



# **Adult Career & Technical Education Program Catalog 2024/2025**

**521 Tuscarawas Street W, Canton, OH 44702  
330-438-2556 Ext. 11504  
Fax 330-588-2151**



## ABOUT US

### Welcome to the Canton City Schools Adult Community Education!

We are committed to helping adults achieve their educational and career goals. We pride ourselves on quality and value. We are fully accredited by the Council on Occupational Education, and operate as an Ohio Technical Center through the Ohio Department of Higher Education. All of our career technical programs prepare adults for Northeast Ohio in-demand jobs and offer state and/or nationally-recognized industry credentials and certifications.

Our entire staff and faculty are committed to providing the education and guidance for those who are changing professions, displaced from their job, or seeking to advance their career. Congratulations on the steps you are taking to compete and advance in today's workforce!

**Marilyn VanAlmen**

Director of Adult Community Education  
Canton City School District

### Our Advantages

For over 40 years, Adult Career & Technical Education has been committed to ensuring that residents of the greater Stark County area have the skills and knowledge needed for gainful employment and an improved quality of life. Our career programs have several key advantages over other educational institutions:

- **Less Costly than College** - Our programs cost thousands of dollars less than attending college.
- **Financial Aid** - Almost all of our students receive local or federal money to help pay tuition.
- **Faster Completion** - You can be certified for an in-demand job *in less than one year*.
- **Career Management Instruction** - Learn how to better market yourself to get that great job.
- **Professional Instructors** - Each instructor is a certified expert in their field.
- **Work-Based Activities** - Programs include an externship or clinical for real-world experience.

## **Our Vision**

Provide a continuum of learning opportunities to empower adults to achieve their goals, become lifelong learners, and be successful workers and citizens.

## **Our Mission**

Provide the personal and professional development skills for our adult learners to obtain industry credentials for career employment in Northeast Ohio in-demand jobs, and future success in life.

## **Our Accreditation**

Canton City Schools Adult Community Education is accredited by the Commission of the 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](http://www.council.org).

## **Our Facility**

- All programs are conducted at 521 Tuscarawas Street SW, Canton, Ohio 44702.
- The Medical Programs (Practical Nurse Program, Medical Assistant, Medical Insurance Billing and Coding and State Tested Nurse Assistant) are conducted in the Main Building which includes four classrooms, five medical labs, computer lab cart, student lounge, and administrative offices. The main building also has state-of-the-art educational equipment including personal computers with wireless access, Monitor/TV systems, Smart Boards, healthcare lab equipment (hospital beds, examination tables, phlebotomy tables, EKG machine), and a digital nursing simulation lab.
- The Welding Program is conducted in the Technology Building which includes a 60'x40' classroom with SmartBoard and 60'x50' Welding Lab which includes 12 Weld Booths, 12 SMAW Machines, 12 GMAW Machines, 7 GTAW Machines, weld tables, tools and supplies.

## Our Governing Body

- Canton City Schools Adult Community Education is governed by the Canton City School District, Board of Education.
  - Scott Russ, *President*
  - David Kaminski, *Vice President*
  - Kim Brown, *Member*
  - John M. Rinaldi, *Member*
  - Myra Watkins, *Member*

## Our Administration

- Marilyn VanAlmen: *Director, Adult Community Education*
- Cristine Hampe: *Program Coordinator, Practical Nurse Program*

## Our Faculty

- Mary Baumler: *Practical Nurse Program*
- Kimberly Devore: *Practical Nurse Program*
- Michele Donahue: *Medical Assistant Program*
- Larry Flinner: *Welding Program, Substitute*
- Alison Foster: *Practical Nurse Program Secretary*
- Makenzie Gill: *Practical Nurse Program*
- Carolyn Hanlon: *State Tested Nurse Assistant Program*
- Cody Horner: *Financial Aide*
- Cindy Leasure: *Medical Insurance Billing and Coding Program*
- Lori Medure: *Adult Community Education Secretary*
- Brianna Mergenthaler: *Welding Program*
- Anne Papacostas: *Practical Nurse Program*
- Sarah Udell-Miller: *Success Specialist*
- Teresa Zayac: *Practical Nurse Program*

# **GETTING STARTED**

## **Two Easy Ways to Register**

- **By Phone:** Call 330-438-2556, Monday - Friday, 8:00am—3:00pm
- **Online:** [www.ccsdistrict.org/AdultEd](http://www.ccsdistrict.org/AdultEd)

## **Course Offerings & Admissions**

Admission Processes and Policies for each program are listed on the following pages:

### **Full Time Programs:**

- Medical Assistant, pg. 6&7
- Medical Insurance Billing and Coding, pg. 8&9
- Practical Nurse Program, pg. 10&11
- Welding, pg. 12&13

### **Short Term Programs:**

- State Tested Nurse Assistant, pg. 14&15

### **Online Courses:**

Visit our Ed2Go training website at: [www.ed2go.com/ccsadulted](http://www.ed2go.com/ccsadulted).

Take advantage of the hundreds of on-line courses available, including: Computer Applications, Accounting, Foreign Languages, Marketing, Business Management, etc.

## **Additional Information, pg. 16-19**

## **Financial Aid, pg. 20-24**



# *Medical Assistant Program Fact Sheet 2024-2025*

## **Program Description**

- The Medical Assistant program is a 1,040-hour certificate program. The goal of the program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains. You will be able to perform basic clinical skills in a medical office setting or clinic, as well as computer skills, medical office management and patient relations. Upon completion of the program, you will be skilled in areas such as phlebotomy, medications, performing electrocardiograms, medical office procedures, clinical procedures, and assisting with examinations.

## **Occupational Outlook<sup>1</sup>**

- **Median Pay** = \$37,190/year (\$17.88/hour)
  - **Job Growth (2021-2031)** = 16% (much faster than average)
- <sup>1</sup> U.S. Bureau of Labor Statistics Occupational Outlook Handbook

## **Cost**

- \$10,150 – includes tuition, personal computer, program supplies, and books.
- Financial assistance through grants, scholarships and loans is available for those who qualify.

## **Program Completion Requirements**

- Successful completion of all coursework and program competencies.
- Satisfactory completion of Practicum experiences.
- Be in compliance with the attendance policy.

## **Admission Requirements**

**Note:** Student must be 18 years of age or older, and possess a high school diploma or GED.

1. Complete an Application.
2. Provide a copy of high school transcript or GED certificate.
3. Display ability to succeed in the classroom through one of the following measures (a or b):
  - a. Dated within the last 3 years from class start date, one of the following (i-vi):
    - i. High School Transcript showing a 2.5 Cumulative GPA or higher.
    - ii. GED earned with a score of 145 or higher in Language Arts.
    - iii. High School Equivalency Diploma earned with a score of 8 or higher on the Reading section of the HiSet test.
    - iv. TEAS test results showing 41.3% or higher score in the Reading section.
    - v. Passing TABE score on file at CCSD ACTE.
    - vi. College Transcript to be reviewed and approved by the Director.
  - b. Take the Adult Basic Education Admissions Test (TABE) and meet the following minimum scores:
    - Reading: 536If the minimum score is not achieved, assistance is required through our Adult College & Career Readiness Center (Aspire) before re-test.
4. Complete FBI/BCI background check.
  - No felony convictions for any offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13 05)
  - No more than two (2) misdemeanor convictions within the past seven (7) years for an offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05).
5. Complete an interview with school staff.
6. Complete financial aid paperwork.

## Class Schedule

- September 3, 2024 – June 17, 2025
- Program Orientation days are on August 28, 2024 and August 29, 2024
- Monday-Thursday (Fridays during Practicum).
- 8:30am – 4:00pm. Practicum hours may vary based on Practicum site.
- Theory Total Hours: 428
- Lab Total Hours: 612

## Program Outline

- Medical Terminology 74 hours
- Anatomy & Physiology 133 hours
- Computers & Keyboarding 74 hours
- Medical Office/EHR/Billing/Coding 225 hours
  - Introduction to Medical Assisting
  - Ambulatory Care Administration
  - Coding and Medical Billing Procedures
    - ICD-10CM, CPT, PCS, HCPCS
  - Medical Office Administrative Functions
- Law & Ethics 12 hours
- Basic Math & Pharmacology 32 hours
  - Assisting with Medications
- Medical Assisting Clinical 274 hours
  - Fundamentals of Clinical Medical Assisting
  - Assisting with Medical Specialties
    - CPR/First Aid
  - Diagnostic Procedures
    - Cardio-Graphic
    - Phlebotomy
  - Assisting with Surgeries
- Externship (Practicum) 160 hours
- Success Class/Career Management 56 hours

## Practicum

- Practicum is at the end of the program and consists of 160 hours. Practicum is a closely supervised, unpaid assignment in the facility which provides for the student's on-the-job practical experience. The student is required to attend all hours of Practicum; however, if any time is missed, the student must make up all missed time at the convenience of the Practicum site in order to be eligible for graduation. Students must pass all course materials at 77% or higher and successfully demonstrate all procedures before proceeding to their Practicum.
- Each practicum site may require certain medical exams and immunizations in order to work there. These exams may include, but are not limited to; Drug Screen, TB test, physical, Hepatitis B vaccine, MMR Vaccine/Immunity evidence, Varicella Vaccine/Immunity evidence, influenza vaccine, and TDap.

## Certification

- Students will have the opportunity to sit for the Certified Medical Assisting exam offered by the American Association of Medical Assistants and the Phlebotomy Technician Certification exam offered by National Center For Competency Testing .

*The above is subject to change dependent upon school and community needs.*





# *Medical Insurance Billing and Coding Program Fact Sheet*

## *2024-2025*

### Program Description

- The Medical Insurance Billing & Coding program is a 1,020 hour certificate program. You will learn billing and coding skills to submit outpatient medical insurance claims for reimbursement for medical procedures and services.

### Occupational Outlook<sup>1</sup>

- **Median Pay** = \$46,660/year (\$22.43/hour)\*
  - **Job Growth (2021-2031)** = 7% (much faster than average)
- <sup>1</sup> U.S. Bureau of Labor Statistics Occupational Outlook Handbook

### Cost

- \$9,570 – includes tuition, personal computer, program supplies, and books.
- Financial assistance through grants, scholarships and loans is available for those who qualify.

### Program Completion Requirements

- Successful completion of all coursework and program competencies.
- Satisfactory completion of externship experiences.
- Be in compliance with attendance and tardiness policies.

### Admission Requirements

**Note:** Student must be 18 years of age or older, and possess a high school diploma or GED.

1. Complete an Application.
2. Provide a copy of high school transcript or GED certificate.
3. Display ability to succeed in the classroom through one of the following measures (a or b):
  - a. Dated within the last 3 years from class start date, one of the following (i-vi):
    - i. High School Transcript showing a 2.5 Cumulative GPA or higher.
    - ii. GED earned with a score of 145 or higher in Language Arts.
    - iii. High School Equivalency Diploma earned with a score of 8 or higher on the Reading section of the HiSet test.
    - iv. TEAS test results showing 41.3% or higher score in the Reading section.
    - v. Passing TABE score on file at CCSD ACTE.
    - vi. College Transcript to be reviewed and approved by the Director.
  - b. Take the Adult Basic Education Admissions Test (TABE) and meet the following minimum scores:
    - Reading: 536If the minimum score is not achieved, assistance is required through our Adult College & Career Readiness Center (Aspire) before re-test.
4. Complete FBI/BCI background check.
  - No felony convictions for any offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13 05)
  - No more than two (2) misdemeanor convictions within the past seven (7) years for an offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05).
5. Complete an interview with school staff.
6. Complete financial aid paperwork.



## Class Schedule

- September 3, 2024 – June 17, 2025
- Program Orientation days are on August 28, 2024 and August 29, 2024
- Monday-Thursday (Fridays during practicum).
- 8:30am – 4:00pm. Practicum hours may vary based on work hours of the practicum site.

## Program Outline

- Medical Terminology 80 hours
- Anatomy & Physiology 80 hours
- Coding Applications 400 hours
  - ICD-10
  - HCPCS/CPT
- Medical Insurance Billing/Medical Office 215 hours
- Law & Ethics 15 hours
- Basic Math 50 Hours
- Keyboarding/Career Management 40 hours
- Practicum/Shadowing 92 hours
- Success Class/Career Management 48 Hours

## Practicum

- Practicum is at the end of the program, and consists of 92 hours including “job shadowing”. The practicum is a closely supervised, unpaid assignment in the facility (or online if necessary) which provides for the student’s on-the-job practical experience. There may be some “hands on” duties performed at the discretion of the facilitator at the practicum site. The student is required to attend all hours of practicum; If unforeseen circumstances arise in which any time is missed, the student must make up all missed time at the convenience of the practicum site in order to be eligible for graduation.
- Each practicum site may require certain medical exams and immunizations in order to work there. These exams may include, but are not limited to; Drug Screen, TB test, physical, Hepatitis B vaccine, MMR Vaccine/Immunity evidence, Varicella Vaccine/Immunity evidence, influenza vaccine, and TDap.

## Certification

- Students will sit for the NCICS (National Insurance and Coding Specialist) Exam or the equivalent thereof. Students may also sit for the Certified Professional Coder exam (CPC) offered by the American Academy of Professional Coders (AAPC) if they meet the required 85% average. A student without two years of coding experience and who passes the CPC test will be granted “CPC-Apprentice” certification. Participation in the Medical Insurance Billing and Coding Program is accepted as one year of experience by AAPC. Documentation of one year of employment with coding experience, following the Program, is required to remove “Apprentice” from the certification.

*The above is subject to change dependent upon school and community needs.*



# *Practical Nurse Program*

## *Fact Sheet*

### *2024-2025*

#### Program Description

- The Practical Nurse program is under the supervision and direction of the Ohio Board of Nursing. The program provides the student with the knowledge, skill, and clinical experiences required to find employment in long term care facilities, hospitals, and clinics. The curriculum meets the requirements of the Ohio Board of Nursing and the Ohio Board of Higher Education. The program also has a written articulation agreement with the Stark State College Associate Degree in Nursing (ADN) program and the Aultman College Bachelor of Nursing (BSN) Program.

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#### Occupational Outlook<sup>1</sup>

- **Median Pay** = \$48,070 /year (\$23.11/hour)
  - **Job Growth (2021-2031)** = 6% (much faster than average)
- <sup>1</sup> U.S. Bureau of Labor Statistics Occupational Outlook Handbook

#### Cost

- \$16,400 - includes tuition, uniforms (clinical/graduation), personal Chromebook, program supplies, and books.
- Financial assistance through grants, scholarships, and loans is available for those who qualify.

#### Program Completion Requirements

- Successful completion of all coursework and program competencies.
- Satisfactory completion of all clinical experiences.
- Be in compliance with attendance and tardiness policies.

#### Admission Requirements

**Note:** Applicant must be 18 years of age or older, and possess a high school diploma or GED by the start of school.

1. Complete an Application.

Military Applicants who are seeking advanced standing:

- a. Have an honorable discharge, be an active reservist, or on active duty from any of the branches of the U.S. military.
- b. Submit your military transcript to the program coordinator for review.
- c. Be able to show competence from assessments of lab skills and theory for courses related to your military experience.

2. Provide a Driver's License or Photo ID

3. Take the Test of Essential Academic Skills (TEAS) Admissions Test and pay the \$75.00 testing fee (non-refundable) for the 2023-2024 class. A **composite score of 55.3% or higher** is required for the test for the 2023-2024 class.

4. Provide a high school transcript or GED certificate. Submit to: *Practical Nurse Program of the Canton City School District, 521 - Tuscarawas Street W, Canton, OH 44702, foster\_a@ccsdistrict.org, or fax to: (330)588-2151.*

5. Complete financial aid paperwork.

6. Prior to the start of class, the student must pass a drug screen.

7. Prior to starting Nursing I, student must complete a physical exam, TSpot, Titers, be fully Covid-19 vaccinated, Flu vaccinated, and complete a BCI/FBI background check (see Ohio Revised Code below).

### Ohio Revised Code

According to Section 4723.28, nursing students are responsible for informing the department head/director of nursing early in the program of any misdemeanor related to alcohol or drugs, or felony convictions so that students may be informed of the steps the Ohio Board of Nursing will take before considering their application to sit for the NCLEX-PN licensing examination. According to Ohio HB327, anyone previously convicted of, pleaded guilty to, or had a Judicial finding of guilt for an egregious felony will be precluded from initial licensure. Egregious felonies are: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated robbery and aggravated burglary. Some misdemeanors may also disqualify; must be employable in acute care, long term care and home care settings.

Further, the Board may propose to deny an application for the following: any felony, a crime involving gross immorality or moral turpitude; a misdemeanor drug violation; and a misdemeanor committed in the course of practice; and/or falsification of application of licensure.

### **Program Schedule**

- July 29, 2024 – June 17, 2025
- Program Orientation is on July 25, 2024
- Monday - Friday (certain holidays there will be no class)
- Class: 8:00am - 3:00pm, Clinical: 6:45am - 1:15pm
- Total Program Hours: 1200

### **Clinical/Preceptorships**

- Provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic nursing functions with individuals or groups across the life span.
- Provide a nursing student with the opportunity to practice technical skills.
- Locations include local long-term care facilities, physician offices, etc.

### **Certification**

- Students will sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The student takes the NCLEX exam after graduation in order to receive his or her nursing license. A nursing license provides the graduate permission to practice nursing, granted by the Ohio Board of Nursing.

*The above is subject to change dependent upon school and community needs.*



# *Welding Program*

## *Fact Sheet*

### *2024-2025*

#### Program Description

- This course covers the basic introduction to welding/ thermal cutting and basic metallurgy. Students will learn the basics of welding in various forms including SMAW and GMAW, safe usage of oxy/fuel cutting, and the various types of ferrous and nonferrous metals. Students will be introduced to the various positions of welding and how to properly fuse metals. Students will learn how to properly set up and operate an oxy/fuel thermal cutting torch.

#### Occupational Outlook<sup>1</sup>

- **Median Pay** = \$47,010/year (\$22.60/hour)
  - **Job Growth (2021-2031)** = 2% (As fast as average)
- <sup>1</sup> U.S. Bureau of Labor Statistics Occupational Outlook Handbook

#### Cost

- \$10,750 - includes tuition, program supplies, and books.
- Financial assistance through grants, scholarships and loans is available for those who qualify.

#### Program Completion Requirements

- Successful completion of all coursework and program competencies.
- Be in compliance with the attendance policy.

#### Admission Requirements

**Note:** Student must be 18 years of age or older, and possess a high school diploma or GED.

1. Complete an Application.
2. Provide a copy of high school transcript/diploma, GED certificate, or college transcript.
3. Display ability to succeed in the classroom through one of the following measures (a or b):
  - a. Dated within the last 3 years from class start date, one of the following (i-vi):
    - i. High School Transcript showing a 2.5 Cumulative GPA or higher.
    - ii. GED earned with a score of 145 or higher in Language Arts.
    - iii. High School Equivalency Diploma earned with a score of 8 or higher on the Reading section of the HiSet test.
    - iv. TEAS test results showing 41.3% or higher score in the Reading section.
    - v. Passing TABE score on file at CCSD ACTE.
    - vi. College Transcript to be reviewed and approved by the Director.
  - b. Take the Adult Basic Education Admissions Test (TABE) and meet the following minimum scores:
    - Reading: 536If the minimum score is not achieved, assistance is required through our Adult College & Career Readiness Center (Aspire) before re-test.
4. Complete an interview with school staff.
5. Complete financial aid paperwork.

#### Class Schedule

- September 3, 2024 – June 17, 2025
- Program Orientation days are on August 28, 2024 and August 29, 2024
- Evening Program
- Monday-Friday
- 5:30pm – 10:00pm

## Program Outline

- **Introduction to Welding: 400 hours**

Lab Time: 315 hours

Class Time: 85 hours

Total: 400 hours

**Methods of Assessment**

Visual inspection of welds in various positions, differing processes and differing tensile strength consumables. (SMAW, GMAW, GTAW) Visual inspection of various types of thermal cutting. (Oxy/fuel, PAC, CAC-A)

- **3G D1.1 SMAW Test Preparation: 200 hours**

Lab Time: 160 hours

Class Time: 40 hours

Total: 200 hours

**Methods of Assessment**

Visual inspection and destructive testing in accordance to AWS D1.1 welding code

- **4G D1.1 SMAW Test Preparation: 200 hours**

Lab Time: 160 hours

Class Time: 40 Hours

Total: 200 hours

**Methods of Assessment**

Visual inspection and destructive testing in accordance to AWS D1.1 welding code

## Qualification

- All testing shall conform to American Welding Society Structural Code D1.1, D1.5
- 3G Unlimited Upward Progression and 4G Unlimited

*The above is subject to change dependent upon school and community needs.*



# State Tested Nurse Assistant Program Fact Sheet 2024-2025

## Program Description

- The *State Tested Nurse Assistant Program* is a certificate program that includes a 16-hour clinical for real-world experience. The growth in the healthcare field provides many opportunities for Nurse Assistants in long-term care facilities, hospice facilities, assisted living, or home health care situations. Upon successful completion you will be eligible to take the State Nurses Aide Competency and Evaluation Test.

## Occupational Outlook<sup>1</sup>

- Median Pay = \$30,290/year (\$14.56/hour)
  - Job Growth (2021-2031) = 5% (faster than average)
- <sup>1</sup> U.S. Bureau of Labor Statistics Occupational Outlook Handbook

## Cost

- \$600 – includes tuition, program supplies, Background check and TB test. Non-refundable if a student withdraws within the 5 business days before the first day of class.
- \$109 - State Exam

## Program Completion Requirements

- Successful completion of all coursework and program competencies at 80% or above in each subject.
- Meet attendance requirements. **No absenteeism is permitted.**
- Satisfactory completion of clinical experiences. Clinical is evaluated as either Satisfactory or Unsatisfactory.

## Admission Requirements

1. Must be 16 years of age or older
2. Complete an Application
3. Copy of Driver's License or Photo ID
4. Complete a BCI/FBI criminal background check with no convictions for any offenses identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05)
5. Medical Requirements:
  - TB test

## Other Requirements:

- Must have an original Social Security Card in order to take the State Nurses Aide Competency and Evaluation Test.
- Clean/presentable scrubs and clean/comfortable closed toe shoes, no clogs.

## Class Schedule

- *Day Program*: 13 days, will receive a schedule once enrolled.
- Program runs once a month. Call for dates.
- 8:00am - 3:00pm, Clinical days will be 7:00am-3:30pm

## Certification

- Upon successful completion of the program, students will be eligible to take the State Nurses Aide Competency and Evaluation Test. Cost of this test is \$109 (not included in tuition).

## Program Outline

- Program Overview
- Infection Control, Safety Practices
- Body mechanics, Mobility, Rights
- Body Functioning, Skills
- Learning Station Day, Skills
- The Elderly Population
- Nutrition, Toileting, Skills
- Mealtime, Half Day Clinical at Facility
- Skin Care, Immobility, Rights
- All Day Clinical at Facility
- Half Day Clinical at Facility, The Dying Resident
- Final Exam, Student Reports, State Test Overview
- Practice Skills and Written Tests

*The above is subject to change dependent upon school and community needs.*



## **Additional Information**

Policies of the school can be found in the Practical Nurse Program (PNP) Student Handbook and the Adult Career & Technical Education Student Handbook (for all programs other than PNP), located at [www.ccsdistrict.org/AdultEd](http://www.ccsdistrict.org/AdultEd).

### **School Closings**

- Adult Career & Technical Education follows the same snow day closings as the elementary and high schools of the Canton City School District. Closings will be announced on WHBC--AM 1480 and the Canton City School District website at [www.ccsdistrict.org](http://www.ccsdistrict.org).
- During hazardous travel conditions students should exercise their own judgment about traveling. If the Canton City School District is not closed, students will be marked absent.
- Prior arrangements must be made for children/dependents in the event of sudden changes in weather during school hours.
- Absence as a result of an official school closing will not be reflected in the student's attendance record. However, arrangements will be made by the Instructor if class makeup is necessary.

### **Continuing Education Units (CEUs)**

- Upon completion of a career tech program, a certificate of completion with CEUs will be issued to the student. CEU's are calculated at 0.1 CEU's for every hour spent in class. The student receives the original certificate. Certificate duplicates can be issued at a cost of \$5.00.

### **Transferring Credits to Other Institutions**

- The Ohio One-Year Option program allows students at Ohio Technical Centers who obtain an industry-recognized credential in a 600+ clock-hour pathway approved by the Chancellor to receive up to 30 technical credit hours toward an Associate of Technical Studies degree upon successfully enrolling in a public college or university in Ohio.
- Franklin University also partners with Adult Career & Technical Education to turn success in our career programs into college credit. Students completing any full-time career program can transfer up to 24 credit hours toward a Franklin University Bachelor's Degree.

- The Practical Nurse Program has an articulation agreement with Stark State College and Aultman College. Students passing the PN-NCLEX can receive up to 18 credit hours towards an ADN or BSN when bridging over at one of these colleges.

### **Transferring Credits from Other Institutions**

- Our institution does not accept Credit Transfers from other colleges or technical schools.

### **Transferring Between Adult Career & Technical Education Programs**

- Our faculty and staff understand that student needs and desires may change after enrolling in a career program. Students have the opportunity to transfer between programs. Transfers are normally only allowed during the first grading period. However, final decisions are made after a review of the student's performance in their current program, their future opportunity for success in the new program, and any financial aid requirements.

### **Grading Periods**

#### **Automotive Service Technician, Medical Assistant, Medical Insurance Billing and Coding Programs, Welding**

- End of 1st grading period: after 9 weeks
- End of 2nd grading period: after 18 weeks
- End of 3rd grading period: after 27 weeks
- End of 4th grading period: after 36 weeks

#### **Practical Nurse Program**

- End of Level 1: after 15 weeks
- End of Level II: after 29 weeks
- End of Level III: after 41 weeks

## **Aspire**

### **Adult College and Career Readiness Center**

Address: 521 Tuscarawas St. W Canton, OH 44702    Phone: 330-453-2556

- Earn a high school equivalency diploma
- Improve English (ESOL)
- Study for pre-employment testing
- Prepare for entrance exams
- Brush up on skills for college success

## **Support for Veterans**

CCS Adult Community Education supports military veterans and active duty service members. We will provide resources and guidance to achieve academic and career goals. We value their commitment and understand their unique needs and situations such as temporary duty (TDY), temporary additional duty (TAD) commitments, and deployment missions.

Some of your military experiences may be applied towards credit for a degree or certificate/diploma program. You must submit your military transcripts and complete program requirements for advanced placement.

Military Advanced Placement Assessment - is the process for determining if advance placement can be given to you for your previous military-related experience.

Applicants must:

1. Have an honorable discharge, be an active reservist, or on active duty from any of the branches of the U.S. military
2. Submit an online application for the program
3. Submit your military transcript to the program coordinator for review
4. Be able to test off, receive passing grades and show competence from assessments of lab skills and theory for courses related to your military experience. Testing will be administered and graded by the Canton City School District Program Faculty.
5. Complete and submit all required admissions policies and requirements as stated on the following pages, specific to each program.

For the approval of advanced placement in the Practical Nurse Program, all of the applicants' requirements must be completed by the start of the new class session.

If you are an active duty service member, reservist, or veteran of the armed forces, you can use the following education benefits for most of our full-time and short-term career programs:

- The Montgomery GI Bill (MGIB) reimburses tuition costs through an educational assistance allowance.
- The Post-9/11 GI Bill applies direct funds to cover a portion of costs for tuition, fees, and books.
- The VA Vocational Rehabilitation and Employment Program offers benefits to veterans with service-connected disabilities.
- To get more information on specific GI Bill benefits, eligibility requirements, and application procedures, visit [www.gibill.va.gov](http://www.gibill.va.gov).

Additional Information about VA Benefits in relation to Financial Aid can be found at the end of the following section.

## Financial Aid

### I. Financial Obligation

By enrolling and beginning attendance in a program at Canton City School District Adult Career & Technical Education, the student incurs a financial obligation. Although all full time programs (*Practical Nurse Program, Medical Assistant, Medical Insurance Billing and Coding, Automotive Service Technician, Welding*) are eligible for Title IV Aid (aka: Federal Student Aid), the student must maintain eligibility for those programs. In the event a student loses eligibility they are still liable for any balance that remains on their account. Students will be given an opportunity to make reasonable payments in order to satisfy any debt. Failure to make payment will result in debt being forwarded to the Ohio Attorney General's Office for collection.

### II. Student Refund Policy

- A. Full-Time Programs (Practical Nurse, Automotive Service Technician, Medical Assistant, Medical Insurance Billing and Coding, Welding)
  - 1. Should Canton City School District Adult Career & Technical Education determine that a program will not run, all tuition and fees paid will be refunded to the student. (With the exception of testing fees, medical exam fees)
  - 2. Admissions testing fees, books, medical exam fees, BCI/FBI background check fees, uniforms, supplies, insurance, tools, CPR fees and drug test fees are non-refundable if the program begins and the student withdraws.
  - 3. Any tuition paid in advance will be fully refunded (within 45 days if the student withdraws before the first day of class.
  - 4. Refund of tuition charges are based on a prorated calculation by days enrolled
  - 5. After the student has been enrolled in over 50% of a payment period, no refunds will be issued.
- B. Short Term Program (State Tested Nurse Assistant)
  - 1. Course must be paid in full before the start of class.
  - 2. Course cost is non-refundable unless Canton City School District Adult Career & Technical Education determines that the program will not run or the student cancels within 5 business days prior to class start date.

### III. Financial Aid Policy

- A. **Statement of Philosophy:** The primary purpose of student financial aid is to provide assistance to qualified students. Students and their parents and or spouses are expected to take primary responsibility for the financing of the student's education. Although most programs offered by ACTE are eligible for Federal Student Aid, there are times these programs do not cover the entire cost and additional funds from the student and student's family are required.
- B. **Disbursement of Funds:** Disbursement of financial aid funds occurs two times during the school year. Funds to the student's accounts occur approximately 60 days from the beginning of the program. If the student has a credit balance on their account, it will be refunded within three business days.

### IV. Title IV Aid (Federal Student Aid) Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Parent PLUS Loan

- A. **FAFSA:** Students should apply for Federal Student Aid by completing the FAFSA [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) Or for a complete overview of Federal Student Aid go to <https://studentaid.ed.gov/sa/> . Students should use the following school code when completing the FAFSA **015029**. The student should receive a SAR (Student Aid Report) via email. The SAR will give the student an estimate of their financial aid eligibility as well as the next step.
- B. **ISIR**  
The Financial Aid Office will receive an Institutional Student Information Record (ISIR) via electronic means. If additional information is required the student will be informed by mail or email.
- C. **Pell Grant**  
Pell Grants are need based grants. The Financial Aid Office will determine the amount, if any, of the Pell Grant award based on the EFC (Estimated Family Contribution).
- D. **Direct Loans**  
Direct Loans refer to the William D. Ford Direct Subsidized and Direct Unsubsidized and Direct Parent PLUS Loan Programs.
  - 1. **Direct Subsidized Loan:** Need based loan. Interest is not charged while the student is in school or during the six month grace period.

2. **Direct Unsubsidized Loan:** Non need based loan. Interest will begin to accrue when the loan is disbursed.
3. Loan fees of between 1% and 2% of the loan amount are charged to the student or parent if Parent PLUS Loan.
4. **Parent PLUS Loan:** Loans that are taken out by parents of dependent students.
5. **Requirements to obtain a loan:** Students must complete **Loan Entrance Counseling and a Master Promissory Note**. These are completed at [www.studentaid.gov](http://www.studentaid.gov). In addition to the Master Promissory Note a process called MPN Confirmation will be required beginning in Fall 2020. See Financial Aid Office for additional details. **IMPORTANT: When completing the Loan Entrance Counseling and MPN you will look up our school by typing COMMUNITY EDUCATIONAL SERVICES.**
6. The latest loan origination fees and interest rates can be obtained by going to the following website <https://studentaid.ed.gov/sa/types/loans/interest-rates>
7. **Loan Exit Counseling:** Students must complete Exit Counseling at [www.studentaid.gov](http://www.studentaid.gov) before graduation or otherwise exiting an eligible program.
8. **Loan Repayment:** Loan repayment is administered by one of the Loan Service Providers. (Example: FedLoan Servicing, Great Lakes...) Typically payments will begin 6 months after you graduate or otherwise cease attendance in a program. Various repayment programs exist. [www.studentaid.gov](http://www.studentaid.gov) provides a repayment calculator. And a description of the repayment programs are at <https://studentaid.ed.gov/sa/repay-loans>

#### **E. NSLDS**

National Student Loan Data System. Canton City School District Adult Career & Technical Education will report your enrollment to NSLDS. Students may access information regarding **enrollment and or student loan balances by signing into the NSLDS system.** [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/)

#### **F. Termination**

Financial aid will terminate if the student is dismissed or withdraws. See II. Student Refund Policy and G. Return of Title IV Funds



## **G. Return of Title IV Funds (Pell Grants and Federal Direct Loans)**

1. All students who receive Title IV federal funds (Pell Grants and Direct Loans) and leave the program, for any reason, prior to completing 60% of the scheduled clock hours in the payment period, will be required to return a portion of their federal student aid. The percent of the Title IV funds not earned must be returned to the federal program per federal regulation -- presently on a pro-rata basis. If the student has completed more than 60% of the clock hours in the enrollment period, financial aid is considered earned.

2. Students who fail to maintain attendance in class, withdraw, or are dismissed before the above date will have all or a portion of their federal aid eligibility rescinded. This will likely result in students owing money to the school and /or U.S. Department of Education.

3. Questions regarding this regulation can be answered by a Financial Aid Office before the student officially withdraws from the school.

## **H. Standards of Academic Progress**

1. Students must successfully complete each term in order to maintain eligibility for Title IV programs. Students who do not meet all the attendance and grade requirements for the first term will not receive a financial aid disbursement for the second term. All Title IV eligible programs have unique grading and attendance requirements. The student handbook for a particular program will outline those requirements.

## **V. Workforce Initiative Association (WIA): WIA through Ohio Means Jobs will cover the cost of tuition after any Pell grant is applied.**

**A.** The application process for the WIA Scholarship is administered by the staff of the Ohio Means Jobs Stark County and Ohio Means Jobs Tuscarawas County. Meetings are scheduled in the Spring of the year prior to the beginning of the school term. Contact the school or Ohio Means Jobs for meeting times.

1. Contact information for Ohio Means Jobs Stark County: Phone: (330) 433-9675 Address: 822 30<sup>th</sup> Street NW, Canton, OH 44709  
Website: [www.ohiomeasnsjobs.com/Stark](http://www.ohiomeasnsjobs.com/Stark)

2. Contact information for Ohio Means Jobs Tuscarawas County: Phone (330) 364-9777 Address: 1260 Monroe Street, Suite 35, New Philadelphia, OH 44663  
Website: [www.ohiomeansjobs.com/Tuscarawas](http://www.ohiomeansjobs.com/Tuscarawas)
3. Contact the Financial Aid Office for contact information for counties outside Stark and Tuscarawas.

## **VI. The American Opportunity Credit & Lifetime Learning Credit**

Canton City School district ACTE is a qualified institution for the purposes of the American Opportunity Credit and Lifetime Learning Credit. Both are federal tax credits. The school will issue the student a 1098-T if they have made eligible payments. The 1098-T will be issued on or about January 31<sup>st</sup> of the year following the calendar year in which the payments were made.

## **VII. Veterans Administration Benefits**

To apply for VA Educational Benefits, please visit the VA website at [www.va.gov/education/how-to-apply/](http://www.va.gov/education/how-to-apply/) and apply for benefits. A Certificate of Eligibility is required to be presented upon registration as proof of your education benefits.

**NOTICE TO VETERANS: Canton City School District Adult Career & Technical Education will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U. S. Department of Veterans Affairs.**

**Canton City Schools**  
**Adult Community Education**  
**521 Tuscarawas St. W.**  
**Canton, Ohio 44702**  
**(330) 438-2556**  
**[www.ccsdistrict.org/AdultEd](http://www.ccsdistrict.org/AdultEd)**

Mission Statement: Our mission is to provide the personal and professional development skills for our adult learners to obtain industry credentials for career employment in Northeast Ohio in-demand jobs, and future success in life.

Canton City School District Adult Career & Technical Education Center is an equal education and employment institution. CCSD ACTE admits students of any race, color, national or ethnic origin, religion, sex, age, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at CCSD ACTE. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic provided by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administrative programs.