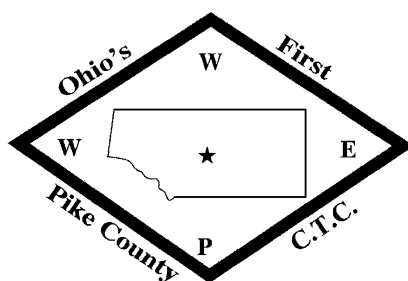


Pike County Career Technology Center

Adult Education

Student Handbook and Catalog

2025-2026



175 Beaver Creek Rd

PO Box 577

Piketon OH 45661

Phone: (740) 289-4172 or (740) 289-2282

Fax: (740) 289-4932

www.pikectc.org

The Pike County Career Technology Center is accredited by the Commission of the Council on Occupational Education. The Pike CTC is an Ohio Technical Center approved by the Ohio Department of Higher Education.

Mission and Vision Statement

Mission: The mission of the Pike County Joint Vocational School District is to dedicate itself to instill in every one of its students the importance of the work ethic regardless of the diversity of population – allowing the resulting graduates to become contributing members of society and to be ethical, honest, and complete individuals.

Vision: A new generation – committed to lifelong learning.

Statement of Philosophy

The Board of Education believes that the purpose of education in the schools of this district is to facilitate development of the potential of each child to the fullest. The school staff seeks to recognize individual differences and to engender achievement and progress, not only in basic skills but in the ability to think independently and critically.

The school staff is concerned with helping young people to understand what the American way of life means; to believe in it and act democratically in their relationships with others; to want and to be able to perform well some portion of their work of the world and to acquire knowledge and skills necessary to do this with satisfaction to themselves and to society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

The “Statement of Philosophy” of this District shall be a living document which reflects the contributions of staff members as well as the attitude and direction of the Board.

A.C. 3301-35-01, 3301-37-01, 3301-35-02 (A)

Introduction

The faculty, staff and administration of the Pike County Career Technology Center consider adult education as a vital part of the community’s educational development. Career enhancement and development programs are designed to provide the adult learner the opportunity to upgrade their skills and gain significant employment.

History

The Pike County CTC is Ohio’s first and oldest vocational school at the secondary level. The ABLE program was one of the first adult-oriented education programs in Ohio. The Max Way Adult Education Facility finished construction in March 2002. This new on-campus building houses the Adult Basic & Literacy (ABLE) Program and Adult Workforce Education. The main building underwent an expansion and renovation project in 2007-2008.

Institutional Facilities

There are two sets of buildings on campus: Pike County CTC Main Building and Max Way Center (ABLE Center). The main building is a total of 136,000 square feet and houses labs, classrooms, computer labs, storage areas, offices, cafeteria, kitchen, café, and large and small conference rooms.

A complete renovation and expansion of our main school building was completed in 2008. The project has provided our students with a state of the art learning environment. The building also contains a Media Center, large computer lab, Multi-Purpose Meeting room (large meeting room), three smaller conference rooms, cafeteria, and café. There are several offices located throughout the main building as well as a district office that houses the Treasurer, fiscal office staff, and Superintendent.

The Max Way Learning Center sits adjacent to the main building and was completed in the spring of 2002. Inside the Max Way Center is the adult education office, one large classroom, one small classroom, and a computer lab.

Purpose of Handbook

The purpose of this handbook is to provide basic policies within the Adult Education Division of the Pike County Career Technology Center. Specific program requirements and policies for admission and completion are contained within their corresponding program handbook.

The following program handbooks are available and should be referenced for specific program requirements and policies.

Aspire Handbook	Phlebotomy Handbook	Medical Assistant Handbook
EMS Handbook	Nursing Assistant Handbook	FF Handbook

Non-discrimination Policy Statement

The school board has dedicated itself to providing equal admission opportunities and equal employment opportunities to all people regardless of race, color, national origin, sex, age, religion, ancestry or disability.

Organizations and Affiliations

The Pike County Career Technology Center is accredited by the Commission of the Council on Occupational Education. The Pike CTC is an Ohio Technical Center approved by the Ohio Department of Higher Education.

Program approvals or accreditation include:

1. EMT Accreditation #215
2. State Chartered Fire School #215
3. Ohio Department of Health

Board of Education

Jan Leeth, President
Greg Fout, Vice-President
Turman Helton
Ann Oyer
Tim Williams

Administration and Support Personnel

Eric Meredith, Superintendent	eric.meredith@pikectc.net	740-289-5817
Lathe Moore, Adult Education Director	lathe.moore@pikectc.net	740-289-5862
Tonya Cooper, Treasurer	tonya.cooper@pikectc.net	740-289-5820
Sharon Perkins, Admin. Assistant	sharon.perkins@pikectc.net	740-289-2282

Members of the Faculty

Faculty Member	Program	Degree	Institution
Part-Time:			
William Turner	EMT/AEMT	State Certified EMS Instructor	
Charlotte Turner	EMT/AEMT	State Certified EMS Instructor	
Derek Howell	EMT/Firefighter	State Certified EMS & FF Instructor	
David Britton	Firefighter	State Certified Firefighter Instructor	
Daniel Burkitt	Firefighter	State Certified Firefighter Instructor	
Nathan Cuckler	Firefighter	State Certified Firefighter Instructor	
Jason Corwin	Firefighter	State Certified Firefighter Instructor	
Jason Foster	Firefighter	State Certified Firefighter Instructor	
Rick Halley	Firefighter	State Certified Firefighter Instructor	
Jeff Minshall	Firefighter	State Certified Firefighter Instructor	
Brandon Seaman	Firefighter	State Certified Firefighter Instructor	
Shelva Lowe	Phlebotomy	Certified Phlebotomist	
Denise Zimmerman	Medical Assistant	Certified Clinical Medical Assistant	
Kimberly Fout	Nursing Assistant	Associates	Shawnee State Univ.
Julia Spradlin	Phlebotomy/Medical Assist.	Certified Medical Assistant & EKG Technician	
Jerilynn Bapst	Aspire	Bachelors	Cedarville University
Karen Grey	Aspire	Masters	University of Dayton
Tina Callahan	Aspire	Masters	Ohio University
Johnna McDonie	Aspire	Bachelors	Shawnee State Univ.
Wes McDonie	Aspire	Bachelors	Shawnee State Univ.
Ally Shaw	Aspire	Masters	Univ. of Dayton

Adult Education Office Hours

Monday – Friday 8:00am – 3:00pm Or by appointment – 740-289-2282

Adult Education School Calendar

July 4	Independence Day	No School/Office Closed
September 1	Labor Day	No School/Office Closed
October 13	Columbus Day	No School/Office Closed
November 11	Veteran’s Day	No School/Office Closed
November 26 – November 28	Thanksgiving Break	No School/Office Closed
December 22 – January 2	Winter Break	No School/Office Closed
January 19	MLKJr Day	No School/Office Closed
February 16	President’s Day	No School/Office Closed
May 25	Memorial Day	No School/Office Closed
June 19	Juneteenth	No School/Office Closed

Cancellations

The school reserves the right to cancel or postpone a program. In the rare event of a cancellation, a full refund will be issued to the student.

Registration and Fee Policy

Registration will be conducted during regular office hours. Students must register for classes prior to the meeting of the first scheduled class. The Adult Education Office staff is available to assist anyone with the registration process for each program.

Graduation Requirement Policy

The student must successfully complete all required assignments, must meet the minimum required academic achievement specific to their particular area of study, or a satisfactory assessment by the instructor, attend a minimum of 90% of the class meetings (regardless of circumstances), and be free of all financial obligations to the school. For specific program requirements and policies please refer to the corresponding program handbook.

Satisfactory Progress Requirements / Academic Probation & Suspension

For a student to successfully complete a program of training and to remain enrolled; the student must maintain "Satisfactory Progress" in his or her selected program of training. Satisfactory Progress requires at least 90% attendance, and a final grade average of passing. Students are dismissed when they have a number of absences that makes them unable to attend 90% of the total program hours. Students are dismissed when they are unable to receive a passing final grade average or fail one or more classes within the program.

VA students - 80% of grades and attendance is required - to be reviewed at minimum every 30 days on a non-cumulative basis.

Conditions for Reentrance

If a student does not complete their enrolled program they may reenter the same program when it is offered at a later date.

Conditions for reentrance:

Meet all criteria for admission including any new and/or revised criteria if applicable.

Complete and submit a new Registration/Application Form and submit any updated documentation as requested in the application.

Not have any tuition or fees that are still owed.

Admission Policy

Applicants must meet all of the following criteria to gain admission:

- Complete Registration/Application Form and submit any necessary documentation as requested in the application.
- Complete any pre-entrance tests and obtain at least minimum scores in each section.
- Complete any pre-requisite courses.
- Make full or initial tuition payment (if applicable) or have documentation that provides evidence that tuition is covered through an agency.
- Have a high school diploma or high school equivalency or are enrolled in the Adult Diploma Program. EMT and FF program can admit HS seniors that meet eligibility.
- Not have any past student balances from previous years that are still owed.

Individual programs may have additional enrollment requirements (in addition to those listed above). For specific program requirements and policies please refer to the corresponding program handbook.

Attendance Policy

All students are expected to attend each of the scheduled classes. A record of each student’s attendance will be maintained by the instructor. Students must attend 90% of the scheduled program hours to receive a certificate of completion regardless of circumstance. Students receiving Veterans Benefits must maintain 90% attendance to continue receiving benefits. For specific program requirements and policies please refer to the corresponding program handbook.

VA students – Evaluation of attendance is conducted every 30 days.

Tardiness Policy

Any student reporting tardy for class will be counted as absent for the time they have missed, regardless of circumstances.

Credit for Previous Training Policy

Previous credit earned at other institutions do not transfer. Students that want to switch programs once they have started must withdraw from the current program and start as a new student in the new program. The student transferring to another program would have to complete a withdraw form for the current program and meet all admission requirements for the new program.

VA students – prior credit will be reviewed by the Director and applied at the Director’s discretion.

Make-up Work Policy

Work missed due to an absence must be satisfactorily completed by the end of the course. The instructor must approve all make-up work and give the final evaluation of the student’s performance before credit is given.

Grading Policy

Each student will be assessed by the program instructor. Part of the evaluation may consist of, but not limited to, the following:

Classroom work and test grades	Quality of work
Attitude	Ability to work with others
Attendance	Safety practices
Tardiness	Work ethic and initiative
Care of school property, tools, equipment, etc.	Homework assignments
Lab work and assignments	Special Projects
Clinical Assignments	

Grading Scale Policy

Certain programs may conduct their grading assessment as “Pass/Fail” or “Satisfactory/Unsatisfactory”. The following grading scale will be used to reflect a composite score of both laboratory and classroom related performance:

94 – 100%	A – Excellent
87 – 93%	B – Good
80 – 86%	C – Fair-----80% & above is passing
73 – 79%	D – Poor
Below 73%	F – Unacceptable

A = 4.0, B = 3.0, C = 2.0, D = 1.0

For specific program requirements and policies please refer to the corresponding program handbook.

Withdrawal from Course Policy

A full refund will be issued if withdrawal is made prior to or during the first week of class or if the course is cancelled. Students wishing to withdrawal must notify the Adult Education Office. After 14 days of non-attendance the student will be dropped from the class.

Special Equipment and Supplies Policy

Some classes may require special tools, protective clothing, glasses, and other materials not covered by the cost of tuition. Students may bring their own materials or purchase them from an outside source if they meet the standards of the course and are approved by the instructor.

Financial Assistance

The Pike County CTC accepts the following types of financial aid:

- Community Agency Grants: WIOA, TAA, BVR, and Job & Family Services
- Veterans may be eligible for approved programs
- Certain scholarships may be used.
- ODHE Talent Ready and Work Ready Grants
- Tuition Payment Plans are available for some programs.

WIOA Contact Information

Students may seek a Workforce Investment Opportunity Act (WIOA) grant to assist in the payment of tuition and costs. Contact your local WIA agency to obtain more information concerning the WIA application process.

Local WIOA Offices:

- Pike County: (740) 289-2371
- Jackson County: (740) 286-4181
- Ross County: 1-866-779-2946
- Scioto County: (740) 354-4531
- Adams/Brown: 1-800-233-7891

Tuition Payment Plans for Part-Time Programs

Students interested in Tuition Payment Plans for part-time programs (under 600 clock hours) may contact the Adult Education Office at (740) 289-2282 or 289-4172 to set up an appointment to review and/or register for the Tuition Payment Plans for each eligible program.

VA Covered Individual

Any VA covered individual may attend or participate in the course/program during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment is made from the VA to the school
2. 90 days after the date the school certified tuition and fees following the receipt of the COE.

The school will not impose any penalty or fee nor will deny access to the program and school for any covered individual due to the delayed disbursement of funding from the Department of Veteran's Affairs under Chapter 31 or 33.

Sponsored students receiving Veteran Benefits will receive a pro-rata refund based upon the time of withdrawal. 1 week: 100%, 2 weeks: 75%, 3 weeks: 50%, 4 weeks: 25%, 5 weeks and later 0%.

Refund Policy

In the event a student withdraws or is terminated from his or her program of training after completing one full week of the class, the student will be responsible for 100% of the tuition for that program.

Once a student begins the training program, a 100% refund will be administered if a student withdraws within the first week of class. Once a student has attended one week of class, no refunds will be administered. Any required prerequisite classes are not considered in the above timeline.

Sponsored students receiving Veteran Benefits will receive a pro-rata refund based upon the time of withdrawal. Equipment, tools, textbooks, and other miscellaneous school-related items cannot be returned to the Pike County Career Technology Center; therefore, no refunds will be issued for such items. If the student is entitled to a refund, the check will be available within one (1) month and will be mailed to the student.

Transcript Requests

Students requesting a transcript or requesting to have their transcript sent to another institution need to complete the Transcript Request Form and return the completed and signed form to the Adult Education Office. Transcript request Forms may be faxed to 740-289-4932 or delivered in person during office hours. The Transcript Request Forms are available at the Adult Education Office and at the pikectc.org website. There is a \$5.00 fee per transcript request.

VA Student Assurance – grades and transcripts are maintained at least three years.

Family Educational Rights and Privacy Act (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.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, 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.

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:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court order or subpoenas.

· 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. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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.

FERPA Release of Information and Revocation forms are available at the Adult Education Office

Reasonable Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), Pike CTC recognizes that qualified students who have been diagnosed or identified as having a learning, physical, or emotional disability are entitled to reasonable accommodations. Pike CTC is committed to making every effort to providing reasonable accommodations.

Reasonable accommodation does not negate requirements for successful completion of a program or adherence to generally acceptable student code of conduct, and adherence to administrative and faculty/staff directions and instructions. In determining Pike CTC's ability to offer reasonable accommodation to an otherwise qualified student with a disability, documentation concerning the diagnosis may be requested and each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include among others:

- the academic and technical standards required for admission or participation in an educational program;
- the precise education-related abilities and functional limitations of the student and how those limitations could be overcome with reasonable accommodations;
- the effects of the disability could be overcome with reasonable accommodation;
- the nature and cost of accommodation required in relation to the school's financial resources;
- other federal, state and local regulatory requirements.

Student Conduct Policy

Students attending Pike CTC are treated as engaged adult learners who are serious about their training and educational goals. Few disciplinary issues are expected, but if they occur, appropriate disciplinary action will be taken. Respect for people and property is expected at all times from all students. Any misconduct or disruptive behavior may result in the student being dismissed from the program. The Adult Education Director may terminate a student's enrollment at any time at their discretion, including but not limited for the following: disruption of the learning environment, improper conduct toward another person, disrespectful or unprofessional attitude or behavior, destruction of school property, fighting, intimidating or threatening actions, insubordination, cheating, plagiarism, lack of cooperation, lack of interest, sexual harassment, inappropriate language, unsafe actions, or failure to adhere to school policy.

Food and Beverages Policy

All food and beverages must be consumed within the cafeteria area and properly disposed. No food or drink will be permitted inside the classroom or laboratory, unless approved by the instructor.

Clean-up Policy

Students are responsible for the cleanliness of their own work area. Instructors will designate clean-up procedures and all students are expected to participate. The instructor may use clean-up procedures as part of grade evaluation or pass/fail determination.

Use of Tobacco Policy

The use of all tobacco products, including electronic smoking devices, is prohibited on school property. School property includes all buildings, grounds, and parking lots.

Alcohol / Drugs Policy

Alcoholic beverages and illegal drugs are not permitted on school property. Immediate dismissal from the program will result for the violation of this policy. Suspicion or evidence of alcohol and/or drug use may result in notification of law enforcement. It is an ethical and professional responsibility of all students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.). The school supports and will cooperate with authorities at the local, state, and federal levels regarding the regulation of alcohol and drug abuse. The Pike County Career Technology Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.

Chemical Abuse / Dependency Policy

Students must not be under the influence of drugs and/or alcohol when they report to class, lab or clinical. The use, sale, transfer, or possession of a controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is an ethical and professional responsibility of all students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act). The school supports and will cooperate with authorities at the local, state, and federal levels regarding the regulation of alcohol and drug abuse. The Pike County Career Technology Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code. The school will not protect a student in violation of the law from prosecution under federal, state or local law. Appropriate referrals will be made (if needed) to the Scioto County Paint Valley Mental Health Center.

Reasonable Suspicion On-site Drug Testing

An on-site drug screening may be conducted at the discretion of the Program Coordinator or Adult Education Director in cases of reasonable suspicion. If the drug screen is positive or if the student refuses to undergo the screening, the student will be dismissed.

The drug screen will be sent for lab verification. The student will be informed in writing of this action and appropriate referrals will be made.

Student Dress Code Policy

Students are expected to dress appropriately, defined as: the appropriate dress that would be expected at a work-site related to the student's program of training. Instructors and administrators have the authority to ask inappropriately dressed students to leave the school and return with the proper attire. Students must adhere to clinical and lab dress code in accordance to their program requirements.

Transportation / Parking Policy

Students are responsible for their own transportation to and from class. Parking is available in both the front and back of the building. Students are responsible for their own cars and should lock them when unattended.

Telephone Policy

School telephones are for school use only. Incoming student calls should be of an emergency nature only. Students are permitted to carry and use cell phones or other transportable communication devices; however, they are not to interfere with the learning environment to the point of being a distraction to other students or classes.

Break Policy

Students will be allowed one five (5) minute break per hour of instruction or ten (10) minutes for every two (2) hours of instruction. Break times cannot accumulate to be applied at the end of the class for early dismissal. Smoking must be conducted in designated area. Please be respectful of other classes and students with regards to conversations and noise level.

Grievance Policy

The Pike County Career Technology Center provides established channels for resolving academic and non-academic complaints of students by providing a process for appeal. Students are encouraged to follow the chain of command and resolve the issue with the party involved. Attempts to resolve problems should begin with discussion between the student and instructor. Often, by clarifying communication, a problem may become manageable. However, if a student feels that progress is not being made, she/he should contact the program coordinator. Usually making an appointment to discuss the situation is the best course of action.

Steps in the appeal process for students are described below:

1. Student-Instructor Discussion

Many problems can be resolved by an open discussion between the student and the faculty member. Thus, if a student has a grievance with a faculty member, the student needs to make an appointment with the faculty member and state that the purpose of the meeting is to discuss a grievance. Either the student or faculty member may request another faculty member to be present during the student-instructor discussion. The faculty member involved is responsible for preparing a summary of the points discussed and outcome of the meeting to be placed in the student's file. A copy of this summary is also given to the student within 5 business days of the meeting.

2. Program Coordinator Meeting with Student and Faculty Member: If Program Has a Coordinator

If student-instructor discussion does not resolve the issue, the student may contact the Program Coordinator to seek a solution by filing a written complaint no later than five (5) business days after meeting with the faculty member. The Program Coordinator is responsible for keeping

written documentation of the discussion with the student. A copy of the discussion should be given to the student and another copy placed into the student file. The Program Coordinator also needs to provide the instructor with a copy of the discussion and initiate a discussion with the instructor. The Program Coordinator is responsible for pre-paring a written summary of the Program Coordinator/instructor discussion. A copy of this report should be given to the student within 5 business days; an additional copy should be placed into the student file. If the issue can be resolved at the Program Coordinator level the case is then closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written complaint with the Director no later than five (5) business days after meeting with Program Coordinator and faculty member.

3. Meeting with Director

Student may request a meeting with Director in writing. The Director is responsible for keeping written documentation of the discussion with the student. Student will then be notified in writing of the Director's decision within 5 business days. A copy should be given to the student and a copy placed into the student file. The Director also needs to provide the Program Coordinator (if applicable) with a copy. If the issue can be resolved at the Director level the case is then closed.

4. Meeting with Superintendent

If an appeal is filed within five (5) business days, the student shall meet with the Superintendent and be given the opportunity to present any evidence to overturn the decision. The Superintendent shall consider the evidence and provide the student with his/her decision in writing within 5 business days. The decision of the Superintendent is final.

Every effort will be made to resolve the situation at the local level. In the event a student cannot resolve a conflict or an issue, the student may contact:

Council on Occupational Education (COE)

7480 Roswell Rd, Building 300, Suite 325

Atlanta GA 30350

Telephone Number: 770-396-3898

Fax Number 770-396-3790

www.council.org

Training Locations Policy

Courses offered through the Adult Education Program but held away from the building may be arranged with the approval of the Adult Education Director. The following criteria must be met:

1. Adequate training facilities
2. Qualified and certified instructors
3. Specific need for course
4. Criteria of accrediting agency is met if applicable

Weather Policy

If the daytime classes are cancelled or dismissed, the evening classes will be cancelled as well, unless otherwise announced. Daytime class delays do not delay evening classes (those starting after 3pm).

Visitor Policy

Visitors must report to a school staff member and instructor(s) prior to visiting with any student. Visitors will not be permitted in the classroom during instructional time or in lab areas where work is being performed nor will they be permitted to assist a student in class work. The Pike County CTC cannot assume liability; therefore, adult students' children are not permitted to accompany them to school regardless of circumstances.

Student Healthcare Service Policy

Students who are injured or become ill during class or in the laboratory and clinical experience settings will be treated as an emergency patient at Adena Pike Hospital or a local health care facility, unless otherwise requested by the student. The school will only be responsible for making these services available with the student. Any financial responsibility rests with the student. Any student injured or becoming ill during class, clinical rotation or laboratory sessions is required to report the incident to the instructor or preceptor immediately. Pike CTC Ad Ed does not employ a school nurse.

Visitor

Visitors must report to a school staff member and instructor(s) prior to visiting with any student. Visitors will not be permitted in the classroom during instructional time or in lab areas where work is being performed nor will they be permitted to assist a student in class work. The Pike County CTC cannot assume liability; therefore, adult students' children are not permitted to accompany them to school regardless of circumstances.

Basic Skills & Remedial Courses

Remedial courses for math and reading as well as High School Equivalency courses are available at no cost prior to entering the occupational training programs.

Pike CTC Section 103 / Veterans Benefits Transition Act Policy

In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Pike CTC will not impose a penalty on any student using veterans' education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill[®]) because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement of funding from the Department of Veterans Affairs (VA). 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 Webs site at <http://www.benefis.va.gov/gibill> [benefis.va.gov] "Veterans Benefits and transition Act of 2018, amends the Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Verification of Receipt of Student Handbook

I, _____, have received a copy of the
(Print Name)

Student Handbook for the Pike County Career Technology Center, Adult Education Program. I

agree to abide by the policies, rules, and regulations as set forth in this handbook.

Student's Signature _____

Date _____

Program: Medical Assistant

Description: Medical Assistants work with doctors, nurses, and other healthcare professionals to perform administrative, laboratory, and clinical duties. After successful completion students will be eligible to sit for the National Healthcareer Association’s Certification test in Medical Assistant (CCMA); as well as Phlebotomy (CPT), and EKG (CET). An externship will provide students with clinical experience necessary for employment.

Total Hours: 252

<p>Fall Prerequisite Class Fall Start Date: August 18, 2025 Fall End Date: August 25, 2025 Days: Monday – Thursday / 5pm-9pm CPR: August 26 and 27</p>	<p>Spring Prerequisite Class Spring Start Date: Spring End Date: Days: CPR:</p>
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Fall Start Date: August 28, 2025
 Fall End Date: December 17, 2025
 Days: Monday - Thursday
 Time: 5pm – 9pm (EKG 6pm-10pm)

Spring Start Date:
 Spring End Date:
 Days: Monday - Thursday
 Time: 5pm-9pm (EKG 6pm-10pm)

Tuition: \$1736
 Books: \$364
Total: \$2100

NHA Exams: \$165
 \$129
 \$129

CCMA NHA certification exam fee (not included).
 CPT NHA certification exam fee (not included).
 CET NHA certification exam fee (not included)

Required Supplies:
 Financial Assistance:

\$150 - \$205 Estimate (list on next page)
 Not eligible for federal financial aid, tuition payment plan is available.

Required Deposit:
 Pre-Entrance Assessment:
 Required Score
 Cost for Assessment:
 Tech Requirements:
 Admission Requirements:

None
 WorkKeys
 Math 4, Workplace Docs 5, Graphic Literacy 4
 \$60
 None
 High School Diploma or Equivalent
 Pass prerequisite class.
 WorkKeys Minimum Scores.

Courses:

Classroom/Lab 192 Hours Clinical 60 Hours
 Theory 152 Hours / Lab 100 Hours

**Program: Medical Assistant
Required Supplies**

The following items may be purchased at any retail or supply store the student chooses:

Item	Estimated Cost:
<u>1 Clinical Uniform</u> 1 Gray Scrub Top 1 Gray Scrub Bottom Name Tag (Provided by School)	\$40
1 Stethoscope	\$75 - \$100
1 Waterproof Watch with Second Hand	\$10 - \$20
2 Black Ink Pens	\$5
1 White or Black shoes (non-cloth) Non-cloth, white or black tennis shoes are acceptable.	\$20 - \$40
Total estimated cost for the above supplies:	\$150 - \$205

Please Note:

Students do not need to purchase new items if they already have an item listed above.

Program: Phlebotomy

Description: Classroom lecture and hands-on lab experiences provide the student with the necessary skills and knowledge required to become a skilled Phlebotomist. Upon successful completion of the course the student will be eligible to sit for the examination to become a Certified Phlebotomy Technician (CPT) through the National Healthcareer Association (NHA). Students also receive 40 hours of classroom instruction and lab experience in EKG and are eligible to sit for the National Healthcareer Association (NHA) examination to be an EKG Technician (CET).

Total Hours: 132

<p>Fall Prerequisite Class Fall Start Date: August 18, 2025 Fall End Date: August 25, 2025 Days: Monday - Thursday / 5pm-9pm CPR: August 26 and 27 / 5pm-9pm</p>	<p>Spring Prerequisite Class Spring Start Date: Spring End Date: Days: CPR:</p>
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Start Date: August 28, 2025
 End Date: December 17, 2025
 Days: Monday and Wednesday
 Time: 5pm – 9pm (EKG 6pm-10pm)

Spring Start Date:
 Spring End Date:
 Days: Monday and Wednesday
 Time: 5pm-9pm (EKG 6pm-10pm)

Tuition: \$1160
 Books: \$190
Total: \$1350

NHA Exams: \$129 each
 Required Supplies:
 Financial Assistance:

Exam required for NHA certification after completion.
 \$75 - \$105 Estimate (list of next page)
 Not eligible for federal financial aid, tuition payment plan is available.

Required Deposit:
 Pre-Entrance Assessment:
 Required Score
 Cost for Assessment:
 Tech Requirements:
 Admission Requirements:

None
 None
 None
 None
 None
 High School Diploma or Equivalent
 Pass prerequisite class.

Courses:

Classroom/Lab 112 Hours Clinical 20 Hours
 Theory 90 Hours / Lab 44 Hours

**Program: Phlebotomy
Required Supplies**

The following items may be purchased at any retail or supply store the student chooses:

Item	Estimated Cost:
<u>1 Clinical Uniform</u> 1 Burgundy Scrub Top 1 Burgundy Scrub Bottom Name Tag (Provided by School)	\$40
1 Waterproof Watch with Second Hand	\$10-\$20
2 Black Ink Pens	\$5
1 White or Black shoes (non-cloth) Non-cloth, white or black tennis shoes are acceptable.	\$20-\$40
Total Estimated Cost for the above supplies:	\$75 - 105

Please Note:

Students do not need to purchase new items if they already have an item listed above.

Program: Nursing Assistant

Description: After successful completion, students will be eligible to sit for the state certification examination. Nursing Assistants perform health care tasks under the supervision of the nursing and medical staff.

Total Hours: 80

Fall Start Date: August 11, 2025

Fall End Date: October 8, 2025

Days: Monday & Wednesday

Time: 6pm – 10pm

Required Clinical Experience:

Tuesday September 30 5pm-9pm Thursday October 2 5pm-9pm

Monday October 6 5pm-9pm Tuesday October 7 5pm-pm

Tuition: \$600

Books: \$80

Total: \$680

STNA Exam: \$104

Required Supplies:

Financial Assistance:

Exam required for STNA certification

\$115 - \$170 Estimate (list on next page)

Not eligible for federal financial aid, tuition payment plan is available.

Required Deposit:

None

Pre-Entrance Assessment:

None

Required Score:

None

Cost for Assessment:

None

Tech Requirements:

None

Admission Requirements:

High School Diploma or Equivalent

Courses:

Classroom/Lab 64 Hours Clinical 16 Hours

Theory 47 Hours / Lab 33 Hours

**Program: Nursing Assistant
 Required Supplies**

Nursing Assistant Clinical Uniform MUST be purchased from:

Scrubs Central
100 Pawnee Rd.
Chillicothe OH 45601
740-772-2722

Item	Estimated Cost:
<u>1 Clinical Uniform</u>	\$100 @ Scrubs Central
1 Royal Blue Scrub Top	
1 Royal Blue Scrub Bottom	
1 White Lab Jacket	
Name Tag (First Initial + Last Name, Pike CTC STNA Program)	

Optional Supplies

The following items may be purchased at any retail or supply store the student chooses:

1 Waterproof Watch with Second Hand	\$10 - \$20
2 Black Ink Pens	\$5
1 White or Black shoes (non-cloth)	\$20 - \$40
Non-cloth, white or black tennis shoes are acceptable.	

Total estimated cost for the above supplies: \$35 - \$65

Please Note:

Students do not need to purchase new items if they already have an item listed above.

Program: EKG Technician
[Non-Occupational Training Program]

Description: Classroom and lab instruction prepare the student to sit for the National Healthcareer Association (NHA) EKG Technician (CET) certification exam.

Total Hours: 40

Start Date: November 10, 2025
End Date: December 17, 2025
Days: Monday and Wednesday
Time: 6pm – 10pm

Spring Start Date:
Spring End Date:
Days: Monday and Wednesday
Time: 6pm-10pm

Tuition: \$448
Books: \$52
Total: \$500

NHA Exams: \$129
Required Supplies:
Financial Assistance:

Exam required for NHA certification after completion.
None
Not eligible for federal financial aid, tuition payment plan is available.

Required Deposit:
Pre-Entrance Assessment:
Required Score
Cost for Assessment:
Tech Requirements:
Admission Requirements:
Courses:

None
None
None
None
None
High School Diploma or Equivalent / BCI
Classroom/Lab 30 Hours Clinical 10 Hours
Theory 30 Hours / Lab 10 Hours

Program: Emergency Medical Technician

Description: This is the required course for an EMT certification in the state of Ohio. Certified EMT's administer emergency pre-hospital treatment as members of rescue squad, ambulance service, fire department, or as safety personnel in business and industry. Successful completion of this course will allow the student to sit for the National Registry, EMT Certificate.

Total Hours: 170

<p>Fall Prerequisite Class Fall Start Date: August 4, 2025 Fall End Date: August 11, 2025 Days: Monday – Thursday / 5pm-9pm CPR: August 12 and 13</p>

Fall Start Date: August 18, 2025
Fall End Date: December 15, 2025
Days: Monday & Wednesday
Time: 5pm – 9:30pm
+ Sat. 9-20 (8am-4pm), 10-11 (8am-4pm), and 12-13 (8am-5pm)

Tuition:	\$1230
Books:	\$170
Total:	\$1400

NREMT Exam:	\$104	Exam required for state certification after completion.
Financial Assistance:		Not eligible for federal financial aid, tuition payment plan is available.
Required Deposit:		None
Pre-Entrance Assessment:		WorkKeys
Required Score		Math 3, Workplace Document 5, Graphic Literacy 4
Cost for Assessment:		None
Tech Requirements:		None
Admission Requirements:		High School Diploma or Equivalent - unless 17 years of age and enrolled in senior year. Pass prerequisite class. WorkKeys Minimum Scores.
Courses:		Classroom/Lab 160 Hours Clinical 10 Hours Theory 112 Hours / Lab 58 Hours

Program: Advanced Emergency Medical Technician

Description: This program is for currently certified EMTs to progress to the Advanced Emergency Medical Technician certification. The program is divided between didactic, lab, and clinical components. The focus of this program is on patient assessment, shock and fluid therapy, the use of a manual defibrillator, and limited pharmacological intervention. Successful completion of this program will allow the student to sit for the National Registry of Emergency Medical Technician's test to become a certified Advanced Emergency Medical Technician.

Total Hours: 248

Spring Start Date: January 26, 2026
Spring End Date: June 8, 2026
Days: Tuesday & Thursday
Time: 5pm – 9pm

Tuition:	\$1420
Books:	\$180
Total:	\$1600

NREMT Exam:	\$144	Exam required for state certification after completion.
Financial Assistance:		Not eligible for federal financial aid, tuition payment plan is available.
Required Deposit:		None
Pre-Entrance Assessment:		WorkKeys
Required Score		Math 3, Workplace Document 5, Graphic Literacy 4
Cost for Assessment:		\$60
Tech Requirements:		None
Admission Requirements:		High School Diploma or Equivalent. Valid State of Ohio EMT Certification WorkKeys Minimum Scores
Courses:		Classroom/Lab 148 Hours Clinical 100 Hours Theory 100 Hours / Lab 148 Hours

**Program: Emergency Medical Responder
 [Non-Occupational Training Program]**

Description: Emergency Medical Responders are trained to provide initial pre-hospital care for those who are injured at an accident scene. Successful completion of this course will allow the student to sit for the National Registry, EMR Certificate.

Total Hours: 80

Start Date: To Be Determined
End Date: To Be Determined
Days: To Be Determined
Time: To Be Determined
Tuition: \$550
Books: \$140
Total: \$690

NREMT Exam:	\$88	Exam required for state certification after completion.
Financial Assistance:		Not eligible for federal financial aid
Required Deposit:		None
Pre-Entrance Assessment:		None
Required Score:		None
Cost for Assessment:		None
Tech Requirements:		None
Admission Requirements:		High School Diploma or Equivalent - unless 17 years of age and enrolled in senior year.
Courses:		Classroom/Lab 70 Hours Clinical 10 Hours

**Program: Volunteer Firefighter
[Non-Occupational Training Program]**

Description: Volunteer Firefighters are required to complete this 36-hour basic course. Successful completion will allow the student to sit for the examination to be a certified Ohio Volunteer Firefighter. Program is only available to students sponsored by a fire department.

Total Hours: 36

Start Date: To Be Determined
End Date: To Be Determined
Days: To Be Determined
Time: To Be Determined
Tuition: \$450
Books: \$125
Total: \$575

Uniforms and Supplies: Must be sponsored and outfitted with the proper equipment from a fire department.
Financial Assistance: Not eligible for federal financial aid, fire departments
Required Deposit: None
Pre-Entrance Assessment: None
Required Score: None
Cost for Assessment: None
Tech Requirements: None
Admission Requirements: High School Diploma or Equivalent - unless 17 years of age and enrolled in senior year, meet eligibility of state of Ohio ORC/OAC relevant laws.
Courses: Classroom/Lab 36 Hours
Location: Waverly Fire Department, 202 South Market St, Waverly OH 45690

**Program: Firefighter I Transition
[Non-Occupational Training Program]**

Description: This transition course is designed for certified Volunteer Firefighters to upgrade to the Firefighter, Level I Certificate. Successful completion of this course will allow the student to sit for examination to be a certified Firefighter, Level I in Ohio.
Program is only available to students sponsored by a fire department.

Total Hours: 124
Start Date: To Be Determined
End Date: To Be Determined
Days: To Be Determined
Time: To Be Determined
Tuition: \$975
Books: \$125
Total: \$1100

Uniforms and Supplies: Must be sponsored and outfitted with the proper equipment from a fire department.
Financial Assistance: Not eligible for federal financial aid, fire departments
Required Deposit: None
Pre-Entrance Assessment: None
Required Score: None
Cost for Assessment: None
Tech Requirements: None
Admission Requirements: High School Diploma or Equivalent - unless 17 years of age and enrolled in senior year, meet eligibility of state of Ohio ORC/OAC relevant laws, valid driver's license, valid Ohio Volunteer FF card
Courses: Classroom/Lab 124 Hours
Theory 54 Hours Lab 70 Hours
Location: Waverly Fire Department, 202 South Market St,
Waverly OH

**Program: Firefighter II Transition
[Non-Occupational Training Program]**

Description: This transition course is designed for certified Firefighter I to upgrade to the Firefighter, Level II Certificate. Successful completion of this course will allow the student to sit for examination to be a certified Firefighter, Level II in Ohio.

Total Hours: 84
Start Date: To Be Determined
End Date: To Be Determined
Days: To Be Determined
Time: To Be Determined
Tuition: \$975
Books: \$125
Total: \$1100

Uniforms and Supplies: Must be sponsored and outfitted with the proper equipment from a fire department.
Financial Assistance: Not eligible for federal financial aid, fire departments
Required Deposit: None
Pre-Entrance Assessment: None
Required Score: None
Cost for Assessment: None
Tech Requirements: None
Admission Requirements: High School Diploma or Equivalent - unless 17 years of age and enrolled in senior year, meet eligibility of state of Ohio ORC/OAC relevant laws, valid driver's license, valid FFI card
Courses: Classroom/Lab 84 Hours
Theory 40 Hours Lab 44 Hours
Location: Waverly Fire Department, 202 South Market St,
Waverly OH

Program: Fire Safety Inspector
[Non-Occupational Training Program]

Description: This program is designed to provide firefighters with the knowledge, skills, and abilities necessary to conduct fire and life safety inspections in Ohio.
Successful completion of this program is required to be eligible to sit for the state examination to be certified as an Ohio Fire Safety Inspector.

Total Hours: 80

Start Date: To Be Determined
End Date: To Be Determined
Days: To Be Determined
Time: To Be Determined
Tuition: \$565
Books: \$35
Total: \$600

Uniforms and Supplies: None
Financial Assistance: Not eligible for federal financial aid, fire departments
Required Deposit: None
Pre-Entrance Assessment: None
Required Score: None
Cost for Assessment: None
Tech Requirements: None
Admission Requirements: High School Diploma or Equivalent
At least 18 years of age
Meet all eligibility of state of Ohio ORC/OAC relevant laws.
Certified Ohio FF
Employed by a firefighting agency (OAC 4765-24-14)
Courses: Classroom/Lab 80 Hours
Location: Waverly Fire Department, 202 South Market St,
Waverly OH 45690

**Ohio Emergency Vehicle Operations Course
[Non-Occupational Program]**

Description: Course is designed to enhance safe vehicle operation by stressing theory and principles of defensive driving in both emergency and non-emergency situations.

Total Hours: 16

Tuition: \$175

Books: \$0

Total: \$175

CPR



American Heart Association CPR & First Aid Courses Instructor Led Courses

Basic Life Support (BLS) for Healthcare Providers

Approx. 5 hours - Cost is \$45/person. Minimum 4.

Heartsaver First Aid CPR AED

Approx. 6 hours - Cost is \$60/person. Minimum 4.

Heartsaver CPR AED

Approx. 4 hours - Cost is \$50/person. Minimum 4

Heartsaver First Aid

Approx. 2.5 hours - Cost is \$45/person. Minimum 4