

CUYAHOGA VALLEY CAREER CENTER



QUALITY EDUCATION

AFFORDABLE TUITION

WINTER 2024 *Adult Education Catalog*

440.746.8230 ◀ www.cvccworks.edu ▶ aeinfo@cvccworks.edu

Member of the Ohio Department of Higher Education

CUYAHOGA VALLEY CAREER CENTER



Table of Contents

INTRODUCTION

- 3** How to Enroll
- 5** Financial Aid
- 6** Student Services

COURSES

- 7** Emergency Response
- 10** Health Care
- 16** Multimedia Design
- 18** Health and Beauty
- 20** Industrial
- 28** Personal Interest and Leisure
- 30** Personal Interest - Automotive
- 32** ACT/SAT Prep

- 34** Guidelines and Policies



**CUYAHOGA VALLEY
CAREER CENTER**

8001 Brecksville Rd.
Brecksville, OH 44141

440.526.5200
cvccworks.edu

How to Enroll

Interested in becoming a student at CVCC?
Follow these steps to get started on your journey:

1



Schedule an appointment

During your introductory meeting, a member of our Adult Education Office will answer all of your questions and get the enrollment process started. You can schedule your appointment by:

Calling
440.746.8230

OR

Emailing
AEinfo@cvccworks.edu

OR

Visiting in person at
**8001 Brecksville Rd.
Brecksville, OH 44141**

2



Meet with us

Our team will learn more about your education goals and explain your program options. Remember to bring:

**A government-issued
photo I.D.**

AND

**A copy of your
high school diploma or GED**
(not required for Adult Diploma Program students)

3



Complete your application

Fill out the paperwork provided during your on-campus meeting and return it to our office. You can also begin the application online by scanning the QR code. Depending on your program, you may also need to complete a pre-assessment or take other additional steps.



We're excited to help you build the skills you need for success – both in life and on the job. Because at CVCC, we offer more than just an education. We offer a path to a better life.



PRE-ENTRANCE ASSESSMENT

800014 **CLOCK HOURS** 3

This computer-generated WorkKeys assessment measures foundational skills required for success in the workplace. Testing subjects include applied mathematics, reading and graphic literacy (locating information).

Students can prepare for the assessment by completing the practice test at:

jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx

Exam scores are valid for 3 years.

Requirements

- Valid government-issued ID
- Students must register at least 24 hours in advance
- Adult Diploma and EMT students should call **440.746.8230** to schedule

Multiple test dates are available each month.
Visit cuyahogavalley.augusoft.net
to register or call **440.746.8230**

START DATE	OPEN	CLASS TIMES	START TIME	OPEN	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
END DATE	OPEN		END TIME	OPEN		◆	◆	◆	◆	◆	

TUITION: \$65
(non-refundable)

Financial Aid

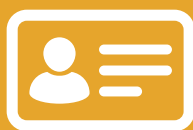
As a CVCC student, we help you build the skills you need – at a price you can afford.

Thanks to our low-cost tuition, your education can quickly pay for itself after you step into your better, higher-paying job. And a number of programs are eligible for Federal Student Aid, including:

- **Cosmetology**
- **Esthetics**
- **Practical Nursing (full- and part-time)**
- **Machining Technology**

To apply for Federal Student Aid, follow these steps:

1



Create an FSA ID

If this is your first time filing a FAFSA, create your ID at studentaid.gov.

2



File your FAFSA

Visit studentaid.gov to complete and file your form.
Be sure to use CVCC's school code (**016576**) and enter the correct code for your high school.

3



Check your status

Your FAFSA should process in 3 to 5 business days. If your form takes longer to process, you may need to provide additional information for verification. Call our Student Support Services team at **440.746.8337** for assistance.

For more information on available financial aid and scholarships, visit cvccworks.edu/adult-education/adult-education-resources/financial-aid/.

For questions, contact:

Claudette Knestrick, Student Support Services

440.746.8337

cknestrick@cvccworks.edu

Office hours: **7:00 a.m. - 3:30 p.m.**

CVCC students are protected under the Family Educational Rights and Privacy Act (FERPA). To review your rights, click on the link at the bottom of our financial aid web page at cvccworks.edu/financialaid.aspx. To maintain Federal Financial Aid Eligibility students must maintain Satisfactory Academic Process, SAP and Attendance.

If you have been convicted for possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid you may be ineligible for additional aid. Contact our financial aid office as soon as possible.

Student Services

Success starts here.

Our staff is invested in your success. Through CVCC's Office of Student Support Services, you can get assistance with:



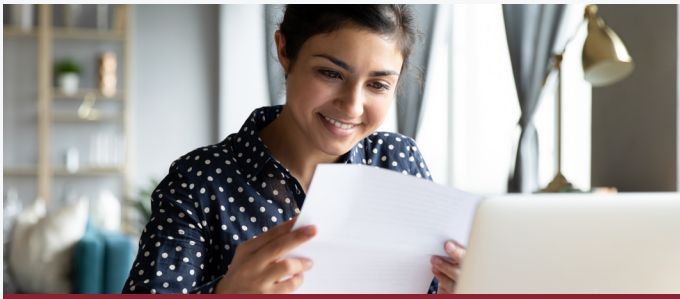
Career Advising

- Program-related counseling services
- Financial aid counseling
- Studying and test-taking skills support
- Planning for successful career development
- Job placement assistance
- Resume workshops



Student Resources

- Job and Family Services recommendations for child care, food stamps and unemployment
- GED voucher program
- Social, emotional and academic counseling
- Tutoring
- Referrals to additional resources



Scholarships & Additional Funding

- CVCC Endowment Scholarship
- Veteran Affairs funding
- College Now of Greater Cleveland Scholarship
- Horatio Alger Career-Technical Scholarship
- Ohio Means Jobs funding
- Union Education Trust



ADA Accommodations*

- Classroom accommodations
- Academic and other support for students with disabilities

To learn more, visit cvccworks.edu/adult-education/adult-education-resources/. More information on financial aid and scholarships is available at cvccworks.edu/adult-education/adult-education-resources/financial-aid/.

For questions, contact:

Claudette Knestrick, Student Support Services

440.746.8337

Office hours: **7:00 a.m. - 3:30 p.m.** (extended hours available upon request)

*CVCC faculty and staff aim to provide an accessible educational experience for every student, regardless of disabilities. Our goal is to help provide equitable access and reasonable accommodations to students with disabilities, based on the individual needs identified in documentation provided by the student.



Program Profile

EMERGENCY MEDICAL TECHNICIAN-BASIC

Industry Recognized Credentials:

- Basic Life Support CPR
- National Incident Management System (NIMS) 100
- National Incident Management System (NIMS) 700
- National Registry of Emergency Medical Technicians (NREMT) - Basic
- Rescue Task Force Awareness Training

College Credit CT2:

- EMT-1302 - Emergency Medical Technician (6 CH)
- EMT-130L - EMT Basic Practical Lab (1 CH)

Articulation Agreements:

- The University of Akron Block Credit Hours (15 CH)



Haddy Dardir, Class of 2022

CVCC's Adult Education EMT program solidified Haddy's passion for medicine. It gave him the knowledge and skills that are essential for treating patients in a clinical environment, as well as preparation to move forward in furthering his education at Case Western Reserve University.



EMERGENCY MEDICAL TECHNICIAN – BASIC

410001 **CLOCK HOURS** **172** **INSTRUCTOR** **Dan Zezena, EMT-P/EMS-1**

This course offers training in the knowledge and skills needed to become a certified Emergency Medical Technician - Basic (OH-109). Course curriculum includes didactic and practical instruction in critical thinking skills, crisis intervention, emergency scene management, proper recognition and management of medical emergencies, trauma patient care and general ambulance operations.

The program is accredited by the State of Ohio Division of EMS (ODPS Accreditation #109) will prepare students for certification by the National Registry of Emergency Medical Technicians (NREMT).

Tuition includes the state EMT practice test, AHA Basic Life Support CPR training, all course books, clinical fees, insurance coverage, uniform shirt and the NREMT exam fee (for one attempt).

Admission Requirements

- High school diploma or equivalent (enrollment in CVCC Adult Diploma Program is acceptable)
- Valid driver's license
- Successful completion of pre-entrance assessment

Clinical Requirements

- Appropriate medical documentation
- Cleared background check

WINTER 2023	START DATE	02/01/24	CLASS TIMES	START TIME	6:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/13/24		END TIME	10:00	PM		◆		◇	◆		◇
TUITION: \$1,300			Registration Deadline 01/25/24			◇ Some Wednesday + Saturdays							



BASIC LIFE SUPPORT CPR

400001 **CLOCK HOURS** 6 **INSTRUCTOR** Lee Wester, A.A.S., FF/EMT-P

This American Heart Association (AHA) course trains students to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. The curriculum reflects the AHA's guidelines for CPR and Emergency Cardiovascular Care (ECC).

WINTER 2024	SATURDAY SESSIONS	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	01/09, 1/17, 1/29		END TIME	10:00	PM		◆	◆	◆			
TUITION: \$75 <i>(non-refundable)</i>		Registration Deadline Two days prior to class start				Classes vary - Please see website for available dates						

CUSTOMIZED TRAINING

CVCC instructors can also provide custom training for your organization, including technical rescue programs.

For more information, call

440.746.8242



AHA Basic Life Support CPR Instructor

An American Heart Association (AHA) Instructor Essentials course teaches the methods needed to effectively instruct others in resuscitation courses.

The AHA has defined these 5 core competencies for all instructor candidates: Skills, Course Delivery, Testing, Professionalism, Program Administration.

Prerequisites:

- Be at least 18 years of age or older
- Have a valid driver's license or other government-issued photo I.D.
- Currently have or obtain a BLS provider card
- Identify training centers accepting new instructors and have an Instructor Candidate Application on file
- Successfully complete the BLS online Instructor Essentials course
- Purchase BLS CPR Instructor Kit with DVD
- Register for an American Heart Association instructor network account and be approved by primary training center

Tuition: \$75 (non refundable)

CALL
440.746.8230
for class availability



Program Profile

EMERGENCY MEDICAL TECHNICIAN-BASIC

Industry Recognized Credentials:

- Basic Life Support CPR
- National Incident Management System (NIMS) 100
- National Incident Management System (NIMS) 700
- National Registry of Emergency Medical Technicians (NREMT) - Basic
- Rescue Task Force Awareness Training

College Credit CT2:

- EMT-1302 - Emergency Medical Technician (6 CH)
- EMT-130L - EMT Basic Practical Lab (1 CH)

Articulation Agreements:

- The University of Akron Block Credit Hours (15 CH)



Matt Duplaga, Class of 2015

Currently, Matt works full-time as a firefighter-paramedic at Mentor- on-the-Lake Fire Department and is the assistant instructor for CVCC's Adult Education EMT Program. Matt indicated that the experience he had at CVCC was life changing; leading to better positions, more pay, and quality connections in the public safety community.



DENTAL ASSISTING PROGRAM

900001

CLOCK HOURS

216

INSTRUCTOR

Multiple

This course teaches the skills needed to work as a dental assistant. The four-module curriculum includes: dental assisting responsibilities and preventative dentistry; restorative dental materials and chairside assisting; dental assisting methods, radiology and related dental office procedures; and applied chairside assisting and dental lab processes.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID
- Successful completion of pre-entrance assessment

Clinical Requirements

- Acceptable physical exam and current vaccinations

WINTER 2024	START DATE	01/16/24	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	07/30/24		END TIME	9:30	PM			◆		◆		
TUITION: \$4,359			Registration Deadline 01/09/24										

Program Profile

DENTAL ASSISTING

Industry Recognized Credentials:

- American Medical Technologists (AMT) - Registered Dental Assistant (RDA)
- CPR First Aid
- Ohio State Dental Board - Dental Assistant Radiographer's Certificate

Articulation Agreements:

- The University of Akron Block Credit Hours
- (20 CH)



Alzarar Masarra, Class of 2022

After completing the Adult Education Dental Assisting program at CVCC, Masarra was inspired to further her education in the dentistry field. She continued her education at Cuyahoga Community College to become a Dental Hygienist. Masarra is thankful to CVCC for the help and support given to reach her educational goals.





PRACTICAL NURSING









800003 CLOCK HOURS 1,200 INSTRUCTOR Multiple

This course will help you build the skills you need to become a Licensed Practical Nurse – opening up a new world of opportunities in the field of health care.

Upon completion of the program, you'll be prepared to take the State Board licensure examination for practical nursing (NCLEX).

Admission Requirements

- High school diploma or equivalent
- Successful completion of pre-entrance test
- Acceptable physical exam with drug screen, background check and fingerprinting
- AHA Basic Life Support CPR card

FULL-TIME SESSION 2024	START DATE	Aug. 2024	CLASS TIMES	START TIME	7:30	AM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	June 2025		END TIME	3:30	PM		END TIME	3:30	PM							
PART-TIME SESSION 2024	START DATE	Sept. 2024	CLASS TIMES	START TIME	4:30	PM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	SAT	SUN
	END DATE	June 2026		END TIME	9:30	PM		END TIME	3:30	PM							

TUITION: \$14,300*

Application fee: \$50 (non-refundable)

Administrative seat fee: \$200 (non-refundable)

Books and supplies: \$2,554.50 (part-time); \$2,538.50 (full-time)

Registration Deadline
Full-time: July
Part-time: August

◆ Clinicals

◆ Clinicals every other weekend

*Tuition and fees subject to change. Financial Aid and Veterans Benefits available to those who qualify.



STATE TESTED NURSE AIDE

950001 CLOCK HOURS 87 INSTRUCTOR Delbra Pace, RN

This course prepares students for a career as a State Tested Nurse Aide (STNA). Upon completion, students will be eligible to take the certification exam, which opens up employment opportunities in a variety of health care settings – including nursing homes, hospitals and assisted living facilities.

Admission Requirements

- High school diploma or equivalent (enrollment in CVCC Adult Diploma Program is acceptable)
- Valid government-issued photo ID

Clinical Requirements

- Acceptable physical exam and current vaccinations
- Cleared background check

WINTER 2024	START DATE	01/17/24	SUMMER 2023	START DATE	05/01/24	CLASS TIMES	START TIME	4:30		PM <th data-kind="parent" data-rs="2">CLASS DAYS</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th>	CLASS DAYS	SUN	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/29/24		END DATE	06/19/24		END TIME	9:30		PM <th data-kind="ghost"></th> <td>◆</td> <td>◆</td> <td></td> <td>◆</td> <td></td> <td></td> <td>◆</td>		◆	◆		◆			◆

TUITION: \$795

Tuition includes book and exam fee

Registration Deadline
Winter 01/10/24
Summer 04/24/24

◆ Clinicals on some Thursdays, Saturdays and Sundays



EKG TECHNICIAN

910001

CLOCK HOURS

75

INSTRUCTOR

Kara Johnson, MA

This comprehensive program prepares students for a career as an EKG technician. Curriculum includes the anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, and electrocardiography. Hands-on exercises prepare students to transition from classroom practice to real-world employment.

Upon completion, students will be prepared to take the National Healthcareer Association (NHA) Certified EKG Technician exam.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID

WINTER 2024	START DATE	02/06/24	SUMMER 2024	START DATE	07/09/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/21/24		END DATE	10/01/24		END TIME	9:00	PM			◆		◆		
<div><div>TUITION: \$1,445</div><div>Tuition includes BLS Healthcare Provider Certification, course textbook, NHA exam study materials and exam fee.</div></div>						<div>Registration Deadline</div> <div>Winter 02/05/24</div> <div>Summer 07/08/24</div>										



PHLEBOTOMY

930002

CLOCK HOURS

160

INSTRUCTOR

Jennifer Wester, MA

This course prepares students for a career as a phlebotomist. Curriculum includes the principles of obtaining peripheral and capillary blood samples, specimen collection and processing, communication skills, clerical, safety standards, legal, ethical and professional credentials. Laboratory simulators give a hands-on approach to enhance classroom learning.

Admission Requirements

- High school diploma or equivalent (enrollment in CVCC
- Adult Diploma Program is acceptable)
- Valid government-issued photo ID

Prerequisites

Students must successfully complete the following online courses before enrollment:

- Medical Terminology: A Word Association Approach
- Human Anatomy & Physiology

WINTER 2024	START DATE	02/05/24	SUMMER SESSION 2024	START DATE	07/15/24	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/15/24		END DATE	10/31/24		END TIME	9:00	PM		◆		◆			
TUITION: \$1,499 <i>Tuition includes BLS certification, book fee, student professional liability insurance and National Healthcare Association CPT.</i>						Registration Deadline Winter 01/29/24 Summer 07/08/24										





PHLEBOTOMY (CONTINUED)

930002 **CLOCK HOURS** 160 **INSTRUCTOR** Jennifer Wester, MA

Clinicals allow students to hone their new skills through supervised interactions with patients in a local health care facility.

Acceptance of students into a clinical environment is at the discretion of each facility based on staff availability and facility needs. Students will be placed in clinical assignments as space is available immediately following completion of their classroom training.

Due to COVID-19 safety protocols, CVCC reserves the right to simulate clinicals on site in the event of limitations in clinical site availability and access.

Clinical Requirements

- Appropriate Medical documentation required
- Cleared background check

Prerequisites

- 80% attendance
- 80% academic standing
- Successful completion of a written, verbal and hands-on skills assessment
- Appropriate medical documentation
- Background check on file with the CVCC Adult Education Office

WINTER 2024	START DATE	05/01/24	SUMMER 2024	START DATE	09/09/24	CLASS TIMES	START TIME	Variable*	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/31/24 <th>END DATE</th> <td>10/10/24<th>END TIME</th><td>Variable*</td><th></th><th></th><th></th><th></th><th></th><th></th></td>		END DATE	10/10/24 <th>END TIME</th> <td>Variable*</td> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>		END TIME	Variable*							
TUITION: Included in Program Price						Registration Deadline Winter 04/29/24 Summer 09/06/24		* Hours are determined by the facility's clinical supervisor. Clinical dates are subject to change based on program and facility needs.							

Prerequisite Courses

Medical Terminology: A Word Association Approach (Self-Paced) (250001)

Human Anatomy & Physiology (Self-Paced) (250002)

These online prerequisite courses must be successfully completed prior to starting the Phlebotomy or Medical Records and Health Information courses. Self-paced and instructor-led options are available. Allow up to 12 weeks to complete the coursework. If time constraints are an issue for student availability, we recommend selecting the self-paced option.

Visit ed2go.com/cvccworks for more information or to register.

TUITION: \$135

Per course

Adult Diploma

Didn't finish high school? No problem. Earn your diploma through CVCC's Adult Diploma Program while building the skills you need to start a new career. Best of all, our partnership with the Ohio Department of Education means **you can enroll for free!**

We offer adult diploma options for the following CVCC programs:

- **Emergency Medical Technician - Basic**
- **State Tested Nurse Aide**
- **Telecommunications Tower Technician (TTT)**
- **Phlebotomy**
- **Fiber Optic Technician (FOT) Program**
- **Certified Production Technician**
- **Graphic Design for Print and Web Production**
- **Heating, Ventilation and Air Conditioning (HVAC)**

To enroll in our Adult Diploma Program, you must:



**Be an
Ohio resident**

18

**Be at least
18 years old**



**Complete a
WorkKeys
pre-assessment**

For more information, visit
<https://cvccworks.edu/adult-education/adult-education-programs/adult-diploma-program/>
or contact our Adult Education Office at **440.746.8230** or **AEinfo@cvccworks.edu**.



Online Courses

Complete online courses anytime, anywhere!

CVCC offers more than 350 online courses that you can take from the comfort of your own home.

Each course is instructor-facilitated and highly interactive. Benefits include:

- **24/7 access**
- **Flexible pace**
- **Affordable tuition**
- **New start dates each month**

To view available courses and enrollment information, visit

ed2go.com/cvccworks

or

careertraining.ed2go.com/cvccworks

If you have any questions, call

440.746.8230

Online career training and professional development

Whether you're looking to sharpen your existing skills or develop new ones, CVCC's online adult education courses can help.

Through our partnership with uGotClass, we offer a wide range of engaging online courses hosted by knowledgeable instructors. Course areas include:

- **Business**
- **Health care**
- **Human resources**
- **Leadership**
- **Management**
- **Marketing**
- **Personal development**
- **Technology skills**
- **Education**

To view available courses and enrollment information:

Visit

yougotclass.org/index.cfm/Cvccworks





GRAPHIC DESIGN FOR PRINT AND WEB PRODUCTION

640011

CLOCK HOURS

129

INSTRUCTOR

Dan Workman

This course trains students in graphic design skills for both print and online mediums. Curriculum includes instruction in design, typography, color use, vector images, page layout design, image manipulation and photo retouching, color adjustments and preparing files for production.

Students will also learn how to use Adobe Creative Suite programs in preparation for the Adobe Certified Associate (ACA) exam.

Admission Requirements

- High school diploma or equivalent (enrollment in CVCC Adult Diploma Program is acceptable)
- Valid government-issued ID

Prerequisites

- Working knowledge of Mac computers

WINTER/ SUMMER 2024	START DATE	2ND TUESDAY	CLASS TIMES	START TIME	7:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	EVEN MONTHS		END TIME	10:00	PM			◆		◆		
TUITION: \$2,285 <i>Textbook and Certiport exam fee are included in tuition.</i>			Registration Deadline A week Prior										

Program Profile

GRAPHIC DESIGN FOR PRINT & WEB PRODUCTION

Industry Recognized Credentials:

- Adobe Certified Associate Graphic Design & Illustration Using Adobe Illustrator
- Adobe Certified Associate Print & Digital Media Publication Using Adobe InDesign
- Adobe Certified Associate Visual Communication Using Photoshop



Joe Lupia, Class of 2022

CVCC's program was a perfect fit for Joe to learn quality, creative knowledge. Utilizing skills learned throughout his time at CVCC, Joe now does freelance graphic design work. He hopes to continue to grow his business.





Apprenticeship

BENEFITS OF AN APPRENTICESHIP PROGRAM

Manufacturing Works apprenticeship programs are run through an Apprenticeship Consortium. This network of manufacturing companies works together to build and share best practices, leverage training resources, and provide career opportunities for individuals in the community. We handle the administration so companies can focus on on-the-job training and mentoring. Apprenticeships include paid job training and technical training. Current occupations include:

- ◆ CNC Operator/Programmer
- ◆ Industrial Maintenance Mechanic
- ◆ Plastics Process Technician
- ◆ Precision Machinist
- ◆ Tool & Die Maker
- ◆ Welding Technician



GAIN HIGHLY
SKILLED
EMPLOYEES



ATTRACT NEW
TALENT POOLS



REDUCE
TURNOVER
COSTS



INCREASE
PRODUCTIVITY



CREATE A
DIVERSE
WORKFORCE



GAIN A STEADY
TALENT
PIPELINE

94%

After apprenticeship completion, 94% of apprentices retain employment

91%

Nine months after apprenticeship completion, 91% of apprentices retained employment.



For more information, visit www.mfgworksle.org/people/developing-employees.org
Reach out to Beth Dawson at bdawson@mfgworksle.org or 216.920.1963 for more information.



COSMETOLOGY

500002

CLOCK HOURS

1,500

INSTRUCTOR

**Nancy Muscatello,
Advanced Cosmetologist**

This course prepares students for a career in cosmetology by meeting the licensing requirements of the Ohio State Board of Cosmetology.

Curriculum includes classroom instruction and hands-on lab experience in hair styling, hair coloring, makeup, facial services and manicures. Upon completion, students will be prepared to take the state cosmetology licensing exam.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2024	START DATE	02/05/24	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	08/28/25		END TIME	9:00	PM <th>◆</th> <th>◆</th> <th>◆</th> <th>◆</th> <th></th> <th></th>		◆	◆	◆	◆		
<div>TUITION: \$15,349</div> <div>Administrative seat fee: \$200 (non-refundable)</div> <div>Textbooks: \$315 Equipment: \$650</div> <div>Tuition and fees subject to change. Cost of uniform and Cosmetology Licensing exam are not included.</div> <div>Financial aid is available to those who qualify.</div>			<div>Registration Deadline</div> <div>01/26/24</div>										

Program Profile

COSMETOLOGY

Industry Recognized Credentials:

- Ohio State Board of Cosmetology-License of Cosmetology

Articulation Agreements:

- The University of Akron Block Credit Hours
- (30 CH)

Work-Based Learning:

- Non-Paid Internships



Joel Gonzales, Class of 2020

CVCC provided Joel with quality training as well as real world experience and support; this instilled great confidence, which added to his overall success. Due to the skills and experiences gained at CVCC, Joel was able to fulfill his goal of starting his own business in the cosmetology industry.



The Salon & Valley Spa

Salon Services

- Men/Women/Childrens Cuts
- Hi-Lights/Low-Lights
- Semi/Demi-Permanent Haircolor
- Single Process Haircolor (with style)
- Deep Conditioning
- Balayage & Ombr
- Manicure
- Shampoo & Set or Blow-Dry & iron

Spa Services

- Age Renewal Facial- 30 Minutes
- Facial & Body Waxing
- Skin Renewal Deep Cleansing Facial- 1 Hour
- Skin refresh Facial- 30 Minutes
- Basic Makeup Application
- Full Makeup Application with Tips & Techniques
- Strip & Individual Eyelashes
- Brow & Lash Training
- and More...

SALON & SPA HOURS

Tuesday-Thursday 5:30 p.m. - 8:30 p.m.
Please call for appointment **440.746.8145**

Prices and hours subject to change



ESTHETICS

507015

CLOCK HOURS

600

INSTRUCTOR

**Roberta Ritter,
Advanced Esthetician**

This course prepares students for a career as a state-licensed esthetician. Curriculum includes instruction on how to perform skin analysis, facials, waxing, and body treatments including relaxation massages. Instruction also includes salon management skills such as retail sales, inventory control and employee maintenance.

Upon completion, students will understand the rules and regulations of the Ohio State Cosmetology and Barber Board, and will be prepared to take the State of Ohio examination for their esthetician license.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2024

START DATE **07/22/24**

END DATE **03/18/25**

CLASS TIMES

START TIME **4:00**

AM

END TIME **9:00**

PM

CLASS DAYS

MON

TUE

WED

THU

FRI

SAT

◆

◆

◆

◆

TUITION: \$7,706

Administrative seat fee: \$200 (non-refundable)

Textbooks: \$287 **Equipment:** \$350

Tuition and fees subject to change. Cost of uniform and licensing exam is not included. Financial aid is available to those who qualify.

Registration Deadline

07/15/24



HEATING, VENTILATION AND AIR CONDITIONING

41289

CLOCK HOURS 200

INSTRUCTOR Patrick Gnuschke

This program includes a series of courses that will provide the foundational knowledge for a career as an HVAC Technician.

Curriculum emphasizes immersive, hands-on activities and problem-solving skills, and prepares students to earn their CFC Section 608 Certification.

Admission Requirements

- High school diploma or equivalent (enrollment in CVCC Adult Diploma Program is acceptable)
- Valid government-issued ID
- Completion of HVAC Basic is required before advancing to further course work (unless approved by an instructor)

WINTER 2024	START DATE	01/09/24	FALL 2024	START DATE	09/16/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/27/24		END DATE	04/02/25		END TIME	10:00	PM		◆	◆	◆	◆		
<div>TUITION: \$3,512</div> <div>Tuition is \$775 per course, with a \$159 textbook which is used for all courses. Course payments can be paid in full at registration or divided into two-part payment plans.</div>						<div>Registration Deadline</div> <div>Winter 01/09/24</div>				<div>◆ Fall classes are Monday and Wednesday.</div> <div>◆ Winter classes are Tuesday and Thursday.</div>						

HVAC –



HEATING AND COOLING SUPPORT TECHNICIAN CERTIFICATE

This certification exam is designed to support HVAC technicians who have worked in the field for 6 to 12 months. Topics related to North American Technician Excellence (NATE) professional level certifications are covered at a fundamental level.

By earning this certificate, technicians demonstrate increased knowledge and skills, while strengthening the foundation needed to pursue NATE professional certifications in the future. The certificate exam is monitored or proctored, and must be taken at CVCC.

Exam cost and study guide: \$150

HVAC –



NATE CORE CERTIFICATION

This certification is recommended for HVAC technicians with 2 or more years of experience. NATE offers two certification pathways for technicians to choose from: the Certified HVAC Professional (CHP-5) pathway or the traditional Core and Specialty exam pathway. With the CHP-5 pathway, technicians earn their NATE certification through a series of five exams, each on a different subject domain: HVAC fundamentals; electrical and controls; comfort and airflow; installation; and service. Technicians must pass all exams in their chosen certification pathway in order to become NATE Certified.

Exam cost and study guide: \$350

Program Profile

HEATING, VENTILATION AND AIR CONDITIONING

Industry Recognized Credentials:

- Environmental Protection Agency (EPA) Refrigeration Recovery Universal
- North American Technician Excellence (NATE) HVACR Certification
- North American Technician Excellence (NATE) HVAC Support Technician

Industry Recognized Credentials:

- Articulation Agreements: The University of Akron Block Credit Hours
- (30 CH)



Michael Jackson, Class of 2020

Being a working, adult student, the schedule and price of CVCC's HVAC program worked perfectly for Michael. He was able to acquire the certifications he needed to advance from an assistant HVAC position, to a technician. Because of the training he had at CVCC, Michael is now a working HVAC technician for a local county facility.

One-on-One Academic Support Sessions

All students currently enrolled in an Adult Education program are encouraged to use this service to get help with homework, class projects, time management, study skills- even test prep!

By appointment only.

Services may include:

- Academic support
- Developing study strategies
- Test taking skills
- Time management

Contact Claudette Knestrick at cknestrick@cvccworks.edu or 440.746.8337 for scheduling.





MACHINING TECHNOLOGY

340034

CLOCK HOURS

650

INSTRUCTOR

Richard Parrott

This 650-hour program includes skills for multi-level employment in the machining industry, including: machining fundamentals and tool introduction, computer numerical control (CNC) milling and turning, CAD/CAM systems, and advancing machining.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID
- Beginning April 2022 and running three days per week.
- Start any month, complete training within twelve months.
- Earn 2 NIMS credentials, additional certificate opportunities are available.
- Scholarships are accessible!
- Federal Student Aid is available to those who qualify.
- Eligible for TechCred and additional funding.

WINTER/SUMMER 2024

START DATE

**Rolling Start - 2nd
Tuesday of Every
Month**

CLASS TIMES

START TIME

5:00

PM

END TIME

9:00

PM

CLASS DAYS

MON

TUE

WED

THU

FRI

SAT

TUITION: \$9,726

(Subject to change)

Registration Deadline
A week prior

Customized Training

Are you looking to build and develop a stronger workforce?

At CVCC, we can develop customized training programs for your employees – built around the specific needs of your business.

Through the TechCred Program, the State of Ohio will even provide annual reimbursement up to \$2,000 per student (\$30,000 per company) to help in your training efforts!

Approved TechCred training areas include:

- Microsoft Office
- Electrocardiography
- Web design and development
- Electrical maintenance technician
- CNC operation, troubleshooting and programing
- Programmable logic controls
- Electrical troubleshooting and preventative maintenance
- NIMS Computer-Aided Manufacturing (CAM) milling and turning
- Electro-mechanical engineering technology
- Heating, ventilation and air conditioning (HVAC)

No two business training programs are the same. That's because we develop our course content and schedules around your unique needs. It's as easy as providing us your objectives. Our experienced faculty will develop the curriculum.

For more information, contact tbrosseau@cvccworks.edu or 440.746.8210.





FIBER OPTIC TECHNICIAN (FOT) PROGRAM

000000 **CLOCK HOURS** 40 **INSTRUCTOR** Jimmy Franko

This 40-hour training program prepares a student to acquire entry-level skills to become a Fiber Optic Technician (FOT). An FOT member of a crew performs installation, troubleshooting, termination, splicing, testing, maintenance and repair of fiber optic cables for essential telecommunication systems; including, personal wireless communications, public safety communications, utility networks, and broadcasting. The FOT performs their job duties inside and outside of homes and buildings.

Admission Requirements: Call for more information, 440.746.8230.

- High school diploma or equivalent.
- Valid government-issued ID.

WINTER/SUMMER 2024	START DATE	01/09/24	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/14/24		END TIME	9:30				◆	◆			

TUITION: \$795
(Subject to change)

Registration Deadline
01/02/24



TELECOMMUNICATION TOWER TECHNICIAN (TTT)

000000 **CLOCK HOURS** 180 **INSTRUCTOR** Jake Giesy

This 180-hour training program prepares a student for an entry-level tower technician (working at heights) position in the telecommunication sector. Topics include safety, basic rigging and fall protection, principles of electricity, fiber optics, wireless technology, cell components, antenna basics, and spectrum management. Tower technicians are on the front lines of connecting America's rural, unserved, and underserved communities to broadband and high-speed communications services. As the need for broadband services grows across the globe, tower technicians and communications infrastructure contractors will be called upon to install communications and broadcast towers that connect rural, unserved, and underserved communities.

Admission Requirements: Call for more information, 440.746.8230.

- Student PAYMENT PLAN is available to those who qualify.
- Job Search assistance is available.
- Saturdays may be at an alternate location. Reliable transportation necessary.

WINTER/SUMMER 2024	START DATE	01/10/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	07/31/24		END TIME	10:00					◆			◆

TUITION: \$3,500
(Subject to change)

Registration Deadline
12/19/24

Creating Customers for Life

Whatever your electrical needs, from the installation of a new outlet to whole house lighting control, contact Speelman Electric, Inc.

- 24-hour emergency service
- Competitive pricing
- Exceptional customer care
- New construction and renovation
- Residential, commercial, industrial, institutional, telcom



Your safety is our priority!



IEC NORTHERN OHIO ELECTRICAL APPRENTICESHIP

390006 CLOCK HOURS N/A INSTRUCTOR Multiple

CVCC's electrical apprenticeship program is offered in partnership with the Independent Electrical Contractors (IEC) Northern Ohio. Through the program, apprentices learn the skills to become qualified journeyman electricians while earning competitive wages and benefits from an IEC member contractor. This accredited four-year program includes a minimum of 144 classroom hours and 2,000 on-the-job training hours per year. Upon completion, apprentices have the skills and experience required to work as a certified electrician.

Prerequisites

For more information on this apprenticeship, or to apply for the program, contact Paige McDonough directly at PaigeM@iecnorthernohio.org or 440.305.0154.

Admission Requirements

- High school diploma or equivalent
- Valid driver's license and dependable transportation
- Schedule an appointment with the IEC by contacting
- Paige McDonough at PaigeM@iecnorthernohio.org or 440.305.0154.

2023-2024 SCHOOL YEAR	START DATE	09/03/24	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/29/25		END TIME	9:30	PM <th></th> <th>◆</th> <th></th> <th>◆</th> <th></th> <th></th>			◆		◆		
TUITION: \$2,600 per year <i>(Subject to change)</i>			Registration Deadline A Week Prior										





CERTIFIED PRODUCTION TECHNICIAN

000000 **CLOCK HOURS** **180** **INSTRUCTOR** **Josh Wines**

A 180-hour program for this in-demand career has employers eager to hire, as this short term training gets you certified and career-ready. The Manufacturing Skill Standards Council (MSSC) credential system awards the Certified Production Technician credential that covers the four critical production functions, as defined by MSSC's nationally validated skills standards, common to all sectors of manufacturing: Safety, Quality Practices & Measurement, Manufacturing Processes and Production, and Maintenance Awareness. Each area is addressed with a separate assessment to help determine the knowledge of specific situations that can appear in the field.

Admission Requirements: Call for more information, 440.746.8230.

- Program Schedule: ON DEMAND!
- Dates/Times of program are based on specific needs.
- Eligible for TechCred and additional funding.

WINTER 2024	START DATE	01/09/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/30/24		END TIME	10:00	PM			◆	◆			
TUITION: \$1,999 <i>(Subject to change)</i>			Registration Deadline 01/02/24										

Aligning Opportunities in the Northeast Ohio Region

A Resource to Aid in Addressing the Demand and Supply Imbalance in the Region's Workforce

DOWNLOAD THIS YEAR'S REPORT WHERE YOU'LL FIND:

- Data for In-demand job trends, automation, and more



aligning 
OPPORTUNITIES

PREPARED BY Team NEO

Team **neo**

IN PARTNERSHIP WITH Delta Dental

DELTA DENTAL

CUYAHOGA VALLEY CAREER CENTER

QUALITY EDUCATION



AFFORDABLE TUITION



LEVEL
UP
YOUR
TEAM



Get training that can boost productivity, competence and advancement – affordably – through Cuyahoga Valley Career Center (CVCC).

Employers need to offer training – whether to acclimate new employees to equipment, keep existing employees up to date on the latest software or build career paths of promise for well-performing team members.

CVCC becomes an extension of your organization, giving you access to training in a broad range of technical topics ... at a much lower cost than other third-party trainers or in-house program.

or call

440.526.5200

WE DEVELOP CUSTOMIZED PROGRAMS FOR YOUR EMPLOYEES – BUILT AROUND THE SPECIFIC NEEDS OF YOUR BUSINESS.

At CVCC, no two business training programs are the same.

That's because we develop our course content and schedules around your unique needs. It's as easy as providing us your objectives. Our experienced faculty will develop the curriculum.

We provide training for the following fields:

- **Industrial**
- **Business**
- **Information Technology**
- **Health Care**
- **And many more!**

We create specific training programs for individual businesses that range from general office software to custom-machine operations to skill advancement.

Both the courses and the schedules are flexible, helping your organization remain productive while its people gain skills.

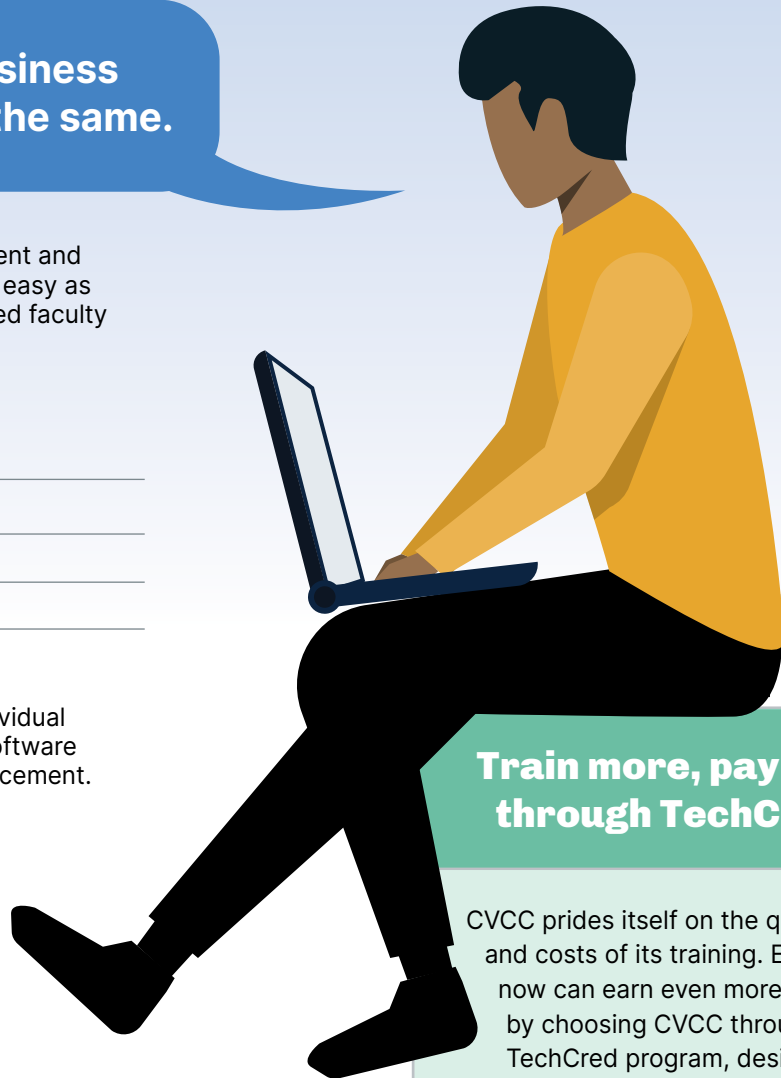
Train more, pay less through TechCred

CVCC prides itself on the quality and costs of its training. Employers now can earn even more benefits by choosing CVCC through Ohio's TechCred program, designed to incentivize employers who invest in technology-focused credentials.

Companies that submit successful TechCred applications to the state can be reimbursed up to \$2,000 per employee – up to \$30,000 per organization per funding round. Use this reimbursement to cover or offset training costs. CVCC can show you how to properly register and use this program, which backs Ohio-based employers.



Take full advantage of the opportunities at CVCC and with the State of Ohio. Contact us today to learn more about how CVCC can deliver the training your organization needs to stay competitive and strong.





BALLOFLEX: GET FIT WHILE YOU SIT

170067 **CLOCK HOURS** 6 weeks **INSTRUCTOR** Mary Kopczynski

BalloFlex is a seated chair fitness program that incorporates elements of music and dance. It is an activity that has been carefully designed to provide a fun group interaction using low-impact movements set to music. Young or old, fit or not, healthy or healing - This seated chair exercise program brings fun and fitness to adults of all ages and abilities. BalloFlex tones and strengthens all major muscle groups, helps build core strength, and provides a safe full-body workout.

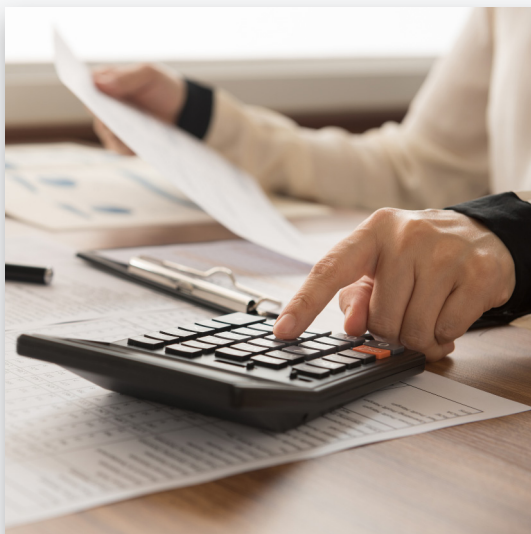
Free Demo Session: 4/8/2024 at 6 PM.

WINTER/SPRING 2024	START DATE	04/15/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/20/24		END TIME	7:00	PM		◆					
TUITION: \$46			Registration Deadline A Week Prior										

Wellness Walk-Ins

Did you miss the first few classes of your favorite wellness program?
Or have you already signed up but would like to bring a friend?

Take advantage of our Wellness Walk-Ins. Attend a single session of any regularly scheduled wellness class for only \$15 with no obligation to attend further.



FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT

113019 **CLOCK HOURS** 7.5 **INSTRUCTOR** Liam Guiney, CFP®

This course is designed for people who are nearing retirement (or have already retired) and want to learn how to develop a retirement plan. Curriculum includes concepts and strategies that can help students make appropriate choices when confronted by investment alternatives, insurance coverage, increasing healthcare costs, tax reduction methods and estate planning.

TUES. SESSION 2024	START DATE	03/05/24	WED. SESSION 2024	START DATE	03/06/24	CLASS TIMES	START TIME	6:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	03/19/24		END DATE	03/20/24		END TIME	9:00	PM			◆	◆			
ADVANCE REGISTRATION: \$49 AT THE DOOR: \$69 <i>(non-refundable)</i>						Registration Deadline Tues. 03/05/24 Wed. 03/06/24										





CARDIO STRENGTH DANCE FITNESS

42644

CLOCK HOURS

6 weeks

INSTRUCTOR

Candy Price

Cardio Strength Dance Fitness is an effective workout combines various dance styles into fun fitness routines. Intervals with hand weights are added to build muscle and bone strength. Burn calories, get stronger, improve balance and coordination. A beneficial, well-rounded, and enjoyable workout for all levels.

Requirements

- Wear comfortable clothing and shoes
- Bring a water bottle and 3 lbs. or less hand weights
- Not recommended for pregnant women

WINTER/SPRING 2024	START DATE	02/28/24	CLASS TIMES	START TIME	5:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/10/24		END TIME	5:45	PM				◆			
TUITION:							Registration Deadline A Week Prior						
\$65		\$75		\$35									
District Resident		Non-District Resident		Senior Citizens									

Strength Combo

Combination of both Cardio Strength Dance Fitness and Pilates and More Courses

Wellness Walk-Ins

Did you miss the first few classes of your favorite wellness program? Or have you already signed up but would like to bring a friend? Take advantage of our Wellness Walk-Ins. Attend a single session of any regularly scheduled wellness class for only \$15 with no obligation to attend further or commit to the full session.



PILATES AND MORE

170001

CLOCK HOURS

6 weeks

INSTRUCTOR

Candy Price

Pilates is a unique method of body conditioning exercises used to strengthen your core and tone your body. Students will improve their flexibility, posture, balance, strength and well-being using specific mat exercises and focused breathing patterns. All equipment is provided.

Requirements

- Prior Pilates experience is preferred
- Wear comfortable clothing
- Bring a yoga mat and water bottle
- Not recommended for pregnant women

WINTER SESSION ONE 2024	START DATE	01/10/24	WINTER SESSION TWO 2024	START DATE	02/28/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/14/24		END DATE	04/10/24		END TIME	7:00	PM				◆			
TUITION:										Registration Deadline A Week Prior						
\$65		\$75		\$35												
District Resident		Non-District Resident		Senior Citizens												



INTRO TO SERVICE PROCEDURES AND MAINTENANCE

310001

CLOCK HOURS

24

INSTRUCTOR

Dan Krystosik

This hands-on course provides an introduction to basic automotive service and maintenance procedures. Curriculum includes identification and location of automotive components, maintenance intervals and repairs, oil changes, coolant systems, basic tune-ups, battery testing, tire service, transmission

Requirements

- Safety glasses required
- Textbook, if not purchased with another course

WINTER 2024	START DATE	CALL FOR DATE	CLASS TIMES	START TIME	00:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	CALL FOR DATE		END TIME	00:00	PM				◆			
<div>TUITION: \$265</div> <div>Textbook/workbook Fee: \$152 (required if not already purchased)</div> <div>Safety equipment: \$6</div>			<div>Registration Deadline</div> <div>CALL FOR DATE</div>										



ALIGNMENT, STEERING, AND SUSPENSION

310004

CLOCK HOURS

24

INSTRUCTOR

Dan Krystosik

This course provides instruction on the theory and principles of automotive alignment geometry and suspension systems. Students will learn to diagnose and repair these systems through the use of special tools and alignment equipment.

Requirements

- Safety glasses required
- Textbook, if not purchased with another course

WINTER 2024	START DATE	CALL FOR DATE	CLASS TIMES	START TIME	00:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	CALL FOR DATE		END TIME	00:00	PM				◆			
<div>TUITION: \$265</div> <div>Textbook/workbook fee: \$152 (required if not already purchased)</div> <div>Safety equipment: \$6</div>			<div>Registration Deadline</div> <div>CALL FOR DATE</div>										





BRAKING SYSTEM OPERATION AND REPAIR

310005 **CLOCK HOURS** 24 **INSTRUCTOR** Dan Krystosik

Want to do your own brake job? The course will cover the complete hydraulic system, disc brakes, drum brakes and the operation of the components in both theory and hands-on practice. Safety glasses required. Bring your own safety glasses or you can purchase them from CVCC.

Requirements

- Safety glasses required

WINTER 2024	START DATE	CALL FOR DATE	CLASS TIMES	START TIME	00:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	CALL FOR DATE		END TIME	00:00	PM				◆			
<div>TUITION: \$265</div> <div>Textbook/workbook fee: \$152 (required if not already purchased)</div> <div>Safety equipment: \$6</div>			<div>Registration Deadline</div> <div>CALL FOR DATE</div>										



INTRO TO ON-BOARD DIAGNOSTICS

310006 **CLOCK HOURS** 24 **INSTRUCTOR** Dan Krystosik

This course introduces students to the basics of on-board diagnostic safety systems used in modern automobiles. Curriculum includes information on code retrieval, fault codes, and basic scanner skills.

Requirements

- Safety glasses required

WINTER 2024	START DATE	CALL FOR DATE	CLASS TIMES	START TIME	00:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	CALL FOR DATE		END TIME	00:00	PM				◆			
<div>TUITION: \$265</div> <div>Textbook/workbook fee: \$152 (required if not already purchased)</div> <div>Safety equipment: \$6</div>			<div>Registration Deadline</div> <div>CALL FOR DATE</div>										



ON-BOARD DIAGNOSTICS II

310007 **CLOCK HOURS** 24 **INSTRUCTOR** Dan Krystosik

This course introduces students to the basics of on-board diagnostics safety systems used in modern automobiles. Curriculum includes information on code retrieval, fault codes and basic scanner skills.

Requirements

- Safety glasses required

Prerequisites:

- Introduction to On-Board Diagnostics

WINTER SESSION 2024	START DATE	CALL FOR DATE	CLASS TIMES	START TIME	00:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	CALL FOR DATE		END TIME	00:00	PM				◆			
<div>TUITION: \$265</div> <div>Textbook/Workbook Fee: \$152 (required if not already purchased)</div> <div>Safety Equipment: \$6</div>			<div>Registration Deadline</div> <div>CALL FOR DATE</div>										



ACT TEST PREP - ONE-DAY INTENSIVE

7650005 **CLOCK HOURS** 6 **INSTRUCTOR** Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2023	START DATE	01/27/24	CLASS TIMES	START TIME	8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	01/27/24		END TIME	2:00	PM							◆
<div>TUITION: \$99</div> <div>All class materials included with tuition.</div>			<div>Registration Deadline</div> <div>A Week Prior</div>										





ACT TEST PREP - ONE-DAY INTENSIVE

7650006 **CLOCK HOURS** 6 **INSTRUCTOR** Varies

This course helps students prepare to take the ACT test over 6 sessions. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing. Practice tests are assigned as homework to maximize the learning experience.

WINTER 2023	START DATE	03/16/24	CLASS TIMES	START TIME	8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	03/16/24		END TIME	2:00	PM							◆
<div>TUITION: \$99</div> <div>All class materials included with tuition.</div>			<div>Registration Deadline</div> <div>A Week Prior</div>										



SAT TEST PREP - THREE-DAY INTENSIVE

7650007 **CLOCK HOURS** 6 **INSTRUCTOR** Varies

This three-session intensive course helps students prepare to take the SAT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER SESSION 2023	START DATE	01/30/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/13/24		END TIME	8:00	PM			◆				
<div>TUITION: \$99</div> <div>All class materials included with tuition.</div>			Registration Deadline			A Week Prior							



ACT TEST PREP - ONE-DAY INTENSIVE

7650005 **CLOCK HOURS** 6 **INSTRUCTOR** Varies

This one-day intensive course helps students prepare to take the SAT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2023	START DATE	04/27/24	CLASS TIMES	START TIME	8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/27/24		END TIME	2:00	PM							◆
<div>TUITION: \$99</div> <div>All class materials included with tuition.</div>			<div>Registration Deadline</div> <div>A Week Prior</div>										

Guidelines and Policies

Accreditation:

Cuyahoga Valley Career Center 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.

Consumer Information:

Refer to our website for admission guidelines, refund policies, graduation rates, gainful employment and other important information. See available student resources at cvccworks.edu/adult-education/adult-education-resources/ and cvccworks.edu/adult-education/adult-education-resources/financial-aid/.

Harassment:

Complaints should be directed to one of the compliance officers: Michael McDade, business manager at **440.838.8909** or Marcy Green, assistant superintendent, at **440.746.8228**. An anonymous report may also be filed at cvccworks.edu/district/communications/safety-and-harassment/.

Statement of Liability:

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.

Course Admission:

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on the program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact the Adult Education Office at **440.746.8230** with program-specific questions.

District Senior Citizens:

Age 60 and above.

Registration and Confirmation:

Register online, call or mail in registration with your payment. We accept all major credit cards. Registration confirmation will be sent via email or mail.

Tuition:

Tuition or enrollment on payment plan with first payment due upon enrollment. Withdrawing from a program, even on payment plan, is subject to CVCC Refund and Withdrawal policies. All tuition is subject to change. Any outstanding balance remaining on an account will be referred to the Ohio Attorney General's Debt Collection Program.

Financial Aid:

Practical Nursing, Machining Technology, Cosmetology and Esthetics are eligible for Federal Financial Aid. Students need to submit a Free Application for Federal Student Aid (FAFSA) at studentaid.gov, using CVCC's school code (016576) on the application. Three days after submitting your FAFSA contact Student Services at **440.746.8337** and set up a financial aid appointment to discuss eligibility. CVCC offers the following Federal Title IV funding: Pell Grants and Direct Loans: Subsidized and Unsubsidized Loans and Parent Plus Loans for dependent students. Direct Loans: Student loans must be repaid. Repayment starts 6 months after completing or withdrawing from the program. Students withdrawing who receive Federal Financial Aid may not be eligible for all funding that was scheduled. Calculations will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education. Students may end up owing money out of pocket to Cuyahoga Valley Career Center. The Financial Aid office will process Workforce Innovation and Opportunity Act (WIOA) funding and scholarships. Adult Students at CVCC are covered under the Family Educational Rights and Privacy Act (FERPA). Please visit our website (cvccworks.edu/adult-education/adult-education-resources/financial-aid/) for more information. To remain Financial Aid eligible students must make Satisfactory Academic Progress. Program attendance and GPA requirements must be met.

Veterans Benefits:

Veterans benefits are available for programs approved by the VA. Please contact Student Services at **440.746.8337** for more information. Cuyahoga Valley Career Center 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 covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.



Returned Checks:

A \$35 fee is charged for each returned check.

Refund Policy:

Refunds are issued in the method fees were paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

- **Withdrawal:** Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based on the amount of tuition paid and the percentage of the program completed by the student. Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition. Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. The calculation to determine percentage of a program completed by a student is based on the number of hours a student could have attended class up to the date of withdrawal divided by the number of hours in the program.
- **Textbook/Material/Supply/Uniform Fees:** Fees are included in the tuition unless otherwise specified and are nonrefundable. Textbook prices are subject to change without notice..
- **Cancellation:** If CVCC needs to postpone, cancel or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

School Closing:

When the building is closed due to inclement weather or an emergency, ALL on-campus classes are canceled. Consult local radio and/or television stations. An announcement will also be posted to our website.

Services for Students with Disabilities:

The Student Support Services office is located inside the Adult Education department. Information and forms can be found on our website (cvccworks.edu/adult-education/adult-education-resources/) or by request from Student Support Services.

Student Conduct:

CVCC's goal is to provide a positive learning experience and a safe environment for students, faculty and staff. While at CVCC, you will be expected to observe building regulations. CVCC reserves the right to dismiss a student for behavioral issues, cheating or violating CVCC policies or guidelines.

Drug and Alcohol Use and Prevention:

CVCC adheres to federal regulations regarding drug use and prevention. Possession, use of and distribution of illicit drugs, and unlawful possession and use of alcohol are strictly prohibited. Anyone who violates this regulation will be subject to disciplinary action.

Internet Usage:

Students accessing the internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices.

This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator.

This policy shall prevail in all Board policies concerning school employees and students. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), or Section 504 (disability) should be directed to the Compliance Officer at 440.526.5200.

Cuyahoga Valley Career Center
Adult Education

8001 Brecksville Rd.
Brecksville, OH 44141



**CUYAHOGA VALLEY
CAREER CENTER**

Revised