)

The student must complete a certain portion of the total program credit or clock hours to maintain satisfactory academic progress.

For students enrolled in AST degree programs, the 67% completion rate applies. This is determined by calculating the number of credits successfully completed per term by the number of credits attempted by term.
Students enrolled in career and technical programs other than practical nursing may continue to receive their financial aid as long as they maintain the ability to complete their training within 111% of the scheduled program time. For example, a full-time student enrolled in a career and technical program which is designated as 54 weeks in length must complete this program within 60 weeks.

Practical Nursing students may continue to receive their financial aid as long as they maintain the ability to complete their training within 105% of the scheduled program time. For example, a full-time student enrolled in the Practical Nursing program which is designated as 48 weeks in length must complete this program within 51 weeks.

Considerations – Satisfactory Academic Progress

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
2. Being declared ineligible for financial aid does not mean the student has been dismissed from LCCTC.
3. Any appeal of ineligibility is good for only one grading term or payment period. SAP must be reviewed each grading term/payment period.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means that LCCTC will reinstate the student’s eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, their financial aid will be suspended.
5. Students who have failed to make SAP in the period following a warning period will have their aid suspended and are eligible to file an appeal. If the appeal is approved, the student is placed on financial aid probation during the next payment period and will have their eligibility for aid reinstated for one payment period only.
6. No private loan funds, federal loans, or grants may be paid to the student’s account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student’s status is determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

Review of Satisfactory Academic Progress

At the end of each grading period/payment period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade.

Below is a list of codes assigned that indicate the technical training program (certificate or diploma) or courses in an AST degree program are not considered complete:

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Suspension of Financial Aid

1. Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
2. If a student finishes a term or course(s) with an “I” (incomplete) grade or grades, the student must complete the course in the allotted time frame per policy (refer to Grading Requirements in this handbook). If the student receives an “F” (failing) grade for an incomplete course, the student may not be maintaining SAP and may receive a warning or suspension of their financial aid.

Reinstatement of Financial Aid

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions.
Without the benefit of aid, students on financial aid suspension must:

a) complete 60% of the required minimum program competencies, or meet program specific qualitative standards, or achieve a GPA of 2.0 or better*, and

b) maintain satisfactory attendance.

* Refer to Satisfactory Academic Progress – Qualitative Standard section of this handbook for programs standards that supersede these thresholds.

Appeal Process

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Lancaster County Career & Technology Center
Attn: Director of Financial Aid
1730 Hans Herr Drive
Willow Street, PA 17584-0527

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student’s petition.

If approved, students will be required to follow an educational plan for continuation of financial aid.

PHEAA State Grant regulations: The Satisfactory Academic Progress policy for Pennsylvania State Grants is not covered under this policy, but is instead determined separately by the Pennsylvania Higher Education Assistance Agency (PHEAA).
Lancaster County CTC Campus and Class Locations

Brownstown Campus
Snyder & Metzler Roads
Brownstown, PA 17508
Ph: (717) 859-5100

Mount Joy Campus
432 Old Market Street
Mount Joy, PA 17552
Ph: (717) 653-3000

Willow Street Campus
1730 Hans Herr Drive
Willow Street, PA 17584
Ph: (717) 464-7050

Health Sciences Campus
422 Beaver Valley Pike
Willow Street, PA 17584
Ph: (717) 464-7063

Lancaster County Public Safety Training Center
101 Champ Blvd.
Manheim, PA 17545
Ph: (717) 537-4190