

Cuyahoga Valley Career Center

8001 Brecksville Road

Brecksville, OH 44141



**CUYAHOGA VALLEY
CAREER CENTER**

440.526.5200

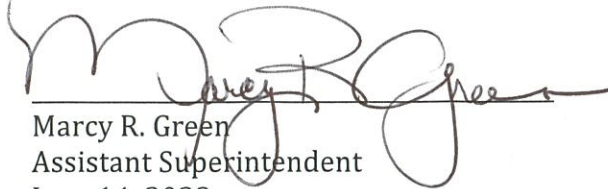
V.A. Catalog

July 1, 2023 – June 30, 2024

School Year

This is to certify that the information contained in this publication is true and correct in content and policy.

Signature:

A handwritten signature in black ink, appearing to read "Marcy R. Green".

Title: Marcy R. Green
Assistant Superintendent

Date: June 14, 2023

Introduction

As approved by the Ohio Department of Higher Education, our programs provide quality education and affordable tuition. To help students continue their education and advance to their next level of success, some programs qualify for college credit. Industry related certification, licensure and workforce development programs provide personalized attention, experienced instructors, and convenient schedules.

Our career pathway options and technical skill courses help students quickly gain the skills, credentials, licensure they need to reach their career goals. If a student prefers learning from home, many courses are now available in an online format. Leisure classes provide a variety of personal interest classes for all community members.

CVCC's Adult Education programs and expertise can help students achieve their education and career goals!

Our mission is to prepare youth and adults to enter, compete, advance and lead in an ever changing world of work, college and careers.



Accredited Schools: 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.

Administration and Staff:

Governing Body:

Board President, Gary Suchocki, Cuyahoga Heights
Board Vice President, Ashley Thomas, Garfield Heights
James Gilbride, Brecksville-Broadview Heights
Ashley Thomas, Garfield Heights
Russell Fortlage, Independence
James Virost, Nordon Hills
Jacquelyn Arendt, North Royalton
Jennifer Burke, Revere (rotating member)
Michael Wiant, Revere

Administration:

David Mangas – Superintendent
Marcy R. Green – Assistant Superintendent
Richard Berdine – Treasurer
Michael McDade – Business Manager

Adult Education Staff:

Terri Lynn Brousseau – Adult Education Coordinator
TBD-Business Liaison
Claudette Knestrick –Student Support Services/Financial Aid
Carol Gileot – Administrative Assistant to Assistant Superintendent
Karen Janka – Administrative Assistant Adult Education
Laurie Eadelis – Administrative Assistant Adult Education (Evening)

Practical Nursing Supervisor:

Pattie Mandula

Administrative Assistants:

Allison Jouriles
Lynn Haddad

Faculty:

Automotive	Daniel Krystosik
Cosmetology	Nancy Muscatello, Kelley Graves
CPR	Lee Wester, Katherine Subotnik, Allison Jouriles
Dental Assisting Program	Lisa Theodore, L'Tanya Barnes- Hall
EKG	Rebekah Faber, Tamara Richards
Esthetics	Roberta Ritter
Emergency Medical Technician-Basic	Dan Zezena
Graphic Design for Print & Web Production	Howard (Dan) Workman
Heating Ventilation/Air Conditioning (HVAC)	Daniel Hunter/Tharon Eulinberg
Machining Technology	Richard Parrot
Medical Administrative Specialist (MAS)	TBD
Phlebotomy	Jennifer Wester
STNA	Delbra Pace
Practical Nursing Program	Kathy Alred, MSN, BSN, RN, CNP
	Sheila Loeding, RN
	Pattie Mandula, MBA/HCM, BSN, RN
	Christopher Miklovic, BSN, RN
	Sylvia Warren-Hankins, BSN, RN
	Destiny Thomas, BSN, RN

Facilities:

CVCC has established a strong tradition of providing education to meet the needs of area students, employers and agencies dealing with economic and human resource development within the local community. As a result, various programs, services and facilities have evolved to fill those needs. The facility is 215,000 square feet and it includes 49 classrooms, 8 hands-on learning labs, 2 salon areas and a full service restaurant. It is a non-smoking facility located in a park-like setting of 125 acres.

Equipment:

The facility includes 19 computer labs with 431 computers, a simulated ambulance for EMS training and a practical nursing school with a lab with 6 beds for clinical demonstrations and simulation. There are an additional 8 labs for Industrial Training, IT, Health Careers, and Cosmetology.

Tuition and Fees:

COURSE NAME	TUITION	BOOKS SUPPLIES SEAT FEE
Machining Technology (formerly CNC 650)	\$9,726	\$501
Cosmetology	\$15,349	\$1,165
Dental Assisting Program	\$4,359	N/A
Emergency Medical Technician- Basic	\$1,300	N/A
EKG Technician	\$1,445	N/A
Esthetics	\$7,706.85	\$837
Graphic Design for Print & Web Production	\$2,285	N/A
Heating, Ventilation/Air Conditioning (HVAC)	\$3,353	\$159
Medical Administrative Specialist	\$8,410	\$888
Phlebotomy	\$1,499	N/A
Practical Nursing	\$14,300	\$2,330
State Tested Nurse Aide	\$795	N/A
Web Design and Animation	\$2,935	N/A

*There is no differential in tuition for district and non-district students.
** All costs are subject to change.

Veterans Benefits Coverage

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, a covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits.

Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution 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 payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

Veterans Benefits are available for programs approved by the VA. Please contact Claudette Knestrick at 440-746-8337. 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.

Refund Policy

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.

Textbook/Material/Supply/Uniform Fees: Fees are included in the tuition, unless otherwise specified, and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

Withdrawal: 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 upon 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 the percentage of a program completed by a student is based on the number of hours in the program.)

Classes Cancelled by CVCC: Students will automatically receive a 100% refund for classes cancelled by CVCC.

Class Schedule:

COURSE NAME	Theory Hours	Lab Hours	DAYS CLASS MEETS	TIME OF SCHEDULED CLASS	Start Date	End Date
Machining Technology	105	545	Tuesday, Wednesday, Thursday	4:00-9:00 pm	Rolling Start (2 nd Tuesday of Every Month)	TBD
Cosmetology	386	1114	Monday, Tuesday, Wednesday, Thursday	4:30-9:30 pm	9/12/23	5/1/24
Dental Assisting Program	72	144	Monday, Wednesday, Thursday	5:30-8:30 pm	9/18/23	4/18/24
EKG Technician	50.5	24.5	Tuesday, Thursday	5:30-8:30 pm	7/11/23 9/12/23	9/21/23 12/21/23
Emergency Medical Technician-Basic	152	20	Monday & Thursday	6:00-10:00 pm	8/28/23	12/21/23
Esthetics	156	444	Monday, Tuesday, Wednesday, Thursday	4:00-9:00 pm	10/16/23	6/26/24
Graphic Design for Print & Web Production	15	114	Tuesday & Thursday	7:00-10:00 p.m.	Rolling Start (Odd Months) 9/19/23	TBD 11/14/23
Heating, Ventilation and Air Conditioning (HVAC)	93	107	Monday & Wednesday	6:00-10:00 pm	9/11/23 1/9/24	4/10/24 7/10/24
Medical Administrative Specialist	142	568	Monday, Tuesday, Wednesday, Thursday	5:00 pm - 9:00 pm	TBD	TBD
Phlebotomy	35	125	Monday, Wednesday (Fall) Tuesday, Thursday (Winter)	5:30-8:30 pm	7/5/23 10/2/23	9/29/23 1/31/24
Practical Nursing	1018	182	Monday, Tuesday, Wednesday, Thursday, & Friday Monday, Wednesday, Thursday	7:30 am-3:00 pm 4:40-9:30 pm 10:00 am-3:30 pm	August 2023 9/2022 9/2023	6/2024 6/2024 6/2025
State Tested Nurse Aide	67	20	Monday, Wednesday, Thursday (some clinical weekends)	4:30-9:30 pm	7/6/23 9/6/23	8/24/23 11/16/23
Web Design & Animation	15	114	Monday & Wednesday	7:00 - 10:00 p.m.	Rolling Start (Odd Months) 9/11/23	TBD 10/8/23

School Policies

Admission Requirements:

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon personal/leisure 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. Documentation will be required for programs that indicate a high school diploma or a GED is a prerequisite. **Some programs require Work Keys Testing. This Pre-entrance Testing must be completed and benchmarks met to be eligible for admission.**

Student Conduct:

CVCC reserves the right to dismiss a student for behavioral issues, cheating or violating CVCC policies or guidelines.

Interactive/Communication Behaviors:

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize a student from remaining in the program. Inappropriate, foul language or profanity in the classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructor or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, "Sexual Harassments" has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted, and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist the student in developing positive and professional level of communication and interactive skills, expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth, and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of those events, students will be notified by their instructor and/or program coordinator.

Policy for Granting Credit for Previous Education and Training

The program supervisor or coordinator will evaluate official transcripts and documentation of previous education and training to determine if applicable.

Minimum Grades for Satisfactory Academic Progress

Computers and Technology (Graphic & Web Design)

70%

Cosmetology

75% Minimum Required

Machining Technology

70% Minimum Required

Emergency Medical Technician – Basic

80% Minimum Required

Esthetics

75% Minimum Required

Health Careers (Dental Assisting, EKG, Phlebotomy, STNA, Medical Administrative Specialist)

80% Minimum Required

Heating, Ventilation and Air Conditioning (HVAC)

70% Minimum Required

Practical Nursing

79.5% Minimum Required

Grading Scale

Grading scales vary by program and are published in the individual student handbooks.

Probation Period

Student academic progress and attendance are reviewed on a monthly basis. Probation is determined by program guidelines identified and documented in the individual program student handbooks.

Dismissal/Termination

Immediate dismissal may occur without prior warning for behavior of an extremely serious nature, violation of CVCC policies/procedures, foul/inappropriate language, and where appropriate violation of clinical site policies/procedures, violation of confidentiality oath, unsafe lab/clinical practice or careless performance.

Academic and attendance performance is reviewed on an on-going basis. Academic dismissal from a program is determined by program guidelines identified and documented in the individual program student handbooks, along with program guidelines established by the approving board or agency issuing the credential or license. Minimum grades for satisfactory academic progress are reviewed at the end of each term, and the student is

dismissed if they have not achieved the required minimum grade/percentage to progress in the program.

Attendance dismissal from a program is determined by program guidelines and documented in the individual program handbooks. Any student who misses more than 20% of total course hours and had no make-up hours available to them will be dismissed. Any student who misses more than 20% of the hours in the program and does have make-up time available must complete those hours within the time frame. The instructor will determine the availability of makeup hours. Pace of progression is required to make sure a student completes within the maximum time frame.

The student will be notified of their dismissal, in writing, by the program instructor and/or Supervisor or Coordinator of the program. The notification will include reason for dismissal and what, if any, academic and attendance thresholds were not met.

Attendance/Absence Policy

Individual programs follow the guideline established by the approving board or agency issuing the credential or license. Re-entrance to a program needs required approval of the program supervisor or program coordinator following the guidelines of the accrediting board made public on website.

Enrollment Dates

Students can register or apply once pre-requisite assessments are completed satisfactorily. Program start dates are published in our catalog and on our website.

Leave Policy

Leave of absences vary by program and are published in the individual student handbooks.

Tardiness Policy

Tardiness policies vary by program and are published in the individual program student handbooks.

Make-Up Work Policy

Make-up work is determined by the program coordinator and instructor based on individual circumstances and program guidelines.

Policy for Granting a Certificate upon Satisfactory Completion of Training

A Certificate of Completion is provided to each student upon successfully meeting the attendance and academic/clinical requirements of the course.

Program Descriptions

Machining Technology

This program (formerly named CNC650) will prepare individuals for multiple levels of computer numerical training (CNC) employment opportunities. The seven course modules are: Machining Fundamentals, Machine Tool Introduction, CNC Milling Level 1, CNC Turning Level 1, CAD/CAM Systems, CNC Advanced Machining I, and CNC Advanced Machining II. All six modules are 100 hours with Machining Fundamentals being 50 hours.

Cosmetology

This program will prepare students for the many career opportunities in the Cosmetology Industry by meeting the 1500 hour requirements of the Ohio State Board of Cosmetology and allowing a student to learn and grow in a supportive environment. The program consists of theory instruction in the classroom along with practical lab experience on the clinic floor. Upon completion of the program, students are prepared to take the Ohio State Board of Cosmetology licensing exam.

Dental Assisting Program

This program will prepare students to be employed as a dental assistant and to sit for the Registered Dental Assistant Certification exam offered through American Medical Technologies. There is four module curriculum which includes: Dental Assisting Responsibilities/Preventative Dentistry, Restorative Dental Materials/Chairside Assisting, Radiology & Related Dental Office Procedures/Dental Assisting Methods and Applied Chairside Assisting/Dental Lab Processes to compose the 216 hours.

Emergency Medical Technician-Basic

This 172 hour course offers didactic and practical training in critical thinking skills, crisis intervention, emergency scene management, proper recognition and management of medical emergencies, trauma patient care and general ambulance operations. Course methods of instruction are formatted to prepare graduates for future paramedic education. Curriculum is in accordance with the State of Ohio Division of EMS with testing by the National Registry of Emergency Medical Technicians.

EKG Technician

This 75 hour program prepares students to function as EKG Technicians and to take the National Healthcare Association (NHA) Certified EKG Technician exam. This course includes practice and background information on 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.

Esthetics

This program will train the student to perform skin analysis, facials, waxing and body treatment including relaxation massage using current esthetician tools and electrical equipment. Instruction in make-up application and salon management including retail sales, inventory control, and employee maintenance are components of the program. The Esthetics student will be prepared to take the Ohio State Examination for their Esthetician License upon completion of the 600 hour program.

Graphic Design for Print and Web Production

This 129 hour hands-on program will allow the student to create a number of graphic design projects for print production including logos, newsletters, business cards, flyers, advertisements, and brochures. Topics covered in this course are design, typography, use of color in design, how to create and use vector images, page layout design, image manipulation and photo retouching, color adjustments using levels, how to save images for print and web, preparing files for print production and PDF portfolios. Completion of this program will prepare students for the Adobe ACA (Adobe Certified Associate) exam.

Heating, Ventilation/Air Conditioning (HVAC)

This 200 hour program has five components including: Basic, Heating, Cooling, Basic Electrical and Certification Preparation. Successful completion of this 200 hour program leads to testing for the CFC Section 608 Certification, NATE (North American Technician Excellence) Heating and Cooling Support Technician Certificate and the NATE Course Exam Certification.

Medical Administrative Specialist

This 710 hour program instructs students in medical office skills specifically in the areas of medical office software, management and marketing skills, including Microsoft Office. It will introduce students to a variety of medical facilities and/or offices that will employ a Medical Administrative Specialist. Additionally, skills in the areas of problem-solving, divergent thinking, cooperative learning, communication and applying technology will be developed and enhanced.

Phlebotomy

This 160 hour course will focus on the principles of obtaining peripheral and capillary blood samples. Class topics include specimen collection and processing, communication skills, clerical, safety standards, legal, ethical, and professional credentials. Laboratory simulations give a hands-on approach to enhance classroom learning. Successful completion of this course leads to testing at the National Healthcare Association for certification as a Phlebotomist.

Practical Nursing

This 1200 hour course prepares the student to pass the Ohio State Board of Nursing NCLEX exam to become a Licensed Practical Nurse through classroom instruction and clinical sites. The three components of the course include: Nursing Fundamentals, Throughout the Life

Span 1 and 2. Students will recognize various levels of well-being in the client and intervene appropriately. Additionally, they will be prepared to demonstrate critical thinking, sound decision making and effective communication skills.

State Tested Nurse Aide

The State Tested Nurse Aide 87 hour course prepares students to take the certification exam for licensure in the state of Ohio. This course includes classroom instruction and clinical experience in the basics of personal patient care under the supervision of a licensed nurse.

Web Design & Animation

This course progresses from introductory work on web design to a hands-on project in which the student will design and post their own website through creation and maintenance of quality web pages. The completion of this 129 hour course will prepare students for the Adobe Certified Associate, ACA exam for Dreamweaver Creative Cloud.