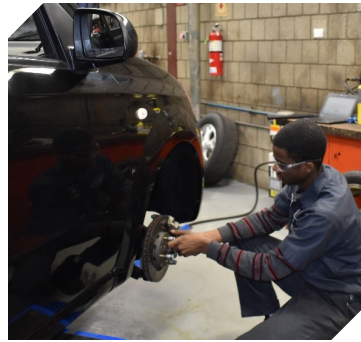


CUYAHOGA VALLEY CAREER CENTER



QUALITY EDUCATION

AFFORDABLE TUITION

WINTER 2025 *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
- 15** Multimedia Design
- 16** Personal Interest and Leisure
- 17** Health and Beauty
- 19** Industrial
- 26** Personal Interest - Automotive
- 29** ACT/SAT Prep

- 30** Guidelines and Policies



**CUYAHOGA VALLEY
CAREER CENTER**

8001 Brecksville Rd.
Brecksville, OH 44141

440.526.5200

www.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.



MISSION

Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.



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/adult-education/adult-education-resources/financial-aid/. 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

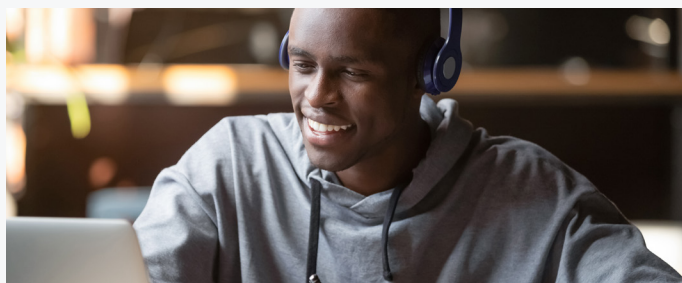
Success starts here.

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
- 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
- Lozick Family Foundation



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) and 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

SPRING 2025	START DATE	02/19/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/30/25		END TIME	10:00	PM		◆		◆	◆		◆
TUITION: \$1,300				Registration Deadline 02/12/25			◆ Some Wednesday & Saturday classes.						





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).



Scan the QR code to register.

ONGOING SESSIONS	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
		END TIME	10:00	PM		◆	◆	◆	◆	◆	◆
TUITION: \$75 <i>(non-refundable)</i>		Registration Deadline Two days prior to class start			*Classes vary. Please scan the QR code or visit our website (www.cvccworks.edu) for available dates.						

EMERGENCY RESPONSE

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 ID
- 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
- 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** Betsy Klos

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

Additional Requirements

- Acceptable physical exam and current vaccinations

FALL 2025	START DATE	SEPT. 2025	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	APRIL 2026		END TIME	9:30	PM			◆		◆		
TUITION: \$4,359				Registration Deadline Week prior									

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 2025	START DATE	AUG. 2025	CLASS TIMES	START TIME	7:30	AM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	JUNE 2026		END TIME	3:30	PM		END TIME	3:30	PM		MON	TUE	WED	THU	FRI	SAT
												◆	◆	◆	◆	◆	

PART-TIME SESSION 2026	START DATE	SEPT. 2026	CLASS TIMES	START TIME	4:30	PM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	SAT	SUN
	END DATE	JUNE 2028		END TIME	9:30	PM		END TIME	3:30	PM		MON	TUE	WED	THU	SAT	SUN
												◆		◆	◆	◆	◆

TUITION: \$14,300*

Application fee: \$50 (non-refundable)
Administrative seat fee: \$200 (non-refundable)
Books and supplies: \$2,598.50 (part-time); \$2,582.50 (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 2025	START DATE	01/07/25	SPRING 2025	START DATE	04/22/25	CLASS TIMES	START TIME	4:30	PM	CLASS DAYS	SUN	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/27/25		END DATE	06/12/25		END TIME	9:30	PM		SUN	MON	TUE	WED	THU	FRI	SAT
											◆		◆	◆	◆		◆

TUITION: \$795

Tuition includes book and exam fee

Registration Deadline
Winter 01/02/25
Spring 04/15/25

- ◆ Clinicals on some Thursdays, Saturdays and Sundays.



EKG TECHNICIAN

910001 **CLOCK HOURS** 75 **INSTRUCTOR** Matt Duplaga, EMT-P, AEMSI

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

FALL 2024	START DATE	11/05/24	SPRING 2025	START DATE	03/04/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/20/25		END DATE	06/10/25		END TIME	9:00			PM	◇	◇	◇	◇	
TUITION: \$1,445 <i>Tuition includes BLS Healthcare Provider Certification, course textbook, NHA exam study materials and exam fee.</i>						Registration Deadline Fall 10/29/24 Spring 02/25/25		*Class days vary week-by-week. *Class meets two nights every week.								



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 2025	START DATE	11/04/24	SPRING 2025	START DATE	02/25/25	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/14/25		END DATE	05/30/25		END TIME	9:30			PM	◆		◆		
TUITION: \$1,499 <i>Tuition includes BLS certification, book fee, student professional liability insurance, NHA exam study materials and exam fee.</i>						Registration Deadline Winter 10/28/24 Spring 02/18/25										





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 2025	START DATE	11/04/24	SPRING 2025	START DATE	02/25/25	START TIME	Variable*	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/14/25		END DATE	05/30/25	END TIME	Variable*		◆	◆	◆	◆	◆	
TUITION: Included in Program Price						Registration Deadline Winter 10/28/24 Spring 02/18/25		<i>* Hours are determined by the facility's clinical supervisor. Clinical dates are subject to change based on program and facility needs.</i>						

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**.



GRAPHIC DESIGN FOR PRINT AND WEB PRODUCTION

640011 **CLOCK HOURS** 129 **INSTRUCTOR** Remington Phillips

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

ONGOING	START DATE	2ND TUESDAY EVEN MONTHS	CLASS TIMES	START TIME	7:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	10:00	PM			◆		◆		
TUITION: \$2,285 <i>Textbook and Certiport exam fees 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.





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 2025	START DATE	01/08/25	CLASS TIMES	START TIME	5:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/12/25	CLASS TIMES	END TIME	5:45	PM	CLASS DAYS			◆			
TUITION:	\$65 <i>District Resident</i>	\$75 <i>Non-District Resident</i>	\$35 <i>Senior Citizens</i>	Registration Deadline A Week Prior									

Strength Combo

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

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 2025	START DATE	01/08/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/12/25	CLASS TIMES	END TIME	7:00	PM	CLASS DAYS			◆			
TUITION:	\$65 <i>District Resident</i>	\$75 <i>Non-District Resident</i>	\$35 <i>Senior Citizens</i>	Registration Deadline A Week Prior									





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

SPRING 2025	START DATE	02/03/25	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	09/02/26	CLASS TIMES	END TIME	9:00	PM	CLASS DAYS	◆	◆	◆	◆		

TUITION: \$15,349

Administrative seat fee: \$200 (non-refundable)
Textbooks: \$293.98 **Other fees:** \$1,062.00

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

Registration Deadline
01/27/25

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 & Ombre
- 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 an appointment at **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

SPRING 2025	START DATE	APRIL 2025	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	MARCH 2026		END TIME	9:00			PM	◆	◆	◆	◆	

TUITION: \$7,706.85

Administrative seat fee: \$200 (non-refundable)
Textbooks: \$169.58 Other fees: \$762.00

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
Week Prior





HEATING, VENTILATION AND AIR CONDITIONING

41289 **CLOCK HOURS** 200 **INSTRUCTOR** Dan Hunter

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 2025	START DATE	01/07/25	FALL 2025	START DATE	SEPT. 2025	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/26/25		END DATE	APRIL 2026		END TIME	10:00	PM		◆	◆	◆	◆		
TUITION: \$3,512						Registration Deadline		<ul style="list-style-type: none"> ◆ Fall classes are Monday and Wednesday. ◆ Winter classes are Tuesday and Thursday. 								
Tuition is \$775 per course, with a \$214 textbook which is used for all courses. Course payments can be paid in full at registration or divided into two-part payment plans.						Winter 01/02/25										

INDUSTRIAL



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, and 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
- 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

ONGOING	START DATE	ROLLING START SECOND TUESDAY OF EVERY MONTH	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	9:00	PM			◆	◆	◆		
TUITION: \$9,726 <i>(Subject to change)</i>				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 customtraining@cvccworks.edu or 440.746.8242.





FIBER OPTIC TECHNICIAN (FOT) PROGRAM

3600001 **CLOCK HOURS** **40** **INSTRUCTOR** **Jimmy Franko, Certified FOT Instructor**

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 (enrollment in CVCC Adult Diploma Program is acceptable)
- Valid government-issued ID

SPRING 2025	START DATE	01/14/25	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/12/25		END TIME	9:30	PM			◆	◆			
TUITION: \$795 <i>(Subject to change)</i>				Registration Deadline 01/07/25									



CERTIFIED PRODUCTION TECHNICIAN

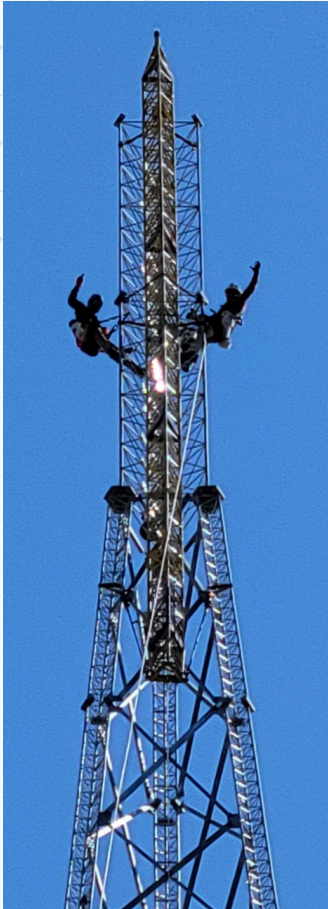
3500001 **CLOCK HOURS** **180** **INSTRUCTOR** **Josh Wines, Certified CPT Instructor**

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
- High school diploma or equivalent
- Enrollment in CVCC Adult Diploma Program is acceptable
- Valid government-issues ID

WINTER 2025	START DATE	01/07/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	07/29/25		END TIME	10:00	PM			◆		◆		◆
TUITION: \$1,999 <i>(Subject to change)</i>				Registration Deadline 01/03/25				◆ Some Saturday classes.					



Elevated Services



An Ohio-Based Company
www.elevatedservices.biz

WE OFFER:

- PAID, ON-THE-JOB TRAINING
- EMPLOYER-PAID CERTIFICATIONS
- GENEROUS PER DIEM
- PAID TIME OFF
- HOLIDAY PAY
- DRIVER LICENSE BONUS
- CELL PHONE REIMBURSEMENT
- ADVANCEMENT OPPORTUNITIES
- COMPETITIVE WAGES
- RETIREMENT
- WEEKLY PAY



NEVER STOP CLIMBING

A STORYBUILT MEDIA FILM

To learn more about the important role tower technicians perform, visit Elevated Services' website and watch the documentary Vertical Freedom.



TELECOMMUNICATION TOWER TECHNICIAN (TTT)

3700001

CLOCK HOURS

180

INSTRUCTOR

Jake Giesy, Authorized Trainer
Competent Climber/Rescuer

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

FALL 2025	START DATE	10/21/24	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/28/25		END TIME	9:30	PM				◆		◆	

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

Registration Deadline
10/14/24

*Saturdays may be at an alternate location. Reliable transportation is necessary.



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.

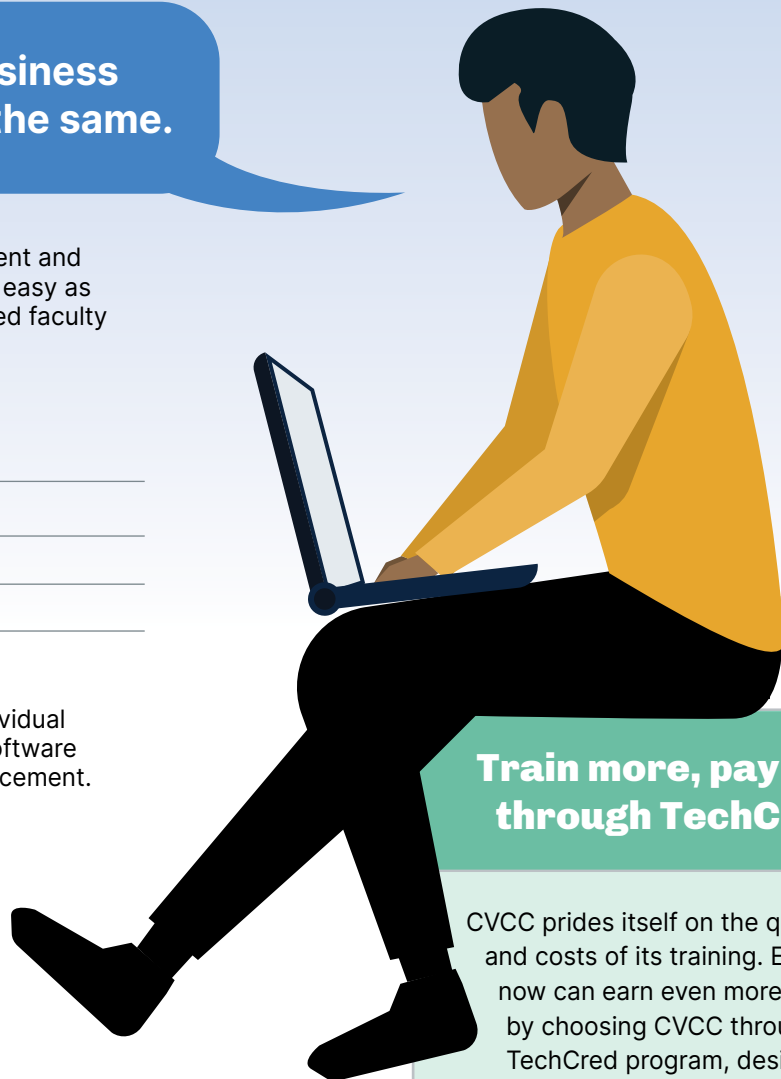
That's because we develop our course content and schedules around your unique needs. It's as easy as providing us your objectives. Our experienced faculty will develop the curriculum.

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.



SERVICE PROCEDURES FOR THE HOME MECHANIC

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 service, suspension and brakes.

Requirements

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

Courses are designed for the home mechanic (not a career training program).

FALL 2024	START DATE	09/11/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	10/23/24		END TIME	10:00	PM				◆			
TUITION: \$265 <i>Textbook/workbook Fee: \$164.25 (required if not already purchased)</i> <i>Safety equipment: \$6</i>				Registration Deadline Week Prior									



ALIGNMENT FOR THE HOME MECHANIC

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.

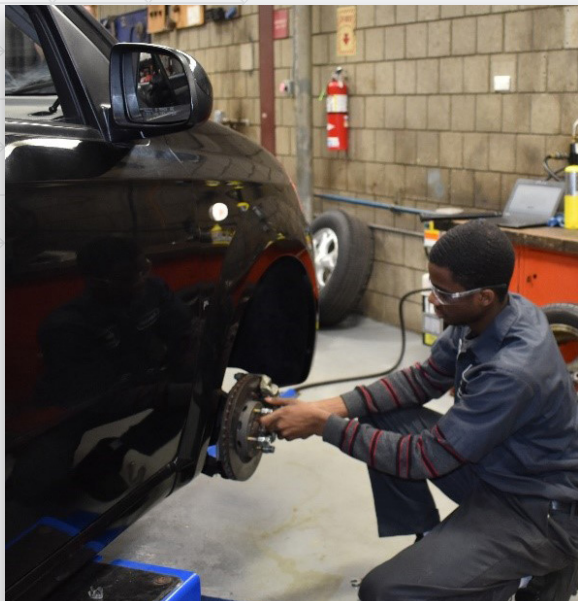
Requirements

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

Courses are designed for the home mechanic (not a career training program).

WINTER 2024	START DATE	11/06/24	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	12/11/24		END TIME	10:00	PM				◆			
TUITION: \$265 <i>Textbook/workbook fee: \$164.25 (required if not already purchased)</i> <i>Safety equipment: \$6</i>				Registration Deadline Week Prior									





BRAKING REPAIR FOR THE HOME MECHANIC

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
- Textbook, if not purchased with another course

Courses are designed for the home mechanic (not a career training program).

WINTER 2025	START DATE	01/08/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/12/25		END TIME	10:00	PM				◆			
TUITION: \$265 <i>Textbook/workbook fee: \$164.25 (required if not already purchased)</i> <i>Safety equipment: \$6</i>				Registration Deadline Week Prior									



DIAGNOSTICS FOR THE HOME MECHANIC

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
- Textbook, if not purchased with another course

Courses are designed for the home mechanic (not a career training program).

SPRING 2025	START DATE	03/05/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/09/25		END TIME	10:00	PM				◆			
TUITION: \$265 <i>Textbook/workbook fee: \$164.25 (required if not already purchased)</i> <i>Safety equipment: \$6</i>				Registration Deadline Week Prior									





DIAGNOSTICS REPAIR FOR THE HOME MECHANIC

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
- Textbook, if not purchased with another course

Prerequisites:

- Introduction to On-Board Diagnostics

Courses are designed for the home mechanic (not a career training program).

SPRING 2025	START DATE	05/07/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/11/25		END TIME	10:00			PM			◆		
TUITION: \$265 <i>Textbook/Workbook Fee: \$164.25 (required if not already purchased)</i> <i>Safety Equipment: \$6</i>				Registration Deadline Week Prior									



SAT TEST PREP - THREE-DAY INTENSIVE

3000003 **CLOCK HOURS** 6 **INSTRUCTOR** Varies

This three-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 2025	START DATE	02/12/25	CLASS TIMES	START TIME	6:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/26/25		END TIME	8:00			PM			◆		
TUITION: \$99 (non-refundable) <i>All class materials included with tuition.</i>				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 ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2025	FIRST DATE	01/25/25	CLASS TIMES	START TIME	8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	2:00	PM							
TUITION: \$99 (non-refundable) All class materials included with tuition.			Registration Deadline A Week Prior										



ACT TEST PREP - THREE-DAY INTENSIVE

3000002 **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 2025	START DATE	02/04/25	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	02/18/25		END TIME	8:00	PM			◆				
TUITION: \$99 (non-refundable) All class materials included with tuition.			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 ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

SPRING 2025	SECOND DATE	05/17/25	CLASS TIMES	START TIME	8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	2:00	PM							
TUITION: \$99 (non-refundable) All class materials included with tuition.			Registration Deadline A Week Prior										

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: **800.917.2081**; 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:

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

