WELCOME

OUR MISSION
Prepare people for skilled, innovative and productive careers.

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

WHO WE ARE
Since 1971, Lancaster County Career & Technology Center has offered comprehensive technical programs of distinction to high schools and adult students. We are one of the largest technical school operating in Pennsylvania. The school features state-of-the-art training, technology and first-class training facilities.

Lancaster County Career & Technology Center is an accredited institution of higher education approved by the U.S. Department of Education and the Commission of the Council on Occupational Education and licensed by the Pennsylvania State Board of Private Licensed Schools. The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region.

PROGRAMS AND COURSES
In this catalog, you will find information about the education and training programs we offer, including class descriptions, start dates, tuition rates and registration details.

FULL-TIME PROGRAMS
- Duration of nine months or more in length, with four or five classes per week; 900 hours or more in length
- Certificate Programs
- Some programs offer a Specialized Associate Degree option.
- Intergenerational programs primarily for high school seniors, aligned with the county high school academic calendar; qualified adult students enrolled if space is available
- Requires a high school diploma or GED
- Are Title IV eligible for federal financial aid

SHORT-TERM COURSES
- Courses designed for students pursuing continuing education or working to learn a new skill within a short period of time
TABLE OF CONTENTS

HVAC .................................................................................................................. 4

BASIC INDUSTRIAL MAINTENANCE ................................................................. 4

MEDICAL / DENTAL ......................................................................................... 5-6

TRANSPORTATION TECHNOLOGIES ......................................................... 7-9

VETERINARY SCIENCES .................................................................................. 9

WELDING / MANUFACTURING ......................................................................... 10

CANCELLATIONS AND TUITION REFUNDS ............................................... 11

FINANCIAL AID ............................................................................................... 12

LOCATIONS

BROWNSTOWN CAMPUS
Metzler & Snyder Roads
Brownstown, PA 17508
GPS: 231 Snyder Road, Ephrata, PA 17522
PHONE: 717.859.5100

MOUNT JOY CAMPUS
432 Old Market Street, Mount Joy, PA 17552
PHONE: 717.653.3003

WILLOW STREET CAMPUS
1730 Hans Herr Drive, Willow Street, PA 17584
PHONE: 717.464.7050

HEALTH SCIENCES CENTER
422 Beaver Valley Pike, Willow Street, PA 17584
PHONE: 717.464.7063

CONTACT INFORMATION

ADMISSIONS: 717.278.1469
BURSAR: 717.464.7068
FINANCIAL AID: 717.464.7050 ext. 7101
REGISTRAR: CDL 717.653.3003
LPN 717.464.7062
ALL OTHER 717.464.7065

LINKS

WEBSITE
www.LancasterCTC.edu

TWITTER
@Lancaster_CTC

FACEBOOK:
@LancasterCountyCTC

INSTAGRAM:
@lancastercountycbtc
INTERGENERATIONAL FULL-TIME PROGRAMS

Adult students are permitted to attend daytime programs that are primarily taught to high school students for the purpose of workforce development. Adults are admitted as space permits and after successfully completing the enrollment process.

TUITION: $9,200  TERM FEE: $1,500  TECH FEE: $500

Additional program costs for books, program fees, uniforms and supplies needed to participate in these programs range from approximately $1,150 - $2,500 and are the responsibility of the student. Specific program costs are available online or provided upon request.

BROWNSTOWN CAMPUS

ARCHITECTURAL CAD/DESIGN
CABINET MAKING & WOOD TECHNOLOGY
COMMERCIAL ART
COMPUTER SYSTEMS TECHNOLOGY
DIGITAL DESIGN/PRINT MEDIA
ELECTRICAL CONSTRUCTION TECHNOLOGY
HEAVY EQUIPMENT OPERATIONS & BASIC MAINTENANCE
HVAC/R
INTERACTIVE MEDIA & WEB DESIGN
PAINTING & INTERIOR FINISHES
PHOTOGRAPHY & DIGITAL IMAGING
PLUMBING

MOUNT JOY CAMPUS

BAKING & PASTRY ARTS
COMMERCIAL CONSTRUCTION/MANAGEMENT
CULINARY ARTS
EARLY CHILDHOOD EDUCATION
ELECTRO-MECHANICAL ENGINEERING TECHNOLOGY
EVENT PLANNING & TOURISM SERVICES MANAGEMENT
METAL FABRICATION
PRECISION MACHINING AND COMPUTER AIDED MANUFACTURING
RESIDENTIAL CARPENTRY

WILLOW STREET CAMPUS

ANIMAL PRODUCTION SCIENCE & TECHNOLOGY
COLLISION REPAIR
DENTAL ASSISTANT
DIESEL EQUIPMENT TECHNOLOGY
MEDICAL ADMINISTRATIVE ASSISTANT
MEDICAL ASSISTANT
RV & OUTDOOR POWER EQUIPMENT
SPORTS MEDICINE/REHABILITATION TECHNICIAN
ADULT COURSES & PROGRAMS

HVAC

HVAC—EPA CERTIFICATION

• 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.

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

DATES: Dec 9-10, 2020; Apr 21-22, 2021

LOCATION: Brownstown Campus

TUITION: $225 (Includes manual & testing)

MAINTENANCE

BASIC INDUSTRIAL MAINTENANCE TECHNOLOGY

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.

SHORT-TERM: 17 Weeks/330 hours

DATES: Sept 28, 2020-Feb 5, 2021; Feb 8-Jun 15, 2021

LOCATION: Mount Joy Campus

TUITION: $3,000

To find out more or to schedule a class call 717.653.3000 ext 3091 or email ddieugenio@lancasterctc.edu.
**MEDICAL / DENTAL**

### DENTAL ASSISTANT
- Prepare for a career as a dental assistant or with further education as an expanded function dental assistant (EFDA), dental hygienist, dental lab technician or dentist.
- Experience the satisfaction of providing high quality patient care in a team-oriented modern dental office environment.
- Perform a wide variety of dental office duties with other dental professionals, including taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.
- In addition to hands-on experience in our on-site clinic, participate in a dental assistant externship. Note: This opportunity is available for students who meet all clinical criteria.

**FULL-TIME DAY:** Aug 25, 2020-Jun 1, 2021
Mon-Fri 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** $9,200  
**TECH FEE:** $500  
**TERM FEE:** $1,500

### EXPANDED FUNCTION DENTAL ASSISTANT (EFDA)
- Program is designed in accordance with the PA State Board of Dentistry’s EFDA guidelines. Class includes 30 sessions of classroom/laboratory instruction, followed by a clinical externship in a dental office comprised of 120 hours that the student completes at their own pace, over 15 weeks.
- Training culminates in a clinical externship under the direct supervision of and evaluated by a licensed and practicing dentist.
- Perform chair-side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment as provided in general dentistry.
- Place, contour, and finish amalgams and composite restorations. Place and remove matrices, wedges, rubber dams and apply bases and liners.
- Submit $20 EFDA-Specific Application

**PART-TIME:** Approx. 30-50 weeks/210 hours
Tues/Thu  6:00–9:00 PM & Daytime hours (Externship)

**DATES:** Oct 6, 2020-Jan 29, 2021; Mar 2-Jun 18, 2021

**LOCATION:** Willow Street Campus

**TUITION:** $3,565 + materials (textbook included)

### DENTAL HYGIENE SPECIALIZED ASSOCIATES DEGREE PROGRAM (AST)
- 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. Students will be instructed on dental hygiene practice, dental practice administration, dental radiology, 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, and dental sales.

**FULL-TIME DAY:** Aug 31, 2020-May 22, 2022
Mon-Fri 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** $31,500  
**TECH FEE:** $1,250  
**TERM FEE:** $7,500

### MEDICAL ASSISTANT
- Prepare for professional certification as a medical assistant, employment and further education.
- Apply advanced diagnostic procedures to patient care, such as phlebotomy and pharmacology. Assist in minor office surgeries.
- Participate in a 7-week medical assistant externship. Note: This opportunity is available for students who meet all clinical criteria.
- Learn to deliver high-quality patient care.

**FULL-TIME DAY:** Aug 25, 2020-Jun 1, 2021
Mon-Fri 8:00 AM-2:35 PM

**LOCATION:** Willow Street Campus

**TUITION:** $9,200  
**TECH FEE:** $500  
**TERM FEE:** $1,500
MEDICAL TERMINOLOGY
• Master the language of medicine by learning the words that make up medical terms.
• Learn the terms related to each body system and abbreviations used in medical language.

SHORT-TERM: 15 weeks/90 hours
Mon/Wed 6:00-9:00 PM

DATES: Oct 5-Dec 4, 2020; Jan 4-Apr 26, 2021; May 3-Aug 26, 2021

LOCATION: Willow Street Campus

TUITION: $600 + textbooks

NURSE AIDE TRAINING (CNA)
• 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.

SHORT-TERM: 16 days/120 hours
Mon-Thu 7:00 AM-3:15 PM (Classroom) & 6:30 AM-2:30 PM (Clinical Experience)

DATES: TBD

TUITION: $975 (Additional fees may apply to meet PA State requirements)

PHLEBOTOMY
Prerequisite: Medical Terminology or Anatomy/Physiology
• Acquire skills to understand and perform phlebotomy procedures.
• Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control.
• Uniform is required.

SHORT-TERM: 15 weeks/90 hours
Mon/Wed 6:00-9:00 PM


LOCATION: Willow Street Campus

TUITION: $600 + materials & textbooks

PRACTICAL NURSING PROGRAM
• Integrates theory, practice and hands-on experience.
• Builds on mastery of concepts, progressing from basic to complex.
• Provides real-world experience in clinical nursing situations.

Requirements:
• Provide high school transcript and/or GED transcript
• College transcripts, if applicable
• Successfully pass TEAS VI (Test of Essential Academic Skills) entrance test
• Attend student orientation
• $200 Enrollment Fee (to secure a seat in the program- $100 nonrefundable if applicant changes their mind)
• Secure a Criminal Record Check, FBI Criminal History, Child Abuse History Clearance
• Physical exam required to include: 2 step PPD, Drug Screen, Immunizations (MMR, Hepatitis B, Varicella, Flu Vaccine, Tetanus)
• Current CPR (Healthcare Provider)

12-MONTH DAYTIME PROGRAM
Classes begin Jan, May, and Aug
Mon-Fri 8:00 AM-3:00PM (Theory)
Mon-Fri 7:00AM-3:00 PM (Clinical Experiences)

18-MONTH EVENING PROGRAM:
Classes begin Spring and Fall
Mon-Thu 4:00-9:30 PM (Theory)
Mon-Thu 4:00-10:30 PM (Clinical Experiences)

LOCATION: Health Sciences Campus

IN-STATE TUITION: $12,450
OUT-OF-STATE TUITION: $14,400

STUDENT INSURANCE: $75
GRADUATION FEE: $150
TERM FEE: $1,650
TECH FEE: $2,250
TRANSPORTATION TECHNOLOGIES

AUTOMOTIVE TECHNOLOGY SPECIALIZED ASSOCIATE DEGREE PROGRAM (AST)

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

FULL-TIME DAY: Aug 31, 2020-December, 2021
Mon-Fri 8:00 AM-5:00 PM
LOCATION: Willow Street Campus
TUITION: $23,800 TERM FEE: $3,000
TECH FEE: $750

AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAM

- Prepare for professional automotive certifications, employment and further education.
- Work side by side with experienced automotive technicians.
- Experience the thrill of diagnosing today’s complex vehicle computer programs and mechanical systems.
- Develop the skills needed to become a part of an automotive technology team.

FULL-TIME DAY: Aug 31, 2020-June 21, 2021
Mon-Fri 8:00 AM-2:35 PM
LOCATION: Willow Street Campus
TUITION: $9,429 TERM FEE: $2,000
TECH FEE: $500

COMMERCIAL TRUCK DRIVING (CDL) TRAINING PROGRAM

The five week program provides you with the skills not only to obtain your CDL license, but also to land a job as a professional truck driver.

- You can apply for a Class A, B.
- Class B training minimum of 4 in a class.
- We provide 40 hour refresher courses.
- We do not provide 1 on 1 training.
- Customized training to suit only needs of industry businesses specific.
- We are a PennDot certified third-party testing site. Your equipment or ours.
- We are able to provide testing for passenger endorsement.
- To find out more or to schedule a class, call 717.653.3003 or email CDLtraining@lancasterctc.edu

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

SHORT-TERM: 5 weeks/200 hours
DAY: Mon-Thu 6:30 AM-4:30 PM
DATES: Classes start the first Monday of each month
LOCATION: Commercial & Motor Vehicle Training Center at the Mount Joy Campus
TUITION: $4,495 TERM FEE: $650
(Financing available to those who qualify)

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

SHORT-TERM: 4 weeks/ 160 hours
DATES: By Appointment
LOCATION: Commercial & Motor Vehicle Training Center at the Mount Joy Campus
TUITION: $4,495 full time rate
$1,500 part time rate
EMISSIONS INSPECTOR CERTIFICATION COURSE
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. Students who do not successfully pass the certification test on their first attempt do not have to pay for the entire course tuition; however a $30 re-test fee must be paid prior to being eligible to re-take the test.

SHORT-TERM: 3 days/12 hours
Tues, Thurs, Tues 5:00-9:00 PM
DATES: Sep 22, 23, 24, 2020; Oct 26, 27, 29, 2020;
Nov 17, 18, 19, 2020; Dec 15, 17, 21, 2020;
Jan 26, 28, Feb 2, 2021;
Feb 23, 25, March 2, 2021;
Mar 23, 25, 30, 2021; Apr 20, 22, 27, 2021;
May 18, 20, 25, 2021
LOCATION: Willow Street Campus
TUITION: $200 (includes registration fee) Must also register with PennDot with a $39.99 fee.

HEAVY EQUIPMENT OPERATIONS & CDL CLASS A COMBO COURSE
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.

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

SHORT-TERM: HEO—10 weeks/400 hours
CDL Class A—5 weeks/200 hours
DATES: Call for information on multiple course start dates
LOCATION: Brownstown Campus & Commercial & Motor Vehicle Training Center at Mount Joy Campus
TUITION: $10,000 TERM FEE: $500

HEAVY EQUIPMENT OPERATIONS AND BASIC MAINTENANCE
This course provides students with 100 hours of classroom instruction and 300 hours of hands-on learning to operate equipment.

- 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.

SHORT-TERM: 10 weeks/400 hours
Mon-Thu 6:30 AM-4:30 PM
DATES: July 27 2020 – 10/12/2020
Oct 19 2020 - 01/12/2021
LOCATION: Brownstown Campus
TUITION: $6,750

LOCATION: Willow Street Campus
TUITION: $200 (includes registration fee) Must also register with PennDot with a $39.99 fee.
VEHICLE SAFETY INSPECTION CERTIFICATION
Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become licensed as PA State Inspection Mechanics. A Commonwealth of PA State Inspection certification card (MV 439) will be issued by the PA Department of Transportation upon successful completion of this course. 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

SHORT-TERM: 4 days/12 hours
Mon/Tues/Wed/Thu or Fri 4:00–8:00 PM
NOTES: Tactile test time is scheduled by instructor on Thursday or Friday.
DATES: Sep 14-18, 2020; Oct 5-9, 2020; Nov 2-6, 2020; Dec 7-11, 2020; Jan 4-8, 2021; Feb 1-5, 2021; Mar 1-5, 2021; Apr 12-16, 2021; May 3-7, 2021
LOCATION: Willow Street Campus
TUITION: $175

CATEGORY 3 COURSE
- Includes heavy trucks over 17,000 pounds GVW, trailers over 10,000 pounds GVW, and all buses.
- This course provides instruction on the use of inspection tools and equipment specific to Category 3 licensing.

SHORT-TERM: 2 days/8 hours
Tues/Thu 4:00–8:00 PM
LOCATION: Willow Street Campus
TUITION: $90

VETERINARY SCIENCES
VETERINARY TECHNOLOGY SPECIALIZED ASSOCIATE DEGREE PROGRAM (AST)

- The Veterinary Technology Specialized Associate Degree program is designed to provide students with knowledge and skills leading to entry-level employment in a variety of veterinary clinical settings and related fields.
- Graduates will be prepared to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assistance for a variety of domestic animals. Basic clinic management skills and client communications will be an important part of this program.
- The Veterinary Technology Specialized Associate Degree program is accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA). Program graduates will be eligible to sit for the Veterinary Technician National Exam (VTNE) for Licensing as a Certified Veterinary Technician.
- Combines classroom theory and laboratory experience on topics including care, surgical procedures, proper washing and feeding techniques, and overall care of animals; 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.
- 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.
- LCCTC does not guarantee job placement to graduates upon program completion and graduation. Graduate may need to relocate to obtain employment after program completion.

FULL-TIME DAY: Aug 31,2020- Aug 2022
Mon-Fri 8:00 AM-4:50 PM
LOCATION: Willow Street Campus
TUITION: $25,900
TECH FEE: $1,000
TERM FEE: $4,000
WELDING

ADVANCED WELDING TECHNOLOGY

• Welding has become a dominant force in virtually every aspect of daily life. With the industry’s continual advances, welding will provide almost endless opportunities for those on the cutting edge.

• The certificate in Advanced Welding program is for those who are seeking to expand upon their basic welding skills to an advanced comprehension of welding knowledge, proficiency and practice to meet the needs of manufacturing, aerospace, automotive, industrial fabrication, pipeline, ship building and heavy construction occupations.

FULL-TIME DAY: Mon-Thu 4:30-9:30 PM
DATES: July 13, 2020-June 28, 2021; Jan 19, 2021-Dec 1, 2021
LOCATION: Mount Joy Campus
TUITION: $9,400  TERM FEE: $1,500
TECH FEE: $500

MIG WELDING

• Includes metal inert gas welding processes and equipment set-up.
• Learn MIG welding, spot welding, and safety procedures.

SHORT-TERM: 7 weeks/42 hours Mon/Wed 6:00-9:00 PM
DATES: Sep 14-Nov 2, 2020; Jan 11-Mar 3, 2021; Mar 8-Apr 26, 2021; May 3-Jun 23, 2021
LOCATION: Mount Joy Campus
TUITION: $550 + materials ($175)* TERM FEE: $100

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

TIG WELDING

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

SHORT-TERM: 7 weeks/42 hours Tue/Thu 6:00-9:00 PM
DATES: Oct 27-Dec 15, 2020; Feb 23-Apr 13, 2021
LOCATION: Mount Joy Campus
TUITION: $550 + materials ($175)* TERM FEE: $100

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

BASIC WELDING

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

SHORT-TERM: 10 weeks/200 hours
Mon-Thur 10:00 AM-3:00 PM
DATES: Oct 5-Dec 17, 2020; Jan 11-Mar 24, 2021; Apr 19-June 30, 2021
LOCATION: Mount Joy Campus
TUITION: $2,000* *Includes materials, welding gloves, safety glasses, and hood.

ELECTRIC ARC WELDING

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

SHORT-TERM: 7 weeks/42 hours Mon/Wed 6:00-9:00 PM
DATES: Oct 26-Dec 15, 2020; Feb 22-Apr 13, 2021
LOCATION: Mount Joy Campus
TUITION: $550 + materials ($175)* TERM FEE: $100

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

FULL-TIME EVENING: Mon-Thu 4:00-9:00 PM
DATES: Jul 7, 2020-Jun 2021; Jan 11, 2021-Dec 2021
LOCATION: Mount Joy Campus
TUITION: $9,400  TERM FEE: $1,500
TECH FEE: $500

WELDING TECHNOLOGY

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

Programs and courses are subject to minimum enrollment requirements. Under-enrolled classes are subject to cancellation. Maximum class size varies with program content, and enrollment is based on first to apply, first enrolled until maximum enrollment for the class is reached. You will receive either a confirmation of enrollment or a cancellation notice prior to the scheduled start date. If you have questions about your enrollment status, please call the Registrar at 717.464.7065.

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

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

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.

SCHOOL FEE REFUND SCHEDULE
Students withdrawing from a full-time diploma program after the first day of the term are eligible for partial tuition refunds as follows:

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

Students withdrawing from any or all classes within a full-time degree program after the first day of the term are eligible for partial tuition refunds as follows:

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

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 class—55%
- Withdrawal after 25% but within 50% of the class—30%
- Withdrawal after 50% of the class—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.

Accreditation:

ADA/EOE/Nondiscrimination Info:
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.

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

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

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.

GE Program Disclosure:
For important information on educational debt, earnings and completion rate of students who attended the program, visit www.lancasterctc.edu.

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.
THANK YOU FOR CHOOSING US

FINANCIAL AID

As you are considering your choice of program, you are encouraged to seek out possible funding sources before you enroll. We participate in various federal, state and local financial aid programs that assist students in need who would be unable to pursue an education without financial aid.

Listed below are the Financial Aid resources available to students who qualify.

For more information about financial aid options and application instructions, call our Office of Financial Aid at 717.464.7050 ext. 7101

• Federal Pell Grant
• Federal Direct Stafford Loan Program
  -Subsidized Stafford Loan
  -Unsubsidized Stafford Loan
  -Federal Direct PLUS Loan
• Veteran’s Education Assistance (1.888.442.4551)
• Lancaster County CareerLink (717.509.5613)
• Office of Vocational Rehabilitation (1.800.762.6306)
• New Choices Career Development (717.869.6363)

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

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

Availability of training space is limited and enrollment is based on first to apply, first accepted, until maximum enrollment for the class is reached. If you need assistance in selecting your program, please call our Admissions Office at 717.278.1469.