



Pioneer

CAREER & TECHNOLOGY CENTER
promises. progress. performance.

Pioneer Adult Education 2016/2017 Course Catalog



**ENROLL
NOW!!**



Introduction



VISION STATEMENT:

For every graduate a salable skill.

MISSION STATEMENT:

Partnering with our communities to deliver innovation and excellence in education by providing real skills and real knowledge for real world success.

You're invited to

Pioneer's Adult Ed

Open Houses

August 8, 2016

August 16, 2016

May 16, 2017

6 - 8 p.m.

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TO APPLY:

Pioneer Career & Technology Center
Adult Education
27 Ryan Road
Shelby, OH 44875
419-342-1100
www.go2pioneer.com

State Tested Nurse Aide (STNA)

Program Highlights:

Would you like to provide nursing-related services to patients or residents in a long-term care or acute care facility?

Program Length: 87 Hours

- 80 hour STNA will train you for a CNA (Certified Nurse Aide) position with the opportunity to test for STNA (State Tested Nurse Aide) certification
- 7 hour class for certification in Heartsaver First Aid & Healthcare Provider CPR/AED Certification (BLS)
- Includes 16 hours of clinical experience

During classroom instruction, you will learn:

- Communications & interpersonal skills
- Infection control
- Safety and emergency procedures
- Basic nursing skills
- Personal care skills
- Mental health and Social service needs
- Basic restorative services
- Residents' rights



Program Requirements:

- A scrub shirt & pants* for clinical experience
- Must have started the Hepatitis B series*
- Perfect attendance
- Physical exam* less than 1 year
- Orientation will be held prior to start of class
- A Two-Step Mantoux TB test that is current within 30 days of the clinical experience

Program costs include textbooks, classroom materials, cost of the State Tested Nurse aide examination, Heartsaver First Aid, Healthcare Provider CPR/AED training and certifications, Two-Step Mantoux TB test and WorkKeys assessments**

Total tuition must be paid prior to enrollment - A \$50 application fee will be assessed if program is not completed.

*Costs for scrubs shirt & pants, Hepatitis series and physical exam are not included

**Students are required to take three WorkKeys assessment tests: Applied Math, Locating Information, and Reading for Information

State Tested Nurse Aide (STNA)

State Tested Nurse Aide (STNA) w/ BLS/FIRST AID

16NURSEA2D 9/7/16 - 9/27/16

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS/FIRST AID 9 a.m. - 4 p.m. 9/26/16

16NURSEA1E 9/7/2016 - 11/2/2016

Monday & Wednesday 5 - 9 p.m. | 86 hrs | \$733

BLS 11/1/16 5 - 8:30 p.m. | FA 11/2/16 5 - 8:30 p.m.

16NURSEA2E 10/4/16 - 12/1/16

Tuesday & Thursday 5 - 9 p.m. | 86 hrs | \$733

BLS 11/1/16 5 - 8:30 p.m. | FA 11/2/16 5:00 - 8:30 p.m.

16NURSEA3D 11/2/16 - 11/21/16

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS 11/1/16 5 - 8:30 p.m. | FA 11/2/16 5 - 8:30 p.m.

16NURSEA3E 1/10/17 - 3/7/17

Tuesday & Thursday 5 - 9 p.m. | 86 hrs | \$733

BLS 6/17 5 - 8:30 p.m. | FA 3/17/17 5:00 - 8:30 p.m.

16NURSEA4D 1/19/17 - 2/8-17

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS/FIRST AID 2/8/17 9 a.m. - 4 p.m.

16NURSEA4E 2/1/17 - 4/3/17

Monday & Wednesday 5 - 9 p.m. | 86 hrs | \$733

BLS 3/6/17 5 - 8:30 p.m. | FA 3/7/17 5:00 - 8:30 p.m.

16NURSEA5D 3/20/17 - 4/6/17

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS/FIRST AID 9 a.m. - 4 p.m. 4/6/17

16NURSEA6D 6/5/17 - 6/22/17

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS/FIRST AID 9 a.m. - 4 p.m. 6/5/17

16NURSEA7D 7/11/17 - 7/31/17

Monday - Thursday 9 a.m. - 3:30 p.m. | 86 hrs | \$733

BLS/FIRST AID 9 a.m. - 4 p.m. 7/11/17

Medication Administration Certification

This 14 hour course instructs and certifies caregivers of clients with developmental disabilities how to properly administer medication and the documentation of procedure when administering oral, eye, topical and nasal medications . *

16MACE1 12/5/16 - 12/8/16 | Monday - Wednesday | 5 - 9 p.m.

12/8/17 | Thursday 5 - 7:30 p.m. | 14 hrs

***CERTAIN GUIDELINES MUST BE MET TO SIGN UP/ATTEND 16MACE1
PLEASE CONTACT PIONEER FOR INFORMATION**

Welding Technology

Program Highlights:

Introductory and advanced classes are offered as a full-time course or as part-time classes.

During classroom instruction, you will:

- Specialize or learn a combination of welding processes
- Gain hands-on experience in all welding positions & metals
- Learn safety & related instruction

Get certified and get that job!

Pioneer prepares you for and administers AWS certification tests for SMAW/GMAW/GTAW

- Testing costs begin at \$150 each
- Tests can be scheduled from 5 - 9:30 p.m. Monday through Thursday, throughout the school year



Program Requirements:

All program costs include:

- Textbooks
- Lab fees
- Helmet
- Jacket
- Gloves
- Safety glasses
- Three certification tests for 600 hrs
- One certification test for all others
- Related tools
- WorkKeys assessments**

A \$50 non-refundable application fee is due upon enrollment which will be applied to tuition upon program completion.

Costs: 150 Hours - \$1,618 | 600 Hours - \$5,705

**Students are required to take three WorkKeys assessment tests: Applied Math, Locating Information, and Reading for Information

Welding Technology

Welding Fall Schedule

16MASTER7 | 9/6/16 - 5/22/17

Monday - Thursday 5 - 9:30 p.m. | 600 hrs | \$5,705

16WELD1 | Session 1 | 9/6/16 - 11/2/16

16WELD2 | Session 2 | 11/3/16 - 1/17/17

16WELD3 | Session 3 | 1/18/17 - 3/15/17

16WELD4 | Session 4 | 3/16/17 - 5/22/17

Monday - Thursday 5 - 9:30 p.m. | 150 hrs | \$1,618

Welding Part-Time Schedule

16WELDP1 | 9/7/16 - 1/18/17

Monday & Wednesday 5 - 9:30 p.m. | 150 hrs | \$1,618

16WELDP2 | 9/6/16 - 1/17/17

Tuesday & Thursday 5 - 9:30 p.m. | 150 | \$1,618

16WELDP3 | 1/18/17 - 5/22/17

Monday & Wednesday 5 - 9:30 p.m. | 150 | \$1,618

16WELDP4 | 1/19/17 - 5/18/17

Tuesday & Thursday 5 - 9:30 p.m. | 150 | \$1,618

FREE Welding Sessions!

Experience what it is like to weld and discover if this exciting career may be right for you! All equipment will be provided. All sessions will be held 6:30 - 7:30 p.m. on the following days: August 23, October 20, January 4, & March 2.

Women are Welcome!

Call 419-342-1100 to register!



American Welding Society®

CIP Code: 48.0508; U.S. Dept of Labor Standard Occupational Classification Code(SOC): 51.4121; ONET Link - <http://www.onetonline.org/link/summary/51-4121.00>; Completion rate of those who graduated in 14-15: 100%; Job Placement rate of those who completed the program in 14-15: 75%; Median loan debt incurred by those who completed the program in 14-15: 0; Tuition charged for students who completed the program on-time in 14-15: \$4,050.00; Books/Tools/Supplies charged for students who completed in 14-15: \$1,705.00

Intro to Machining Processes

Program Highlights:

Key Elements of the Program:

- Workplace Safety & Lockout/Tagout
- Drill Press operation
- Blueprint reading, measuring tools
- Identify machine parts, operation and tooling
- Intro to manual lathe and milling machines

Program Requirements:

This 76 hour “hands on” entry level course will introduce you to the basics of the “modern day” precision machining field of study. The class will also train you in the proper use and safety procedures needed to operate manual equipment such as lathes, drill presses and mills. Upon completion, student will receive a course completion certificate

All program costs include:

- Textbook/Supplies
- Lab Fees
- Tuition
- WorkKeys assessments**

Cost: 76 Hours - \$663

Total tuition must be paid prior to enrollment A \$50 application fee will be assessed if program is not completed.

**Students are required to take three WorkKeys assessment tests: Applied Math, Locating Information, and Reading for Information

16IMACH01

10/10/16 - 12/19/16

16IMACH02

2/1/17 - 4/10/17

Monday & Wednesday 4 - 8 p.m.

76 hrs | \$663



Short-Term Computer Classes

Adobe Photoshop

16PHOTO1 | 11/2/16 - 11/30/16

16PHOTO2 | 2/27/17 - 3/20/17

Monday & Wednesday 6 - 9 p.m. | 21 hrs | \$198

Photoshop is the leading digital image editing application for the Internet, print, and other new media formats. It is embraced by millions of graphic artists, print designers, visual communicators and regular people like you. It's likely that nearly every picture you've seen (such as posters, book covers, magazine pictures, and brochures) has either been created or edited by Photoshop. Learn this cutting edge technology to give you a solid foundation in this industry

Computer Basics

16CB1 | 9/12/16 - 10/5/16

16CB2 | 1/4/17 - 2/1/17

16CB3 | 4/17/17 - 5/10/17

Monday & Wednesday 6 - 9 p.m. | 24 hrs | \$198

Develop a basic understanding of computer components and their functions and become familiar with the Windows Desktop and file management. Topics include the Windows operating system, basic computer concepts, computer software, multitasking, file management, making a purchase decision, healthy work habits with computers, and using the Windows libraries.

Excel 2013 Intro

16EXCL1 | 10/10/16 - 10/24/16

16EXCL2 | 2/8/17 - 2/27/17

16EXCL3 | 5/8/17 - 5/22/17

Monday & Wednesday 6 - 9 p.m. | 15 hrs | \$122

Word 2013 Intro

16WORD1 | 10/11/16 - 10/25/16

16WORD2 | 2/7/17 - 2/21/17

16WORD3 | 5/9/17 - 5/23/17

Tuesday & Thursday 6 - 9 p.m. | 15 hrs | \$122

Short-Term Computer Classes

Excel 2013 Intermediate/Advanced

16ITEXCEL1 | 10/31/16 - 11/30/16

16ITEXCEL2 | 3/6/17 - 3/29/17

Monday & Wednesday 6 - 9 p.m. | 24 hrs | \$204

Word 2013 Intermediate/Advanced

16ITWORD1 | 11/1/16 - 11/29/16

16ITWORD2 | 3/7/17 - 3/30/17

Tuesday & Thursday 6 - 9 p.m. | 24 hrs | \$204

QuickBooks 2013

16QUICK1 | 10/24/16 - 11/16/16

Monday & Wednesday 6 - 9 p.m. | 24 hrs | \$232

16QUICK2 | 4/18/17 - 5/11/17

Tuesday & Thursday 6 - 9 p.m. | 24 hrs | \$232



Learn More

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

Course offerings include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Languages and Arts
- Law and Legal
- Personal Development
- Pharmacy Technician
- Teaching and Education
- Technology
- Writing and Publishing

Ready to explore our catalog? Go to: <http://www.ed2go.com/pioneer/>

Assessment Services

CAPS (Career Ability Placement Survey) - FREE!

Do you know what you want to be when you grow up?

This 40 minute assessment will measure your abilities, reveal your strengths and weaknesses, and guide you to careers in which you have potential for success. You will be tested in eight different skill areas.

MOS (Microsoft Office Specialist)

\$106 or \$125 to include one retake

MOS is an industry-recognized certification that shows the world that you have the skills to tap the full features and functionality of Microsoft Office. With three certification levels, the MOS credential allows you to validate your skills in Word, Excel, PowerPoint, and Access. Each exam is 50 minutes. Boost your resume, differentiate yourself from other applicants, and heighten your earning potential!

ACT WorkKeys

\$30 per test; \$45 for Applied Mathematics, Locating Information, Reading for Information + the National Career Readiness Certificate

Taking the ACT WorkKeys tests is an important first step to prepare for education, training, or a career. Because test questions are based on situations in the everyday work world, ACT WorkKeys scores help job seekers compare their skills to the skills real jobs require. These scores help employers choose the most qualified candidates for their jobs. Each test is 55 minutes.

Successful completion of ACT WorkKeys assessments in Applied Mathematics, Locating Information, and Reading for Information can qualify you for ACT's National Career Readiness Certificate (NCRC), a portable credential earned by more than 1 million people across the United States.



CLASSES THAT FIT YOUR SCHEDULE!

Our convenient classes are designed to allow you to train for a new job without giving up your old one. Our Career Development programs are scheduled in the evenings, Monday through Thursday, and can be completed in nine months or less.

Career Enhancement Classes

ServSafe® Level 1 | Food Handler Employee Training Certification Course

16SERVET3 | 10/24/16 | Monday 3 - 7 p.m. | 4 hrs | \$43
 16SERVET4 | 12/5/16 | Monday 3 - 7 p.m. | 4 hrs | \$43
 16SERVET5 | 3/8/17 | Wednesday 3 - 7 p.m. | 4 hrs | \$43

The premier provider of food safety training is proud to offer solutions to meet any food handler training need. Certification exam & card are included.

ServSafe® Level 2 | Manager Training Certification Course

16SERVMT1 | 9/26/16 - 10/10/16
 16SERVMT2 | 11/7/16 - 11/21/16
 Monday & Wednesday 3 - 6 p.m. (first class is 3 - 7 p.m.) | 16 hrs | \$140
 16SERVMT3 | 1/10/17 - 1/24/17
 16SERVMT4 | 2/2/17 - 2/16/17
 Tuesday & Thursday 3 - 6 p.m. (first class is 3 - 7 p.m.) | 16 hrs | \$140

This ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Certification exam and card included.

OSHA (Occupational Safety and Health Act) 10 & 30 Training

15OSHA10 | Call to Schedule
 15OSHA30 | Call to Schedule

10 & 30 Hour General Industry and Construction classes



ARE YOU READY
 TO INVEST
 IN YOUR FUTURE?



Career Enhancement Classes

Electrical Apprenticeship Program - NEW!

16ELECTAP1	9/12/16 - 5/26/17	Monday 5 - 9 p.m.	144 hrs	\$1,120
16ELECTAP2	9/12/16 - 5/26/17	Tuesday 5 - 9 p.m.	144 hrs	\$1,120
16ELECTAP3	9/12/16 - 5/26/17	Wednesday 5 - 9 p.m.	144 hrs	\$1,120
16ELECTAP4	9/12/16 - 5/26/17	Thursday 5 - 9 p.m.	144 hrs	\$1,120

Students are enrolled in a nationally credited electrical apprenticeship program through National Center for Construction Education and Research (NCCER) consisting of 144 classroom hours and 2000 OJT hours per year. The program is a four level program in which students will complete level 1 their first year, level 2 their second year, level 3 their third year, and level 4 their fourth year. Student's achievements will be recorded in the national registry. Upon completion, student will receive an Electrical Journeyman Certification.

Level 1 - Monday

- Electrical Safety
- Hand Bending
- Fasteners and Anchors
- Electrical Theory One
- Electrical Theory Two
- Electrical Test Equipment
- Introduction to the NEC
- Raceways, Boxes, & Fittings
- Conductors
- Introduction to Electrical Blueprints
- Wiring: Commercial & Industrial
- Wiring: Residential

Level 2 - Tuesday

- Alternating Current
- Motors
- Theory and Application
- Electric Lighting
- Conduit Bending
- Pull and Junction Boxes
- Conductor Installations
- Cable Tray
- Conductor Terminations and Splices
- Grounding and Bonding
- Circuit Breakers and Fuses
- Control Systems and Fundamental Concepts

Level 3 - Wednesday

- Load Calculations
- Branch and Feeder Circuits
- Conductor Selection and Calculations
- Practical Applications of Lighting
- Hazardous Locations
- Overcurrent Protection
- Distribution Equipment, Transformers
- Commercial Electrical Services
- Motor Calculations
- Voice, Data, and Video
- Motor Controls

Level 4 - Thursday

- Load Calculations
- Feeders and Services
- Health Care Facilities
- Standby and Emergency Systems
- Basic Electronic Theory
- Fire Alarm Systems
- Specialty Transformers
- Advanced Controls
- HVAC Controls
- Heat Tracing and Freeze Protection
- Motor Operation and Maintenance
- Medium-Voltage Terminations/Splices
- Special Locations
- Fundamentals of Crew Leadership

Career Enhancement Classes

Forklift Training - NEW!

16FORKLIFT2 | 10/6/16
16FORKLIFT3 | 11/10/16
16FORKLIFT4 | 12/8/16
Thursday 5 - 9 p.m. | 4 hrs | \$100

Learn the critical skills necessary to safely and efficiently operate a powered industrial truck/forklift. Class includes two hours of instruction and two hours hands-on learning.

Applied Math & Blueprint Reading

16BLUE1 | 10/13/16 - 10/25/16
16BLUE2 | 2/7/17 - 2/16/17
Tuesday & Thursday 4 - 8 p.m. | 16 hrs | \$108

Interpret basic blueprints and practice math skills used in industry today. These skills are of great value for persons interested in industrial employment.

Inspection, Troubleshooting, & Precision Tools

16INSPECT1 | 10/27/16 - 11/8/16
16INSPECT2 | 2/21/17 - 3/2/17
Tuesday & Thursday 4 - 8 p.m. | 16 hrs | \$108

Entry Level Mastercam

16MCAM1 | 12/20/16
16MCAM2 | 4/18/17
Tuesday 4 - 8 p.m. | 4 hrs | \$30

Advance your CNC Operator skills. Learn how to draw simple shapes, identify x, y, & z axis, and write a one-tool, tool path.

Enrichment Classes

Heartsaver First Aid & Healthcare Provider CPR/AED (Cardiopulmonary Resuscitation/Automated External Defibrillator)

Call for dates and more information

Learn critical skills and knowledge needed to respond to and manage an emergency in the first few minutes until emergency medical services arrive. Cost includes student workbook and American Heart Association Heartsaver First Aid CPR AED course completion card that is valid for two years.

Basic Cake Decorating

16CAKE1 | 11/1/16 - 11/29/16 | Tuesday 6 - 8 p.m. | 10 hrs | \$60

Interested in learning how to decorate cakes, cupcakes, or cookies but thought it would be too hard? Learn how easy it really is with this basic decorating class. A starter decorating kit may be purchased from the instructor for approximately \$35.00.

Quilting - NEW!

16QUILT1 | 9/21/16 - 10/26/16 | Wednesday | 6 - 9 p.m. | 18 hrs | \$75

Create a beautiful 45" square wall hanging! You will learn the following techniques: piecing, applique, assembling, quilting, and binding. Instructions & supplies needed will be shared the first class.

Beautiful Holiday Wreaths

16WREATH1 | 11/30/16 | Wednesday | 6 - 8 p.m. | 2 hrs | \$30

Get ready for the holiday season by creating a hand-tied wreath. Cost includes all greenery, wreath frame, and bow.

LEARN FROM EXPERTS!

Connect with industry-experienced instructors to acquire technical and academic skills for high-demand careers.



GET CONNECTED!

Meet students who have similar goals, interests and talents in a friendly environment.

Enrichment Classes

Cooking Class Variety - NEW!

You many enroll in as many of the five Chef-taught sessions as you like!

***Stay tuned for our next Cooking Sessions!!
See below at the variety we had this summer!***

Session One: Master your Knife, Mise en Place, & Pantry

16KNIFE | 6/14/16 | Tuesday 10 a.m. - 12 p.m. | 2 hrs | \$20

This comprehensive session brings proper technique into handling, caring for, and using knives in the kitchen. Learn how to properly prepare for dishes with well-thought out plan and pantry.

Session Two: Stocks, Soups, & Sauces

16SSS | 6/16/16 | Thursday 10 a.m. - 12 p.m. | 2 hrs | \$20

Students will discover in-depth direction and practice of flavorful stocks, classic soups, and delectable sauces including proteins and fresh vegetables. This Chef-taught class involves utilizing the senses while incorporating various fresh aromatics in cooking.

Session Three: Party Pleaser Appetizers

16PPP | 6/21/16 | Tuesday 10 a.m. - 12 p.m. | 2 hrs | \$20

Discover trendy, fresh summer flavors for hosting your very own Hors d'oeuvres party with fun presentations, an array of tastes, and combining them with infused beverages.

Session Four: Farm Fresh Entrees & Sides

16FF | 6/23/16 | Thursday 10 a.m. - 12 p.m. | 2 hrs | \$20

As we explore main entrees and savory sides, we search out local sources of fresh produce, proteins, and healthy options. Proper techniques practiced in sautéing, grilling, roasting, and artistically painting a plate.

Session Five: Individual Indulgence Desserts

16DESSERTS | 6/28/16 | Tuesday 10 a.m. - 12 p.m. | 2 hrs | \$20

Master the precise measurements and creativity of baking & pastries in a mini size. Learn the procedures for Pâté Choux Eclairs, tarts, minted chocolate mousse, green tea ice cream and more.

Enrichment Classes

Deer Processing

16DEER | 10/26/16 | Wednesday 5 - 9 p.m. | 4 hrs | \$45

Wild Game Smoking 101

16WGSMOKE1 | 12/6/16 | Tuesday 5 - 7 p.m. | 2 hrs | \$50

16WGSMOKE2 | 12/8/16 | Thursday 5 - 7 p.m. | 2 hrs | \$50

Bring your own meat. You will process jerky on 12/6/16 and bologna on 12/8/16.

Taxidermy

Small Mammal

16TXDERMSM1 | 10/10/16 - 10/12/16

Monday - Wednesday 5 - 9 p.m. | 12 hrs | \$150

Learn the principles of skinning, fleshing, preserving, mounting, & finishing your own specimen. Bring in a squirrel or purchase one from the school at a cost.

Fish

16TXDERMFI1 | 11/7/16 - 11/9/16

Monday - Wednesday 5 - 9 p.m. | 12 hrs | \$150

Learn the principles of skinning, fleshing, preserving, mounting, & finishing your own specimen. Bring in a fish or purchase one from the school at a cost.

Fowl

16TXDERMFI | 11/14/16 - 11/16/16

Monday - Wednesday 5 - 9 p.m. | 12 hrs | \$150

Learn the principles of skinning, fleshing, preserving, mounting, & finishing your own specimen. A pheasant, quail, or chucker will be provided.

Deer

16TXDERMDR1 | 12/12/16 - 12/15/16

Monday - Thursday 5 - 9 p.m. | 16 hrs | \$250

Learn the principles of capping, fleshing, preserving, mounting, & finishing your own specimen. Bring your own cape and antlers with proper tag or purchase these from the school at a cost.

ABLE Services & GED Classes | Partnerships

ABLE Services & GED Classes

We want to help you achieve your goals!

We have partnered with Mansfield ABLE/GED to offer basic skills and GED preparation classes at Pioneer.

If interested, place contact:
Mansfield ABLE/GED at 419-525-6380

What is ABLE?

ABLE classes are for adults who want to improve their math, reading, and writing skills in order to find a job, prepare for job training programs or college, or prepare to earn their GED.

More Education = Better Job Opportunities.

ABLE classes are free to anyone 18 and older. Improve your reading, math, and writing skills, prepare for the GED test, and get ready to go to college or an adult certificate training program to get a better job.

Classes are held Tuesday, Wednesday & Thursday
5 - 8 p.m.
September 6, 2016 - May 26, 2017

Partnerships

Pioneer has partnered with North Central State College to offer:

Pharmacy Technician

Prepare to take the Pharmacy Technician Certification Exam to become a CPhT (Certified Pharmacy Technician).

This course is completed mostly online with a facilitator.

Call NCSC at 419-755-4761

Financial Aid

The following Financial Aid Programs are available for those who qualify and can help pay for tuition, tools, supplies, and other expenses related to education.

Ohio Means Jobs:

Your local county Ohio Means Jobs office may have funding available for training. Sources may include WIOA (Workforce Innovation and Opportunity Act) Training Vouchers, PRC (Prevention, Retention and Contingency), or TAA (Trade Adjustment Assistance).

Veterans' Education Benefits:

The U.S. Department of Veterans' Affairs administers education benefits to eligible veterans through various programs that serve those with military service and their families.

Pathstone:

This program strengthens the farm worker, rural and urban communities by empowering them to attain economic and social resources for building better lives.

OOD Funds:

Financial assistance is available through the local Ohio Rehabilitation Services Commission (BVR & BSVI) office for clients with documented disabilities or handicaps.

Pell Grants:

These federal grants help qualifying adult students fund education after high school without repayment. A student must have a high school/GED diploma to qualify.

All students receiving financial aid must achieve satisfactory progress(90% attendance and 73% academic averages).

Use your GI Bill® Benefits here!

General Information

Accreditation:

At the time this catalog went to press Pioneer Career and Technology Center was a candidate for accreditation by the Commission of the Council on Occupational Education.

Class cancellations:

Pioneer Adult Education reserves the right to cancel a program due to low enrollment. Students enrolled in a program will receive a full refund within 45 days of the planned start date.

School closing or cancellation:

School may be cancelled for hazardous weather and emergencies. Adult classes will be cancelled when the high school is cancelled. Hours of instruction needed to complete training requirements may be made up through alternative learning activities and/or rescheduling of classes within the term or beyond the scheduled end date.

Attendance/Grades

All Career Development students are required to achieve at least 90% attendance, a 2.0 (C) or better grade average, and meet all program requirements to maintain eligibility for financial aid and continued enrollment in a Career

Delinquent Payments

If a student is more than 30 days delinquent in paying the monthly payment, a notice of delinquency will be sent. If payment is not made within thirty days after mailing the delinquency notice, student will be advised he/she will be turned over for collection. If the delinquent payment is not paid within thirty days of the delinquency notice, the account will be submitted to the collection agency, and the student will be ineligible for continued enrollment. Re-admission requires full payment of all delinquent and current balances owed. Development program. The only exception to this policy is that STNA students are required to achieve 100% attendance and a "B" or better grade average.

Personal Guidance Counseling

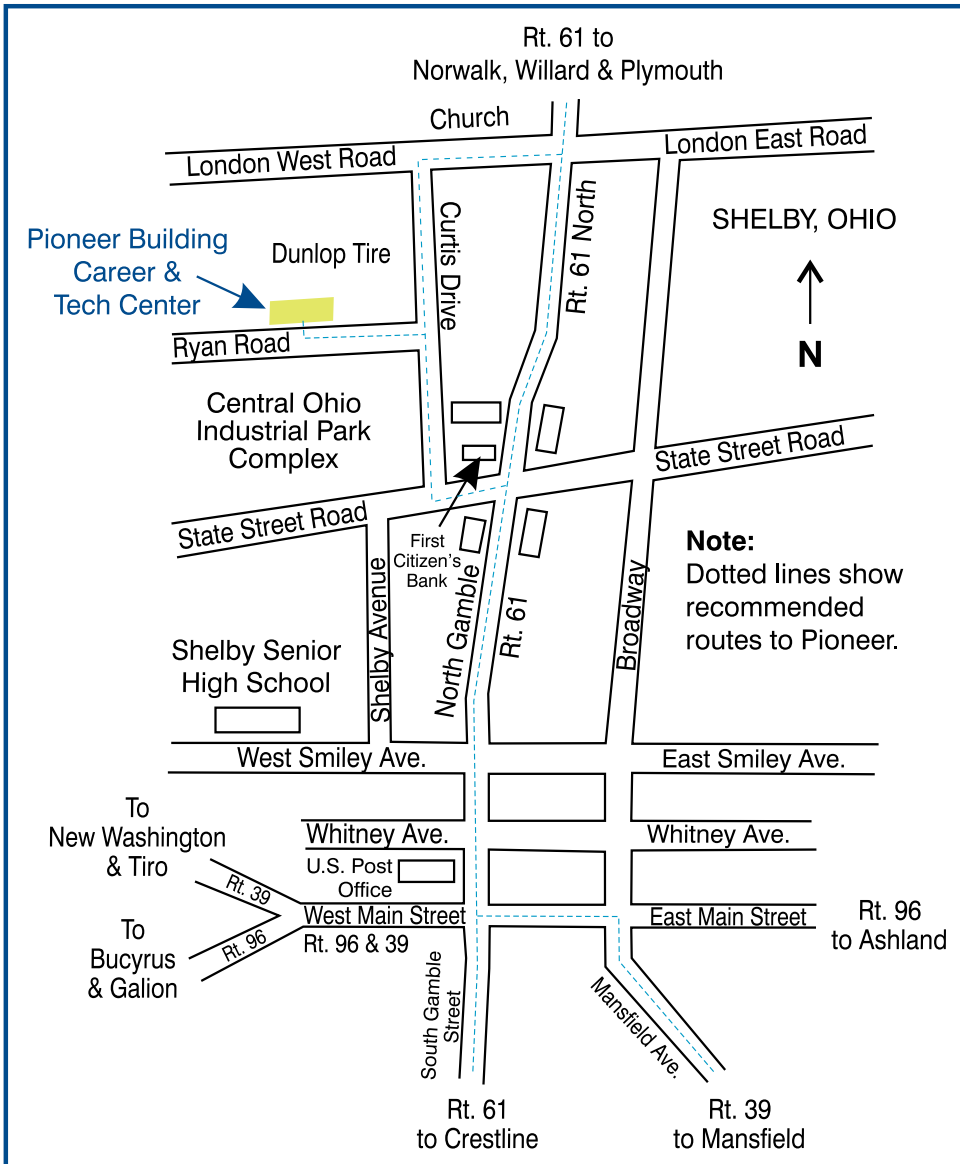
Guidance services are available to all students. The counselor may help you develop a better understanding of your attitudes, interests, and accomplishments. You may receive counseling in vocational, personal or social areas.

General Information

Career Services & The Job Leads Department

To help students meet the employer expectations of training and to assist students' job searches, those in a Career Development Program will have access to our Job LEADS Department. The Job LEADS center is a free year-round service that assists adult trainees and graduates in finding employment.

The Job LEADS Center provides job postings and leads. Employment counseling, interview skills, and resume services are also available.



General Information

Withdrawal & Refund Policy For Short-Term Classes

If a student enrolls in a Short-Term Computer, Career Enhancement, or Enrichment class and withdraws before the class start date, a full refund will be issued within forty five (45) days of the class start date. If a student enrolls in a Short-Term Computer, Career Enhancement, or Enrichment class and withdraws after attending the first day of class no refund will be issued.

Withdrawals and refunds:

If withdrawal takes place after completing a Registration Form and making an initial payment but prior to touring the facility and inspecting the equipment, a full refund will be issued.

If withdrawal takes place within three business days after regularly scheduled orientation procedures including a tour of the school and inspection of the equipment but prior to the first day of class, a full refund will be issued minus a \$50 registration fee and a \$30 Work Keys Assessment cost if applicable.

If a student attends orientation but does not begin class or withdraws on the first day of class, a full refund will be issued minus a \$50 registration fee and a \$30 Workkeys Assessment fee if applicable. Equipment/supplies and book costs will be assessed if not returned by the student. The refund will be processed within 45 days of the class start date.

If withdrawal takes place on the second day of class up to the 59% point of the program length, the balance will be prorated for materials and time spent using the Withdrawal Refund Policies Program Cost Prorate Calculation Form. If withdrawal takes place on or after the 60% point of the program length, the entire balance is due upon withdrawal.

If a student chooses to withdraw, he/she should verbally inform the Adult Education Office. Instructors take attendance daily and turn in an attendance sheet weekly to the Adult Education Secretary who keys this information into the database. The withdrawal date will always be the last day of attendance.

Students may be withdrawn from enrollment for not meeting satisfactory progress standards. The withdrawal date will be the last date of attendance. Notice of withdrawal for this reason will be in writing from the Adult Education Supervisor.



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