

CUYAHOGA VALLEY CAREER CENTER



QUALITY EDUCATION

AFFORDABLE TUITION

WINTER/SPRING 2026 *Adult Education Catalog*

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

Member of the Ohio Department of Higher Education

CUYAHOGA VALLEY CAREER CENTER



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**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 equivalent**

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.

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

cknestrick@cvccworks.edu

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



GUIDELINES AND POLICIES

Federal Financial Aid Programs: Full aid awards are only made if a student is attending a program of at least 900 clock hours. The following federal financial aid programs are available to qualifying students: Federal Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent Loan to Undergraduate Student (PLUS). To apply, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at www.studentaid.gov.

CVCC Programs Eligible for Federal Financial Aid: Cosmetology, Practical Nursing (Full-Time and Part-Time), Machining Technology, Esthetics.

Return of Title IV Policy: If a student withdraws from Cuyahoga Valley Career Center, the student may be required to return a portion of the federal funds awarded. Cuyahoga Valley Career Center's Refund Policy exists for calculating the refund of institutional charges. The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV funding did not cover.

Satisfactory Academic Progress (SAP) Policy: According to federal and state regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the U.S Department of Education. For example, for a 900 clock hour program, official SAP monitoring would occur at the end of 450 scheduled clock hours. In order for a second disbursement to be issued, students must have completed half the hours and half the weeks of the program.

Cuyahoga Valley Career Center Professional Judgement Policy: Federal regulations allow limited exceptions or adjustments to information reported on the Free Application for Federal Student Aid (FAFSA). Such exceptions or adjustments, known as "Professional Judgment," are considered on a case-by-case basis based on supporting documentation of the student's circumstances. Whether any adjustments are made is at the sole discretion of the Office of Student Support Services and are final and cannot be appealed. (Higher Education Act of 1965, Sections 479A and 480(d)(7)).

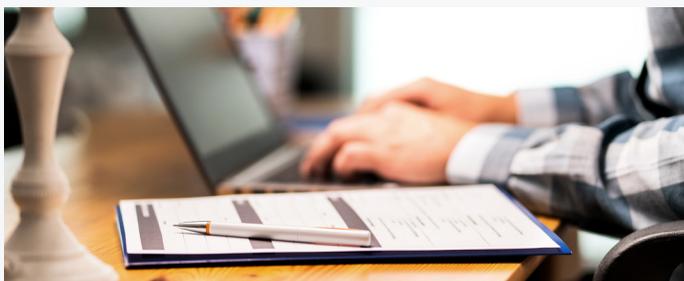
Family Educational Rights & Privacy Act (FERPA): The Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations set forth requirements designed to protect the privacy of student education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. FERPA applies to all institutions that are the recipients of funds under any program administered by the Secretary of Education.

Financial Aid Records Policy: Student financial aid records are stored in a locked storage room in filing cabinets in the Adult Education office area. Records are kept for a minimum of three years. Employees may have access to student information if their responsibilities reasonably require access to that information for educational, administrative or research (for transcripts) purposes in the performance of their job duties. Employees who have access to student records are obligated to protect records and are held accountable for safeguarding and keeping the information confidential. Student records are managed by the Adult Education Director; and financial aid student records are managed by Student Support Services. Files containing FTI Data are labeled as CUI (Controlled Unclassified Information).

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:



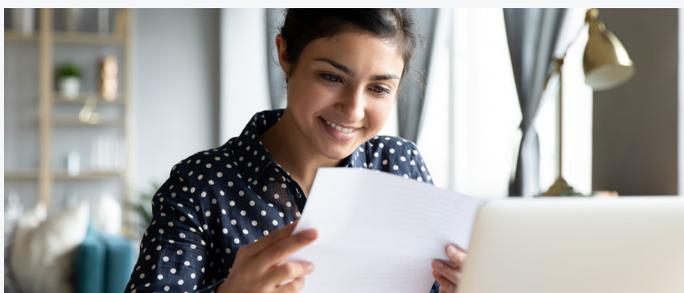
Career Advising

- 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
- Peter & Marilyn Tsvitse Scholarship



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

cknestrick@cvccworks.edu

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
- Valid driver's license
- Enrollment in the CVCC Adult Diploma Program is acceptable

Clinical Requirements

- Appropriate medical documentation
- Cleared background check

FALL 2026	START DATE	09/14/26	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	01/28/27		END TIME	10:00	PM		◆		◆	◆		◆

TUITION: \$1,575

Registration Deadline
Two weeks prior

◆ 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				*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

Matt currently serves full-time with the Maumee Fire Division as a Firefighter-Paramedic, Fire Inspector, Fire/EMS/Live Fire Instructor, and Technical Rescue Technician. He also works part-time with the Girard Fire Department, Cortland City Fire Department, and Milton Township Fire Department, serving in a variety of operational, instructional, and inspection roles. In addition to his fire service work, Matt is an active member of multiple specialized rescue teams, including the Portage Water Rescue Team, Trumbull County Water Rescue Team, and the Trumbull County Technical Rescue Team, where he is trained in rope, water/swiftwater, confined space, hazardous materials/WMD, trench, structural collapse, machinery, vehicle, and heavy rescue disciplines. He credits his experience at CVCC as life-changing, giving him the skills, confidence, and connections that opened doors to a successful career in public safety.



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 2026	START DATE	09/22/26	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/14/27		END TIME	10:00	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
- Acceptable physical exam with drug screen, background check and fingerprinting
- AHA Basic Life Support CPR card

FULL-TIME SESSION 2026	START DATE	AUG. 2026	CLASS TIMES	START TIME	7:30 AM	CLINICALS	START TIME	6:45 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	JUNE 2027		END TIME	3:30 PM		END TIME	3:00 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	3:00 PM		MON	TUE	WED	THU	SAT	SUN
										◆		◆	◆	◆	◆

TUITION: \$17,585*

Administrative seat fee: \$200 (non-refundable)
Books and supplies: \$2,682.25 (part-time); \$2,666.25 (full-time)

Registration Deadline
Full-time: 8/03/26
Part-time: 9/04/26

- ◆ Clinicals every other weekend
- ◆ Classroom or clinicals

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



NURSE AIDE

950001 **CLOCK HOURS** 87 **INSTRUCTOR** Lisa Green, 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
- Valid government-issued photo ID
- Enrollment in the CVCC Adult Diploma Program is acceptable

Clinical Requirements

- Acceptable physical exam and current vaccinations
- Cleared background check

SPRING 2026	START DATE	04/14/26	SUMMER 2026	START DATE	06/16/26	CLASS TIMES	START TIME	4:30 PM	CLASS DAYS	SUN	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/28/26		END DATE	07/30/26		END TIME	9:30 PM		SUN	MON	TUE	WED	THU	FRI	SAT
										◆		◆		◆		◆

TUITION: \$895

Tuition includes book and exam fee

Registration Deadline
Week prior

- ◆ Clinicals on some 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

SPRING 2026	START DATE	03/03/26	SUMMER 2026	START DATE	07/07/26	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	06/11/26		END DATE	10/22/26		END TIME	9:00				◇	◇	◇		
TUITION: \$1,445 <i>Tuition includes BLS Healthcare Provider Certification, course textbook, NHA exam study materials and exam fee.</i>						Registration Deadline Week prior		<i>*Class days vary week-by-week.</i> <i>*Class meets two nights every week.</i>								



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
- Valid government-issued photo ID
- Enrollment in the CVCC Adult Diploma Program is acceptable

Prerequisites

Students must successfully complete the following online courses before enrollment:

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

SPRING 2026	START DATE	04/27/26	SUMMER 2026	START DATE	06/01/26	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	07/31/26		END DATE	08/31/26		END TIME	9:30			◆		◆			
TUITION: \$1,499 <i>Tuition includes BLS certification, book fee, student professional liability insurance, NHA exam study materials and exam fee.</i>						Registration Deadline Week prior										





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.

Clinical Requirements

- Appropriate medical documentation required
- Cleared background check
- Drug screening

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

SPRING 2026	START DATE	04/27/26	SUMMER 2026	START DATE	06/01/26	CLASS TIMES	START TIME	Variable*	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	07/31/26		END DATE	08/31/26		END TIME	Variable*		◆	◆	◆	◆	◆	
TUITION: Included in Program Price						Registration Deadline Week prior		<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: \$155

Per course

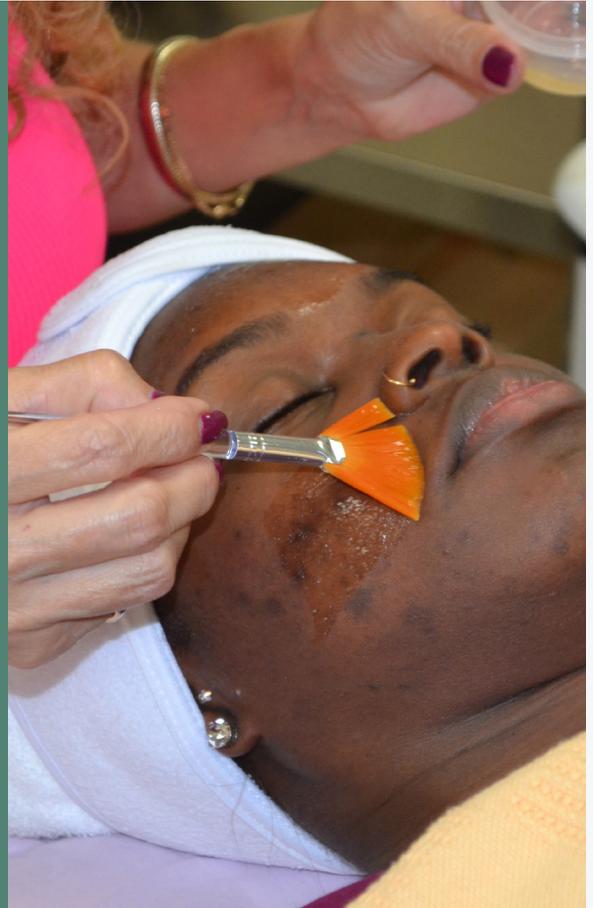
The Salon & Valley Spa

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

Wednesday-Thursday 5:00 p.m. - 8:00 p.m.
Please call for an appointment at **440.838.8954**

**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 2026	START DATE	11/02/26	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	08/31/27		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

***A daytime class option is also available from 1:30 PM - 6:30 PM.**





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

FALL 2026	START DATE	09/08/26	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/31/28		END TIME	9:00	PM		◆	◆	◆	◆		
TUITION: \$15,349 <i>Administrative seat fee: \$200 (non-refundable)</i> <i>Textbooks: \$293.98 Other fees: \$1,132</i> <i>Tuition and fees subject to change. Cost of uniform and Cosmetology Licensing exam are not included. Financial aid is available to those who qualify.</i>			Registration Deadline 08/28/26										

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.





CUYAHOGA VALLEY
CAREER CENTER

Follow Us on Social Media



Let's Get Connected for Our Latest News & Updates!



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on Facebook @cvccworks



on X (Twitter) @CVCCWorks



on YouTube @CVCCWorks



8001 Brecksville Rd.
Brecksville, OH 44141



www.cvccworks.edu



info@cvccworks.edu



CUYAHOGA VALLEY
CAREER CENTER



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
- Valid government-issued ID
- Enrollment in the CVCC Adult Diploma Program is acceptable

Prerequisites

- Working knowledge of Mac computers

ONGOING	START DATE	2ND TUESDAY ODD 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 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.

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.



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.



HEATING, VENTILATION AND AIR CONDITIONING

41289 **CLOCK HOURS** 200 **INSTRUCTOR** Drew Hladky

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
- Valid government-issued ID
- Completion of HVAC Basic is required before advancing to further course work (unless approved by an instructor)
- Enrollment in the CVCC Adult Diploma Program is acceptable

FALL 2026	START DATE	09/09/26	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	08/14/27		END TIME	10:00	PM		◆		◆			
<p>TUITION: \$3,512</p> <p><i>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.</i></p>				<p>Registration Deadline</p> <p>Week prior</p>									



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





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
- Valid government-issues ID
- Enrollment in the CVCC Adult Diploma Program is acceptable

FALL 2026	START DATE	10/01/26	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/28/27		END TIME	9:30	PM		◆		◆	◆		◆
TUITION: \$3,999 <i>(Subject to change)</i>				Registration Deadline Week prior									

Success Story

TELECOMMUNICATION TOWER TECHNICIAN (TTT)

In September 2024, CVCC graduated its first cohort of Telecommunication Tower Technicians. Each graduate earned over eight certifications. This group of graduates consisted of Afghan refugees who previously supported the United States Military during the U.S. War in Afghanistan. As English as a Second Language (ESL) learners, they are not only strengthening their language skills but also mastering the essential safety and rigging skills required for scaling, installing, and assembling cell towers and related equipment. CVCC remains committed to helping these individuals secure employment in the expanding 5G and Broadband industry.

Certifications Earned:

- OSHA 10 (10-14 hours)
- CPR First Aid (4-6 hours)
- Authorized Climber (16 hours)
- Authorized Rescue (8 hours)
- Qualified Rigger (8 hours)
- RF Awareness (1 hour)
- Capstan Hoist Operator (3 hours)
- Lockout Tagout (1 hour)
- Hazard Communication (1 hour)
- Bloodborne Pathogens (1 hour)



Congratulations to our first cohort of Telecommunication Tower Technicians!

**All of these graduates are eligible to take NWSA's TTT1 Certification Exam*



CUYAHOGA VALLEY CAREER CENTER



TAKE YOUR CAREER TO NEW HEIGHTS!



INDUSTRIAL

CVCCWORKS.EDU



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 (Subject to change) Administrative seat fee: \$200 (non-refundable)			Registration Deadline Week prior										

Success Story

MACHINING TECHNOLOGY

Emily Fisher recently graduated from CVCC's Adult Education Machining Technology program at just 20 years old. After moving to the area from Oklahoma, she was drawn to CVCC by its strong reputation and became especially interested in the Machining Technology program after attending Open House.

Emily's advice to future students is simple: "Just do it." She encourages others to dive in, as the program is broad enough to offer something for everyone, and she emphasizes the importance of staying open-minded and willing to see things from new perspectives.

Grateful for the hands-on experience and technical knowledge she gained, Emily feels that CVCC gave her a deeper understanding of machine operations and programming. Now a CNC Operator at Stanley Black & Decker, she credits her time at CVCC for helping her approach problems with fresh insight: "CVCC really helped me re-learn how to look at things."

Her favorite memory at CVCC was a collaborative Master Cam project where each class member contributed to a single, shared outcome. The teamwork and the satisfaction of seeing the final result were especially rewarding for her.

Emily also shares her appreciation for the instructor, Rich Parrott, who was both challenging and genuine, always ready to lend a helping hand. CVCC is proud to have been part of your journey, Emily, and we wish you all the best in your career!



Emily Fisher, Class of 2024

Current CNC Operator at Stanley Black & Decker





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:

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

WINTER/ SPRING 2026	START DATE	03/10/26	START DATE	05/12/26	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/21/26	END DATE	06/10/26		END TIME	9:30	PM		MON	TUE	WED	THU	FRI	SAT
TUITION: \$795 <i>(Subject to change)</i>						Registration Deadline Week prior									

Success Story

FIBER OPTIC TECHNICIAN (FOT) PROGRAM

Darlene Johnson successfully completed the Fiber Optic Technician (FOT) Program within CVCC's Adult Diploma Program in February 2024, marking a significant achievement. Having left high school in the 9th grade, Darlene faced self-doubt and embarrassment when job opportunities at the hospital eluded her due to the absence of a high school diploma. Turning to online searches for GED options led her to CVCC, where the Adult Diploma Program on campus stood out for offering a diploma along with specialized trade education.

Terri Lynn, Adult Education Director, played a pivotal role in Darlene's journey, offering unwavering patience and support. Despite moments of wanting to give up, Darlene thanks CVCC for opening doors that were once closed to her. From facing job rejections to now receiving interview offers, Darlene is experiencing a transformative shift.

With a background in the medical field since the age of 18, Darlene unexpectedly developed a passion for FOT during the program and is currently exploring apprenticeship opportunities through interviews. Darlene expresses gratitude for Jimmy, the FOT instructor, highlighting his exceptional teaching skills and motivation. Despite her initial challenges with focus and study habits, Jimmy took the time to guide Darlene, instilling confidence and dispelling her fears.

"I actually failed the first FOT exam by a few points. On my second attempt, I exceeded the necessary score by several points! I just needed to believe in myself. I'll never forget Jimmy telling me, 'I see it in you. You're not giving up. You were made for this.' Talk about encouragement!"



Darlene Johnson, Class of 2024

For those pursuing their GED or adult diploma, Darlene encourages perseverance, emphasizing that her own journey took several years. She stresses the importance of not getting discouraged and prioritizing self-worth.

Congratulations once again to Darlene! May her future endeavors be filled with success and satisfaction. CVCC proudly shares in the joy of her accomplishments, knowing that the best is yet to come.

CUYAHOGA VALLEY CAREER CENTER

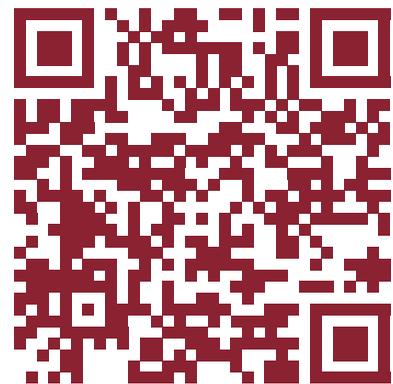
QUALITY EDUCATION



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.

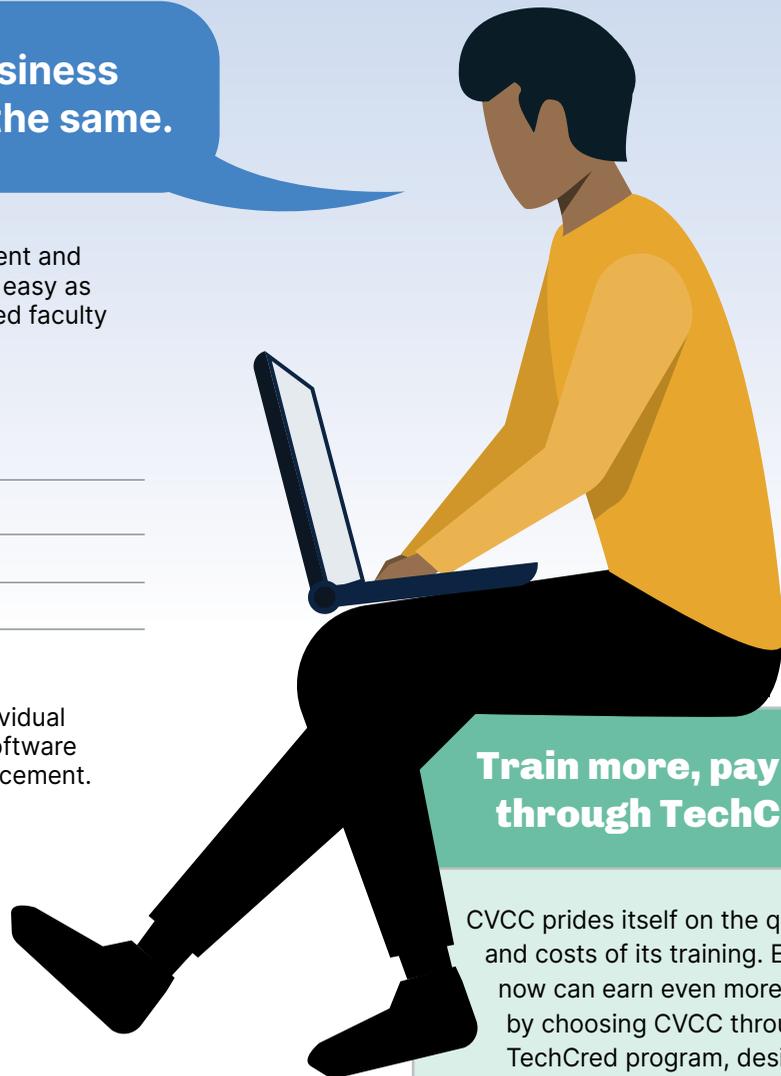
That's because we develop our course content and schedules around your unique needs. It's as easy as providing us your objectives. Our experienced faculty will develop the curriculum.

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.



CARDIO STRENGTH DANCE FITNESS

170061 **SESSIONS** 6 or 7 **INSTRUCTOR** Candice 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 workout clothing and tennis shoes/dance shoes
- Bring 3 lbs. or less hand weights and a water bottle
- *Not recommended for pregnant women*

WINTER 2026	START DATE	02/25/26	CLASS TIMES	START TIME	5:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/08/26		END TIME	5:45	PM				◆			
TUITION: \$55			Registration Deadline Week Prior			*No class Wednesday, April 1							

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 **SESSIONS** 6 or 7 **INSTRUCTOR** Candice Price

Pilates is a unique method of body conditioning exercises used to strengthen your core and tone your body. Improve your flexibility, posture, balance, strength and well-being, using specific mat exercises and focused breathing patterns. Exercise bands, balls and weights are added to enhance your workout. Prior Pilates experience preferred.

Requirements

- Wear comfortable workout clothing
- Bring a mat and a water bottle; Exercise bands/balls provided
- *Not recommended for pregnant women*

WINTER 2026	START DATE	02/25/26	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/08/26		END TIME	7:00	PM				◆			
TUITION: \$55			Registration Deadline Week Prior			*No class Wednesday, April 1							





PRACTICAL NURSING OPEN HOUSE



Tuesday, April 14, 2026



Session 1: 12 PM - 2 PM
Session 2: 4 PM - 6 PM

Explore CVCC's Practical Nursing program and take the first step toward your nursing career!

- ✓ Meet our dedicated faculty
- ✓ Tour our classroom and lab space
- ✓ Watch a live demonstration in our nursing skills lab
- ✓ Get your questions answered



Ready to apply?
Scan the QR code to start your application today!



8001 Brecksville Rd.



www.cvccworks.edu



nursing@cvccworks.edu



440.746.8200



CUYAHOGA VALLEY
CAREER CENTER

CVCC Esthetics Salon & Spa

Evening Services:

5:00 PM - 8:00 PM | Wednesdays & Thursdays

**By appointment only*

CLEANSING FACIALS

Skin Refresh Facial	\$20.00 (30 minutes)
Skin Revive Deep Cleansing	\$30.00 (1 hour)
Age Renewal Facial	\$20.00 (30 minutes)

**Facials are customized to each client's skin type as assessed by your technician.*

**Please inform your technician of any skin conditions or concerns prior to your service.*

MAKEUP APPLICATION

Basic Application	\$10.00 (30 minutes)
Full Application	\$12.00 (45 minutes)
<i>*with tips/techniques</i>	
Strip Eyelashes	\$10.00
Individual eyelash clusters	\$15.00

**Requires an allergy test 24 hours prior to service.*

FACIAL & BODY WAXING

Eyebrows (clean-up)	\$8.00
Eyebrow Design	\$10.00
Chin	\$8.00
Full Face	\$15.00
<i>*Add on one area</i>	\$5.00
Half Arm	\$20.00
Full Arm	\$35.00
Under Arms	\$15.00
Eyebrow Tint	\$10.00
Eyelash Tint	\$10.00

Add Brow Tint to Brow Waxing service	\$5.00
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**Requires an allergy test 24 hours prior to service.*

**WE ARE A CASH & CHECK ONLY FACILITY
NO CREDIT CARDS
TIPS ARE KINDLY APPRECIATED**

Call **440-838-8954**
to book your appointment today!

WWW.CVCCWORKS.EDU



CUYAHOGA VALLEY
CAREER CENTER

CVCC Cosmetology Salon & Spa

Daytime Services:
11:45 AM - 2:30 PM
Thursdays & Fridays
(High School)

Evening Services:
5:00 PM - 8:00 PM
Wednesdays & Thursdays
(Adult Education)

HAIR SERVICES

Men's Haircut	\$10.00 (+\$5.00 BLOW-DRY)
Women's Haircut	\$15.00 (+\$5.00 BLOW-DRY)
Kid's Haircut	\$10.00 (+\$5.00 BLOW-DRY)
Bang/Neck Trim	\$5.00
DP Shades EQ	\$20.00 (STYLE INCLUDED)
Permanent Color	\$35.00 (STYLE INCLUDED)
Color Retouch	\$25.00 (STYLE INCLUDED)
Retouch & Pull Thru	\$35.00
Full Highlight	\$40.00
Partial Highlight	\$25.00
Highlight & Lowlight	\$55.00
Cap Highlight	\$20.00
Ombre/Balayage	\$55.00
Permanent Wave	\$40.00 (NO CUT)
Spiral Perm	\$50.00
Partial Perm	\$25.00
Chemical Relaxer	\$35.00
Shampoo Set	\$15.00
Shampoo Blow-Dry	\$10.00 (+\$2.00 STYLE)
Up-Do	\$20.00 (+\$10.00 LONG HAIR)
Braiding	\$10.00 & UP
Shampoo	\$5.00
Deep Conditioning	\$10.00
Extra Product	\$10.00

NAIL SERVICES

Manicure	\$12.00
Oil Manicure	\$9.00
Gel Manicure	\$15.00
Polish Change	\$5.00
Soak Off	\$12.00
Nail Art	\$1.00/NAIL
Paraffin	\$5.00
Basic Pedicure	\$25.00
Spa Pedicure	\$35.00

SKIN SERVICES

Facial	\$8.00
Spa Facial	\$12.00
Tweeze	\$3.00
Brow Wax	\$6.00
Lip Wax	\$6.00
Chin Wax	\$6.00

**WE ARE A CASH & CHECK ONLY FACILITY
NO CREDIT CARDS
TIPS ARE KINDLY APPRECIATED**

**Call 440-838-8954
to book your appointment today!**

WWW.CVCCWORKS.EDU

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
- 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

If you have any questions, call

440.746.8230

Online self-development classes

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

youtgotclass.org/index.cfm/Cvccworks





CUYAHOGA VALLEY
CAREER CENTER

CALLING ALL CVCC ALUMNI!

Join the CVCC Alumni Facebook Page and stay connected with the school community — no matter where life has taken you!

- Hear about upcoming events
- Share memories and reconnect with classmates
- Celebrate alumni milestones and successes
- Get informed on job openings and career opportunities
- Support current students and school initiatives

**Follow the alumni page
by scanning the QR code:**



@cvccalumni

www.cvccworks.edu



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 2026	START DATE 1/24/26	CLASS TIMES	START TIME 8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
			END TIME 2:00	PM							◆
TUITION: \$115.00 (non-refundable) All class materials included with tuition.			Registration Deadline Week prior								



ACT TEST PREP - THREE-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 2026	START DATE 2/04/26	CLASS TIMES	START TIME 8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
			END TIME 2:00	PM				◆			
TUITION: \$115.00 (non-refundable) All class materials included with tuition.			Registration Deadline 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.

SUMMER 2026	START DATE 5/16/26	CLASS TIMES	START TIME 8:00	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
			END TIME 2:00	PM				◆			
TUITION: \$115.00 (non-refundable) All class materials included with tuition.			Registration Deadline 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 equivalent is a prerequisite. Contact the Adult Education Office at **440.746.8230** with program-specific questions.

Registration and Confirmation:

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

Tuition:

All tuition and fees are due on or before the due date. 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.

Veterans Education Benefits:

- **Department of Veteran Affairs (VA):** VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. For eligibility, contact VA at **888-442-4551** or www.va.gov/education.
- **Veterans Receiving Benefit Late Fees:** In accordance with the Veterans Benefits and Transitions Act of 2018, Cuyahoga Valley Career Center does not charge late fees, restrict access or impose delayed payments by the VA. Late payments that are due from the student will follow the Tuition Payment Plan Policy.
- **Veterans Receiving Benefits Policy for Evaluation of Prior Credit:** Cuyahoga Valley Career Center (CVCC) will collect and evaluate academic and military transcripts, as well as any credentials held, from veterans and eligible recipients of veterans benefits and determine if credit is applicable to the student's program of study. A completed prior credit evaluation form, provided by the School Certifying Official, and academic and/or military transcripts from previous institutions of training must be provided to CVCC prior to the student enrolling for a VA-eligible program. Evaluations will take place by the School Certifying Official. The student will be notified via email if any prior credit will be applied. If credit is granted, the program will be shortened and the cost will be prorated accordingly.
- **Veterans Principles of Excellence:** Cuyahoga Valley Career Center (CVCC) will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education, and the Department of Defense. CVCC currently complies with the Principles of Excellence in the following ways:
 - Veterans and eligible recipients of veterans benefits are provided with a written personal summary of the total cost of the program, including costs covered by VA benefits, financial aid you may qualify for, expected student loan debt
 - The School Certifying Official is the Veteran student's main contact for any VA educational benefit concerns
 - Veteran students are provided with an educational plan that shows how they can fulfill program requirements
 - Allows active-duty service members and Reservists to take time off to fulfill their service obligations
 - Enrolls students in only accredited (officially approved) programs
 - Adheres to all Title IV policies related to federal financial aid and refunds
 - Refrains from fraudulent methods and aggressive marketing practices and techniques.

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. All refunds are subject to a \$20.00 administrative fee.
- **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.

District Senior Citizens:

Age 60 and above.

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



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