



Lancaster County Career and Technology Center Adult Education Catalog 2024-2025

YOUR FUTURE. YOUR CAREER.
OUR PRIORITY.

Mission

The Mission of the Lancaster County CTC is to prepare people for skilled, innovative, and productive careers.

Our Vision

The Lancaster County Career and 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.

Lancaster County Career and Technology Center
1730 Hans Herr Drive
Willow Street, PA 17584

Revised June, 2024

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Additions and Revisions

Additions and Revisions to the 24-25 Catalog

Yearly Additions and Revisions

- Campus security statistics updated
- Faculty Listing updated
- Tuition and Fees Schedules updated for each program

New Additions and Revisions

- Program Pages Updates: tuition, dates, certifications
- Grammatical and Spelling errors fixed
- Removal of the following Intergenerational programs : Animal Production Science and Technology, Architectural CAD/Design Brownstown, Cabinetmaking and Wood Technology, Carpentry Technology, Collision Repair, Commercial Art, Computer Systems Technology, Culinary Arts/Chef, Diesel Equipment Technology, Digital Design/Print Media, Early Childhood Education, Electrical Construction Technology, Electro-Mechanical Engineering Technology, Heavy Equipment Operations and Basic Maintenance, HVAC/R, Interactive Media and Web Design, Metal Fabrication, Nursing Assistant/Home Health Aide, Painting and Interior Finishes, Patient Care Technician, Photography and Digital Imaging, Plumbing, Precision Machining and Computer-Aided Manufacturing, Power Sport Technology

SECTION 1: Institutional Information

Joint Operating Committee

JOC CHAIR – Mrs. Debra Sturgis, Donegal School District
JOC VICE CHAIR – Mr. Justin Wimer, Solanco School District
JOC SECRETARY – Mr. Christopher Straub, Penn Manor School District
JOC ASSISTANT SECRETARY – Mrs. Mara Creswell McGrann, School District of Lancaster
JOC TREASURER – Mr. Steve Riehl, Pequea Valley School District
Ms. Desiree Wagner, Cocalico School District
Ms. Sandra Duncan, Columbia Borough School District
Mr. Phil Hurst, Conestoga Valley School District
Mr. Brian Conroy, Eastern Lancaster County School District
Mr. Menno Riggleman, Elizabethtown Area School District
Mr. Tim Stayer, Ephrata Area School District
Mr. Grant Keener, Hempfield School District
Mr. Andrew Welk, Lampeter-Strasburg School District
Mr. Charles Gearhart, Manheim Central School District
Dr. Terrance Henderson, Manheim Township School District
Mrs. Emily Zimmerman, Warwick School District

Superintendent of Record

Dr. Kevin Peart, Lampeter-Stasburg School District

Lancaster County CTC Administration

Dr. Stuart Savin—Administrative Director (717) 464-7050 ext. 7168
Thomas Wolfe—Assistant Administrative Director (717) 464-7058
David Smith—Director of Higher and Continuing Education (717) 629-1001
Kami Dugan – Director of Practical Nursing (717) 464-7050 x7102
Debra Woodcock—Director of Financial Aid (717) 464-7054
TBD—Business Manager (717) 464-7060
Karin Shipman—Student Services Director (717) 208-3124
Michael Moeller—Supervisor of Curriculum (717) 464-7061
Rachel Hetzel—Director of Technology (717) 208-3125

Items in this catalog are subject to change.

Campus Locations

Brownstown Campus – Branch Campus

231 Snyder Road, Ephrata, PA 17522
(717) 859-5100
(717) 859-4529—fax
Hours: 7:45 a.m. to 4:00 p.m.
TBD, Director/Principal
Mark Stackey, Assistant Principal

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 9:00 p.m.
Dr. Julie Frey, Director/Principal
Andrew Pursell, Assistant Principal

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 9:00 p.m.
Jeremy King, Director/Principal
Mark McCracken, Assistant Principal

Health Sciences Campus – Branch Campus

422 Beaver Valley Pike, Willow Street, PA 17584
717-464-7063
Hours: M-Th from 8:00 a.m. to 9:30 p.m.; Fridays 8 a.m. to 4 p.m.
Classes/Clinicals in session: M-Th 7 a.m. to 10:30 p.m.; Fridays 7 a.m. to 3:30 p.m.
Kami Dugan, Director
Elizabeth “Annie” Hatzivasilis, LPN, Practical Nursing Clinical Coordinator

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.
Dr. Julie Frey, Director/Principal
Andrew Pursell, Assistant Principal

About the Lancaster County Career and Technology Center

Welcome

Welcome to the Lancaster County Career and Technology Center (Lancaster County 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 County CTC will do everything possible to ensure your experience with us is rewarding and successful. Please take the time to read this entire catalog so that you will be familiar with our policies and procedures. Your instructor will be able to answer any questions you might have.

Post-secondary students enrolled at the Lancaster County CTC are required to comply with all of the policies and procedures established for the technical high school. Lancaster County CTC reserves the right to remove any post-secondary 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 and Technology Center (Lancaster County CTC) has offered comprehensive technical programs of distinction. Lancaster County CTC 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 and 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 stand-alone adult classroom environment. Adults enrolled in the high school classes attend classes where the majority of students are high school seniors. Adults enrolled in stand-alone 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 post-secondary 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 County CTC operates as a Privately Licensed Institution of Higher Education offering specialized associate degree programs: Associate in Specialized Technology (AST), 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) and Dental Hygiene (AST).

Students enrolled in the AST programs attend classes with post-secondary students only. **The AST programs are Associate Degree programs open to students who are high school graduates or equivalent only.** The AST 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 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 Technology offer students seeking degree status another educational option. Upon graduation the following degree will be granted:

- Associate in Specialized Technology

Mission

The Mission of the Lancaster County CTC is to prepare people for skilled, innovative, and productive careers.

Our Vision

The Lancaster County Career and 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.

Core Beliefs

- We believe all students will meet high standards, obtain 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 and 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 and 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 and Technology Center is licensed by the Pennsylvania State Board of Private Licensed Schools.

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

The Lancaster County Career and Technology Center is licensed by the State Board of Education of Pennsylvania under the authority of the Secretary of Education to offer the Automotive Technology Associate in Specialized Technology Degree, Veterinary Technology Associate in Specialized Technology Degree, and the Dental Hygiene Associate in Specialized Technology Degree.

Certificate and Degree Career Training Program Accreditations/Approvals

Automotive Technology – National Automotive Technical Education Foundation (NATEF), National Institute for Automotive Service Excellence (ASE)

Dental Hygiene – Commission on Dental Accreditation (CODA)

Medical Assistant – National Health Association (NHA)

Veterinary Technology – Committee on Veterinary Technician Education and Activities (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

Phlebotomy – Approved by the National Healthcareer Association

Safety Inspection Mechanic – Approved by PennDOT

Hours of Operation

The normal operating hours and schedule for offices is as follows: (*Summer hours may vary by campus.)

Office	Hours	Phone
Admissions (Monday-Friday)	8:00 a.m. to 4:00 p.m.	(717) 278-1469
Financial Aid (Monday-Friday)	8:00 a.m. to 4:30 p.m.	(717) 464-7050 ext 7101
Bursar (Monday-Friday)	8:00 a.m. to 4:00 p.m.	(717) 464-7068
Main Office (Monday – Friday)	7:45 a.m. to 4:00 p.m.	(717) 464-7065
Business Office (Monday-Friday)	8:00 a.m. to 4:00 p.m.	(717) 464-7050
Learning Resource Center		
EBSCOhost Virtual Library	Available 24/7	

Institutional Program Annual Calendar

Daytime, 9-month Certificate Programs:

Fall	8/26/2024 to 1/16/2025
Spring	1/17/2025 to 5/29/2025

Evening, 12-month Diploma Programs:

Fall	7/3/2024 to 12/23/2024
Spring	1/2/ 2025 to 6/30/2025

Daytime, 17-Month Automotive Tech Degree Program:

8/26/2024 to 12/15/2025

24-25 Academic Calendar for Degree Programs:

Fall Term:	8/26/2024 to 12/13/2024
Spring Term:	1/6/2025 to 5/2/2025
Spring Break:	3/10/2025 to 3/14/2025
Summer Term:	6/2/2025 to 8/8/2025

25-26 Academic Calendar for Degree Programs:

Fall Term:	8/25/2025 to 12/12/2025
Spring Term:	1/12/2026 to 5/8/2026
Spring Break:	3/9/2026 to 3/13/2026
Summer Term:	6/8/2026 to 8/14/2026

Practical Nursing

- 12-Month Daytime Program
- 18-Month Evening Program
- Multiple class starts per year

School & Offices Closed

July 4, 2024
September 2, 2024
November 28, 2024
November 29, 2024
December 2, 2024
December 24, 2024 – Jan. 1, 2025
February 14, 2025
February 17, 2025
April 18, 2025
May 26, 2025
June 19, 2025

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 Lancaster County CTC 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 Lancaster County CTC 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 Lancaster County CTC campuses, "Centers", and Adult Ed programs can be found by logging onto www.lancasterctc.edu and selecting "Adult Education."

Veterans and the Lancaster County CTC

If you are a veteran or a family member of a veteran, the Lancaster County 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 County 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 VA 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. Delayed payments from the VA will not cause the Lancaster County CTC to impose a penalty including assessment of late fees, denial of access to school facilities, or require the veteran to borrow additional funds. 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 and Technology Center adheres to the U.S. Department of Education (USDE) 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 post-secondary students, degree-seeking and non-degree.

SECTION 2: Programs

YOUR FUTURE. YOUR CAREER. OUR PRIORITY

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 outearn 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, as well as Full-time Certificate and Diploma programs and Specialized Associate Degree programs. We're confident that if you take the time to learn about our programs you'll find the one that is right for you.



Workforce Training and Continuing Education Programs

Short-term Workforce Training and 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. Actual class dates and times as published in this catalog at the time of printing are subject to change.

Short-term programs are designed to provide you with all the knowledge and skills needed to enter a new career, (Ex: CDL). 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.

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.

Short-term Programs (COE Approved)	Campus	Zip Code
Commercial Drivers License*	Mount Joy	17552
EFDA - Expanded Function Dental Assistant*	Willow Street	17584
Basic Industrial Maintenance*	Mount Joy	17552

**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.*

Continuing Occupational Education	Campus	Zip Code
40-Hr CDL Behind-The-Wheel, 1-On-1 Instruction	Mount Joy	17552
40-Hour CDL Refresher Course	Mount Joy	17552
HVAC - EPA Certification	Brownstown	17522
Emissions Inspector Certification	Willow Street	17584
Vehicle Safety Inspection License	Willow Street	17584
Basic Welding	Mount Joy	17552
Electric ARC Welding	Mount Joy	17552
MIG and Flux Core Welding	Mount Joy	17552
TIG (GTAW) Welding	Mount Joy	17552
Phlebotomy	Willow Street	17584

COMMERCIAL TRUCK DRIVER TRAINING CERTIFICATE PROGRAMS

The Lancaster County Career & Technology Center's CDL Driver Training & Licensing Center offers great programs that can help you move into your new career as a CDL (Commercial Drivers License) 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 ready to seek jobs with local, regional, or over-the-road companies. We have late model, well maintained equipment. You will train in the same type of equipment that the industry is currently using.

Our CDL program exceeds all the requirements for the Entry Level Driver Training (ELDT) program and registered on the FMCSA Training Provider Registry (TPR).

Our four-week program provides you with the knowledge to take the CDL permit, CDL exam, and the insight to obtain a job as a professional truck driver. The Lancaster County CTC does not guarantee a CDL permit, a CDL license, or a job.

Below is information on all of our program options. 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. We are a certified, PennDOT 3rd-party testing site, so you can come to us if all you need to do is take your test.

CDL Class A ELDT Truck Driver Training

Mount Joy Campus

CDL Driver Training & Licensing 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. Train in a manual or automatic truck. This class meets all criteria for the ELDT program.

CIP Code **49.0205**

Program Length/Days/Times/Dates

160 Hours/4 Weeks

Monday through Thursday, 6:30 am to 4:30 pm

Maximum Class Size: 12

Classes start: To Be Determined Monthly

Tuition Information

Tuition and Fees Subject to Change

Program Tuition

Base Tuition:\$5,000

Term Fee:\$720

Total Cost: **\$5,720

*Financing options available to those who qualify

CDL Registration Requirements

- Complete registration online.
- Minimum age 18, in-state only, 21 to cross state line.
- Pass a pre-admission drug test
- Be able to obtain a valid DOT medical card through our provider
- Provide MVR report for the last ten(10) years
- Must not have any felonies involving a motor vehicle in the past 10 years.
- Must meet FMCSA and State of PA CDL requirements.
- Must not have any active DUI charges

- Classes are filled on a first come, first served basis. The sooner you register, the sooner we can hold a spot for you before classes are filled. Lancaster County Career and Technology Center does not guarantee anyone a CDL permit or CDL A License.
- Supplies needed for class: A pair of working gloves, book bag, highlighter, pen, and a notebook (optional), and a lunch. Lunch is a half hour. Boots or sneakers are preferred. You can wear regular clothing. There is no uniform: just be prepared for the weather. Shorts are permitted. No open-toed shoes. No smoking on school grounds.

*A positive DOT drug screen will result in immediate dismissal from the CDL program.

Entry Level Driver Training (ELDT) for Passenger (P) Endorsement

Mount Joy Campus

CDL Driver Training & Licensing Center

Individuals who wish to add a Passenger Endorsement (P) onto their existing Class A, B, or C** CDL will need to complete this course before they will be permitted to take their skills test. The Passenger Endorsement is required to operate a commercial motor vehicle (CMV) passenger carrying vehicle that is designed to transport 16 passengers (including the driver). Upon completion of this course the results will be submitted to the FMCSA Training Provider Registry (TPR) and their CDL Skills Test scheduled. This course satisfies the federally mandated ELDT theory requirement for the Passenger endorsement. A Certificate of Completion will be issued upon successful completion of the ELDT and passing of the Skills Test.

CIP Code **49.0205**

Program Length/Days/Times/Dates

This class is designed to be 1-on-1 with an instructor and consists of 3 sections: Theory, Behind-the-Wheel (BTW) Range & Public Road, and CDL Skills Test.

- Theory: This portion of the course is completed online and can be completed by the student on their timeline.
- Behind-The-Wheel (BTW): This is a hands-on class administered at the Mount Joy Campus. The class times and length are based on the individuals needs. The base class is 10 hours BTW. It covers Pre-Trip inspection, range, and public road driving.
- CDL Skills Test: The skills test is administered at the Mount Joy campus. It will be scheduled at the time of registration and normally takes place 2 days after the BTW training.

Tuition Information

Tuition and Fees Subject to Change

Program Tuition

Base Tuition*:\$525.00

Registration and License Requirements

- 18 years old or older
- Valid CDL (class A, B, or C)**
- Complete Online Registration
- Pass a DOT Pre-Employment Drug Screen
- Current DOT Medical Card
- Obtain a Passenger Endorsement Permit 15 days prior to Registration

*Tuition includes all training material and 1 3-part CDL Skills Test.

**A class B passenger vehicle is available for the training. If a Class A or C passenger endorsement is requested the applicant must supply the vehicle.

Entry Level Driver Training (ELDT) for the HazMat (H) Endorsement

Online Course (Administered through the Mount Joy Campus)

CDL Driver Training & Licensing Center

Individuals who wish to add a Hazardous Materials Endorsement (H) onto their existing CDL will need to complete this on-line course before they will be permitted to take their knowledge test for hazardous materials at their State Licensing Center. Upon completion of this course the results will be submitted to the FMCSA Training Provider Registry (TPR). This on-line course satisfies the federally mandated ELDT theory requirement for the HazMat endorsement.

CIP Code **49.0205**

Program Length/Days/Times/Dates

This course is offered as an online course only. This course can be completed at the student's leisure and should take no longer than 4 hours. All training material can be picked up at the Mount Joy campus or mailed to the student once tuition has been paid in full. Course includes all instructions needed to complete the HazMat application process at PennDOT.

Tuition Information

Tuition and Fees Subject to Change

Program Tuition

Base Tuition*:\$125.00

*Tuition covers manuals and online access fees

Registration and License Requirements

- Valid CDL (class A, B, or C)
- Complete Online Registration
- 21 years old or older



CDL Class A 40-HOUR REFRESHER COURSE

Mount Joy Campus

CDL Driver Training & Licensing Center

→ The CDL 40-Hour Refresher Course provides a student who already has a valid Class A CDL license the opportunity to reacquaint themselves with the processes of vehicle inspection, backing maneuvers, and on-the-road driving 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 being towed is in excess of 10,000 pounds. This is a group program, not one-on-one training. Participants completing the course will receive a 40-hour refresher certificate. This course will not satisfy the ELDT requirements.

CIP Code 49.0205

Program Length/Days/Times/Dates

40 Hours/1 Week
DAY: Monday through Thursday, 6:30 am to 4:30 pm
Maximum Class Size: 3
Classes start: To Be Determined

Tuition Information

Tuition & Fees Subject to Change
Program Tuition
Base Tuition:\$1,000

CDL Registration Requirements

- 18 years old or older
- Must have a valid Class A CDL License
- Complete Online Registration
- Pass a DOT Pre-Employment Drug Screen
- Current DOT Medical Card

3rd PARTY CDL SKILLS TESTING*

Mount Joy Campus

CDL Driver Training & Licensing Center

Monday-Thursday - \$310.00 (Call for appointment)

3rd Party CDL Skills Testing registration is available on-line at <https://LCCTC.AXSTUDENT.COM>. Call 717-653-3003 for more information.

The CDL Skills Test can take up to three (3) hours and contains three parts. The price for the full CDL test is \$310.00. For information on test retakes or to schedule a CDL Skills Test, please call the CDL office at 717-653-3003.

You must have your driver’s license, permit, and physical card ready for the examiner. We accept VISA, Discover, MasterCard and American Express, money orders, and personal checks.

*Prior to taking the CDL Skills Test you must satisfy all FMCSA requirements for Entry-Level Driver Training (ELDT) and make sure your attending school has properly entered your results in the Training Provider Registry (TPR). The CDL Skills Test will not be scheduled until this step is complete.

License Requirements

- Be at least 18 years old
- Valid Driver’s License
- CDL Permit
- Valid DOT Medical Card (if using our equipment)
- Successful Completion of an approved CDL ELDT program



Machinist/ CNC Operator Training Program

Mount Joy Campus

→ Our training program and fully- equipped Machine Shop provides students with the fundamental skills required to become an entry level Machinist. This 210-hour program is designed to teach students how to interpret blueprints, perform shop math calculations, work with precision measurements and measuring tools, set-up and complete projects on both traditional lathes and mills as well as Computer Numerical Control (CNC) machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained

CIP Code **48.0501**

Program Length/Days/Times/Dates

210 Hours/30 Weeks,
Tuesday, Wednesday, Thursday, 5:00 pm to 9:00 pm
Tuesday, September 17, 2024 - Tuesday, February 18, 2025
Maximum Class Size: 15

Tuition Information

Tuition and Fees Subject to Change
Program Tuition:.....\$2,750

Program Information

Curriculum Outline

- Shop Math
- Measuring Skills
- Geometric Dimensioning and Tolerances
- Industrial Print Reading
- Shop Safety
- HMI Controls
- HASS CNC Mills and Lathes
- Computer-Aided Drafting Technique
- Numerical Control

Registration Requirements

- Complete registration online.

Program Expectations

- Students are expected to demonstrate professional behavior during class.
- Maintain 75% grade and 95% attendance
- Ability to work independently

Career Opportunities

- Machining Tool Operator

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 4-5, 2024
April 23-24, 2025
Maximum Class Size: 12

Tuition Information

Tuition and Fees Subject to Change
Program Tuition:.....\$265
(includes manual and 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 online.

Program Expectations

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

Certification Opportunity (possible out-of-pocket costs)

- EPA Certification

Career Opportunities

- HVAC Technician

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 an instructor 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 treatments 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 Tuesday/Thursday evening sessions of classroom/ laboratory instruction (90 hours total), followed by a clinical externship in a dental office comprised of 120 hours completed at student's own pace, over 15 weeks.

At the end of the course Lancaster County Career and Technology Center (Lancaster County CTC) 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 Weeks, 90 Classroom Hours/15 Classroom Weeks
Tuesday / Thursday, 6:00 pm to 9:00 pm and Daytime hours (Externship)
September 5, 2024 – December 19, 2024
February 4, 2025 – May 15, 2025
Maximum Class Size: 8

Tuition Information

Tuition and Fees Subject to Change

Program Tuition:..... \$4,000

Materials (Textbook(s) included):.....\$260.00

Materials:

- Students may bring their own office materials and instruments or rent instruments/materials from Lancaster County CTC for \$260

- Cost for students who bring all of their materials except *amalgam*: \$50.

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

Program Information

Curriculum Outline

- Dental anatomy
- Occlusion
- Rubber dams
- Matrix and Wedge
- Cavity classification and preparation design
- Bases and liners
- Amalgam restoration
- Composite restoration

- Sealants
- Crown and bridge provisional fabrication
- Coronal polishing
- Fluoride application
- Dental law and ethics

Registration Requirements

- Complete registration online.
- 1 Year Experience as a chair-side Dental Assistant and Documentation of Completion of an Accredited Dental Assistant Program **OR** 2 Years of Experience as a chair-side Dental Assistant
- Employer Verification Letter: (Must be on company letterhead, verifying at least one (1) year of employment as a chair-side Dental Assistant and signed by an Office manager or Doctor)
- DANB Radiology Certification

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 80% grade and 95% attendance
- Ability to work independently

Certification Opportunity (possible out-of-pocket costs)

- Expanded Function Dental Assistant

Career Opportunities

- Expanded Function Dental Assistant

License Requirements

- Graduate of Board Approved Program - Applicant must complete one of the following: (i) Graduation from a Board-approved Dental Assistant program at a 2-year college or other institution accredited or provisionally accredited by an accrediting agency approved by the United States Department of Education Council on Post-secondary Accreditation which offers an Associate Degree. (ii) Graduation from a dental hygiene school which required the successful completion of at least 75 hours of clinical and didactic instruction in restorative functions accredited or provisionally accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association.
- One Examination - Candidates for certification as an Expanded Function Dental Assistants shall pass a written examination acceptable to the Board.
- Submit payment for license

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, 2024 – February 10, 2025

February 24, 2025 – June 9, 2025

June 23, 2025 – October 1, 2025

Maximum Class Size: 14

Tuition Information

Tuition and Fees Subject to Change

Pre-Entrance Expenses

Materials:\$130

Program Tuition:.....\$700

***Total:*.....\$830**

Textbook (Not Included In Tuition & Materials Pricing):

Phlebotomy Essential's 8th Edition Textbook and Workbook: Ruth E McCall and Cathee M Tankersley

Program Information

Curriculum Outline

- Anatomy and Physiology
- Safety
- Venipuncture
- Collection procedures and materials handling
- Infection control
- Acquire skills to understand and perform phlebotomy procedures
- 30 successful venipunctures
- 10 capillary sticks

Registration Requirements

- Complete registration online.
- Proof of High school transcript/GED or HSE (High School Equivalency)
- **Pre-requisite Course:** Medical Terminology or Anatomy/Physiology
(Completed Within The Last Five Years)

Program Expectations

- Maintain 70% grade and 95% attendance
- Excellent Communication Skills
- No artificial fingernails
- Ability to work independently
- Ability to lift 25 pounds or more
- Ability to multitask

Certification Opportunity (possible out-of-pocket costs)

- Certified Phlebotomy Technician through NHA

Career Opportunities

- Inpatient facilities
- Outpatient Facilities
- Doctors Office
- Blood Banks
- Blood Donation Centers
- Traveling Phlebotomist

BASIC INDUSTRIAL MAINTENANCE

Mount Joy Campus

→Designed to prepare students for careers as 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**

ProgramLength/Days/Times/Dates

330 hours/17 weeks

Monday through Thursday, 4:00 pm - 9:00 pm

Dates: TBD

Maximum Class Size: 15

Tuition Information

Tuition and Fees Subject to Change

Program Tuition:.....\$3,400

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 and regulations
- Calibrate machinery and equipment
- Troubleshooting

Registration Requirements

- Complete registration online
- 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

Career Opportunities

- Manufacturing Maintenance Technician

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, and Oxygen/Acetylene Burning 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 through Thursday, 4:00 pm - 9:00 pm
July 8, 2024 – September 16, 2024
October 7, 2024 – December 18, 2024
January 13, 2025 – March 24, 2025
April 7, 2025 – June 16, 2025
Maximum Class Size: 20

Tuition Information

Tuition and Fees Subject to Change
Program Tuition:..... \$2,400
(Includes materials, welding gloves, safety glasses, and hood)

Program Information

Curriculum Outline

- Oxygen/Acetylene Burning
- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Flux Core Arc Welding
- Gas Tungsten Arc Welding

Registration Requirements

- Complete registration online.

Program Expectations

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

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 22, 2024 – December 10, 2024
February 11, 2025 – March 27, 2025
Maximum Class Size: 8

Tuition Information

Tuition and Fees Subject to Change
Uniform..... (Pre-Entrance Expense)
• Welding Hood (Not Provided By The LCCTC)
• Welding Gloves (Gauntlet Style)
• Safety Glasses
Program Tuition:..... \$650
Materials:\$185
Term Fee:..... \$105

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 online.

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.

Career Opportunities

- Structural Welding Positions

WELDING, MIG and FLUX CORE (GMAW and FCAW)

Mount Joy Campus

→Upon completion of the MIG welding course the student will be proficient in MIG and Flux Core Welding in the following positions: flat, vertical and horizontal.

CIP Code **48.0508**

Program Length/Days/Times/Dates

42 hours/7 weeks

Monday / Wednesday, 6:00 pm - 9:00 pm

September 9, 2024 – October 23, 2024

January 13, 2025 – March 3, 2025

March 17, 2025 – April 30, 2025

May 5, 2025 – June 23, 2025

Maximum Class Size: 8

Tuition Information

Tuition and Fees Subject to Change

Uniform..... (Pre-Entrance Expense)

- Welding Hood (Not Provided By The LCCTC)
- Welding Gloves (Gauntlet Style)
- Safety Glasses

Program Tuition:..... \$650

Materials: \$185

Term Fee:..... \$105

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

- Complete registration online.

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.

Career Opportunities

- Production Oriented 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 and 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 1, 2024 – November 14, 2024

February 25, 2025 – April 10, 2025

Maximum Class Size: 8

Tuition Information

Tuition and Fees Subject to Change

Uniform..... (Pre-Entrance Expense)

- Welding Hood (Not Provided By The LCCTC)
- Welding Gloves (Gauntlet Style)
- Safety Glasses

Program Tuition:..... \$650

Materials: \$185

Term Fee:..... \$105

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

- Complete registration online.

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.

Career Opportunities

- Higher End Welding Positions
- Food Industries

EMISSIONS INSPECTOR CERTIFICATION

COURSE

Willow Street Campus

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

CIP Code **47.0604**

Program Length/Days/Times/Dates

10 Hours/3 Days

Monday, Tuesday, Monday, 4:00 - 8:00 PM

August 26, 27 and September 3, 2024

September 23, 25, 30, 2024

October 21, 22, 28, 2024

November 18, 19, 25, 2024

December 16, 17, 23, 2024

January 20, 21, 27, 2025

February 24, 25, and March 3, 2025

March 24, 25, 31, 2025

April 21, 22, 28, 2025

May 19, 20, 27, 2025

June 16, 17, 23, 2025

Maximum Class Size: 18

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition:..... \$225

Must also register online with PennDot with a \$39.99 fee

Program Information

Curriculum Outline

- Required Penn DOT material

Registration Requirements

- Complete registration online.
- Valid Driver's License

Program Expectations

- Maintain 70% grade and 100% attendance
- Ability to work independently
- Must be able to lift 50 lbs.

Certification Opportunity (possible out-of-pocket costs)

- Emissions Inspector Certification

Career Opportunities

- Emissions Inspector

License Requirements

- You must be at least 18 years of age
- Have a valid driver's license
- Attend a PennDOT-approved certification course and successfully complete the prescribed tests

VEHICLE SAFETY INSPECTION LICENSE

Willow Street Campus

→ Lancaster County Career and Technology Center, in co-operation with the PA Department of Transportation, provides the necessary information and testing for Automotive 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.

CATEGORIES

- 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
- CAT 3 — Includes heavy trucks over 17,000 pounds GVW, trailers over 10,000 pounds GVW, and all buses.

CIP Code **47.0604**

Program Length/Days/Times/Dates

13 hours/4 days

Monday through Wednesday, plus 1 additional day for testing

4:00 pm - 8:00 pm

August 5-8 & August 12, 2024

September 9-12 & September 16, 2024

October 7-11, 2024

November 4-7 & November 11, 2024

December 9- 12 & December 16th, 2024

January 6-10, 2025

February 3-6 & February 10, 2025

March 10 - 14, 2025

April 7- 10, April 14, 2025

May 5-9, 2025

Maximum Class Size: 18

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition:..... \$210

(Includes One Category (Category 1 OR Category 2) and Baseline Exam)

Add- On Categories:

(Includes One Category; Does Not Include Baseline Exam)

Category 2:.....\$100

Category 3:.....\$120

Program Information

Curriculum Outline

- Required Penn DOT material

Registration Requirements

- Complete registration online.
- Valid Driver's License
- Must be at least 18 years of age

Program Expectations

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

Certification Opportunity (possible out-of-pocket costs)

- PA Safety Inspection License

Career Opportunities

- Safety Inspection Mechanic

License Requirements

- You must be at least 18 years of age
- Have a valid driver's license
- Attend a PennDOT-approved certification course and successfully complete the prescribed tests

CATEGORY 3 ONLY

→ Lancaster County CTC, in cooperation with the PA Dept. 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 DOT upon successful completion of the course. CAT 3 includes heavy trucks over 17,000 pounds Gross Vehicle Weight (GVW), trailers over 10,000 pounds GVW, and all buses.

Program Length/Days/Times/Dates

8 hours/2 days
 Monday / Wednesday, 4:00 pm - 8:00 pm
 August 19 & 21, 2024
 October 14 & 16, 2024
 January 13 & 15, 2025
 March 17 & 19, 2025
 May 12 & May 14, 2025
 Maximum Class Size: 10

CIP Code **47.0604**

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition:..... **\$210**
(Includes Category 3 and Baseline Exam)

Career Opportunities

- Safety Inspection Mechanic

CATEGORY 1 OR 2 RETEST

→ This course is only for those that have taken the Category 1 or 2 training and require retesting.

Program Length/Days/Times/Dates

4 hours/1 day
 Thursday or Monday 4:00 pm - 8:00 pm; Test time is scheduled by Instructor
 Date To Be Determined by Instructor

CIP Code **47.0604**

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition:..... **\$40**

Career Opportunities

- Safety Inspection Mechanic

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. Actual class dates and times as published in this catalog at the time of printing are subject to change.

A number of these full time programs are often referred to as “intergenerational” programs because the Lancaster County CTC 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 twelve months long.
- Are eligible to receive Federal Financial aid, as well as, funding through other Federal, State or Local agencies.
- Follow the Secondary 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.





Full-time Programs (COE Approved)	Campus	Zip Code
Dental Assistant	Willow Street	17584
Medical Assistant	Willow Street	17584
Practical Nursing	Health Sciences	17584
Welding Technology	Mount Joy	17552
Advanced Welding	Mount Joy	17552

Specialized Associate Degree Programs	Campus	
Automotive Technology AST	Willow Street	17584
Veterinary Technology AST	Willow Street	17584
Dental Hygiene AST	Willow Street	17584

All programs listed above are accredited 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.

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 through Friday, 8:00 am to 2:35 pm
August 26, 2024 - May 29, 2025
Maximum Class Size: 25

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Tuition.....	\$10,815.00
Term Fee.....	\$2,163.00
Technology Fee.....	\$650.00
Books and Supplies*	\$1,025.00
Miscellaneous*	\$1,100.00
Total Estimated Cost: (Subject to change)	\$15,753.00

*Estimated Out-of-Pocket Expense

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 transcript/GED or HSE (High School Equivalency)
- College Board’s online Accuplacer® exam Minimum Scores
 - Reading Comprehension: 210
 - Arithmetic: 230
- (The Lancaster County CTC may consider post-secondary credits in English and Math with a C or better, SAT Scores of 480 or higher in Critical Reading and Math, or ACT scores of 22 or higher in Math and

- Reading in lieu of placement testing.)
- Submit all required background checks
- Attend a Program Orientation

Program Expectations

- 90% attendance must be maintained to be eligible for Clinical or CO-OP
- Ability to work independently
- Emotional and mental stability
- Good personal hygiene
- Not disturbed by incidences such as bodily fluids, surgeries, injections
- Prolonged standing, bending, and stooping
- Measurements of volume and proportion
- Metric decimals
- Exposure to business accounting or bookkeeping
- 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/Takes initiative

Support Services

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

Certification Opportunity (possible out-of-pocket costs)

- American Heart Association – CPR
- Dental Assisting National Board – Radiation Health and Safety Exam

Career Opportunities

- Dental assisting
- Dental claims evaluator for dental insurance companies
- Dental Front Office Receptionist
- Dental Sales Representative
- Dental Office Manager

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 and 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, 2024 - May 29, 2025

Maximum Class Size: 50

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Tuition.....	\$10,815.00
Term Fee	\$2,163.00
Technology Fee	\$650.00
Books and Supplies*	\$1,025.00
Miscellaneous*	\$1,100.00

Total Estimated Cost: (Subject to change) \$15,753.00

*Estimated Out-of-Pocket Expense

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 transcript/GED or HSE (High School Equivalency)
- College Board's online Accuplacer® exam Minimum Scores
 - Reading Comprehension: 210
 - Arithmetic: 230
 - (The Lancaster County CTC may consider post-secondary credits in English and Math with a C or better, SAT Scores of 480 or higher in Critical Reading and Math, or ACT scores of 22 or higher in Math and Reading in lieu of placement testing.)

- Submit all required background checks
- Attend a Program Orientation

Program Expectations

- 90% attendance must be maintained to be eligible for Clinical or CO-OP
- Emotional and mental stability
- Empathy to understand the pains and suffering of others
- Good personal hygiene
- Ability to lift heavy objects/people
- Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations
- Prolonged standing, bending, and stooping
- Basic math
- Fractions, decimals, percentages, ratios
- Medical math for drug dosing
- 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
- Transportation needed for clinical

Support Services

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

Certification Opportunity (possible out-of-pocket costs)

- Certification-CMA (NHA)

Career Opportunities

- Administrative Medical Assistant
- Clinical Medical Assistant
- EKG Technician
- Hospital Unit Secretary
- Phlebotomist

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

1500 Hours/12 months/49 weeks (Daytime Program)

Monday through Friday 8 AM to 3 PM - Theory

Monday through Friday 7 am to 2:30 PM (May vary) – Clinical

September 2024 – August 2025, January – December 2025,

May 2025 – April 2026

Maximum Class Size: 50

1500 Hours/18 months/74 weeks (Evening Program)

Monday through Thursday 4 to 9:30 PM – Theory

Monday through Thursday 4 to 10:30 PM – Clinical

April 2025 – September 2026

Maximum Class Size: 35

Tuition Information

Direct cost (The cost of the program)

In-State Tuition and Fees Subject to Change

Tuition.....	\$16,156.35
Term Fee.....	\$2,137.29
Technology Fee.....	\$3,250.00
Books and Supplies*	\$1,025.00
Miscellaneous*	\$1,100.00
Student Insurance Fee.....	\$80.00
Graduation Fee.....	\$160.00

Total Estimated Cost: (Subject to change) \$23,908.64

*Estimated Out-of-Pocket Expense

Out-of-State Tuition and Fees Subject to Change

Tuition.....	\$18,692.10
Term Fee.....	\$2,137.29
Technology Fee.....	\$3,250.00
Books and Supplies*	\$1,025.00
Miscellaneous*	\$1,100.00
Student Insurance Fee.....	\$80.00
Graduation Fee.....	\$160.00

Total Estimated Cost: (Subject to change) \$26,444.39

*Estimated Out-of-Pocket Expense

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 (Hybrid)

	Hours
Level I	
• Vocational Relationships	32.5
• Body Structure & Function	91
• Nursing Principles & Practice – Theory	149.5
• Nursing Principles & Practice – Clinical	119
• Nutrition	32.5
• Growth and Development	32.5
• Community Health	32.5

Level II

• Pharmacology	65
• Medical- Surgical Nursing I - Theory	97.5
• Medical- Surgical Nursing I - Clinical	280
• Maternal / Newborn Nursing - Theory	39
• Maternal / Newborn Nursing - Clinical	21

Level III

• Nursing of Children – Theory	39
• Nursing of Children – Clinical	21
• Medical-Surgical Nursing II - Theory	149.5
• Medical-Surgical Nursing II - Clinical	298.5

Total Program Hours: 1,500

Admissions Requirements

- Mandatory information session
- Program application.
- High school diploma or HSE (High School Equivalency)
- TEAS 7 (Test of Essential Academic Skills) entrance test
 - Score: 50% or Higher
- PPD Testing/Titers/Covid Vaccine
- Medical Examination
- Drug Screen from Concentra
- 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. (4 hour course with hands-on skill session)
- PA Child Abuse History Certification, PA State Police Criminal Record Check, FBI Criminal History Background 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.
- Attend a Program Orientation

Program Expectations

- Maintain 75% or higher in all courses
- Attend 95% of all hours per level

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

License Requirements

- A student is eligible for graduation upon satisfactory completion of the Practical Nursing Program. The graduating student will receive their diploma and will be eligible to file an application with the PA State Board of Nursing to complete the NCLEX once all academic, clinical, and financial obligations have been met, including any exit counseling required by financial aid. Upon successful completion of this examination, the practical nurse becomes licensed within that state of PA. Students who plan to test outside of PA will be responsible for verifying the Lancaster County Career and Technology Center's Practical Nursing Program is an approved nursing program in their designated state. Transcript fees apply. Requests must be made online.

Welding Technology

Diploma Program

Mount Joy Campus

Adults Only

Gain skills in Welding Technology

→ Prepare for a career in welding by performing a wide range of welding processes using advanced welding techniques on modern power tools/equipment.

CIP Code **48.0508**

Program Length/Days/Times/Dates

1000 Hours/12 Months/50 Weeks

Monday through Thursday, 4:00 pm to 9:30 pm

July 1, 2024 – June 5, 2025

January 7, 2025 – December 12, 2025

Maximum Class Size: 18

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Tuition.....	\$10,815.00
Term Fee	\$2,163.00
Technology Fee	\$650.00
Books and Supplies*	\$1,025.00
Miscellaneous*	\$1,100.00
Total Estimated Cost: (Subject to change)	\$15,753.00

*Estimated Out-of-Pocket Expense

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 Welding and Safety
- Measuring and Cutting of Metal
- SMAW Shielded Metal ARC Welding on Plates
- GMAW Gas Metal ARC Welding on Plates
- FCAW Flux Core ARC Welding on Plates
- Gas Tungsten ARC Welding on Plates
- Blueprint Reading for Welding I
- Welding Inspection I
- Welding Fabrication I
- CO-OP Opportunity - Students are eligible for CO-OP upon completing 750 hours of the Welding Technology program and completing their task grid

Admissions Requirements

- Program application.
- High school transcript/GED or HSE (High School Equivalency)
- Submit all required background checks
- Attend a Program Orientation

Program Expectations

- 90% attendance must be maintained to be eligible for Clinical or CO-OP
- Safety around welding equipment, hand tools, power tools and other equipment found in the industry
- Able to lift 50 lbs
- Ability to work independently, read and follow directions
- Good eye/hand coordination
- Stamina to stand for long periods of time
- Ability to read and use a ruler
- Decimals, fractions, and percents
- Metric system
- Weights/measurements
- 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 listing for graduates

Certification Opportunity (possible out-of-pocket costs)

Program prepares the student to take the D1.1 weld test after completing the Welding Technology program. The D1.1 weld test is an out-of-pocket cost and not part of the Welding Technology program.

Career Opportunities

- Aerospace Industry
- Equipment Repair and Sales
- Field Welder
- Industrial Welder/Fabricator
- Oxyacetylene/Plasma Cutter
- TIG/MIG/Electric Arc Welder
- Underwater Repair and Fabrication
- Weld Inspector

Welding, Advanced

Diploma Program

Mount Joy Campus

Adults Only

Gain skills in Welding Technology, Advanced

→ Prepare for a career 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 through Thursday, 4:30 pm to 9:30 pm

July 15, 2024 – June 16, 2025

January 20, 2025 – December 12, 2025

Maximum Class Size: 10

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Tuition.....	\$10,815.00
Term Fee.....	\$2,163.00
Technology Fee.....	\$650.00
Books and Supplies*.....	\$1,025.00
Miscellaneous*	\$1,100.00
Total Estimated Cost: (Subject to change)	\$15,753.00

*Estimated Out-of-Pocket Expense

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

- Blueprint Reading for Welding II
- SMAW Shielded Metal ARC Welding on Pipe
- GMAW Gas Metal ARC Welding on Pipe
- Gas Tungsten ARC Welding on Pipe
- SAW Submerged ARC Welding on Plate
- Sanitary Pipe Welding
- Structural Steel Welding
- Welding Projects
- Measuring and Cutting Metal II

Admissions Requirements

- Program application.
- Proof of High School Completion or Equivalency. See Admissions requirements for acceptable documentation.
- Submit all required background checks
- Attend a Program Orientation
- 1 Year of Welding Experience

Program Expectations

- 90% attendance must be maintained
- Safety around welding equipment, hand tools, power tools and other equipment found in the industry
- Able to lift 50 lbs
- Ability to work independently, read and 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
- 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

Certification Opportunity (possible out-of-pocket costs)

Program prepares the student to take the ASME Section IX weld test after completing the Advanced Welding program. The ASME Section IX weld test is an out-of-pocket cost and not part of the Advanced Welding program.

Career Opportunities

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

Specialized Associate Degree Programs

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 with the majority of classes 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 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 program awards an Associate Degree in Specialized Technology — Automotive Technology, Dental Hygiene, and Veterinary Technology.

General Education classes for all Specialized Associate Degree Programs have been approved to be taught via distance education. Please refer to the [Lancaster County CTC Online Academic Courses](#) (Section V) for more information.

Degree programs are offered during the day on a full time basis. They are rigorous programs requiring regular attendance five days per week, unless transfer credits are given which will alter the student's overall class schedule. Actual class dates and times, as published in this catalog at the time of printing, are subject to change.

Specialized Associate Degree Programs:

- Are open to adult students and require High School Completion or its equivalency.
- Are credit based programs 16 months - 2 years in length.
- Applicants can complete the Free Application for Federal Student Aid (FAFSA) to determine Federal, State, and Local eligibility for financial aid.
- 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 the automotive repair industry. This includes dealership, general repair, and specialty shop opportunities. The program covers brake systems, steering and suspension, electronics/electricity, engine performance, heating and air conditioning, and 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

64 Semester Credits / 1510 Clock Hours/16 Months

Monday through Friday, 8:00 am to 5:00 pm

August 28, 2023 - December 13, 2024

Maximum Class Size: 15

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition (\$395/credit @ 46 credits).....	\$18,170.00
Gen. Ed. Tuition (\$395/credit @ 18 credits)	\$7,110.00
Term Fee (\$1,050/term @ 4 terms).....	\$4,200.00
Technology Fee (\$325/term @ 4 terms).....	\$1,300.00
Books and Supplies*	\$4,100.00
Miscellaneous*	\$2,000.00

Total Estimated Cost:** (Subject to change)..... **\$36,880.00**

*Estimated Out-of-Pocket Expense

**Total Estimated Cost based on cost for all credits and terms

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.
- Proof of High School Completion or Equivalency. See Admissions requirements for acceptable documentation.
- Admissions Testing
 - College Board's online Accuplacer® exam Minimum Scores:
 - Reading Comprehension: 220
 - Arithmetic: 240
- The Lancaster County CTC may consider post-secondary credits in English and Math with a C or better, SAT Scores of 480 or higher in Critical Reading and Math, or ACT scores of 22 or higher in Math and Reading in lieu of placement testing
- Submit all required background checks
- Attend a Program Orientation
- Signed Enrollment Agreement

Program Information

Program Objectives

- Diagnose and repair basic/common failures of the following automotive systems: Engine mechanical, lubrication and cooling, Brake, Suspension and Steering, Alignment, Tires, Electrical (including wiring, batteries, starting, charging), Engine Performance (including Tune-up, Fuel systems, Ignition systems), Scan Tool Diagnosis for any related system, HVAC, Manual Transmission/Drivetrain, Automatic Transmission/Transaxle
- Develop the knowledge and skills to operate computerized test and diagnostic equipment, including lab scopes, scan tools, multimeters
- Develop needed and safe automotive shop practice skills, including environmental protection.
- Develop good shop habits, including demonstrating a good attendance record, punctuality, a willingness to work, and an ability to work with others as a team.
- Demonstrate good automotive shop management practices, customer relations, shop procedures, and writing repair orders.
- Prepare to take and pass the ASE automotive tests after completing the automotive program.
- Prepare for on-job training through local industry employers.
- Obtain the Pennsylvania Auto Safety Inspection Certification and the Pennsylvania Emissions Inspector certification.
-

Distance Education

- General Education classes for the Automotive Technology Program have been approved to be taught via distance education. Please refer to the [Lancaster County CTC Online Academic Courses](#) (Section V) for more information.

Support Services

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

Certification Opportunities

- Pennsylvania State Inspection License*
- Pennsylvania State Emissions License*
- 609 A/C Certification- Refrigerant handling and recovering*
- ASE Student Certifications*
 - *Out of pocket cost

Career Opportunities

- Automotive Inspection Technician
- Automotive Maintenance Technician
- General Repair Technician
- Entry Level Transmission Technician
- Entry Level Drivability Technician

License Requirements

- Safety Inspection:
 - You must be at least 18 years of age
 - Have a valid driver's license
 - Attend a PennDOT-approved certification course and successfully complete the prescribed tests
- Emissions Inspection:
 - You must be at least 18 years of age
 - Have a valid driver's license
 - Attend a PennDOT-approved certification course and successfully complete the prescribed tests



Required Courses

Core Class Requirements

Course#	Course Name	Credits
AUTO 101	Intro to Automotive	3
AUTO 102	Braking Systems.....	4
AUTO 103	Manual Transmission and Drivetrain	3
AUTO 104	Automatic Transmission and Drivetrain.....	3
AUTO 105	Heating and Air Conditioning.....	3
AUTO 106	Steering and Suspension.....	5
AUTO 107	Engine Mechanical	4
AUTO 201	Electrical/ Electronic Systems	3
AUTO 202	Engine Performance.....	4
AUTO 203	Light Duty Diesel/ Hybrid	3
AUTO 204	Advanced Electrical/ Electronic Systems	3
AUTO 205	Powertrain Management Systems.....	3
AUTO 206	Service Department Management	1
AUTO 207	Auto Externship	4

General Education Requirements

ENG 105	English Composition.....	3
COMM 175	Public Speaking	3
MATH 120	Technical Math	3
PSYCH 101	General Psychology	3
SOC 101	Intro to Sociology	3
WELD 101	Intro to Welding	3

Graduation Requirement64



Automotive Technology AST – Core Course Descriptions

AUTO 101 (3.0 credits)

Intro to Automotive

Provides an overview of reading and following basic manuals, safety procedures, measurement, proper usage of hand and power tools, and proper vehicle maintenance. Topics include basic and precision measuring using micrometers or Vernier's calipers, wheel and tire assembly, exhaust system inspection, and cooling system checks. Students will also learn to use an oxyacetylene torch to braze, weld and cut.

AUTO 102 (4.0 credits)

Braking Systems

Combines both theory and lab covering the diagnosis and repair of different braking systems. Topics include general brake systems, drum brakes, disc brakes, anti-lock brakes and troubleshooting issues.

AUTO 103 (3.0 credits)

Manual Transmission and Drivetrain

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.

AUTO 104 (3.0 credits)

Automatic Transmission and Drivetrain

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.

AUTO 105 (3.0 credits)

Heating and Air Conditioning

Combines both theory and lab as an introduction to vehicle cooling systems. Procedures for inspection, troubleshooting, removal and installation are performed.

AUTO 106 (5.0 credits)

Steering and 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.

AUTO 107 (4.0 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 perform a test of the assembled engine and check for oil pressure, compression, leakage, rough running, and unusual noises or conditions.

AUTO 201 (3.0 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.

AUTO 202 (4.0 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.

AUTO 203 (3.0 credits)

Light Duty Diesel/Hybrid

Provides an overview of the operation of diesel engines compared to gasoline engines and hybrid vehicle operating system, diagnosis, and repair. Combines both lab and theory to explore the difference in the mechanical make-up of diesel engines and hybrid operating systems. Topics include: systems needed to operate a diesel engine, how to diagnose and repair these systems, and how to diagnose and repair a hybrid operating system. Students will be able to describe necessary safety precautions and special PPE during diagnosis and repair procedures.

AUTO 204 (3.0 credit)

Advanced Electrical/Electronic Systems

Pre-requisite - AUTO 201

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.

AUTO 205 (3.0 credits)

Powertrain Management Systems

Pre-requisite - AUTO 202

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.

AUTO 206 (1.0 credits)

Service Department Management

Provides an overview of the personal and professional skills required to perform daily management and communication skills with technicians and customers. Students will gain an understanding of vehicle make-up including systems and their basic operation to best serve technicians and customers in the industry.

AUTO 207 (4.0 credits)

Auto Externship

Students are placed in a specialized work experience specific to their 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 145 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 nurses 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 01.8301

Program Length/Days/Times/Dates

74 Semester Credits/1505 Clock Hours/2 Years

Monday through Friday, 8:00 am to 4:50 pm

August 28 2023 - August 8, 2025

Maximum Class Size: 24

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition (\$395/credit @ 59 credits).....	\$23,305.00
Gen. Ed. Tuition (\$395/credit @ 15 credits).....	\$5,925.00
Term Fee (\$2,220/term @ 5 terms).....	\$11,100.00
Technology Fee (\$325/term @ 5 terms).....	\$1,625.00
Books and Supplies.....	\$4,100.00
Miscellaneous*	\$2,000.00

Total Estimated Cost (Subject to change)..... \$48,055.00**

*Estimated Out-of-Pocket Expense

**Total Estimated Cost based on cost for all credits and terms

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.
- Proof of High School Completion or Equivalency. See Admissions requirements for acceptable documentation.
- 2.0 GPA from most recently attended institution
- Admissions Testing
 - College Board's online Accuplacer® exam Minimum Scores:
 - Reading Comprehension: 220
 - Arithmetic: 240
- The Lancaster County CTC may consider post-secondary credits in English and Math with a C or better, SAT Scores of 480 or higher in Critical Reading and Math, or ACT scores of 22 or higher in Math and Reading in lieu of placement testing
- Drug Screen from Concentra (9-Panel)
- Completed 1 letter of reference
- 10 completed Observation Hours
- Medical Forms/Required Vaccinations
- Background Qualification Form
- Formal Interview - to be scheduled once all other steps are completed
- Submit all required background checks
- Attend a Program Orientation
- Signed Enrollment Agreement

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 surgery and monitor the effects on animals.
- Prepare surgical equipment, and pass instruments and materials to veterinarians during surgical procedures.

Distance Education

- General Education classes for the Veterinary Technology Program have been approved to be taught via distance education. Please refer to the [Lancaster County CTC Online Academic Courses](#) (Section V) for more information.

Support Services

- Student services
- Learning Resources
- Resume writing and job interviewing skills
- 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/Nurse
- Biologic Research Labs
- Lab Animal Technician
- Small Animal Practice
- Large Animal Practice
- Exotics and Specialty Practices
- Zoos
- Wildlife Rehabilitation Centers
- Pharmaceutical Companies
- Teaching Institutes
- Diagnostic Labs
- Aquariums
- Animal Shelters
- Animal Feed Companies

License Requirements

- In general, veterinary nurses obtain 2-4 years of post-high school education and have an Associate's or Bachelor's degree in Veterinary Technology. Evidence of graduation from an approved school or college of Veterinary Technology sent directly from the American Veterinary Medical Association (AVMA) accredited program.
- **One Examination** - Applicant must pass the Veterinary Technician National Exam (VTNE) (approximate cost of \$320)
- **Clinical Experience** - A period of clinical experience in a veterinary practice is required for all students in an AVMA-accredited Veterinary Technology program. (Completed during the program)
- Submit payment for license

Required Courses

Core Class Requirements

<i>Course#</i>	<i>Course Name</i>	<i>Credits</i>
VET 100	Introduction to Veterinary Technology.....	1
VET 101	Veterinary Terminology.....	1
VET 110	Animal Medicine	3
VET 120	Veterinary Practice Management	1
VET 124	Veterinary Pharmacology.....	3
VET 130	Animal Biology/Veterinary Anat and Phys I	4
VET 131	Veterinary Anatomy and Physiology II	4
VET 140	Laboratory Animal/Avian/ Exotics.....	4
VET 150	Veterinary Parasitology	4
VET 151	Veterinary Clinical Pathology I	3
VET 152	Veterinary Clinical Pathology II	3
VET 160	Veterinary Radiology.....	2
VET 170	Veterinary Technology Techniques	6
VET 200	Large Animal Medicine	3
VET 201	Veterinary Nutrition	1
VET 210	Veterinary Anesthesia	3
VET 211	Veterinary Surgical Nursing/Dentistry	3
VET 220	Emergency Small Animal	1
VET 250	VTNE Preparation Course.....	2
VET 260	Veterinary Nurse Externship	7

General Education Requirements

BIO 240	Microbiology	3
CHEM 102	Fundamentals of Chemistry.....	3
ENG 105	English Composition.....	3
MATH 120	Technical Mathematics	3
PSYCH 101	General Psychology.....	3

Graduation Requirement74



Veterinary Technology AST – Core Course Descriptions

VET 100 (Lect. Cred. - 1.0)

Introduction to Veterinary Technology Pre-requisite: Admission to Program

This course will provide an orientation to the professions of Veterinary Medicine and Veterinary Technology. Emphasis is placed on occupational hazards, breed identifications, different career paths in Veterinary Medicine, and Veterinary Technology roles and assessments of patients. The course will also cover basic veterinary restraint and feline and canine behavior.

VET 101 (Lect. Cred. - 1.0)

Veterinary Terminology Pre-requisite: VET 100

This course covers the basic medical terminology required for veterinary nurses. Topics include the pronunciation, spelling, and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine.

VET 110 (Lect. Cred. - 3.0)

Animal Medicine

Pre-requisite: VET 130, VET 131, VET 201

This course will focus on the different body systems and the diseases that affect them. This course will include diseases affecting the respiratory, cardiovascular, hepatobiliary, gastrointestinal, urinary, reproductive and endocrine systems, as well as, hematologic and immunologic diseases. Epidemiology, etiology, pathophysiology, clinical presentation, clinical pathology (serology and urinalysis), nursing interventions, and client education topics will be addressed during discussion of each disease.

VET 120 (Lect. Cred. - 1.0)

Veterinary Practice Management Pre-requisite: VET 100

This course combines the knowledge needed and skills utilized daily in the veterinary practice. Information includes practice administration, with topics on animal health records, scheduling appointments, patient admission and discharge, paper and computer records maintenance, client education, and all aspects of customer communication. The course will also discuss veterinary medicine burnout, diversity, and euthanasia.

VET 124 (Lect. Cred. - 3.0)

Veterinary Pharmacology Pre-requisite: MATH 120

This course uses knowledge-based learning to understand and demonstrate proper procedures for identifying, administering,

calculating, storing, and labeling veterinary pharmaceuticals. Drug laws and regulations will be reviewed in depth. Controlled substances, pain medications, and common drugs found in veterinary medicine will be presented.

VET 130 (Lect. Cred. - 3.0/Lab Cred. - 1.0)

Animal Biology/ Veterinary Anatomy and Physiology I

Pre-requisite: Admission to Program

This course provides 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 and large animal anatomy and physiology. Body systems covered include: musculoskeletal system, cardiovascular system, integumentary system, respiratory system, nervous system, reproductive system, and the special senses.

VET 131 (Lect. Cred. - 3.0/Lab Cred. - 1.0)

Veterinary Anatomy and Physiology II Pre-requisite: VET 130

This course continues from VET 130 upon the basic knowledge of animal body systems and introduces common disorders.

VET 140 (Lect. Cred. - 3.0/Lab Cred. - 1.0)

Laboratory Animal/Avian/Exotic Pre-requisite: VET 130, VET 131

This course provides an overview into the study of laboratory animals, avians, and exotics. Knowledge-based learning is used to understand the basics in care of birds, reptiles, and small mammals. Behavior, diagnostics, nutrition, husbandry, and zoonosis are covered. This course also includes: principles of animal research, human safety and health considerations, animal care and husbandry, nursing procedures and euthanasia.

VET 150 (Lect. Cred. - 3.0/Lab Cred. - 1.0)

Veterinary Parasitology Pre-requisite: VET 170

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 151 (Lect. Cred. - 2.0/Lab Cred. - 1.0)

Veterinary Clinical Pathology I Pre-requisite: VET 130, VET 170

This course is the first of two parts designed to provide the student with a practical and working knowledge of diagnostic tests and their interpretation in the veterinary clinical

pathology laboratory to diagnose common veterinary diseases. Hematology and cytology are stressed. Hands-on laboratory experience is gained in areas of hematology, blood transfusions, and cytology.

VET 152 (Lect. Cred. - 2.0/Lab Cred. - 1.0)

Veterinary Clinical Pathology II Pre-requisite: VET 130, VET 151, VET 170

This course is the second part to VET 151, designed to provide the student with a practical and working knowledge of diagnostic tests and their interpretation in the veterinary clinical pathology laboratory to diagnose common veterinary diseases. Clinical chemistry, urinalysis, and serology are stressed. Hands-on laboratory experience is gained in areas of clinical chemistry, urinalysis, serology, and immunology.

VET 160 (Lect. Cred. - 1.0/Lab Cred. - 1.0)

Veterinary Radiology Pre-requisite: VET 130, VET 131, VET 170

This course uses both knowledge-based learning and a laboratory setting to understand and demonstrate proper procedures for radiation safety, radiology techniques, imaging techniques, and appropriate restraint for imaging.

VET 170 (Lect. Cred. - 4.0/Lab Cred. - 2.0)

Veterinary Nursing Techniques Pre-requisite: Admission to 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 200 (Lect. Cred. - 2.0/Lab Cred. - 1.0)

Large Animal Medicine Pre-requisite: VET 130, VET 131, VET 170, VET 124

This course uses the knowledge to prepare 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 presented.

VET 201 (Lect. Cred. - 1.0)

Veterinary Nutrition Pre-requisite: Admission to Program

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 (Lect. Cred. - 2.0/Lab Cred. - 1.0)

Veterinary Anesthesia

Pre-requisite: VET 130, VET 131, VET 170, VET 124, VET 151, VET 152, MATH 120

This course uses both knowledge-based learning and a laboratory setting to convey topics and skills specific to the safety and use of anesthesia and surgical nursing in veterinary medicine. This course will cover the proper use of anesthetic procedures and the machines needed to perform them. Students will learn how to administer anesthesia as well as monitor the vital signs of the anesthetized animal. Students will learn the protocol to make proper decisions to effectively ensure patient safety when critical care situations are present. Proper use and identification of surgical instruments, suture material and surgical equipment, and proper aseptic technique will be demonstrated. The students will learn the importance of the role of a Veterinary Technologist with regard to the most common surgical procedures.

VET 211 (Lect. Cred. - 2.0/Lab Cred. - 1.0)

Veterinary Surgical Nursing/Dentistry

Pre-requisite: VET 130, VET 131, VET 170, VET 124, VET 151, VET 152, MATH 120

This course is an introduction to the surgical environment and all aspects related to the principles of asepsis and the practice of sterile technique and an introduction to veterinary dentistry. Students will learn proper use and identification of surgical instruments, suture material and surgical equipment, and proper aseptic technique will be demonstrated. The students will learn the importance of the role of a Veterinary Technologist with regard to the most common surgical procedures. Emphasis on basic dental anatomy, pathologies and treatments, dental charting, intraoral radiography, dental cleaning and periodontal disease management and home care for clients will be discussed.

VET 220 (Lect. Cred. - 1.0)

Emergency Small Animal Diseases and Disorders

Pre-requisite: VET 130, VET 131, VET 170, VET 124, VET 110

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. The Basic Life Support Certification will be obtained during the course.

VET 250 (Lect. Cred. - 2.0)

VTNE Preparation Course

Pre-requisite: All VET courses with a "C" or higher, concurrently with VET 260

The Veterinary Tech National Examination is administered by the American Association of Veterinary State Boards. Pennsylvania requires a passing score on the VTNE as one necessary criterion to receive credentialing as a Certified Veterinary Nurse. The VTNE is a computer-based exam that is given during month-long windows three times per year. This course is designed to provide the skills and to review the knowledge required to obtain a passing score on the VTNE.

VET 260 (Externship Cred. - 7.0)

Veterinary Nurse Externship

Pre-requisite: All VET courses with a "C" or higher, concurrently with VET 250

The course represents the culminating activity for the Veterinary Technology program. Students will participate in an externship located at an animal hospital, veterinary clinic, specialty or referral hospital, or an emergency facility or other approved animal care facility per AVMA specifications. All students are monitored by the classroom instructor and graded on their performances at their facility.

DENTAL HYGIENE AST

Associate in Specialized Technology Degree Program

Willow Street Campus

Adult Only

Program Description

The program aims to graduate competent oral health professionals to work in the mainstream of the dental and healthcare industry. The graduate will be able to work in several settings, such as private dental practices, public health settings, and various specialty practices. The program combines classroom, laboratory, and clinical experiences to prepare the students to assess, diagnose, and plan treatment, followed by implementing, evaluating, and documenting the care process within the dental hygiene scope of practice. The coursework spans 22 months, including a summer semester between the first and second year. By completing the program, students will be eligible for the Dental Hygiene National Board Examination (NBDHE) and the CDCA-WREB-CITA Dental Hygiene Clinical Examination which includes the Simulated Patient Treatment Clinical Examination (SPTCE) and the Computer Simulated Clinical Examination (OSCE). In the Dental Hygiene Program, students will be instructed on dental hygiene practice, dental practice administration, and all aspects of patient relations. The demand for Registered 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.

CIP Code 51.0602

Program Length/Days/Times/Dates

75 Semester Credits/1575 Clock Hours/2 Years

Monday through Friday, daytime and/or evening hours

(beginning as early as 7:00 am and ending as late as 9:00 pm)

August 28, 2023 through May 30, 2025

Maximum Class Size: 15

Tuition Information

Direct cost (The cost of the program)

Tuition and Fees Subject to Change

Program Tuition (\$395/credit @ 53 credits).....	\$20,935.00
Gen. Ed. Tuition (\$395/credit @ 22 credits).....	\$8,690.00
Term Fee (\$3,200/term @ 5 terms).....	\$16,100.00
Technology Fee (\$325/term @ 5 terms).....	\$1,625.00
Books and Supplies*	\$4,100.00
Miscellaneous*	\$2,000.00
Total Estimated Cost** (Subject to change).....	\$53,450.00

*Estimated Out-of-Pocket Expense

**Total Estimated Cost based on costs for all credits and terms

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
- Proof of High School Completion or Equivalency. See Admissions requirements for acceptable documentation.
- 2.5 GPA from most recently attended institution
- Admissions Testing
 - College Board's online TEAS Comprehensive Minimum Score: 50
 - TEAS Reading Comprehension Minimum Score: 70

- Physical and 2 Step PPD testing
- Program required vaccinations, titer test, or proof of immunity
- 9 Panel drug screen from Concentra
- 4-hour minimum in-person BLS/Healthcare Provider Certification
- Completed 1 letter of reference
- 10 completed Observation Hours
- Completion of all background checks
- Formal Interview - to be scheduled once all other steps are completed
- Attend Lancaster County CTC Orientation
- Attend a Program Orientation
- Signed Enrollment Agreement

Program Information

Program Objectives

- To assist students in obtaining the clinical technical skills and work ethics necessary to qualify for employment and success in the dental hygiene profession.
- Provide patient assessment, problem identification, plan intervention, implementation of the intervention plans, evaluation of effectiveness, and document patient procedures.
- Demonstrate ethics and professionalism.
- Demonstrate aseptic techniques, including proper disinfection and sterilization of clinic area and instruments.
- Demonstrate clinical competency within the scope of practice as a dental hygienist as dictated in the PA Dental Practice Act (law).
- Perform radiographic and other diagnostic procedures.
- Administration of local anesthesia.
- Effective interpersonal communication with colleagues, patients, and healthcare professionals regarding dental hygiene process of care and diagnoses.

Distance Education

- General Education classes for the Dental Hygiene Program have been approved to be taught via distance education. Please refer to the [Lancaster County CTC Online Academic Courses](#) (Section V) for more information.

Support Services

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

Program Certification

- Eligibility to take the Dental Hygiene National Board Examination.
- Eligibility to take CDCA-WREB-CITA Dental Hygiene Examination which includes the Simulated Patient Treatment Clinical Examination and the Computer Simulated Clinical Examination.

Career Opportunities

- Registered Dental Hygienist

License Requirements

- Two Levels of Examinations Required - Candidates for licensure as dental hygienists shall pass the National Board Dental Hygiene Examination (written examination) and the CDCA-WREB-CITA (clinical examinations). The approximate cost for the examinations is \$1,700.
- Submit the application and payment for the Dental Hygiene License and the Dental Hygiene Local Anesthesia License (PA).

Required Courses

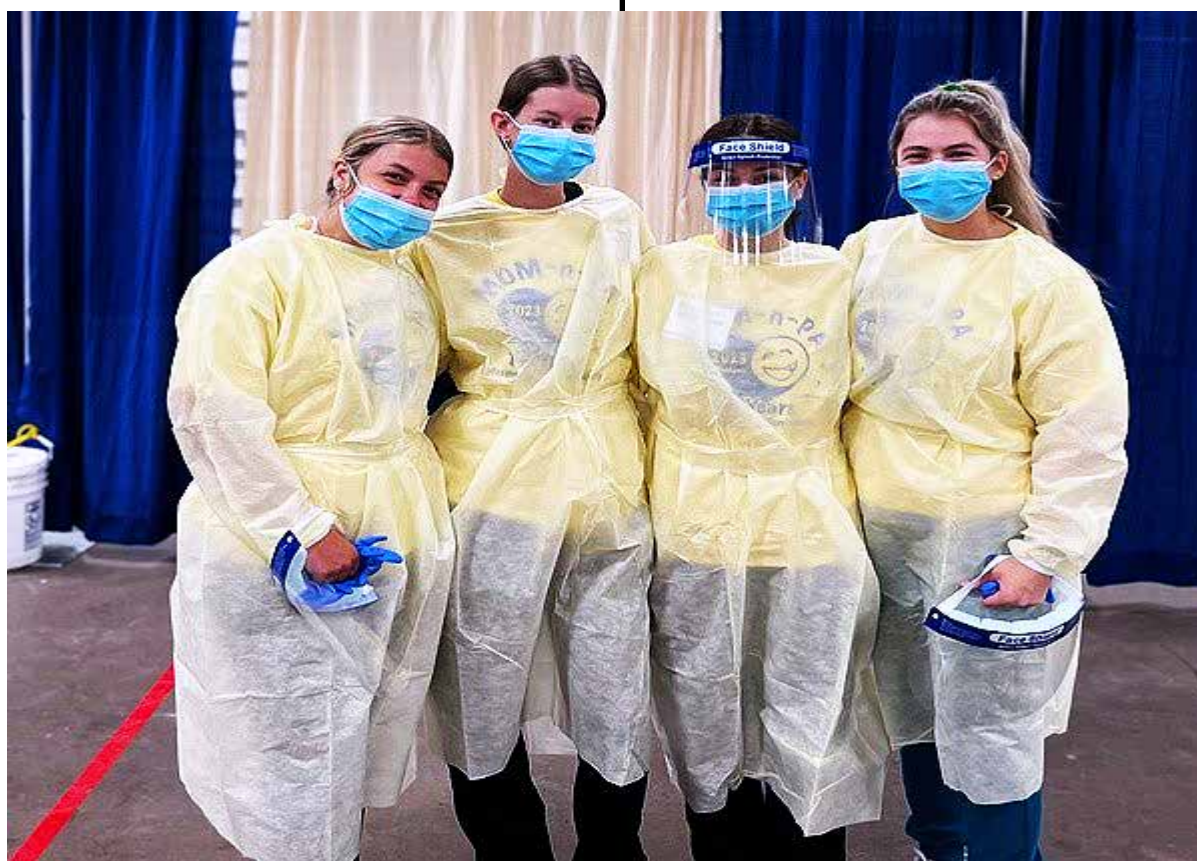
Core Class Requirements

<i>Course#</i>	<i>Course Name</i>	<i>Credits</i>
DEN 100	Dental Anatomy, Histology and Embryology	2
DEN 110	Dental Hygiene Theory I.....	4
DEN 120	Dental Hygiene Pre-clinical I	3
DEN 130	Dental Radiology with Lab	3
DEN 200	Orofacial Dental Anatomy.....	2
DEN 210	Dental Hygiene Theory II.....	3
DEN 220	Dental Hygiene Clinic II	4
DEN 250	Dental Management for Patients with Medical Disorders.....	2
DEN 300	Nutrition	2
DEN 410	Dental Hygiene Theory III.....	2
DEN 420	Dental Hygiene Clinic III	4
DEN 430	Pharmacology for Dental Hygiene	3
DEN 440	Dental Materials with Lab	2
DEN 450	Oral Pathology.....	2
DEN 460	Periodontology I.....	2
DEN 480	Periodontology II.....	2
DEN 470	Local Anesthesia with Lab.....	3
DEN 520	Dental Hygiene Clinic IV	4
DEN 550	Dental Hygiene Theory IV.....	2
DEN 560	Community Dental Health	2

General Education Requirements

BIO 150	Anatomy and Physiology (Human Biology).....	4
BIO 240	General Microbiology.....	3
ENG 105	English Composition.....	3
PSYCH 101	General Psychology	3
SOC 100	Introduction to Sociology.....	3
CHEM 102	Fundamentals of Chemistry.....	3
MATH 120	Technical Math	3

Graduation Requirement75



Dental Hygiene AST – Core Course Descriptions

DEN 100 (2.0 credits)

Dental Anatomy, Histology and Embryology

Pre-requisite(s): Admission into the Dental Hygiene Program

This course examines the embryological concepts of the neck, face, and oral structures, including the teeth. There will be an emphasis placed on identifying primary and permanent teeth, classifying the malocclusion, and identifying and locating oral structures. Dental and anatomic terminology will be defined and related to the clinical setting.

DEN 110 (4.0 credits)

Dental Hygiene Theory I

Pre-requisite(s): Admission into the Dental Hygiene Program

This course introduces the theoretical foundations of preventive and therapeutic oral health services used in the dental hygiene process of care. Emphasis is on preventing disease transmission, patient assessment, basic dental hygiene instrumentation, oral health instruction, and ethical decision-making.

DEN 120 (3.0 credits)

Dental Hygiene Pre-Clinical I

Pre-requisite(s): Admission into the Dental Hygiene Program

Dental Hygiene Pre-clinic lab is a co-course with Dental Hygiene Theory I. Basic clinical skills utilizing typodonts (some skills require student partners) are studied in a pre-clinical setting. Students learn to perform oral health assessments, instrumentation, and infection control procedures before seeing patients in DEN 220.

DEN 130 (3.0 credits)

Dental Radiology with Lab

Pre-requisite(s): Admission into the Dental Hygiene Program

Dental radiology coursework investigates the theories and principles of exposing, processing, mounting, and interpreting dental radiographs. Infection control of the dental radiology unit is emphasized in this class. The lab portion will apply the knowledge attained in the classroom and assist the student in the proper techniques of exposing radiographs, identifying radiographic landmarks, and identifying evidence of the dental disease process. Prior to supervised radiography on patients, students demonstrate competence on Dexter manikins.

DEN 200 (2.0 credits)

Orofacial Dental Anatomy

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130

Orofacial anatomy will provide enhanced knowledge of the head and neck regions to communicate findings from the dental hygienist's initial head and neck examination. Detailed cranial anatomy analysis will include osteology, muscles, nerve innervation, and blood supply. The knowledge attained in this coursework is utilized in delivering local anesthesia in a lab setting occurring in the summer semester.

DEN 210 (3.0 credits)

Dental Hygiene Theory II

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130

Students delve into the periodontium and learn the basics of periodontal disease and periodontal disease classification. Ultrasonic instrumentation will be introduced, in addition to non-surgical periodontal therapy. Effective communication with patients is stressed, which will enable students to communicate treatment needs and patient education. Recognition, prevention, preparation, and legal issues regarding medical emergencies are studied. The dental hygienist's role as it relates to general dentistry, periodontics, and other dental specialties is investigated. Lastly, the student will present a peer-to-peer interprofessional collaboration project during this course.

DEN 220 (4.0 credits)

Dental Hygiene Clinic II

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130

Assessment, diagnosis, planning, implementation, and evaluation of the client with gingivitis and periodontal disease will begin. The student will communicate professionally with dentists, faculty, and patients. The student will continue to develop competency in the skills of client care and operatory management.

DEN 250 (2.0 credits)

Dental Management for Patients with Medical Disorders

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470, DEN 410, DEN 420, DEN 450, DEN 480

The Dental Management for Patients with Medical Disorders course will enable students to comprehensively assess patients who are affected by complex medical disorders. The student will then create a treatment plan and simulate complete patient care, considering all aspects of the medical condition(s) and contraindications to treatment.

DEN 300 (2.0 credits)

Nutrition/Biochemistry

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN

430, BIO 150

This course applies sound nutrition principles when assessing and implementing preventive care plans in the patient's overall care. Food habits, socioeconomic status, and food environments are explored. The student will develop competency in nutritional assessment and provide dietary counseling to prevent progression of dental disease.

DEN 410 (2.0 credits)

Dental Hygiene Theory III

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470

Students will learn how to assess and develop an appropriate treatment care plan for various patients who present with special needs. Advanced instrumentation techniques are introduced. Dental hygiene ethics and law will be explored as they relate to the practice of dental hygiene, professionalism, and social responsibility.

DEN 420 (4.0 credits)

Dental Hygiene Clinic III

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470

Students will continue to develop clinical competency in this course, utilizing the assessment, diagnosis, planning, implementation, and evaluation methods with the knowledge from previous and current theory courses. Students will complete a periodontal case study during this term (graded in Periodontology 2 class). The student will continue to develop professional communication skills, competency in client care skills, and operatory management.

DEN 430 (3.0 credits)

Pharmacology for Dental Hygiene

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130

This course is a study of the general principles of applied pharmacology, including drug actions, interactions, and handling. Adverse reactions and prescription writing will be reviewed. There will be an emphasis on the drug therapies, herbal remedies, and local anesthetics that are common to the practice of dental hygiene, as well as those that may alter patient treatment planning and delivery.

DEN 440 (2.0 credits)

Dental Materials with Lab

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430

This course will provide an overview of the principles and practice of dental materials' physical, chemical, and mechanical properties. Students will learn how to manipulate, measure, and work with dental materials using

the necessary safety precautions to provide patient care.

DEN 450 (2.0 credits)

Oral Pathology

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470

Students will study the principles of general and oral pathology with emphasis on the relationships to oral diseases. Pathologic physiology includes tissue regeneration, the inflammatory process, immunology, and wound healing. Clinical appearance, etiology, location, oral manifestation, and treatment options of general system diseases are presented. Special attention is placed on common pathological conditions of the oral cavity and early recognition of these conditions.

DEN 460 (2.0 credits)

Periodontology I

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430

This course includes the study of normal and diseased periodontium with structural, functional, and environmental factors. This course includes topics in assessment, etiology, pathology, histopathology, the role of inflammation in periodontal disease, as well as the classifications of periodontal diseases. An emphasis is placed on applying theory to the clinical setting, treatment modalities, and therapeutic and preventive periodontics in the contemporary dental hygiene practice setting.

DEN 470 (2.0 credits)

Local Anesthesia with Lab

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, BIO 150

This course applies the student's previous knowledge of anatomy, pharmacology, and emergency considerations as it introduces the administration of local anesthesia. The students will participate in safe and effective local anesthesia administration on both local anesthesia manikins and student partners under the supervision of qualified faculty.

DEN 480 (3.0 credits)

Periodontology II

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470

This course includes the study of diseased periodontium, non-surgical and surgical interventions, the role of inflammation in periodontal disease, pathologic physiology, tissue regeneration, and wound healing. Periodontal case studies will be presented at the end of this course, completed in the semester's clinical component. The application of theory to the clinical setting, treatment

modalities, therapeutic and preventive periodontics, and maintenance of the periodontium is stressed as it relates to the contemporary dental hygiene practice setting.

DEN 520 (4.0 credits)

Dental Hygiene Clinic IV

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470, DEN 410, DEN 420, DEN 450, DEN 480

Students will continue to develop entry-level competency in this course, utilizing the assessment, diagnosis, planning, implementation, and evaluation methods obtained in the previous theory and clinical practices. In addition, students learn and implement advanced instrumentation, highlighting comprehensive care for the moderate to an advanced periodontally involved client.

DEN 550 (2.0 credits)

Dental Hygiene Theory IV

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470, DEN 410, DEN 420, DEN 450, DEN 480

Students will investigate various dental hygiene issues by developing a written research paper and oral presentation that focuses on a chosen dental hygiene topic. In addition, students will develop and complete case studies to prepare for the Objective Structured Clinical Examination board exam. Preparation for upcoming written and clinical board exams and future employment as a dental hygienist is included in the course.

DEN 560 (2.0 credits)

Community Dental Health

Pre-requisite(s): DEN 100, DEN 110, DEN 120, DEN 130, DEN 200, DEN 210, DEN 220, DEN 430, DEN 300, DEN 440, DEN 460, DEN 470, DEN 410, DEN 420, DEN 450, DEN 480

The fundamentals of public health and oral epidemiology are established with an introduction to school-based programs, dental health education, and educational methodologies. This course aims to help students understand how to improve oral health care in various communities and build a successful career in the public health sector. Dental hygienists are integral members of the healthcare team and have a duty to serve the community. Students will select, plan, develop, implement, and evaluate a community project.

General Education Course Descriptions

The Specialized Associate Degree Programs are approved to offer general education courses via distance education. Please refer to the [Lancaster County CTC Online Academic Courses](#) (Section V) for more information. Syllabi for Distance Education provide detailed information on student and instructor expectations for a distance education course. Courses listed below are approved for Distance Education and are notated by "DE" at the end of their course code.

BIO 150DE
BIO 240DE
ENG 105DE
SOC 100DE
CHEM 102DE
MATH 120DE

BIO 150 (4.0 credits)

General Human Anatomy and Physiology (Human Biology) (DH Only)

Pre-requisite: admission in Dental Hygiene

Anatomy and physiology knowledge is necessary for dental hygienists to communicate with the dentist and patients, and to understand medical and dental conditions. This course explores all areas of human anatomy, physiology and pathology as an introductory course to provide a foundation for the dental hygienist. This course will provide students with an overview to the structure and function of the human body. A review of human cells and biochemistry will begin this course. The remainder of the course will explore the systems of the human body by examining the elements and functions of each.

BIO 240 (3.0 credits)

General Microbiology (DH, VT)

Introductory microbiology 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 (DH, VT)

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 (AT, DH, VT)

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.

MATH 120 (3.0 Credits)

Technical Math (AT, DH, VT)

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. This course will also look at probability and statistics as it relates to modern problems and scientific applications.

COMM 175 (3.0 Credits)

Public Speaking (AT Only)

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 (AT, DH, VT)

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 (3.0 Credits)

Introduction to Sociology (AT, DH)

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.

WELD 101 (3.0 Credits)

Intro to Welding (AT only)

This course provides an overview of the fundamentals of Welding and Fabrication. This includes Welding, Oxy/Fuel Cutting and Overall Metal Fabrication. This will provide the students with the ability to work and repair minor metal components required to be used while Welding and Fabricating.

LEGEND

AT - Automotive Technology

DH - Dental Hygiene

VT - Veterinary Technology

SECTION 3: Registrations/Admissions

The first step to enrolling at the Lancaster County Career and 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 online at lcctc.axstudent.com
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 programs must complete all required elements for admissions. There are general admission requirements that all students must complete and 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 requirements are eligible to be enrolled in the program.

- Apply online at lcctc.axstudent.com
- Follow the online instructions to complete the process.
- Provide proof of high school completion.
 - o 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.
 - o 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.
 - o Courses must have been completed within the last 5 years with the exception of: BIO 150 and DEN 130 - these courses must have been completed within the previous 24 months in order to transfer.
 - o 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, Dental Hygiene and Practical Nursing applicants must score 79. The TOEFL exam requirement may be waived for the following reasons:
 - o Student is from the following majority-English speaking countries:
Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Rwanda, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos, Uganda, United Kingdom, Vanuatu, Virgin Islands, Zambia, Zimbabwe.
 - o Student has successfully passed a full year of high school or 100-level English with a B or higher without requiring additional ESL support.
 - o Student achieves a 500 or higher on the evidenced based reading and writing section of the SAT exam.
 - o Student is a Dental Hygiene or Practical Nursing applicant and has successfully completed the Pre-LPN/TEAS Prep Class offered by the IU13 (Effective September 1st, 2020).

- Submit Clearances.
 - o PA Child Abuse History Clearance
 - o PA State Police Criminal Record
 - o 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 to have your transcript evaluated. (Practical Nursing students must obtain an additional certificate of preliminary education).

Re-Admissions Process – Certificate, Diploma and Degree Programs

The student may re-enter the Program subject to the following conditions:

1. All outstanding financial and academic requirements must be met before applying to re-enter 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 re-enter the program.
5. The re-entering student will be assessed the current tuition rate.
6. Immunizations, 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 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 will meet 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.

SECTION 4: Student Finance

The administration and faculty of the Lancaster County Career and 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 and Technology Center participates in various federal, state and local financial aid programs.

Tuition Charges and 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 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.
- Students who qualify for financial assistance and have an outstanding balance on account after all awards have 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 and 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 will incur a \$25 late fee for each missed payment.

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 the student's 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. If a refund check is not received after four weeks from the date it was mailed, a replacement check will be issued.

Tuition Refund Policy

Tuition Refunds for Class Cancellation

If a class is cancelled by the Lancaster County Career and 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 and Technology Center for the cost of these textbooks. Textbook returns must be handled with the vendor directly.

Tuition Refunds for Students who Withdraw Before the First Day of Program

If a student withdraws from a class or program prior to the first day of school, the school will refund 100% of any amount of prepaid tuition and fees. If a student withdraws on or after the first day of school, please refer to the tuition refund schedule below.

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 certificate and 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 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 class are eligible for partial tuition refunds as follows:

Withdrawal during the drop/add period (first 7 calendar days) of the class	- 75%
Withdrawal after the drop/add period but 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

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 and 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 and 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.

An applicant rejected by the school is entitled to a refund of monies paid per 22 Pa. Code § 73.133. In the event extenuating circumstances make it impractical to complete the program, the School reserves the right to review and determine each individual case separately.

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 and 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 and 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 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.studentaid.gov. A paper application may be used and can only be downloaded from the www.studentaid.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

Qualified 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
- Health
- 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. 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 and 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, **Online:** <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 and 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 and 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 and 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 (SSN).
- 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 (SSA) and the Department of Homeland Security (DHS). 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:

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

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 submission 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.

Dependency Status

Student dependency status is determined when a student completes the FAFSA® application. You are considered **independent** 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 and 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 online counseling at www.studentaid.gov. Information provided in these sessions includes but is not limited to:

Entrance Interview	Exit Interview
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provisions
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of your loan servicer
Importance of keeping loan documents	Estimated monthly loan payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

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 others 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 complete 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 and 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 post-secondary 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 a 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. 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 and 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 successful 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 County 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.

If a student is absent for 14 consecutive days with no contact with their instructor or Director of Higher and Continuing Education, that student will be withdrawn from the institution.

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

All of our Specialized Associate Degree Programs have been approved to teach general education courses both in person or through distance education. Although not all general education programs are approved for 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. **The Lancaster County CTC attendance policy will be adhered to in all courses, regardless of how the course is delivered.** All students will learn how to use the learning management system (LMS) during their program orientation prior to their program commencing.

Technology Requirements:

- Operating systems: PC- Windows 10 or later/ Mac OS X 10.11 or later
- Minimal Screen resolution - 1024 x 600
- Cookies and JavaScript enabled
- Internet: Required
- Webcam: Required
- Microsoft 365 Account: Provided/Required
- Speakers: Required

Student Identification Verification Requirements:

- Process in place that establishes the student who registers is the student who submits work
 - We do not offer distance education with the exception of general education courses as noted above. Students who attend the Lancaster County CTC are provided a student picture ID and a student ID number which is associated with their network account including LMS and student email.
- Verify identity of student through methods such as:
 - Secure login and passcode
 - Students who attend the Lancaster County CTC are provided unique login and passwords which in turn authenticate the use of the Canvas LMS and access Microsoft 365.
 - Proctored Exam
 - Proctored exams will be completed through the virtual classroom while on camera.
- Make clear in writing processes used to protect student privacy
 - Lancaster County CTC Data Security Plan
- Notify students of any projected charges associated with the verification of student identity at the time of registration or enrollment

Lancaster County Career and Technology Center

Virtual Expectations for Administrators, Faculty and Students

Administrator Responsibilities for Online Learning

1. Provide resources for instructors and students to effectively provide and receive instruction, specifically, technology resources (hardware, LMS, connectivity). When situations occur that prevent adequate resources for students or faculty, alternative methods for instruction will be created.
2. Provide professional development resources and training opportunities for faculty directly related to virtual learning.
3. Check with faculty individually on preparedness and document areas needed for further support or training. Provide support as needed.
4. Provide on-going support in the virtual classroom for the faculty.
5. Assist faculty with troubleshooting technology, connectivity, software, and instructional issues that arise in a virtual setting.
6. Provide guidance and assistance for faculty and students with regard to expectations.
7. Support faculty with student issues including: student behavior/discipline, accountability for assignments, grades, and technology access.

Faculty Responsibilities for Online Learning (Full Virtual and Hybrid)

1. All normal-operating instructional requirements remain (lesson planning and submission, delivery, grading, attendance).
2. Communication with student Lancaster County CTC email, LMS, Virtual Classroom Platform is required. Faculty must be available for students when necessary.
3. Begin posts and emails with a warm and professional introduction (video greetings or flipped video lessons are encouraged). Loss of face to face contact for an extended period can be an issue for some students. Written directions should be detailed and clear for all students to follow. Providing more detailed directions in a virtual setting creates for better understanding and results.
4. The Canvas LMS or supplemental learning resources (ex. Tooling U, AES) will be used by all faculty during

Virtual and Hybrid instruction.

- a. Student expectations for online learning should mirror the expectations posted in your classroom and posted in Canvas.
 - b. Lessons and activities must be posted by the scheduled class time each day. Faculty will create a schedule for the week with live/synchronous instructional times.
 - c. Faculty may record and post those lessons to the Classroom for students that are unavailable during the live session.
 - Tips for recording: if concerns exist with recording a lesson that contain students on video, the ability to record the screen rather than the instructors or students; or position camera away from filming students.
5. Students should be provided a deadline to complete and submit assignments.
6. Fully Virtual - provide daily opportunities for students in the following areas when planning virtual instruction.
- a. Synchronous Instruction
 - b. Office Hours
 - c. Individual Student Meetings
 - d. Open QandA/Student Support
7. **Hybrid** - follow these minimal hours per day when planning hybrid instruction.
- a. Engaging Activities for at home students- readings with high level thinking assignments, instructional application activities (EdPuzzle, Nearpod), Discussion Topics, Journaling, Chapter review, research assignments, task critiques using videos, etc.

Student Responsibilities for Online Learning

1. It is expected that students will complete assignments for ALL classes during this online-learning experience.
2. Students will be held accountable for work during this time - content addressed as part of distance-learning is applied to task/competencies upon returning to regular schedule.
3. Appropriate online etiquette is expected. Same disciplinary procedures apply for online learning with regard to institutional rules, including behavioral concerns.
4. Work ethic grades apply to timely completion of assignments, proper etiquette on virtual classroom, and quality of work.
5. Students will log-in each day to view assignments, and complete assignments by deadline provided.
6. Students should contact their instructor via student email account or instructor preferred method of communication with questions or concerns regarding assignments. Faculty will remain available via email throughout the normal class times.
 - a. Log-in by scheduled class time to view assignments in LMS or meet through virtual classroom platform
 - b. Complete assignments in a timely fashion
 - c. Contact instructor through student email account or instructor preferred method of communication for questions
 - d. Must demonstrate participation in order to be marked present

Definition of a Credit Hour

AST programs at the Lancaster County Career and 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 Lancaster County CTC 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.

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 for Federal financial aid.

U.S. Diploma Requirements:

High School Diploma:

A copy with appropriate seal/signatures or a copy of a signed, sealed, and dated transcript. Electronic copies permitted if sent directly from school guidance counselor to admissions advisor or through Parchment or equivalent secure transcript service.

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. Homeschool transcripts may be obtained through PHAA.org.

If there are any concerns about the validity of a diploma/certificate/transcript, the Lancaster County Career and 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 translation 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 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.

Practical Nursing Students: Once your transcripts are evaluated, please go online to www.education.pa.gov to apply for a certificate of Preliminary Education. Please create a log-in, once registered select Teachers and Teacher Certifications (left hand side). Then access and complete TIMS application. Provide this certificate to the Practical Nursing Program to continue through application process.

The Lancaster County CTC reviews all high school completion documentation upon receipt. If there is reason to believe the diploma is inauthentic or granted by an ineligible post-secondary institution, further review may be necessary. Typically, validity is determined by confirming the high school’s accreditation status with the agency that has jurisdiction over the high school. If unable to validate through the accrediting agency and/or if additional information is needed, admissions staff performs due diligence with actions such as contacting the high school for additional information, consulting with other post-secondary school leadership located in proximity to the high school in question, checking with the state where the document was issued to verify the source and or accessing other databases such as National Center for Education Statistics (NCES).

Grading Scale and Requirements

Lancaster County 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 County 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. Pay all outstanding bills.
3. Return all Lancaster County CTC owned equipment and resources.
4. Complete Student Loan Exit Counseling (if a loan was received at any time during training).

Obligated Military Service

The Lancaster County Career and 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 post-secondary 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, 16 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

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 Lancaster County CTC'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 their 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 makes a successful appeal. 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, withdrawn, 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 Lancaster County CTC 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 Lancaster County CTC.
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 Lancaster County CTC 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. Students who meet SAP by the end of the probationary period will have their aid fully reinstated.
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:

W	Withdrawal
F	Failing
I	Incomplete

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 probation, suspension or denial by submitting their appeal in writing to:

Lancaster County Career and 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:
 - o 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*
- OR -
 - o 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 Lancaster County CTC 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 readmission on an individual basis in accordance with Lancaster County CTC and/or individual program readmission guidelines.

Transfer of Credits

TRANSFER OF CREDITS TO Lancaster County CTC

Credits earned at Lancaster County CTC or other educational institutions may be accepted by Lancaster County CTC. It is the student's responsibility to obtain confirmation that Lancaster County CTC will accept any credits earned at another educational institution, before signing an enrollment agreement. Lancaster County CTC 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 5 years of the start of the program. BIO 150, DEN 130 and Body Structure and Function must have been completed within 12 months of the start of the program in order to transfer. If a higher education degree was previously achieved, and the student successfully completed the course, the time limitations to transfer credits do not apply.**

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):

Lancaster County CTC 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

Lancaster County CTC does not award credit for life or work experience.

TRANSFER FROM ONE PROGRAM TO ANOTHER:

Due to the nature of the hands-on programs at the Lancaster County Career and Technology Center, students cannot easily transfer from one program to another. If a student decides they would like to transfer to another program, they will have to apply to that program and follow the admissions process for that program. In addition, a student who wishes to transfer to another program may have to withdraw from their current program, due to the overlapping of class times and requirements.

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 and Technology Center does not guarantee credit transfer to any other institution.

Withdraw Policy

OFFICIAL WITHDRAWAL

Students who voluntarily withdrawal from the Lancaster County CTC, either during the term or at the end of a term, for whatever reason, must complete the school's online Withdrawal/Change Of Status form. The last day of attendance is the official date of withdrawal.

UNOFFICIAL WITHDRAWAL

Withdrawal at any time without proper notification is termed an unofficial withdrawal. When the school becomes aware that a student stopped attending, the school reaches out to the student to determine if they will or will not be returning. The day the school learns that the student is not returning is the date of withdrawal. It is on this day that a school official completes and submits the withdraw form. The date of withdrawal will be the last attended day before the student stopped attending.

An unofficial withdrawal will prejudice a student's record and their chance for readmission. Upon readmission, if eligible, a student becomes subject to the curriculum and graduation requirements in effect at the time of readmission.

Student Identification/Access Badge - Acceptable Use Policy

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 \$35 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.

SECTION 6: Student Services

At Lancaster County 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 County CTC assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Post-secondary adult students enrolled in the AST/ASB programs at the Lancaster County CTC are required to comply with ALL policies and procedures of the Lancaster County Career and 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 and 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 Chief Financial Officer and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, 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 activities such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by these laws. 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 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 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 Lancaster County CTC does not understand the student's disability or possess sufficient information to entertain a disabled student's request.

In determining whether a student has a qualifying disability and the reasonableness of modifications and accommodations Lancaster County CTC will apply the standards established in Part 35 of the ADA Title II implementing regulations, 28 C.F.R. Pt. 35. The foregoing documentation requirements notwithstanding, Lancaster County CTC shall presume that the following disabilities substantially limit at least the following major life functions:

- A. Deafness substantially limits hearing;
- B. Blindness substantially limits seeing;
- C. Intellectual disability substantially limits brain function;
- D. Partially or completely missing limbs of mobility impairments requiring the use of a wheelchair substantially limit musculoskeletal function;
- E. Autism substantially limits brain function;
- F. Cancer substantially limits normal cell growth;
- G. Cerebral palsy substantially limits brain function;
- H. Diabetes substantially limits endocrine function;
- I. Epilepsy, muscular dystrophy, and multiple sclerosis each substantially limits neurological function;
- J. Human Immunodeficiency Virus (HIV) infection substantially limits immune function; and
- K. Major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive compulsive disorder, and schizophrenia each substantially limits brain function.

Upon receipt of the above documentation, the student will meet with the Director of Higher and Continuing Education/Nursing Program 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.

Note that the Lancaster County CTC is not responsible for the design and standards for administration of professional licensing examinations. The boards and agencies responsible for such examinations determine the modifications and accommodations that will be permitted, and those modifications and accommodations might not be the same as those permitted during instruction at the Lancaster County CTC.

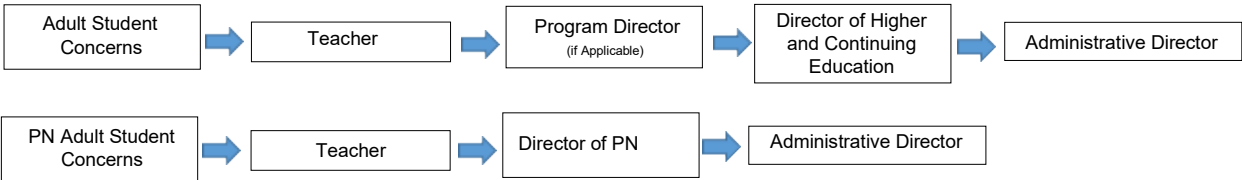
Change of Demographic Information

Students are responsible for notifying the Registrar of any changes in their name at least 4 weeks prior to graduation from a program at Lancaster County CTC. The student must provide a current social security card 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.

Handling a Concern



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 Director will be held. If not resolved proceed to next step.
3. Within five (5) program session days a meeting with student(s) and Program Director will be held. If not resolved proceed to next step.
4. Within five (5) program session days a mediation meeting with the Program Director/School Director will be held and a final decision
5. Within five (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 and 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.

Complaint Procedure for Dental Hygiene Students

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

Commission on Dental Accreditation (CODA)

211 East Chicago Ave.

Chicago, IL 60611-2678

Telephone (312) 440-4653

<https://coda.ada.org/>

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the CODA at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Sexual Harassment-Title IX Complaint Procedure

Lancaster County CTC strictly prohibits discrimination and harassment on the basis of sex against any program participant, employee, or contractor. Any employee or participant, including any student, may submit an oral or formal written complaint to the Title IX Coordinator or, if the Title IX Coordinator is a subject of the complaint, to the Deputy Title IX Coordinator. The Coordinator or Deputy Coordinator may file a formal complaint based on any oral complaint or information concerning allegations of sexual discrimination or harassment.

The Coordinator or Deputy Coordinator will offer the complainant the opportunity to participate in a voluntary informal resolution process. For any formal complaint filed with or by the Coordinator or Deputy Coordinator, an objective investigation of all evidence will occur, during which time both the complainant and the accused will have the opportunity to present inculpatory and exculpatory evidence. The parties will have the opportunity for a hearing before an impartial decision maker at which any finding of discrimination or harassment will be based on a preponderance of the evidence that is presented by the Coordinator or Deputy Coordinator, based on his or her investigation, and by either party. Both parties to any hearing will have the opportunity to be represented by an advisor and to present and confront evidence. The impartial decision maker will issue a written decision, which either party may appeal to an impartial appeal officer.

Possible sanctions for founded claims of sexual discrimination or harassment can include reassignment of classes, separation of the parties, temporary suspension from a class or program, and expulsion from the program entirely. A full copy of the procedures for filing complaints and for investigation and disposition thereof is available on request from either the Coordinator or the Deputy Coordinator.

Please refer to school Policy #103.3 for additional information.

Career Services

Placement Services:

The Lancaster County 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 and Technology Center labs as guest speakers and consultants to insure that skill training is relevant to the employment market. **The Lancaster County CTC does not guarantee job placement to graduates upon program completion and graduation.**

Leave of Absence for Clock-hour and Non-term Programs

The purpose of a leave of absence (LOA) is to allow students, who have a documented medical or military reason, to interrupt continuous enrollment up to 180 days at the Lancaster County CTC without having to reapply for enrollment through the admissions department. Students attending Specialized Associate Degree programs that are unable to return to the same point in their program within the required 180 day timeframe and are therefore ineligible for a leave of absence.

An approved leave of absence may have both financial and academic consequences that occur from a break in academic study; therefore, the Lancaster County CTC 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 on the Lancaster County CTC's website. The leave of absence request form is submitted to the Lancaster County CTC's Registrar along with all supporting documentation. Documentation is required within 5 business days of request for leave of absence. 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 Lancaster County CTC 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 Lancaster County CTC may still grant the leave of absence if the Lancaster County CTC 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 Lancaster County CTC. The Lancaster County CTC 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 Lancaster County CTC, 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 combined 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 Lancaster County CTC, they must make the appropriate arrangements with the Bursar to remain current.

Return from Leave of Absence

Upon return from a leave of absence, the student must return to the same course and point when the LOA began or starts in a new course within the program. The Lancaster County CTC requires all students on a leave of absence to notify the Lancaster County CTC 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 Lancaster County CTC and may incur any applicable

fees associated with re-enrollment. The student's date of determination is the date of the student's last day of attendance. 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 Lancaster County CTC's Registrar.

Learning Resources/Library

There are two classrooms 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 and 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 Lancaster County CTC maintains a full time Director of Technology and IT Technicians to perform user support, computer repairs and technical support of media services.

The Lancaster County CTC subscribes to an online library database that is available to students 24 hours/day at no additional cost.

EBSCO Host

Lancaster County CTC 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 Lancaster County CTC has entered into a partnership with Thaddeus Stevens College of Technology for use of its physical library for 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'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 Lancaster County CTC 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 of drug or alcoholic symbols including clothing worn or on vehicle, attending class while under the influence of a controlled substance, possession, use, sale, or transfer of a 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 Lancaster County CTC 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)

As defined by the Federal Department of Education <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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 work week 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 Lancaster County CTC'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 and Technology Center's Private Licensed School student academic records will be stored at Lancaster County Career and Technology Center's public school at 1730 Hans Herr Drive, Willow Street, PA 17584. Lancaster County Career and 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.

Student Accident Insurance

As a condition of participation in the educational programs at the Lancaster County Career and Technology Center, students are required to have accident insurance or be willing to sign an Accident Insurance Waiver. The school has strongly recommended that students carry accident insurance, provided through an employer, Medicaid, or through a family or individual policy. Although safety precautions are addressed at the school, the very nature of the programs conducted by the school makes the possibility of an accident and injury to the student greater than in the typical classroom.

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 Lancaster County CTC 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 1605-hour diploma program – 33 weeks and 1054 clock hours

20-month evening 1605-hour diploma program – 51 weeks and 1054 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 and 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 complies 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 – 2023

<u>On-campus Security Statistics (policy F)</u>	2020	2021	2022
Murder	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crime Involving Bodily Injury	0	0	0
Illegal Weapons Possession	0	5	0
Drug Law Violations	2	4	4
Liquor Law Violations	0	6	0

Reporting criminal actions, sexual abuse and/or other emergencies occurring on campus (policy A and 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 Lancaster County CTC does not offer any on-campus housing.

Safety and Security Programs and Access to the Building (policy B, D, E, G and 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 7:00 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 students are in attendance.

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.

Drug and Alcohol Policy (policy H)

The Lancaster County Career and 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 persons 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.

College Score Card

Annually, the Lancaster County Career and 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 Lancaster County CTC’s score card, simply follow this link, <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 Lancaster County CTC 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.

Fraternization with Secondary and Daycare Students

It is the opinion of Lancaster County Career and Technology Center (Lancaster County CTC) Adult and Continuing Education Center administration that the welfare of Lancaster County CTC's secondary students and students enrolled in the daycare are better served if there is little to no interaction between these students and the students enrolled in the adult and post-secondary programs. Therefore, the Lancaster County CTC Adult and Continuing Education Center administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or the daycare.

POLICY

While it is understood that Adult and Continuing Education Center students have the right to access necessary areas of the building for their successful completion of their classes and programs, (to include the cafeteria, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in adult or post-secondary programs and courses at Lancaster County CTC are not permitted to fraternize or socialize with students enrolled in the secondary school and/or daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The Lancaster County CTC administration assumes that adult students understand their superordinate position relative to the secondary students and daycare students; therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both adult and high school students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at Lancaster County CTC before their classes begin should stay in the training area provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby or cafeteria when not in use until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or daycare classrooms while classes are in session.

BREAKING POLICY

Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Higher and Continuing Education or designee. A second offense may result in suspension or involuntary discharge from the school based upon the decision of the Director of Higher and Continuing Education.

Dress Code

Student Attire

Lancaster County CTC 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.

Adult Student Vehicles on Campus

Adult students may not have high school students in their vehicles on school property. Additionally, the adult student may not transport secondary students to and from the campus without the written permission of the secondary student's parent or guardian. This permission must be presented to the main office prior to the secondary student being allowed to be transported in the adult student's vehicle. Adult students are not to take high school students with them on lunch break.

Posting Content to Social Media Sites

Students who identify themselves as Lancaster County Career and Technology Center ("Lancaster County CTC") adult education students, when posting content to any social media site should not represent that they are speaking on Lancaster County CTC's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding Lancaster County CTC, its students/faculty/staff and clinical/externship sites. Inaccurate, inappropriate, threatening, or harassing postings that substantially disrupt Lancaster County CTC's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and result in the dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

Drug Prevention Program

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 spousal 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.

Smoking

Smoking is not permitted anywhere on campus, including in your vehicle while parked on the campus. Also, please be aware that you can not accept, share, pass or give tobacco to a high school student regardless of whether they are 18 years old or not. Secondary students fall under Lancaster County CTC rules as well as the rules of his/her sending school. Neither permit the use or possession of tobacco.

Medical Marijuana Policy

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law. Applicants testing positive when completing the required laboratory screenings for drugs and alcohol will be denied entry into their program of choice.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions. Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure. In order to be transparent with this entire process, we recognize our responsibility to fully inform students of Lancaster County CTC's policy regarding the use of medical marijuana. Due to current laws we cannot provide admission in our Dental Hygiene, CDL, Practical Nursing, or Veterinary Technology program to applicants who have tested positive and students who have been admitted and are later to be found positive for medical marijuana will be removed.

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Controlled Substances - Uses and Effects

DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	TOLER- ANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME		
STIMULANTS											
Cocaine 1	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	ADD, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	ADD, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Meflat, Plagine, Sanorex, Tenuate, Taperul, Prelu-2	Weight Control	Possible	High	Yes	2-4	Oral , injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense trips @ episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analouges	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bulotrine, lboogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			

CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Designated a narcotic under the GSA 2Not designated a narcotic under the GSA											

1Designated a narcotic under the GSA 2Not designated a narcotic under the GSA

Controlled Substances - Uses and Effects										
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS										
Opium	II III V	Dover=s Powder, Paregoric, Parepectolin	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	High	High	Yes	3-6	Oral, smoked, injected			
Codeine		Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C Fiorinal w/Codeine	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diaceylmorphine, Horse, Smack	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	High	High	Yes	3-6	Oral, injected			
Meperidine(Pethidine)	II	Demerol, Mepergan	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Davron, Lomotil, Talwin 2	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS										
Chloral Hydrate	IV	Noctec	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	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	High	High	Yes	4-8	Oral			
Glutetimide	III	Doriden	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Milltown, Noludar, Placidyl, Valmid	Moderate	Moderate	Yes	4-8	Oral			

Faculty Listing

FULL TIME FACULTY

Anthony Austin.....	CDL – Degree(s) - Commercial Driver’s License - Pennsylvania Dept of Transportation, Credentials/License – Commercial Driver’s License - CDL 21753354
Theresa Bridwell.....	Practical Nursing Instructor – Degree(s) – BS, Nursing - Wilmington University – Credentials/License – RN – RN566540
Thomas Goehrig	CDL – Degree(s) - Commercial Driver’s License - Pennsylvania Dept. Of Transportation – Credentials/License - Commercial Driver’s License - CDL 21707633
Lavon Herschberger.....	Practical Nursing – Degree(s) - MS, Nursing - Capella University; BS, Nursing - Chamberlain University – Credentials/License - RN - RN651463
Andrew Huber	Welding – Credentials/License - Career and Technical Instructional I, Welding (2079)
Goran Jonjic.....	CDL – Degree(s) - Commercial Driver’s License - Pennsylvania Dept. Of Transportation – Credentials/License - Commercial Driver’s License - CDL 26604723
Bret Kaylor	CDL – Degree(s) - Commercial Driver’s License - Pennsylvania Dept. Of Transportation – Credentials/License - Commercial Driver’s License - CDL 19928358
Tammy Kramer	Veterinary Technology – Degree(s) - AS, Veterinary Technology - Harcum Junior College – Credentials/License - VT - VT001001L
Keri Kuri.....	Practical Nursing Instructor - Credentials/License - RN - Credentials - RN639779
Holly Maisano.....	Medical Assistant – Credentials/License – CMA; Career and Technical Instructional II, Medical Records Technology (2206); Career and Technical Instructional II, Medical Assistant (2207) – Credentials - Certified Medical Assistant
Donna Maslin	Dental Hygiene – Degree(s) - BS, Dental Hygiene - Thomas Jefferson University – Credentials/License – DH; DHA; PHDH – Credentials - DH011188L; DHA0001290; PHDH001024
Jessie Masquelier	Veterinary Technology – Degree(s) - BS, Geology and Anthropology - Juniata College; AA, Veterinary Technology - McLennan Community College – Credentials/License - VT – Credentials - VT004549
Donna Moore	Veterinary Technology, Attending Veterinarian, DVM – Credentials, BV005966L
Laura Myers.....	Dental Hygiene – Degree(s) - BS, Dental Hygiene - St. Petersburg College; AA, Dental Hygiene – HACC; AA, Liberal Arts - Pennsylvania State University – Credentials/License – DH; DHA – Credentials - DH069583; DHA004713
Kimberly Navikas	Dental Hygiene – Degree(s) - BA, Finance/Management – UPI; AA, Dental Hygiene – HACC – Credentials/License – DH; DHA; PHDH – Credentials - DH068239, DHA004711, PHDH001230
Alison Nolt.....	Practical Nursing – Degree(s) - BS, Nursing - South University – Credentials/License - RN – Credentials - RN616449
Paul Ranck	CDL – Degree(s) – Commercial Driver’s License - Pennsylvania Dept. of Transportation – Credentials/License - Commercial Driver’s License - CDL 20648182
Patricia Schlegel	Practical Nursing Instructor - Degree(s) - BS, Nursing - Credentials/License - RN; CSN; FCN - Credentials - RN526861L
Brian Singer	Automotive Technology AST – Verification of Qualifications: Two or more years’ work experience in the intended field of instruction which is acceptable to School Director, Lancaster County CTC – Credentials/License - Emissions Inspector: F.I.R.S.T. Certified Repair Technician; Vehicle Safety Inspection Mechanic Instructor
Rachel Sprecher.....	Dental Assistant – Credentials/License – DF; Career and Technical Instructional I; Dental Assistant (2201) – Credentials - DF005108
Sonya Stover.....	Practical Nursing – Degree(s) - MS, Nursing - Regis University – Credentials/License - RN – Credentials - RN351240L
Donald Tankesley.....	Adult Education Welding – Credentials/License - ASME Groove and Fillet (several) and Tubing
Jessica Weinoldt	Medical Assistant – Credentials/License - Emergency Permit; Medical Assistant (2207) – Credentials - CCMA

PART TIME FACULTY

Nichole Beaty	Phlebotomy Instructor – Degree(s) – Verification of Qualifications: Two or more years’ work experience in the intended field of instruction which is acceptable to School Director – Lancaster County CTC, Credentials/License – Work Experience
Michelle Bolton	Practical Nursing Instructor, Degree(s) – Doctor, Physical Therapy - Widener University; MS, Physical Therapy - Thomas Jefferson University; BS, Biology - Lebanon Valley College – Credentials/License - PT017230
Thomas Brown.....	Automotive Technology Instructor- Degree(s) - A.A.S., Automotive Technology - State University of New York at Morrisville Verification of Qualifications: Two or more years’ work experience in the intended field of instruction which is acceptable to School Director, Lancaster County CTC – Credentials/License - Emissions Inspection Instructor.
Jessica Brubaker	Practical Nursing Instructor - Credentials/License - RN - Credentials - RN548236
Brianne Callahan	Veterinary Technology Laboratory Assistant – Degree(s) – Verification of Qualifications: Two or more years’

	work experience in the intended field of instruction which is acceptable to School Director – Lancaster County CTC, Credentials/License – Work Experience
Alicia Carr	Veterinary Technology Instructor – Degree(s) – AS, Veterinary Technology - Manor College, Credentials/License – VT, CCT – VT003686
Dustin Ebersole.....	Short-Term HVAC Instructor – Degree(s) – Verification of Qualifications: Two or more years’ work experience in the intended field of instruction which is acceptable to School Director – Lancaster County CTC, Credentials/License – Work Experience
Kelly Findley.....	Expanded Function Dental Assistant Instructor – Credentials/License – DF – DF003989
Elizabeth Harrison	Dentist – Credentials/License – DS; DN – Credentials - DS021324L; DN002168
Margaret Hartman.....	Practical Nursing Instructor - Degree(s) - BS, Nursing - University of Virginia - Credentials/License - RN - Credentials - RN756606; CPN
Shirley Herr.....	Practical Nursing Instructor – Degree(s) - MS, Nursing - Robert Morris University; BS, Nursing - Millersville University – Credentials/License – RN – RN501482L
Patricia Kihn.....	Dentist – Degree(s) – DDS, General Dentistry - Baltimore College of Surgery; MS, Oral Biology - University of Maryland; BS, Medical Technology - Loyola College – Credentials/License – DS – DS036782
Miranda Kline	Dental Hygiene Instructor – Degree(s) – BS, Dental Hygiene - Pennsylvania College of Technology – Credentials/License – DH; DHA; PHDH – Credentials – DH068885, DHA003016, PHDH000761
Molly Lalla	Practical Nursing Instructor – Degree(s) – MS, Nursing; BS, Nursing - Immaculata University – Credentials/License - RN – RN356270L
Nicole Lombardi	Dental Hygiene Instructor – Degree(s) – BS, Health Science - West Chester University; AS, Dental Hygiene - Harcum College – Credentials/License – DH - DH069298
Sarah Meck.....	General Education Instructor – Degree(s) – BS, Chemistry - Millersville University
Kristina Nevy.....	Dentist – Degree(s) – DDS, Dental School - University of MD; BA, Biology/Secondary Education - McDaniel College – Credentials/License - DS – DS035500
Robert Russo	Dentist – Credentials/License – DS, DN – DS026452L, DN002343
Katherine Singer	Practical Nursing Instructor – Degree(s) – MS, Nursing – Drexel University – Credentials/License – RN – RN213631L; WHNP
Gerry Spong.....	Dental Hygiene Instructor – Credentials/License – DH – DH011946L
Courtney Stine	Practical Nursing Instructor - Credentials/License - RN - Credentials - RN637820
Sonya Stover	Practical Nursing Instructor - Degree(s) - MS, Nursing - Leadership Regis University - Credentials/License - RN; CCRN; CNE-CI - Credentials - RN351240L
Lisa Sunday	Dental Hygiene Instructor – Degree(s) – AA, Dental Hygiene – HACC, Credentials/License – DH; DHA – Credentials - DH068565; DHA002650
Marla Urey	Practical Nursing Instructor - Degree(s) - BS, Nursing - University of Delaware - Credentials/License - RN; CSN - Credentials - RN348407L
Jeremy Waters.....	Automotive Technology Instructor – Degree(s) – Verification of Qualifications: Two or more years’ work experience in the intended field of instruction which is acceptable to School Director – Lancaster County CTC, Credentials/License – Work Experience

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.

Staff Listing

Matt Brown	Financial Aid Coordinator
Lisa Deibler	Institutional Registrar/Bursar
Carolyn Finegan	Administrative Assistant
Elizabeth “Annie” Hatzivasilis.....	LPN Success Coach
Jessica Klufkee	Financial Aid Advisor
Jesse Lopez	Admissions Advisor
Karen Lopez	Administrative Assistant
Pamela Noel	Administrative Assistant
TBD	Academic Coach
Sofia Rios Mendoza	Administrative Assistant
Eva Weir.....	Administrative Assistant

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 (ED) specifies that Lancaster County CTC must determine the amount of financial aid program assistance you have earned if you withdraw from your program of study. ED 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, commonly referred to as the Return to Title IV calculation (R2T4).

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 earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you are considered to have earned all your assistance for that payment period.

The Title IV calculation is generally completed within 5 business days of notification of the student’s withdrawal. If, when the calculation is complete, the institution is required to return funds, the refund is processed through the business office and funds are generally returned within 14 days. The school works to ensure that all required refunds of Title IV funds are made as soon as possible, but no later than 45 days of the student’s withdrawal.

When the Title IV calculation is complete, if the student is due a post-withdrawal Pell award the school immediately notifies the student of the award. The Pell payment is processed and generally posted to the student’s account within 14 days, but no later than 45 days.

If the student is due a post-withdrawal loan award, the school immediately prepares and sends a post-withdrawal loan offer letter to the student. This generally occurs within 14 days of the student’s date of withdrawal, but no later than 30 days. The student is required to notify the school if they intend to accept the loan and must do so within 30 days from the date of the offer letter. If the student accepts the loan, the loan is immediately processed and then posted to the student’s account.

Credit balance amounts, if any, that are created on the student’s account as a part of the Title IV refund process are refunded to the student within 14 days of the credit balance being created.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. The Lancaster County CTC completes the Return of Title IV Refund calculation and returns the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after it determines that the student withdrew. Funds are returned in the order listed until all required amounts have been returned.

Unsubsidized Federal Stafford Loan	Subsidized Federal Stafford Loan
Federal PLUS Loan	Federal Pell Grant
Iraq and Afghanistan Service Grants	PHEAA State and Special Programs Grant
Other Aid	Student

If Lancaster County CTC 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 Lancaster County CTC 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 refunded, 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 U.S. 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.

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 (i.e. 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 and Technology Center (Lancaster County CTC) 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 Lancaster County CTC officers, employees or agents and education loan lenders, Lancaster County CTC has adopted the following:

- Lancaster County Career and Technology Center does not participate in any revenue-sharing arrangements with any lender.
- Lancaster County Career and 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 and 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 and 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 anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Lancaster County Career and 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 and Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Lancaster County Career and Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Lancaster County Career and 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 and 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 and 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 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. 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 **12** 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 the 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 AUP?

The Acceptable Use Policy ("AUP"), is a written agreement, between Lancaster County CTC 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 Lancaster County CTC Need an AUP?

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 AUP

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 AUP 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, cellphones, the Internet, local and wide area networks, intranet and extranet, e-mail systems, file-servers, 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 use.

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, Lancaster County CTC 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 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** Director.

Do not disconnect, reconfigure or relocate any 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, Director, or Director of Technology for proper procedures.
8. All software used on School-owned computers will be purchased through appropriate procedures. Consult your instructor, 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.

Lancaster County CTC Campus and Class Locations

Brownstown Campus

231 Snyder Road
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 Cam- pus

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

ADMINISTRATIVE OFFICES | WILLOW STREET CAMPUS

For all program and campus details, visit

LancasterCTC.edu   

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LANCASTER COUNTY
CAREER & TECHNOLOGY CENTER