



June 2026 Board Meeting

June 25, 2026, 6:00 p.m. | Conference Room A

DOCUMENTS

Table of Contents

Cover Page	1
Table of Contents	2
Board of Education Regular Meeting Minutes, May 21, 2026	4
Board Financial Report May 2026.....	16
Appropriations FY26	26
Appropriations FY27	31
Professional Growth – June 2026	36
Disposals June 2026	38
Donations June 2026.....	39
Superintendent Memberships 2026-27.....	41
MOU-CVCC Stark State College.....	42
Adult Education Student Handbook 2026-27	46
Adult Education School of Practical Nursing Handbook 2026-27.....	142
Adult Education Instructor Manual 2026-27	192
Cuyahoga Community College Agreement.....	229
OTDN Agreement.....	233
ODEW Work Ready Grant Agreement 5-18-26	245
Home and Wilderness Survival 1, June 1, 2026.....	251
Home and Wilderness Survival 2, June 29, 2026.....	253
Cooking/Baking Class, September 9, 2026	255
Cooking/Baking Class, September 23, 2026	257
Cooking/Baking Class, October 6, 2026	259
Cooking/Baking Class, October 21, 2026.....	261
Cooking/Baking Class, November 4, 2026	263
Cooking/Baking Class, November 18, 2026	265
Curtiss-Wright: Two Hundred Hour Machining Technology Apprenticeship Agreement	267
Rochling Group Custom Boiler Training Agreement.....	269
2026-0024 CVCC Security Upgrade Bid Review	271

Parking Lot Rehab Quote Pricing	272
Change Order: Slab Infill Project.....	273
Change Order: Addition of a Light Switch and Occupancy Sensor	275
Change Order: Addition of an Omitted Ceiling and Addition of a Soffit	280



May 2026 Board Meeting

May 21, 2026 6:00 p.m. | Commons

MINUTES

MINUTES

Cuyahoga Valley Career Center Board of Education

May 2026 Board Meeting

Thursday, May 21, 2026 | 6:00 p.m. | Commons



In Attendance: Jacquelyn Arendt; Jennifer Burke; Thandeka Cox; Rhonda Crawford; Andrew Head; Rachel Malec; Linda O'Neill; Gary Suchocki, James Virost

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

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda item.

I. CALL TO ORDER

Mrs. Burke called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____
Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____
Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____

IV. APPROVAL OF AGENDA

Motion to approve the agenda as presented.

ROLL CALL:

Mrs. Burke _____ Ms. Cox _____ Mrs. Crawford _____
Mr. Head _____ Mrs. Malec _____ Mrs. O'Neill _____
Mr. Suchocki _____ Mr. Virost _____ Mrs. Arendt _____
Move: **Mrs. Crawford** Second: **Mrs. Arendt** Status: **Passed: 9-0**

V. PRESIDENT'S REPORT

Adult Diploma Recognition

- * Keneya Black, Nurse Aide, Maple Heights
- * Hydeia Blackman-Knowles, Nurse Aide, Cleveland
- * Shanee Calhoun, Nurse Aide, Cleveland
- * Angelia Coleman, Nurse Aide, Richmond Heights
- * Ashley Crump, Nurse Aide, Garfield Heights

- * Antwonette Evans, Phlebotomy, Cleveland
- * Austin Goodrich, Fiber Optic Technician, Cleveland
- * Latavia Grim, Emergency Medical Technician-Basic, Cleveland
- * Kharon Holt, Heating, Ventilation, and Air Conditioning, Maple Heights
- * Antasia Hulum, Fiber Optic Technician, Akron
- * Ceara Jennings, Phlebotomy, Barberton
- * Teresa Jones, Phlebotomy, Cleveland
- * Karen Kovach, Nurse Aide, Old Brooklyn
- * Keysha Mason-Owens, Nurse Aide, Cleveland
- * Jeremy Oliver, Fiber Optic Technician, North Royalton
- * Krishona Pritchett, Nurse Aide, Garfield Heights
- * Michael Racut, Heating, Ventilation, and Air Conditioning, Newburgh Heights
- * Phoncharelle Roper, Fiber Optic Technician, Akron
- * Nicole Sanders, Phlebotomy, East Cleveland
- * Ashley Stewart, Nurse Aide, Cleveland
- * Shanovia Thorpe, Nurse Aide, Garfield Heights
- * Christian Tolbert, Nurse Aide, Cleveland

Adult Endowment Scholarships

- * Lucas Antal, Emergency Medical Technician, North Royalton
- * Antandria Hammons, School of Practical Nursing, Garfield Heights
- * Richard Woodard, Machining Technology, Garfield Heights

Lozick Family Foundation Scholarships

- * Gavin McDonough, Machining Technology, Fairview Park
- * Alexander Murray, Machining Technology, Cleveland
- * Michael Vallo, Machining Technology, Cleveland
- * Richard Woodward, Machining Technology, Garfield Heights

Peter & Marilyn Tsivitse Scholarships

- * Othman Alazzwai, Heating, Ventilation, and Air Conditioning, Parma Heights
- * Rebecca Angell, Heating, Ventilation, and Air Conditioning, Twinsburg
- * Lucas Antal, Emergency Medical Technician, North Royalton
- * Kyle Atiso, School of Practical Nursing, Columbia Station
- * Breanna Bojarski, Emergency Medical Technician, Strongsville
- * Hannah Boulton, Nurse Aide, Brecksville
- * Melissa Breckenridge, School of Practical Nursing, Shaker Heights
- * Joseph Brown, Heating, Ventilation, and Air Conditioning, Warrensville
- * Richard Buxo, Heating, Ventilation, and Air Conditioning, Cleveland
- * Alexander Cuba, School of Practical Nursing, Parma
- * Christian Cunningham, Heating, Ventilation, and Air Conditioning, Parma
- * Dane Fellenstein, Telecommunications Tower Technician, Akron
- * Brajae Glanton, Graphic Design for Print and Web Production, Garfield Heights
- * Jaiden Graham, Heating, Ventilation, and Air Conditioning, South Euclid

- * Larissa Henrich, EKG, Aurora
- * Carolyntz Locke, Heating, Ventilation, and Air Conditioning, Northfield
- * India Malone, School of Practical Nursing, Bedford
- * Jamie Petsche Graphic Design for Print & Web Production, Brecksville
- * Jourdan Poore, Dental Assisting, Broadview Heights
- * Neveah Rich, School of Practical Nursing, Medina
- * Jalisha Russell, School of Practical Nursing, Garfield Heights
- * Joseph Smith, Emergency Medical Technician, North Royalton
- * Nicholas Snellenberger, Heating, Ventilation, and Air Conditioning, Deerfield
- * Caleb Stilla, Emergency Medical Technician, Parma

New Staff Members | New Positions

- * Adult Education
 - Brooke Bartko, Part-time Customized Cooking Instructor
 - Katherine Beal, Part-time CPR Instructor
 - Mary Crone, Part-time School of Practical Nursing Instructor
 - Maria Grbac, Part-time School of Practical Nursing Instructor
 - Dean Horba, Part-time Customized Welding Instructor
 - Dena Jurcisek, Part-time School of Practical Nursing Instructor
 - Kim Morton, Part-time Customized Cooking Instructor
 - Melissa Munro, Part-time Graphic Design Instructor
 - Daniella Stanis, Part-time School of Practical Nursing Instructor
 - Paul Yuravak, Part-time Customized Training Instructor
 - Shari Warman, Part-time Administrative Assistant
- * District Office
 - Nour Bakr, Financial & Data Management Intern
- * Business Office
 - Maggie Howell, Custodian
 - Leonard Keen, Jr., Maintenance
 - Terri Sevic, Cafeteria Worker/Cook
- * High School
 - Rachel Barbiaux, Career Specialist
 - Carter Morris, Educational Aide

Retirements

- * Josephine Everhart, Education Professions Instructor
- * Tim Moore, Networking & Cybersecurity Instructor
- * Melissa Munro, Digital Design Instructor
- * Patricia Valukievic, Health Careers Instructor
- * Carol Williams, Treasurer's Assistant

Student Recognition

- * Business Professionals of America (BPA): Regional, State, and National
- * HOSA-Future Health Professionals: Regional and State
- * Educators Rising
- * Graphic Media Alliance
- * SkillsUSA: Regional and State

NOTE TO OUR GUESTS: Thank you for being here and supporting our students and staff. We will take a break to greet, congratulate, and take photos with our award recipients. The Board will reconvene in Conference Room A for the business portion of the meeting.

VI. SUPERINTENDENT'S REPORT

- * Senior Recognition Ceremony Recap
- * Signing Day Recap
- * News Flash | Student Connections | Alumni Spotlight

VII. BOARD COMMENTS

VIII. COMMITTEE REPORTS

IX. APPROVAL OF MINUTES

- *Board of Education Regular Meeting Minutes, April 30, 2026*

ROLL CALL:

Ms. Cox _____ Mrs. Crawford _____ Mr. Head _____
Mrs. Malec _____ Mrs. O'Neill _____ Mr. Suchocki _____
Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____
Move: **Ms. Cox** Second: **Mr. Suchocki** Status: **Passed: 9-0**

X. COMMENTS FROM THE PUBLIC

The Board values and encourages public comment on education issues. Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.

The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to five (5) minutes duration.

XI. FINANCES

Resolution # 2026-5 18 Routine Items recommended (may be handled as one motion).

Move to accept all of the following routine financial items, as recommended by the Treasurer.

1. Treasurer's Report:

Acceptance of the Financial Report for the month of April 2026.

- *Board Financial Report April 2026*

ROLL CALL:

Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____

Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____

Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____

Move: **Mrs. Malec** Second: **Mrs. Crawford** Status: **Passed: 9-0**

XII. NEW BUSINESS – Personnel

Resolution # 2026-5 19 Personnel Items Recommended (may be handled as one motion).

Move to accept all of the following administrative, certified and classified personnel recommendations, conditioned on statutes of the state as revised and consolidated into general provisions, title, chapters and sections including all bills passed and filed contained in the Ohio Revised Code, as recommended by the Superintendent.

A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

1. Employment:

Per **Resolution #2026-3 15 (2)**, employ Maria Grbac as Adult Education School of Nursing Instructor, effective May 11, 2026 through July 31, 2027, on a two-year limited contract for 185 days annual, at Teacher/Coordinator, Step 10 plus applicable holidays per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2026-5 19 (1)

2. Replacement:

Due to the movement of Elizabeth Martin, replace Administrative Assistant to the Assistant Superintendent.

2026-5 19 (2)

B. CERTIFICATED

1. Adult Education 2025-26 Instructors' List:

Approve the addition of Alisabeth Langer and Jasmine Taylor to the 2025-26 part-time Adult Education Instructors' List.

2026-5 19 (3)

2. Non-Renew Adult Education Instructors 2025-26 School Year:

Non-renew the following part-time Adult Education Instructors at the end of the 2025-26 school year.

* Alisabeth Langer

* Jasmine Taylor

2026-5 19 (4)

3. Adult Education Instructors' List 2026-27 School Year:

Approve the addition of Alisabeth Langer and Jasmine Taylor to the 2026-27 Part-time Adult Education Instructors' List.

2026-5 19 (5)

4. Employment:

Per **Resolution #2025-12 36 (5)**, employ Dena Jurcisek as Health Careers Instructor, effective August 17, 2026 for the 2026-27 school year, on a one-year limited contract, at Step 7D, payable in 26 biweekly installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2026-5 19 (6)

5. Employment:

Per **Resolution #2026-2 10 (3)**, employ David Eichler as Networking & Cybersecurity Instructor, effective August 17, 2026 for the 2026-27 school year, on a one-year limited contract, at Step 0A, payable in 26 biweekly installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2026-5 19 (7)

6. Additional Hours:

Approve Dena Jurcisek and David Eichler to work up to 60 hours from June 4 to August 16, 2026, at the current Summer Work Rate, for preparation for the 2026-27 school year.

2026-5 19 (8)

7. Employment:

Per **Resolution #2025-12 36 (7)**, employ Angela Nonno as Education Professions Instructor, effective for the 2026-27 school year, with continuing contract status, at Step 22H, payable in 26 biweekly installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2026-5 19 (9)

8. Additional Hours:

Approve Angela Nonno to work up to 30 hours from June 4 to August 16, 2026 at the current Summer Work Rate, for preparation for the 2026-27 school year.

2026-5 19 (10)

9. Teacher 2026-27 Extended Service/Supplemental Contracts:

Approve extended service/supplemental contracts for the 2026-27 school year, contingent upon certification and enrollment, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

EXTENDED SERVICE

- * David Eichler
- * Dena Jurcisek
- * Angela Nonno

WORKLOAD

- * David Eichler
- * Angela Nonno

2026-5 19 (11)

10. Approve College Credit Payments:

Authorize the payment of course costs for David Eichler to complete required Cisco Certified Network Associate Fast-track Accreditation courses through CVCC's Cisco Academy Support Center, Meta Solutions, not to exceed \$2,400.

2026-5 19 (12)

11. Principal's Liaison Representatives 2026-27:

Approve the appointment of the Principal's Liaison representatives for the 2026-27 school year in accordance with Article 12, "Additional Compensation," Paragraph G, "Principal's Liaison" of the agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers. Pay for this position is based on a standard 30-hour time commitment (not to be increased or decreased) times the prevailing summer work hourly pay rate and is payable by timesheet.

2026-5 19 (13)

12. Saturday Detentions:

Approve the following personnel to supervise the pre-scheduled Saturday Detentions during the 2026-27 school year.

- * Bernadette Bodnar
- * Stephanie Duttry

The following dates have been established:

- * September 26
- * October 31
- * December 5
- * January 23
- * March 13
- * April 24
- * May 15

2026-5 19 (14)

13. Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the listed staff person(s) for professional growth days. Professional growth days are granted outside of the normal working day.

- *Professional Growth – May 2026*

2026-5 19 (15)

C. CLASSIFIED

1. Classified Substitute List 2025-26 School Year:

Approve adding Carol Gileot to the 2025-26 Classified Substitute List, effective May 26, 2026.

2026-5 19 (16)

2. Employment:

Per **Resolution #2026-1 7 (14)**, employ Louise Glinka as Cafeteria Worker/Cook, effective August 17, 2026 through June 30, 2027, on a one-year, limited contract for 180 days annual, plus applicable holidays, at Cafeteria, Step 4 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-5 19 (17)

3. Employment:

Per **Resolution #2026-3 13 (7)**, employ Lisa Barnhart as Administrative Assistant II, effective May 4, 2026 through June 30, 2026, on a one-year limited contract for 220 days annual at Administrative Assistant II, Step 8 per the agreement

between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-5 19 (18)

4. Employment:

Per **Resolution #2026-3 13 (9)**, employ Tyler Snoddy as Custodian, effective May 11, 2026 through June 30, 2026, on a one-year, limited contract for 260 days annual, at Custodian, Step 4 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-5 19 (19)

4. Employment:

Per **Resolution #2026-4 16 (24)**, employ Elliott Stock as Custodian, effective June 1, 2026 through June 30, 2026, on a one-year, limited contract for 260 days annual, at Custodian, Step 2 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-5 19 (20)

5. Employment:

Per **Resolution #2026-1 7 (9)**, employ Elizabeth Martin as Administrative Assistant II, effective May 7, 2026 through June 30, 2026, for the remainder of her two year, limited contract for 185 days annual, plus applicable holidays, at Administrative Assistant II, Step 9 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-5 19 (21)

6. Replacement:

Due to the movement of David Eichler, approve the replacement of Part-time Computer Technician.

2026-5 19 (22)

7. Classified 2026-27 Contracts:

Reemploy and/or affirm classified personnel, per schedule and as assigned for the 2026-27 contract year. Unless otherwise noted, all classified personnel will be provided the benefits as outlined in the agreement between Cuyahoga Valley Career Center Board of Education and Ohio Association of Public School Employees Local 597 (OAPSE).

* Lisa Barnhart
* Carter Morris
* Elliott Stock

* Elizabeth Martin
* Tyler Snoddy

2026-5 19 (23)

8. Student Employment:

Approve the summer employment of Brad Compton, Isabella Parks, Lena Reid, Jack Henderson, and Simon Conte to perform services on an as needed basis at the current Student Employment Rate.

2026-5 19 (24)

ROLL CALL:

Mr. Head _____ Mrs. Malec _____ Mrs. O'Neill _____
Mr. Suchocki _____ Mr. Virost _____ Mrs. Arendt _____
Mrs. Burke _____ Ms. Cox _____ Mrs. Crawford _____

Move: **Mrs. Crawford** Second: **Mrs. O'Neill** Status: **Passed: 9-0**

XIII. NEW BUSINESS – Non-personnel

Resolution # **2026-5 20** Other Items Recommended (may be handled as one motion).

Move to accept all of the following items, as recommended by the Superintendent.

1. Off-Campus Training Locations:

Approve the off-campus training opportunities between CVCC and the listed establishments for the 2026-27 school year.

- *Off-Campus Training Sites 2026-27*

2026-5 20 (1)

2. 2026-27 High School Student Handbook:

Approve the CVCC High School Student Handbook for the 2026-27 school year.

- *High School Student Handbook 2026-27*

2026-5 20 (2)

3. Consultant Services:

Approve a consultant contract with Dr. Brian E. Harper, Esq. for the 2026-27 school year to provide consultation services at Cuyahoga Valley Career Center at a cost not to exceed \$9,450.

- *B Harper Consultation Contract 2026-27*

2026-5 20 (3)

4. Professional Meeting Days:

Approve Claudette Knestrick, Student Support Services, to attend AVECO Veterans Annual Conference in St. Louis, Missouri, July 10-15, 2026. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2026-5 20 (4)

5. Professional Meeting Days:

Approve Erik Ward, Architectural & Mechanical Design Instructor, to attend the International Technology and Engineering Educators Association Conference in Louisville, Kentucky, March 30, 2027-April 4, 2027. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2026-5 20 (5)

6. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Laura Icardi/ACT Test Prep for ACT/SAT Test Prep Courses between October 2026 and May 2027.

- *Laura Icardi ACT Test Prep 2026-27*

2026-5 20 (6)

7. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Russ Ruprecht for CVCC to provide Machining Fundamentals, Module 1 training.

- *Machining Fundamentals: Module 1 - Ruprecht*

2026-5 20 (7)

8. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and NSL Analytical for CVCC to provide a 100-hour training program, Advanced Machining Level 2, Module 4.

- *Advanced Machining Level 2: Module 4 – NSL Analytical*

2026-5 20 (8)

ROLL CALL:

Mrs. Malec _____ Mrs. O'Neill _____ Mr. Suchocki _____

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Ms. Cox _____ Mrs. Crawford _____ Mr. Head _____

Move: **Mrs. Crawford** Second: **Mr. Head** Status: **Passed: 9-0**

XIV. ADJOURN

7:21 p.m.

ROLL CALL:

Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____

Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____

Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____

Move: **Mrs. Burke** Second: **Mrs. Crawford** Status: **Passed: 9-0**

***Next meeting: Thursday, June 25, 2026 at 6:00 p.m. in Conference Room A.**

*APPROVED: _____

May 21, 2026 Board of Education Minutes | Page 11

*ATTESTED: _____

June 2026 Board Exhibits | Page 15 of 291

*DATE: _____

CUYAHOGA VALLEY CAREER CENTER

May, 2026

Richard A. Berdine, Treasurer

2025-26

Cuyahoga Valley Career Center



Forecast Comparison - General Operating Fund - May 2026



CUYAHOGA VALLEY
CAREER CENTER

CUYAHOGA VALLEY
CAREER CENTER

	Current Month FCST Estimate	Current Month Actuals	Prior FY Month Actuals	Variance- Current Month Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ -	\$ -	\$ -	\$ -	
1.020 - Public Utility Personal Property Tax	\$ -	\$ -	\$ -	\$ -	
1.035 - Unrestricted Grants-in-Aid	\$ 118,679	\$ 112,494	\$ 110,007	\$ (6,185)	
1.040 - Restricted Grants-in-Aid	\$ 26,800	\$ (10,960)	\$ 287,164	\$ (37,760)	CTE associated services funding being recovered by ODEW for move of provider out of area as anticipated in February 2026 forecast
1.050 - Property Tax Allocation	\$ -	\$ 459,445	\$ 975,765	\$ 459,445	timing of receipt of State payment for Summi County portion
1.060 - All Other Operating Revenues	\$ 99,562	\$ 93,658	\$ 110,492	\$ (5,904)	
1.070 - Total Revenue	\$ 245,041	\$ 654,638	\$ 1,483,427	\$ 409,597	
Other Financing Sources:					
2.050 - Advances In	\$ -	\$ -	\$ -	\$ -	
2.060 - All Other Financing Sources	\$ -	\$ -	\$ -	\$ -	
2.080 Total Revenue and Other Financing Sources	\$ 245,041	\$ 654,638	\$ 1,483,427	\$ 409,597	
Expenditures:					
3.010 - Personnel Services	\$ 975,540	\$ 1,059,281	\$ 976,889	\$ (83,741)	timing of payments compared to forecast estimates
3.020 - Employees' Retirement/Insur. Benefits	\$ 250,000	\$ 292,310	\$ 266,136	\$ (42,310)	timing of payments compared to forecast estimates
3.030 - Purchased Services	\$ 120,149	\$ 144,871	\$ 129,877	\$ (24,722)	timing of payments compared to forecast estimates
3.040 - Supplies and Materials	\$ 57,462	\$ 35,368	\$ 46,775	\$ 22,094	timing of payments compared to forecast estimates
3.050 - Capital Outlay	\$ 2,000	\$ -	\$ 1,195	\$ 2,000	
3.060 - Intergovernmental	\$ 90,000	\$ 120,000	\$ 88,057	\$ (30,000)	timing of CTE partnership fund payments to associate schools
4.300 - Other Objects	\$ 11,429	\$ 3,052	\$ 8,939	\$ 8,377	
4.500 - Total Expenditures	\$ 1,506,580	\$ 1,654,882	\$ 1,517,868	\$ (148,302)	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 2,793,662	\$ -	\$ 164,068	\$ 2,793,662	transfer estimate included in forecast for transaction to occur in May 2026 but happened in April
5.020 - Advances Out	\$ -	\$ -	\$ -	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ -	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 4,300,242	\$ 1,654,882	\$ 1,681,936	\$ 2,645,360	
					June 2026 Board Exhibits Page 17 of 291
Surplus/(Deficit) for Month	\$ (4,055,201)	\$ (1,000,244)	\$ (198,509)	\$ 3,054,957	

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Forecast Comparison - General Operating Fund - May 2026



CUYAHOGA VALLEY
CAREER CENTER

	Current FYTD FCST Estimate	Current FYTD Actuals	Prior FYTD Actuals	Variance- Current FYTD Actuals to Estimate	Explanation of Variance
Revenue:					
1.010 - General Property Tax (Real Estate)	\$ 15,997,706	\$ 15,622,687	\$ 14,872,248	\$ (375,019)	tax valuations thus revenues did not increase as much as predicted in forecast due to tax valuation challenges by taxpayers that reduced valuations
1.020 - Public Utility Personal Property Tax	\$ 747,328	\$ 721,002	\$ 706,757	\$ (26,326)	tax valuations thus revenues did not increase as much as predicted in forecast
1.035 - Unrestricted Grants-in-Aid	\$ 1,350,048	\$ 1,334,293	\$ 1,267,751	\$ (15,755)	
1.040 - Restricted Grants-in-Aid	\$ 607,233	\$ 690,955	\$ 1,184,980	\$ 83,722	CTE associated services funding being recovered by ODEW for move of provider out of area as anticipated in February 2026 forecast, this positive variance will continue to reduce during balance of fiscal year
1.050 - Property Tax Allocation	\$ 1,950,104	\$ 1,949,558	\$ 1,812,243	\$ (546)	State payment for Summit County portion not yet received
1.060 - All Other Operating Revenues	\$ 1,328,883	\$ 1,431,539	\$ 1,512,795	\$ 102,656	interest earnings higher than forecast monthly estimate, Cuyahoga County TIF payments received higher than forecast estimate
1.070 - Total Revenue	\$ 21,981,302	\$ 21,750,034	\$ 21,356,774	\$ (231,268)	
Other Financing Sources:					
2.050 - Advances In	\$ 157,000	\$ 157,000	\$ 157,000	\$ -	
2.060 - All Other Financing Sources	\$ 1,013	\$ 90,886	\$ 50	\$ 89,873	Cuyahoga County real estate assessment refund not included in forecast
2.080 Total Revenue and Other Financing Sources	\$ 22,139,315	\$ 21,997,920	\$ 21,513,824	\$ (141,395)	
Expenditures:					
3.010 - Personnel Services	\$ 8,294,242	\$ 8,290,258	\$ 7,733,194	\$ 3,984	
3.020 - Employees' Retirement/Insur. Benefits	\$ 3,151,232	\$ 3,088,562	\$ 3,198,892	\$ 62,670	timing of payments compared to forecast estimates
3.030 - Purchased Services	\$ 1,504,687	\$ 1,523,603	\$ 1,393,104	\$ (18,916)	timing of payments compared to forecast estimates
3.040 - Supplies and Materials	\$ 631,177	\$ 617,426	\$ 637,877	\$ 13,751	timing of payments compared to forecast estimates
3.050 - Capital Outlay	\$ 24,767	\$ 13,576	\$ 15,252	\$ 11,191	timing of payments compared to forecast estimates
3.060 - Intergovernmental	\$ 213,691	\$ 184,000	\$ 148,057	\$ 29,691	timing of CTE partnership fund payments to associate schools
4.300 - Other Objects	\$ 525,727	\$ 526,722	\$ 500,482	\$ (995)	
4.500 - Total Expenditures	\$ 14,345,523	\$ 14,244,147	\$ 13,626,858	\$ 101,376	
Other Financing Uses:					
5.010 - Operating Transfers-Out	\$ 8,479,662	\$ 6,479,487	\$ 5,798,649	\$ 2,000,175	transfer estimate included in forecast for transactions to occur in May 2026 have not yet occurred
5.020 - Advances Out	\$ 185,000	\$ 185,000	\$ 157,000	\$ -	
5.030 - All Other Financing Uses	\$ -	\$ -	\$ 300	\$ -	
5.050 - Total Expenditures and Other Financing Uses	\$ 23,010,185	\$ 20,908,634	\$ 19,582,807	\$ 2,101,551	
Surplus/(Deficit) FYTD	\$ (870,870)	\$ 1,089,286	\$ 1,931,017	\$ 1,960,156	

Cuyahoga Valley Career Center



Revenue Analysis Report - General Operating Fund Only - FY26



	Local Revenue				State Revenue				
	Taxes				Unrestricted Grants-in-Aid	Property Tax Allocation	Restricted Grants-in-Aid		
	Real Estate	Personal Property							
								Non-Operating*	Total Revenue
July	2,881,361	-	95,900	(163)	114,974	-	77,480	-	3,169,552
August	3,741,114	204,104	56,011	91,242	146,190	-	76,845	157,000	4,472,505
September	630,568	135,632	158,972	40,627	115,460	972,385	81,508	341	2,135,494
October	-	-	100,142	28,945	123,836	-	76,765	90,545	420,233
November	-	-	50,997	540	125,152	-	76,947	-	253,637
December	68,311	231	98,026	4	112,052	-	82,499	-	361,122
January	188,000	-	35,827	4	142,974	-	71,953	-	438,758
February	2,033,524	-	194,136	2,038	113,373	-	- 74,083	-	2,417,154
March	4,797,268	243,078	140,707	111,066	113,748	-	103,023	-	5,508,890
April	1,282,541	137,957	89,628	43,231	114,040	517,728	(19,188)	-	2,165,936
May	-	-	78,475	15,183	112,494	459,445	(10,960)	-	654,638
June	-	-	-	-	-	-	-	-	-
Totals	\$15,622,685	\$721,002	\$1,098,822	\$332,717	\$1,334,293	\$1,949,559	\$690,955	\$247,886	\$21,997,919
% of Total	71.02%	3.28%	5.00%	1.51%	6.07%	8.86%	3.14%	1.13%	

June 2026 Board Exhibits | Page 19 of 291

*Non-Operating Revenue includes advances in, and refund of prior year expenditures.

Cuyahoga Valley Career Center



Expenditure Analysis Report - General Operating Fund - FY26



	Salaries	Benefits	Services	Supplies	Equipment	Intergov.	Other-Dues/Fees	Non-Operating*	Total Expenses
July	715,200	217,783	188,592	146,548	-	-	147,926	-	1,416,050
August	753,933	220,954	239,553	45,406	10,450	-	61,314	2,776,560	4,108,169
September	724,836	244,817	220,764	82,189	1,187	-	68,339	551,000	1,893,131
October	996,591	296,760	125,416	59,892	-	4,000	2,640	-	1,485,299
November	662,907	225,800	104,070	41,423	217	30,000	12,257	-	1,076,673
December	675,956	238,838	77,809	31,964	4,184	30,000	3,410	-	1,062,161
January	677,212	667,631	87,869	31,209	-	-	38,010	-	1,501,930
February	674,728	228,649	116,701	37,420	-	-	9,790	-	1,067,289
March	673,204	227,745	116,367	58,856	700	-	104,075	793,487	1,974,435
April	676,411	227,275	101,591	47,151	(3,162)	-	75,909	-	1,125,176
May	1,059,281	292,310	144,871	35,368	-	120,000	3,052	-	1,654,882
June	-	-	-	-	-	-	-	-	-
TOTALS	\$8,290,261	\$3,088,561	\$1,523,604	\$617,425	\$13,576	\$184,000	\$526,722	\$4,121,047	\$18,365,195
% of Total	45.14%	16.82%	8.30%	3.36%	0.07%	1.00%	2.87%	22.44%	

**Non-Operating expenses include advances and transfers out.*

Operating Fund includes General Fund (001) only

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

May 2026

FINSUMM Financial Summary

Fund	Fund Name	Beginning Balance 7/1/2025	Monthly Receipts	Fiscal Year To Date Receipts	Monthly Expenditures	Fiscal Year To Date Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$20,940,949.71	\$654,637.63	\$21,997,918.68	\$1,654,882.10	\$20,908,634.79	\$22,030,233.60	\$502,367.54	\$21,527,866.06
003	Permanent Improvement	\$8,215,370.02	\$0.00	\$6,367,995.70	\$695,372.28	\$9,523,352.49	5,060,013.23	\$4,282,789.60	777,223.63
006	Food Service	(\$3,970.42)	\$2,897.25	\$240,612.16	\$17,286.09	\$218,376.64	18,265.10	\$10,612.24	7,652.86
008	Endowment	\$48,799.24	\$104.91	\$2,403.56	\$2,000.00	\$13,000.00	38,202.80	\$1,000.00	37,202.80
009	Uniform School Supplies	\$19,039.36	\$1,037.50	\$105,820.88	\$2,965.31	\$107,352.02	17,508.22	\$15,386.09	2,122.13
011	Rotary-Special Services	\$119,512.40	\$2,658.51	\$42,372.38	\$1,584.12	\$29,403.19	132,481.59	\$9,460.90	123,020.69
012	Adult Education	\$1,063,287.56	\$141,665.17	\$1,952,631.62	\$218,397.31	\$1,842,191.30	1,173,727.88	\$98,989.91	1,074,737.97
018	Public School Support	\$239,371.16	\$10,012.41	\$290,549.96	\$26,363.51	\$154,794.62	375,126.50	\$31,440.33	343,686.17
019	Other Grants	\$82,044.70	\$0.00	\$36,500.00	\$6,561.38	\$49,422.86	69,121.84	\$4,202.73	64,919.11
022	District Agency	\$19,662.84	\$5,650.42	\$1,066,782.04	\$5,766.39	\$1,066,883.04	19,561.84	\$0.00	19,561.84
200	Student Managed Activity	\$54,199.94	\$785.45	\$48,944.37	\$6,980.84	\$29,101.94	74,042.37	\$11,139.08	62,903.29
451	Data Communications	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00	\$0.00	0.00
495	CTE Construction Grant	\$4,663,030.58	\$0.00	\$0.00	\$4,324.32	\$4,628,115.12	34,915.46	\$34,915.46	0.00
499	Miscellaneous State Grants	\$268,772.07	\$0.00	\$11,500.00	\$0.96	\$277,567.05	2,705.02	\$2,705.02	0.00
524	Carl Perkins Grants	(\$19,263.33)	\$69,797.20	\$461,616.70	\$106,580.41	\$521,532.88	(79,179.51)	\$27,352.68	(106,532.19)
	Grand Totals (ALL Funds)	\$35,710,805.83	\$889,246.45	\$32,626,648.05	\$2,749,065.02	\$39,370,727.94	\$28,966,725.94	\$5,032,361.58	23,934,364.36

Cuyahoga Valley Career Center



Cash Reconciliation



May 31, 2026

Cash Summary Report Balance			\$ 28,966,725.94
Bank Balance:			
PNC - Main Checking	1,001,852.64		
PNC - Merchant Svcs.	1,331.47		
PNC - Payroll Holding	40,000.00		
		\$ 1,043,184.11	
Investments:			
U.S. Bank: Meeder Investment Managers Managed Portfolio	22,758,564.22		
STAR Ohio	5,194,405.99		
		\$ 27,952,970.21	
Petty Cash:			
Administrative Office	1,500.00		
	-		
	-		
		\$ 1,500.00	
Change Fund:			
	-		
	-		
	-		
	-		
		\$ -	
Less: Outstanding Checks		\$ (67,002.11)	
Outstanding Deposits/Other Adjustments:			
Credit Card Receipts in Transit	2,521.05		
Deposit in Transit	-		
Payroll in Transit	-		
May 29th PNC credit card payment in transit	33,552.68		
		\$ 36,073.73	
Bank Balance			\$ 28,966,725.94
Variance			\$ -

Cuyahoga Valley Career Center

May 2026



CUYAHOGA VALLEY
CAREER CENTER

Appropriation Summary

		FYTD	Prior FY	FYTD	FYTD	MTD		FYTD	FYTD
Fund		Appropriated	Carryover	Expendable	Expenditures	Actual	Current	Unencumbered	Percent
			Encumbrances			Expenditures	Encumbrances	Balance	Exp/Enc
001	General Fund	\$22,913,432.00	\$279,094.75	\$23,192,526.75	\$20,908,634.79	\$1,654,882.10	\$502,367.54	1,781,524.42	92.32%
003	Permanent Improvement	\$7,260,197.70	\$7,233,459.99	\$14,493,657.69	\$9,523,352.49	\$695,372.28	\$4,282,789.60	687,515.60	95.26%
006	Food Service	\$190,625.00	\$0.00	\$190,625.00	\$218,376.64	\$17,286.09	\$10,612.24	(38,363.88)	120.13%
008	Endowment	\$15,000.00	\$0.00	\$15,000.00	\$13,000.00	\$2,000.00	\$1,000.00	1,000.00	93.33%
009	Uniform School Supplies	\$76,873.80	\$0.00	\$76,873.80	\$107,352.02	\$2,965.31	\$15,386.09	(45,864.31)	159.66%
011	Rotary-Special Services	\$53,100.00	\$140.80	\$53,240.80	\$29,403.19	\$1,584.12	\$9,460.90	14,376.71	73.00%
012	Adult Education	\$1,782,616.50	\$44,339.64	\$1,826,956.14	\$1,842,191.30	\$218,397.31	\$98,989.91	(114,225.07)	106.25%
018	Public School Support	\$321,522.87	\$1,498.93	\$323,021.80	\$154,794.62	\$26,363.51	\$31,440.33	136,786.85	57.65%
019	Other Grants	\$120,949.79	\$0.00	\$120,949.79	\$49,422.86	\$6,561.38	\$4,202.73	67,324.20	44.34%
022	District Agency	\$1,050,044.00	\$0.00	\$1,050,044.00	\$1,066,883.04	\$5,766.39	\$0.00	(16,839.04)	101.60%
200	Student Managed Activity	\$108,137.08	\$99.04	\$108,236.12	\$29,101.94	\$6,980.84	\$11,139.08	67,995.10	37.18%
451	Data Communications	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.00	100.00%
495	CTE Construction Grant	\$0.00	\$4,663,030.58	\$4,663,030.58	\$4,628,115.12	\$4,324.32	\$34,915.46	0.00	100.00%
499	Miscellaneous State Grants	\$19,589.64	\$260,682.43	\$280,272.07	\$277,567.05	\$0.96	\$2,705.02	0.00	100.00%
524	Carl Perkins Grants	\$490,141.87	\$71,757.05	\$561,898.92	\$521,532.88	\$106,580.41	\$27,352.68	13,013.36	97.68%
Totals		\$34,403,230.25	\$12,554,103.21	\$46,957,333.46	\$39,370,727.94	\$2,749,065.02	\$5,032,361.58	\$2,554,243.94	94.56%

Cuyahoga Valley Career Center



CUYAHOGA VALLEY
CAREER CENTER

Check Register for Checks > \$9,999.99

May 2026



CUYAHOGA VALLEY
CAREER CENTER

Vendor	Amount	Fund	Description
Amazon Corporate Account	\$ 11,258.25	001/012/524	Instructional/technology/custodial/Adult Education supplies
Brecksville/Broadview Hts. Schools	\$ 30,000.00	001	CTE partnership funds
Cincinnati Precision Machinery, Inc.	\$ 18,430.00	003	HVAC program equipment
Cuyahoga Heights Schools	\$ 30,000.00	001	CTE partnership funds
Elsevier Science	\$ 18,434.22	012	Adult Education nursing supplies
GPD Group	\$ 12,724.32	003/495	Architectural/engineering services
Illuminating Co.	\$ 20,129.37	001	Electricity
Lion First Responder PPE, Inc.	\$ 18,375.50	524	Fire/EMT program equipment
Nordonia Hills Schools	\$ 32,242.79	001	CTE partnership funds, transportation reimbursements
Panzica Construction	\$ 304,939.17	003	Building renovation projects
Revere Local School District	\$ 40,863.43	001	CTE partnership funds, insurance reimbursement for shared treasurer
Summit Construction Company	\$ 108,714.38	003	Building renovation project
The K Company, Incorporated	\$ 256,500.00	003	Building renovation project
Tru Tech Tools	\$ 15,269.60	524/012	HVAC program tools/supplies
PNC Bank	\$ 44,241.27	various	Advertising, staff travel, technology supplies, staff meetings, student competition/conference travel, student testing, subscriptions, instructional supplies, food for events, membership dues, software, office supplies
PNC Bank	\$ 19,194.28	various	Advertising, staff travel, technology supplies, staff meetings, student competition/conference travel, student testing, subscriptions, instructional supplies, food for events, membership dues, software, office supplies
PNC Bank	\$ -	various	Medicare
SERS	\$ 55,326.83	various	Classified retirement
STRS	\$ 135,942.81	various	Certified retirement
Suburban Health Consortium	\$ 120,009.46	various	Employee benefits insurance premiums

CVCC Adult Education Forecast Monthly Cash Flow Data Entry													
<u>FY2026</u>	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Receipts													
1214-Tuition	\$56,167.70	\$69,256.06	\$95,816.04	\$311,013.99	\$64,765.65	\$124,196.05	\$398,847.45	\$31,915.19	\$108,357.31	\$139,629.96	\$69,724.17	\$0.00	\$1,469,689.57
1730-Sale of Materials	\$0.00	\$4,345.75	\$1,257.25	\$5,999.00	\$2,554.00	\$708.00	\$8,026.50	\$840.75	\$6,566.75	\$47,608.00	\$3,149.00	\$0.00	\$81,055.00
1790-Other Classroom Fees	\$7,435.00	\$4,740.00	\$2,300.00	\$699.25	\$10.00	\$2,666.25	\$0.00	-\$200.00	\$600.00	\$2,200.00	\$2,200.00	\$0.00	\$22,650.50
1833-Services to Patrons	\$206.00	\$271.00	\$290.00	\$440.00	\$330.00	\$295.00	\$64.00	\$179.00	\$281.00	\$455.00	\$520.00	\$0.00	\$3,331.00
1899-Miscellaneous	\$5,653.00	\$3,110.00	\$1,210.00	\$310.00	\$791.25	\$2,476.00	\$397.00	\$415.00	\$2,535.00	\$256.00	\$5.00	\$0.00	\$17,158.25
3110-State Foundation	\$0.00	\$0.00	\$66,771.00	\$8,128.00	\$75,067.00	(\$9,000.00)	\$0.00	\$151,620.80	\$0.00	\$0.00	\$66,067.00	\$0.00	\$358,653.80
5100-Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5210-Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300-Reduction of Prior Year Expenditures	\$229.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$229.50
Total Receipts	\$69,691.20	\$81,722.81	\$167,644.29	\$326,590.24	\$143,517.90	\$121,341.30	\$407,334.95	\$184,770.74	\$118,340.06	\$190,148.96	\$141,665.17	\$0.00	\$1,952,767.62
Expenditures													
100-Salaries	\$80,855.60	\$84,102.59	\$78,092.69	\$142,529.83	\$95,156.40	\$88,663.49	\$81,934.07	\$101,787.48	\$107,890.03	\$99,582.13	\$159,016.74	\$0.00	\$1,119,611.05
200-Fringe Benefits	\$20,282.98	\$22,435.72	\$28,406.00	\$31,079.74	\$23,741.78	\$23,453.62	\$53,410.26	\$28,204.33	\$26,325.94	\$22,721.89	\$32,472.15	\$0.00	\$312,534.41
400-Purchased Services	\$4,130.73	\$4,444.31	\$50,747.18	\$59,106.54	\$5,604.10	\$3,044.16	\$35,472.82	\$3,353.12	\$42,368.70	\$8,460.25	\$507.05	\$0.00	\$217,238.96
500-Supplies	\$9,128.04	\$15,920.38	\$12,908.99	\$5,847.02	\$17,901.89	\$10,911.54	\$14,314.36	\$8,966.30	\$1,599.71	\$7,868.61	\$25,310.09	\$0.00	\$130,676.93
600-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800-Other	\$665.10	\$843.31	\$2,349.21	\$1,044.42	\$995.66	\$855.98	\$1,093.92	\$689.39	\$1,181.75	\$600.66	\$1,091.28	\$0.00	\$11,410.68
920-Advances Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
930-Refunds of Prior Year Receipts	\$1,500.00	\$11,469.53	\$15,505.00	\$3,556.00	\$6,060.00	\$0.00	\$0.00	\$10,538.00	\$2,483.00	-\$256.26	\$0.00	\$0.00	\$50,855.27
Total Expenditures	\$116,562.45	\$139,215.84	\$188,009.07	\$243,163.55	\$149,459.83	\$126,928.79	\$186,225.43	\$153,538.62	\$181,849.13	\$138,977.28	\$218,397.31	\$0.00	\$1,842,327.30
Receipts Over/(Under) Expend.	-\$46,871.25	-\$57,493.03	-\$20,364.78	\$83,426.69	-\$5,941.93	-\$5,587.49	\$221,109.52	\$31,232.12	-\$63,509.07	\$51,171.68	-\$76,732.14	\$0.00	\$110,440.32
Beg. Cash Bal.	\$1,063,287.56	\$1,016,416.31	\$958,923.28	\$938,558.50	\$1,021,985.19	\$1,016,043.26	\$1,010,455.77	\$1,231,565.29	\$1,262,797.41	\$1,199,288.34	\$1,250,460.02	\$1,173,727.88	\$1,063,287.56
End. Cash Bal.	\$1,016,416.31	\$958,923.28	\$938,558.50	\$1,021,985.19	\$1,016,043.26	\$1,010,455.77	\$1,231,565.29	\$1,262,797.41	\$1,199,288.34	\$1,250,460.02	\$1,173,727.88	\$1,173,727.88	\$1,173,727.88
Encumbrances	\$46,791.64	\$114,472.87	\$109,932.08	\$55,338.49	\$41,299.71	\$76,492.02	\$42,585.09	\$103,842.99	\$86,111.62	\$122,119.20	\$98,989.91	\$0.00	\$0.00
Ending Unenc. Bal.	\$969,624.67	\$844,450.41	\$828,626.42	\$966,646.70	\$974,743.55	\$933,963.75	\$1,188,980.20	\$1,158,954.42	\$1,113,176.72	\$1,128,346.82	\$1,074,737.97	\$1,173,727.88	\$1,173,727.88

FY2026 APPROPRIATION RESOLUTION
City, Exempted Village, Joint Vocational or Local Board of Education
Rev. Code Sec. 5705.38

The Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio met in regular session on the 25th day of June, 2026 in Conference Room A with the following members present:

_____	_____
_____	_____
_____	_____
_____	_____

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

Report Options

Report Generated By: rberdine@cvcworks.edu

Report Generated On: 6/16/26 9:02 AM

Report Parameters

Page Size	LETTER
Page Orientation	LANDSCAPE
Output Format	PDF
Template Name	Appropriations Resolution Report
Suppress Detail	false
Show Options	true

Query Parameters

(fiscalYear) Fiscal Year 2026
(reportType) Report Type CURRENT_YEAR APPROPRIATIONS
(includeZeroAmounts) Include Zero Amounts false
(recap) Summarize Recap by Fund? true

Cuyahoga Valley Career Center Appropriations Resolution Report

Rev. Code Sec. 5705.38

Fiscal Year: 2026

Include Zero Balance Accounts: false

Cuyahoga Valley Career Center

	Total Appropriation	Prior FY Carry Over	Appropriations
001 GENERAL	\$ 25,413,432.00	\$ 279,094.75	\$ 25,692,526.75
003 PERMANENT IMPROVEMENT	\$ 7,260,197.70	\$ 7,233,459.99	\$ 14,493,657.69
006 FOOD SERVICE	\$ 165,027.04	\$ 0.00	\$ 165,027.04
008 ENDOWMENT	\$ 15,000.00	\$ 0.00	\$ 15,000.00
009 UNIFORM SCHOOL SUPPLIES	\$ 69,436.71	\$ 0.00	\$ 69,436.71
011 ROTARY-SPECIAL SERVICES	\$ 53,100.00	\$ 140.80	\$ 53,240.80
012 ADULT EDUCATION	\$ 2,282,616.50	\$ 44,339.64	\$ 2,326,956.14
018 PUBLIC SCHOOL SUPPORT	\$ 321,522.87	\$ 1,498.93	\$ 323,021.80
019 OTHER GRANT	\$ 118,544.70	\$ 0.00	\$ 118,544.70
022 DISTRICT CUSTODIAL	\$ 1,312,656.30	\$ 0.00	\$ 1,312,656.30
200 STUDENT MANAGED ACTIVITY	\$ 91,637.08	\$ 99.04	\$ 91,736.12
451 DATA COMMUNICATION FUND	\$ 1,000.00	\$ 0.00	\$ 1,000.00
495 OHIO FACILITIES CONSTRUCTION COMMISSION (OFCC) STATE	\$ 0.00	\$ 4,663,030.58	\$ 4,663,030.58
499 MISCELLANEOUS STATE GRANT FUND	\$ 19,589.64	\$ 260,682.43	\$ 280,272.07
524 CAREER-TECHNICAL EDUCATION: CARL D. PERKINS CAREER-	\$ 490,141.87	\$ 71,757.05	\$ 561,898.92
Grand Total All Funds	\$ 37,613,902.41	\$ 12,554,103.21	\$ 50,168,005.62

Appropriation Recap Report

		Total Appropriation	Prior FY Carry Over	Appropriations
Governmental Fund Type				
General Fund				
001 GENERAL		\$ 25,413,432.00	\$ 279,094.75	\$ 25,692,526.75
Total for General Fund		\$ 25,413,432.00	\$ 279,094.75	\$ 25,692,526.75
Special Revenue				
018 PUBLIC SCHOOL SUPPORT		\$ 321,522.87	\$ 1,498.93	\$ 323,021.80
019 OTHER GRANT		\$ 118,544.70	\$ 0.00	\$ 118,544.70
200 STUDENT MANAGED ACTIVITY		\$ 91,637.08	\$ 99.04	\$ 91,736.12
451 DATA COMMUNICATION FUND		\$ 1,000.00	\$ 0.00	\$ 1,000.00
499 MISCELLANEOUS STATE GRANT FUND		\$ 19,589.64	\$ 260,682.43	\$ 280,272.07
524 CAREER-TECHNICAL EDUCATION: CARL D. PERKINS CAREER-		\$ 490,141.87	\$ 71,757.05	\$ 561,898.92
Total for Special Revenue		\$ 1,042,436.16	\$ 334,037.45	\$ 1,376,473.61
Capital Projects				
003 PERMANENT IMPROVEMENT		\$ 7,260,197.70	\$ 7,233,459.99	\$ 14,493,657.69
495 OHIO FACILITIES CONSTRUCTION COMMISSION (OFCC) STATE GRANTS		\$ 0.00	\$ 4,663,030.58	\$ 4,663,030.58
Total for Capital Projects		\$ 7,260,197.70	\$ 11,896,490.57	\$ 19,156,688.27
Total for Governmental Fund Type		\$ 33,716,065.86	\$ 12,509,622.77	\$ 46,225,688.63
Proprietary Fund Type				
Enterprise				
006 FOOD SERVICE		\$ 165,027.04	\$ 0.00	\$ 165,027.04
009 UNIFORM SCHOOL SUPPLIES		\$ 69,436.71	\$ 0.00	\$ 69,436.71
011 ROTARY-SPECIAL SERVICES		\$ 53,100.00	\$ 140.80	\$ 53,240.80
012 ADULT EDUCATION		\$ 2,282,616.50	\$ 44,339.64	\$ 2,326,956.14
Total for Enterprise		\$ 2,570,180.25	\$ 44,480.44	\$ 2,614,660.69
Total for Proprietary Fund Type		\$ 2,570,180.25	\$ 44,480.44	\$ 2,614,660.69
Fiduciary Fund Type				
Private Purpose Trust Fund				
008 ENDOWMENT		\$ 15,000.00	\$ 0.00	\$ 15,000.00
Total for Private Purpose Trust Fund		\$ 15,000.00	\$ 0.00	\$ 15,000.00
Custodial Fund				
022 DISTRICT CUSTODIAL		\$ 1,312,656.30	\$ 0.00	\$ 1,312,656.30
Total for Custodial Fund		\$ 1,312,656.30	\$ 0.00	\$ 1,312,656.30
Total for Fiduciary Fund Type		\$ 1,327,656.30	\$ 0.00	\$ 1,327,656.30
Grand Total All Funds		\$ 37,613,902.41	\$ 12,554,103.21	\$ 50,168,005.62

_____ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATE (ORC 5705.412)

RE: Cuyahoga Valley Career Center FY2026 Appropriations Resolution

IT IS HEREBY CERTIFIED that the Cuyahoga Valley Career Center has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: _____

BY: _____

Treasurer

BY: _____

Superintendent

BY: _____

President, Board of Education

FY2027 APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code Sec. 5705.38

The Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio met in regular session on the 25th day of June, 2026 in Conference Room A with the following members present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Cuyahoga Valley Career Center, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2027, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

Report Options

Report Generated By: rberdine@cvccworks.edu

Report Generated On: 6/12/26 8:22 AM

Report Parameters

Page Size LETTER
Page Orientation PORTRAIT
Output Format PDF
Template Name Appropriations Resolution Report
Suppress Detail false
Show Options true

Query Parameters

(fiscalYear) Fiscal Year 2026
(reportType) Report Type NEXT_YEAR_PROPOSED
(includeZeroAmounts) Include Zero Amounts false
(recap) Summarize Recap by Fund? true

Cuyahoga Valley Career Center

Appropriations Resolution Report

Rev. Code Sec. 5705.38

Fiscal Year: 2026

Cuyahoga Valley Career Center

Include Zero Balance Accounts: false

	Next Year Proposed
001 GENERAL	\$ 23,143,384.00
003 PERMANENT IMPROVEMENT	\$ 4,862,000.00
006 FOOD SERVICE	\$ 283,175.00
008 ENDOWMENT	\$ 15,000.00
009 UNIFORM SCHOOL SUPPLIES	\$ 140,000.00
011 ROTARY-SPECIAL SERVICES	\$ 53,240.00
012 ADULT EDUCATION	\$ 1,894,616.50
018 PUBLIC SCHOOL SUPPORT	\$ 304,522.00
019 OTHER GRANT	\$ 30,000.00
022 DISTRICT CUSTODIAL	\$ 672,000.00
200 STUDENT MANAGED ACTIVITY	\$ 97,771.00
451 DATA COMMUNICATION FUND	\$ 1,000.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 10,000.00
524 CAREER-TECHNICAL EDUCATION: CARL D. PERKINS CAREER-TECHNICAL	\$ 489,000.00
Grand Total All Funds	\$ 31,995,708.50

Appropriation Recap Report

Next Year Proposed

Governmental Fund Type	
General Fund	
001 GENERAL	\$ 23,143,384.00
Total for General Fund	\$ 23,143,384.00
Special Revenue	
018 PUBLIC SCHOOL SUPPORT	\$ 304,522.00
019 OTHER GRANT	\$ 30,000.00
200 STUDENT MANAGED ACTIVITY	\$ 97,771.00
451 DATA COMMUNICATION FUND	\$ 1,000.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 10,000.00
524 CAREER-TECHNICAL EDUCATION: CARL D. PERKINS CAREER-TECHNICAL EDUCATION	\$ 489,000.00
Total for Special Revenue	\$ 932,293.00
Capital Projects	
003 PERMANENT IMPROVEMENT	\$ 4,862,000.00
Total for Capital Projects	\$ 4,862,000.00
Total for Governmental Fund Type	\$ 28,937,677.00
Proprietary Fund Type	
Enterprise	
006 FOOD SERVICE	\$ 283,175.00
009 UNIFORM SCHOOL SUPPLIES	\$ 140,000.00
011 ROTARY-SPECIAL SERVICES	\$ 53,240.00
012 ADULT EDUCATION	\$ 1,894,616.50
Total for Enterprise	\$ 2,371,031.50
Total for Proprietary Fund Type	\$ 2,371,031.50
Fiduciary Fund Type	
Private Purpose Trust Fund	
008 ENDOWMENT	\$ 15,000.00
Total for Private Purpose Trust Fund	\$ 15,000.00
Custodial Fund	
022 DISTRICT CUSTODIAL	\$ 672,000.00
Total for Custodial Fund	\$ 672,000.00
Total for Fiduciary Fund Type	\$ 687,000.00
Grand Total All Funds	\$ 31,995,708.50

_____ seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATE (ORC 5705.412)

RE: Cuyahoga Valley Career Center FY2027 Appropriations Resolution

IT IS HEREBY CERTIFIED that the Cuyahoga Valley Career Center has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

DATED: _____

BY: _____

Treasurer

BY: _____

Superintendent

BY: _____

President, Board of Education

CVCC Board of Education

Thursday, June 25, 2026

Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days and/or out of state trips. Professional growth days are granted outside of the normal working day.

First Name	Last Name	Days/Hours	Start Date	End Date	Activity	In-person or Virtual	Location
Mike	Zana	30 Hours	6/26/2026	6/30/2026	Awareness of Anxiety, Depression and Suicide, Current and New Behaviors - NetCE Continuing Education	Virtual	
Stephanie	Duttry	30 Hours	7/1/2026	8/14/2026	Shake Up Learning Professional Development Courses	Virtual	
Kim	Morton	16 Hours	7/1/2026	8/14/2026	Share My Lesson Virtual Conference 2026	Virtual	
Kim	Morton	14 Hours	7/1/2026	8/14/2026	IRIS Center Vanderbilt University	Virtual	
Bernie	VanTilburg	3 Hours	7/2/2026	7/2/2026	Adobe Education Exchange: Teach Creativity with Adobe and Khan Acadmey	Virtual	
Bernie	VanTilburg	13.5 Hours	7/2/2026	7/30/2026	Kent State's Influencer U.: Teaching the Creator Landscape Summer Webinar	Virtual	
Bernie	VanTilburg	3 Hours	7/9/2026	7/9/2026	Adobe Education Exchange: Engaging Video Projects in the Classroom	Virtual	

Bernie	VanTilburg	.5 Hours	7/15/2026	7/15/2026	Adobe Education Exchange: Formative Assessment with Adobe Express	Virtual	
Bernie	VanTilburg	.5 Hours	7/15/2026	7/15/2026	Adobe Education Exchange: Digital Portfolios with Adobe Express	Virtual	
Bernie	VanTilburg	.5 Hours	7/15/2026	7/15/2026	Adobe Education Exchange: Infographics with Adobe Express	Virtual	
Bernie	VanTilburg	3 Hours	7/16/2026	7/16/2026	Adobe Education Exchange: Cultivating Digital Literacy	Virtual	
Julie	Jakubczak	3 Days	7/20/2026	7/22/2026	Ohio ACTE All-Ohio Conference	In-person	Columbus, OH
Bernie	VanTilburg	3 Hours	7/23/2026	7/23/2026	Adobe Education Exchange: ACE Level 2: Design Your Creative Course	Virtual	
Dino	DeGirolamo	6 Hours	7/29/2026	7/29/2026	Disney Imagination Campus - Imagination Day: Teacher Professional Development	Virtual	
Bernie	VanTilburg	2 Hours	7/30/2026	7/30/2026	Adobe Education Exchange: Design Graphics with Your Students	Virtual	
Bernie	VanTilburg	1 Hour	7/30/2026	7/30/2026	Adobe Education Exchange: Adobe Illustrator Bootcamp: Designing for the Real World	Virtual	
Rick	Pinkava	2 Days	8/3/2026	8/7/2026	CNC Teacher Training Workshop	In-person	CVCC

June 2026

Removal of Equipment from Inventory

Program/Area

Item

Auto Body Repair & Refinishing

Broken Prism Cutter, approx. 20 lbs, Tag #4431
Broken Spot Welder, approx. 100 lbs, Tag #9799
Rotary Lift, Model SP0A9-100, Tag #13530

Media Arts

Textbooks: 25 Copies, Video Digital
Communication & Production
ISBN 9781631262951
DVD Duplicator/Printer, Primera Bravo Pn,
Tag #9842
DVC Duplicator Telex Spinwise, Tag #9841
12 Panasonic DVx100A Cameras (2004)
Tag #s: 6239, 6240, 6243, 6244, 6245, 6246,
6247, 6249, 6250, 6251, 9662, (one camera
untagged)
2 Firestore FS-4 Digital Video Recorders,
Tag #s: 7314, 7316
2 JVC GY-HM100U Camcorders (broken), Tag #s:
8615, 8616
2 White Tables, Tag #7950
1 DigiDesign 003 Interface, Tag #10237
4 Viewsonic VT2430 Televisions, Tag #s: 9889,
9890, 9891, 9892
1 Panasonic TM-50PH10UKA Plasma Display,
Tag #8310

Digital Design

TriPod (missing shoe) Tag #5035
Metal, Silver, Bookcase 48"x48", Tag #1227
Bowens Photography Lights (bulbs obsolete),
Tag #9931
DAHLE Paper Cutter (measurements worn off)
Tag #7344

Networking & Cybersecurity

Textbooks
22 Copies HTML Coding ISBN 0-7600-5533-5
13 Copies Windows 2003 Server Training
ISBN0-07-294487-0
30 Copies A+ Certification ISBN 10-0-07-226362
22 Copies A+ Certification Wkbk ISBN 0-07-171380-8

DONATIONS June 2026

FROM	TO	ITEM(S)
SAVANNAH KAPIS SKOLARSHIP FUND SOLARA SUNRISE, LLC 9730 Charles Dr Valley View, OH 44125	Savannah Kapis Skolarship Fund	• \$2,000
Ms. Diane VanNostran 3975 West 212 th St Fairview Park, OH 44126	VanNostran Scholarship	• \$1,000
FAITH TOOL & MFG, INC. 36575 Reading Ave Willoughby, OH 44094	Machine Technology Program	• \$1,000
Mr. Christopher MacDonald 5165 East 115 th St Garfield Hts., OH 44125	Machine Technology Program	• \$1,000
SOCIETY OF PLASTIC ENGINEERS—Mold Technologies Division 1001 Lexington Ave, Ste 4 Rochester, NY 14606	Machine Technology Program	• \$1,000

DONATIONS June 2026, Continued

MEDWISH MEDWORKS 162 East 31st St Cleveland, OH 44114	Health Careers Program	• 5 Cases Gloves • 5 BSC Buckets • 10 Water Pitchers • 3 Packs Cups • 10 Graduated Cylinders • 10 Wash Basins • 10 Emesis Basins
Mr. Steve Scavuzzo 4510 Killarney Dr Richfield, OH 44286	Power Equipment Technology Program	• Wright Commercial Walk-behind Motor (failed engine)

SUPERINTENDENT'S MEMBERSHIPS 2026-27

ORGANIZATION	Estimated COST
American Assoc. of School Personnel Administrators (AASPA - National) (Institutional)	650.00
*Ohio Association of School Personnel Administrators (OASPA)	200.00
*NE Ohio Assoc. of Schools Personnel Administrators (local chapter)	50.00
Association for Career and Technical Education (ACTE) *Ohio Membership (Institutional)	2,200.00
*National Membership (Institutional: \$10,000 – includes Superintendent, Treasurer, and 4 Board Members \$400 includes 5 Board Members)	10,000.00
Association for Supervision and Curriculum Development (ASCD) *National Membership	75.00
*State Membership	30.00
Buckeye Association of School Administrators (BASA) (\$1,618.94) Includes American Assoc. of School Administrators Membership (\$485) and Ohio School Leadership Institute Membership	2,167.43
Greater Cleveland Partnership (GCP)	1,845.00
Greater Cleveland School Superintendents' Association (GCSSA)	150.00
National Council of Local Administrators (NCLA)	55.00
National School Public Relations Association (NSPRA)	315.00
Ohio Association of Career Technical Superintendents (OACTS)	3,250.00
Ohio Association of School Personnel Administration (OASPA) (Institutional)	200.00
Ohio Association of Pupil Services Administrators (OAPSA)	150.00
Ohio Manufacturers' Association – (Institutional)	2,500.00
Society for Human Resources Management (SHRM)	299.00
Total	\$24,136.43

Bolded are FY27 prices

**MEMORANDUM OF UNDERSTANDING
CUYAHOGA VALLEY CAREER CENTER
and
STARK STATE COLLEGE
EMERGENCY SERVICES PROGRAM**

ACADEMIC YEARS 2026-2027

The purpose of this Memorandum of Understanding between Stark State College (“Stark State”) and Cuyahoga Valley Career Center (“CVCC”) is to outline the shared responsibilities and funding arrangements pertaining to offering a seamless transition through dual credit options from high school to postsecondary education for students enrolled in the College Credit Plus (“CCP”) Emergency Services program. The conditions of this memorandum are in effect as of its signing by appropriate administrators.

CCP is defined for this agreement as a course, series of courses, or program in which high school students can earn both high school and postsecondary credits for the same courses.

To assure all parties to this memorandum have mutually agreed to support and provide access to this initiative, the specific responsibilities follow:

I. All parties agree to:

1. Support the Emergency Services curriculum and evaluate students based on recognized industry standards.
2. Assist with development and implementation of staff development activities.
3. Support, communicate, and provide feedback on all issues to partner institutions
4. Create and maintain a common (sometimes changing) vision about what the dual credit initiative should be and do.
5. Designate specific staff members to facilitate communication.
6. Work to solve problems and issues.
7. Collaboratively review the educational and fiscal outcomes of this joint venture
8. Recognize eligibility for credit under CCP will be based upon successful completion of the course and the Placement test.
9. Provide CCP orientation for new Emergency Services students and their parents.
10. Comply with all laws, rules, and timelines associated with CCP, including reporting students as CCP participants to ODE and ODHE.

II. Stark State agrees to:

1. Provide support for Placement testing at the agreed upon point in time. Student entry into the program is contingent on successful completion of Placement testing. (Reading, Writing, Math)
2. Provide college credit (with a grade entered on the transcript) for successful completion of the following courses during the student’s high school levels of the CCP Emergency Services pathway:
FST 228 Fire Fighter Level I&II 12 SSC credit hours

3. Provide certified faculty to teach the above CCP Emergency Services pathway courses and the Fire and EMS courses for the Juniors in the program as needed for practical training sessions.
4. Provide support services for students enrolled in the CCP Emergency Services program (e.g. TASK lab, tutoring services, counseling/advising, etc.).
5. Provide leadership assistance for the CCP Emergency Services Dual Credit Initiative.
6. Provide curriculum developed through the Program of Study for which dual credit will be awarded.
7. Collect data on number of students transitioning to SSC with dual credit.
8. Market the CCP initiative.
9. Implement strategies for parent involvement.
10. Conduct follow-up of SSC CCP enrollees one year after their high school graduation to determine student persistence in college program.

IV. Cuyahoga Valley Career Center agrees to:

1. Provide district and building level administrative support for the CCP Emergency Services CCP initiative.
2. Facilitate communications about the dual credit initiative across the CCP Department.
3. Market the CCP initiative.
4. Reimburse Stark State for Emergency Services faculty salary and benefits based on contact hours. The total payments due to Stark State under this provision will be reduced by the greater of amount of the CCP payments sent to SSC or the foundation funding lost due to reporting students as CCP, and the amounts that need to be returned from the career center to the home school district of the students.
5. Will administer Placement test to junior students.
6. Will have students complete the online CCP application.
7. Complete the following items and send to the CCP Counselor by May 1:
 - A class list of students participating in the program
 - High school transcript
8. Provide WEBXAM testing.
9. Provide space, computer resources, and technological resources to support the Emergency Services curriculum.
10. The fee schedule set by Stark State for the Firefighter program, which is subject to change. Example of the fee schedule is attached (see Exhibit A).

ADDITIONAL PROVISIONS

Independent Contractors. The Parties are independent contractors and this MOU will not be construed to create any other relationship such as, by way of example only, that of employer-employee, principal agent, joint-venturer, co-partners, or any similar relationship, the existence of which is expressly denied by the Parties.

Term and Termination. Either Party may terminate this Agreement at any time by providing an advance thirty (30) days written notice to the other Party.

ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and the final, complete and exclusive expression of the terms and conditions thereof. The terms of this Agreement are the result of negotiation between the Parties and all provisions shall be deemed to have been drafted mutually by the Parties. All

prior agreements, representations, negotiations, and understandings of the parties, oral or written, express or implied, with respect to the subject matter hereof are hereby superseded and merged herein. No addition to or modification of any provision of this Agreement shall be effective unless fully set forth in writing signed by both parties here to.

This Memorandum of Understanding is to be approved on an annual basis. This agreement will automatically renew for successive one-year terms thereafter, subject to the following:

If Stark State College or Cuyahoga Valley Career Center desires to modify the MOU, a meeting will be set to discuss and implement any modifications.

We agree to the terms of this Memorandum of Understanding as indicated by the signatures below:

Stark State College President Date

Cuyahoga Valley Career Center Superintendent Date

Cuyahoga Valley Career Center Treasurer Date

EXHIBIT A		
FEE SCHEDULE FOR THE FIREFIGHTER I & II PROGRAM		
2026-27 SCHOOL YEAR		
Associate of Applied Science		
COST ITEM	PAYEE	FIRE
Tuition - \$219.60 per credit hour	College	\$2,635.20
Processing Fee – deferred until K-12 post-graduation	College	\$ 95.00
Security and Maintenance Fee – per term > 3 cr hrs	College	\$ 35.00
Uniforms	School	\$ 78.00
PPE Cleaning Fee (If student uses SSC PPE)	School	\$ 40.00
ID badges	College	\$ 7.00
Textbook/course access (Fire - Student Manual, Rope & Webbing, EMS - no extras)	School	\$ 230.00
Lab Supplies/Course materials – (Nomex Hood, Fire Gloves, rental gear for live burns, safety glasses & hearing protection)	School	\$ 360.00
Health Requirements (NFPA physical) will vary based on student health insurance coverage	Student	\$ 75.00
Health Record Management Fee - one-time fee	College	\$ 50.00
Liability Insurance – charged per academic year	College	\$ 15.00
BCI/FBI fingerprinting – must be updated yearly Firefighter I & II – BCI (FBI also if student lived outside Ohio previous 5 years)		
BCI	School	\$ 35.00
FBI	School	\$ 35.00
Make-up Clinical Fee - charged only if a make-up day is necessary. Charged per clinical make-up day.	School	\$ 50.00

Adult Education Student Handbook

2026-2027



8001 Brecksville Road
Brecksville, Ohio 44146

Approved June, 2026

www.cvccworks.edu
440-746-8230

TABLE OF CONTENTS

Welcome to Adult Education at Cuyahoga Valley	
Career Center	4
CVCC Mission Statement	4
Accreditation/Program Approval.....	4
Adult Education General Information	4
ADULT EDUCATION HOURS	4
FOOD AND BEVERAGES	4
PARKING AREAS	4
RESTROOMS	4
SMOKING	4
Adult Education Administration / Instructor List.....	5
ADMINISTRATION	5
INSTRUCTORS	6
Student Health and Safety	7
HEALTH	7
STUDENT HEALTH CARE SERVICES	8
CRIME AWARENESS AND CAMPUS SECURITY	8
EMERGENCY PROCEDURES	8
MAIN ENTRANCE.....	8
Student Resources	9
NON-SCHOOL DATES	9
SCHOOL CLOSINGS	9
JOB SEARCH ASSISTANCE	9
STUDENT DATA	9
STUDENT RECORDS	10
RELEASE POLICY	10
NON-DISCRIMINATION POLICY	10
AMERICANS WITH DISABILITIES ACT (ADA)	11
CONSUMER INFORMATION	11
COURSE ADMISSION.....	11
DISTRICT SENIOR CITIZEN	11
Family Educational Rights & Privacy Act (FERPA) ..	11
Statement of Liability	11
Financial Policies - General Guidelines	12
TUITION STATEMENT	12
FEDERAL FINANCIAL AID PROGRAMS	12
FEDERAL PELL GRANT PROGRAM	12
WILLIAM D. FORD DIRECT LOAN PROGRAM - STAFFORD LOANS...	13
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	13
RETURN OF TITLE IV POLICY	14
REFUND POLICY	14
NON-REFUNDABLE ADMINISTRATIVE SEAT FEE.....	16
OUTSTANDING BALANCE POLICY	16

FINANCIAL POLICIES - CONTINUED	
FINANCIAL AID RECORDS POLICY	16
PROFESSIONAL JUDGEMENT POLICY.....	16
OTHER SOURCES OF ASSISTANCE	17
Veterans Education Benefits	17
VETERAN'S PRINCIPLES OF EXCELLENCE	18
Student Conduct	18
STUDENT GRIEVANCE POLICY	18
PUBLIC COMPLAINTS.....	19
DRESS CODE	19
ALCOHOL AND DRUG POLICY	19
ELECTRONIC DEVICES	19
FOOD AND BEVERAGES	19
INTERACTIVE/COMMUNICATION BEHAVIORS	20
COLLABORATIONS	20
PLAGIARISM AND CONSEQUENCE OF VIOLATING SCHOOL ANTI-	
PLAGIARISM POLICIES	20
SOLICITING	21
HARASSMENT.....	21
ANTI-HARASSMENT POLICY	21
BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR	21
STUDENT HAZING	21
EXCUSED ABSENCE POLICY	22
TEMPORARY ENROLLMENT INTERRUPTION POLICY	22
DISCIPLINARY ACTION	22
WARNINGS.....	23
DISMISSAL/TERMINATION.....	23
PROBATION	23
Assignments	23
MAKEUP WORK	24
TESTS AND EXAMINATIONS.....	24
GRADING SCALE	24
TUTORING	24
Health and Beauty Programs - General Program	
Policies	26
PROGRAM PHILOSOPHY.....	26
ADDITIONAL ADMISSIONS POLICY	26
WHAT YOU CAN EXPECT FROM THESE COURSES	26
GRADUATION REQUIREMENTS.....	27
EXPECTATIONS, RULES, REGULATIONS AND SAFETY PRECAUTIONS	27
GRADE DETERMINATION.....	28
ADDITIONAL MAKE-UP TIME FOR HEALTH AND BEAUTY PROGRAMS	
.....	29
CLASS SCHEDULES	29
Cosmetology	29
CLOCK HOURS, TUITION, COURSE DESCRIPTION, AND WORK	29
SANITATION AND STERILIZATION	30

CHEMICAL SERVICES	30
COSMETOLOGY PROGRAM CALENDAR	31
Esthetics	33
CLOCK HOURS, TUITION, COURSE DESCRIPTION	33
ESTHETICS PROGRAM CALENDAR.....	34
Nail Technician	35
CLOCK HOURS, TUITION, COURSE DESCRIPTION	35
NAIL TECHNICIAN PROGRAM CALENDAR	36
Health and Beauty Programs Payment Options	37
COSMETOLOGY	37
ESTHETICS.....	38
NAIL TECHNICIAN	39
Business Technology	40
Graphic Design for Print and Web Production	40
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	40
<i>Certification.....</i>	<i>40</i>
ADDITIONAL COURSE ADMISSION POLICY	40
CERTIFICATION TESTING	40
Healthcare Programs	42
TRANSFER HOURS.....	42
CLINICAL EXPERIENCE	42
CLINICAL HEALTH HISTORY AND SCREENING REQUIREMENTS	43
CRIMINAL BACKGROUND CHECK	44
CONFIDENTIALITY COMMITMENT	44
UNIFORM	44
HAIR.....	44
Dental Assisting Program	45
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	45
<i>Additional Requirements.....</i>	<i>45</i>
EKG Technician	45
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	45
<i>Additional Requirements.....</i>	<i>46</i>
Nurse Aide	46
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	46
ADDITIONAL REQUIREMENTS	46
Phlebotomy	46
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	46
ADDITIONAL REQUIREMENTS	47
Industrial Careers	48
Fiber Optic Technician (FOT) Program.....	48
CLOCK HOURS, TUITION, COURSE DESCRIPTION	48
Heating, Ventilation, and Air Conditioning	48
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	48
Machining Technology	49

CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	49
<i>Additional Program Costs</i>	<i>49</i>
ADDITIONAL GRADING REQUIREMENTS	50
Telecommunications Tower Technician (TTT)	50
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	50
ADDITIONAL ATTENDANCE POLICY	50
Emergency Response.....	52
Emergency Medical Technician - Basic.....	52
CLOCK HOURS, TUITION, OBJECTIVE, COURSE DESCRIPTION	52
CONTACT US.....	52
JOB PROSPECTS	52
CAREER OPTIONS	53
CURRICULUM DESIGN	53
CRITERIA FOR SUCCESSFUL COMPLETION	53
ADDITIONAL ADMISSION REQUIREMENTS	55
ADDITIONAL ATTENDANCE POLICY	55
BREAKS.....	56
STATE AND CVCC EMT RULES	56
ADULT EDUCATION TESTING AND GRADING POLICY	58
GRADING SCALE	58
DISTRIBUTION OF DIDACTIC GRADE	58
DISCIPLINARY PROCEDURES	59
GENERAL CLASS INFORMATION	60
ADULT EDUCATION COURSE SYLLABUS	61
ADULT EDUCATION COURSE CALENDAR.....	61
OHIO DEPARTMENT OF PUBLIC SAFETY EMS PSYCHOMOTOR	
EXAMINATION	62
CLINICAL INFORMATION.....	62
MARYMOUNT HOSPITAL CLINICAL HOURS	64
FIRE DEPARTMENT CLINICAL SITES	64
REGISTRATION PROCEDURES.....	65
<i>National Registry EMT Test</i>	<i>65</i>
NREMT APPLICATION PROCESS	67
<i>Monitor the Progress of your Application.....</i>	<i>67</i>
STATE APPLICATION PROCEDURE	67
<i>ODPS - State of Ohio Initial Certification Directions</i>	<i>67</i>
OHIO ADMINISTRATIVE CODE	68
<i>4765-8-01 Qualifications for a certificate to practice</i>	<i>68</i>
.....	68
<i>4765-15-01 Emergency Medical Technician</i>	<i>68</i>
<i>Curriculum Prior to September 1, 2012</i>	<i>68</i>
<i>4765-15-05 Emergency Medical Technician</i>	<i>68</i>
<i>Curriculum</i>	<i>68</i>
STUDENT ACKNOWLEDGEMENT OF TESTING AND CERTIFICATION ..	68
High School Testing and Grading Policy	69
DISTRIBUTION OF DIDACTIC GRADE	69
HIGH SCHOOL COURSE SYLLABUS	72
STATE OF OHIO PRACTICAL EXAMINATION	73
Acknowledgement of Student Handbook.....	74

Welcome to Adult Education at Cuyahoga Valley Career Center!

We're excited to have you join us and hope your experience here will be both memorable and rewarding.

As you review the following pages, please note that the rules are firm and expectations are high. At CVCC, we are committed to preparing you for a successful career in all the different avenues we have to offer. This means equipping you not only with technical skills, but also with the professional mindset necessary to thrive in a fast-paced and ever-evolving field. The expectations you'll encounter in the workforce begin here, in the classroom.

Once you have carefully read through the policies and procedures, sign and date the signature page located at the end of the book and return it to your instructor. These documents will be kept on file as part of your student record.

CVCC Mission Statement

To prepare youth and adults to enter, compete, advance, and lead to an ever-changing world of work, college, and careers.

Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, www.council.org.



Adult Education General Information

Adult Education Hours - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

Food And Beverages - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

Parking Areas - There are two main parking areas:

1. the main lot to the north of the building or
2. the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

Restrooms - The restrooms in the original building are located on every level of the building on the south side of the main corridor, in the Adult Education wing off the corridor to the computer labs before the cafeteria, and in each floor of level 5.

Smoking - Cuyahoga Valley Career Center is non-smoking per O.R.C. 3313.751, it is prohibited to use or possess tobacco in and on facility grounds including your personal vehicle.

Adult Education Administration/ Instructor List
Administration

Adult Education Director

Business & Technology Programs
Emergency Response Programs
Health Care Programs
Health and Beauty Programs
Personal Interest & Leisure

Terri Lynn Brosseau
tbrosseau@cvccworks.edu

(440) 746-8210

Adult Education Coordinator

Customized Training
Industrial Training Programs

Joe Lupia
jlupia@cvccworks.edu

(440) 746-8215

**School Of Practical Nursing
Supervisor**

Linda Banville
lbانville@cvccworks.edu

(440) 746-8315

**School of Practical Nursing
Operational Instructor**

Hannah Dougherty
hdougherty@cvccworks.edu

(440) 746-8315

Student Support Services

Claudette Knestrick
cknestrick@cvccworks.edu

(440) 746-8337

Business Liaison

Diane Duryea
dduryea@cvccworks.edu

(440) 746-8242

Media Specialist

Makayla Robertson
mrobertson@cvccworks.edu

(440) 746-8322

Administrative Assistants:

Daytime

Theresa Antal
tantal@cvccworks.edu

(440) 746-8206

Evening

Shari Warman
swarman@cvccworks.edu

(440) 746-8224

Nursing

Lisa Barnhart
lbarnhart@cvccworks.edu

(440) 746-8232

Evening

Carla Harvey
charvey@cvccworks.edu

(440) 746-8332

Instructors

Instructor Name	Subject	Degrees	Conferring Institution
Linda Banville	Nursing	BSN, MSN	Notre Dame College
Brooke Bartko	Personal Interest & Leisure	AAS	The Culinary Institute of America
Katherine Beal	CPR Instructor	MSN	Kent State University
Mary Crone	Nursing	BSN, MSN	Western Governors University
Barbara Davila	Nurse Aide	High School Diploma	Brecksville-Broadview Heights High School
Hannah Dougherty	Nursing	RN, BSN, MBA	Cleveland State University
Matthew Duplaga	Public Health & Safety / EMT EKG Instructor	High School Diploma	Ohio Virtual Academy
Lewis Fletcher	Industrial/HVAC Customized	AAS	Cuyahoga Community College
James Franko	Fiber Optics Technician	High School Diploma	James Ford Rhodes High School
Jacob Giesy	Telecommunication Tower Technician	High School Diploma	Lakeview High School
Maria Grbac	Nursing	BSN	Kent State University
Lisa Green	Nurse Aide	CNP, BSN	University of St. Francis
Liam Guiney	Personal Interest & Leisure	MS, BS	Wake Forest University, University of N. Carolina
Jason Hance	Customized - Building & Property Management	High School Diploma	Barberton High School
Matthew Harding	Customized - Power Equipment Technology	High School Diploma	Brecksville-Broadview Heights High School
Drew Hladky	Industrial/HVAC	High School Diploma	North Royalton High School
Dean Horba	Customized Training	High School Diploma	Nordonia High School
Michaelle Jones	Nursing	BSN	University of Akron
Dena Jurcsiek	Nursing	BSN	Cleveland State University
Jeff Kaplan	Nursing	ADN	Excelsior College
Stacey Kaufman	Customized Training	High School Diploma	Normandy High School
Betsy Klos	Dental Assisting	High School Diploma	Berea High School
Mary Kopczynski	Personal Interest & Leisure	BA, AAS	Cleveland State University, Cuyahoga Community College
Craig Kotnik	Multicraft Maintenance	MS, BS	University of Ohio, Cleveland State University
Thomas Laskowski	Customized Training	MBA, BSEE	Baldwin Wallace College, Case Western Reserve University
Philip Lindeman	HVAC	High School Diploma	West Geauga High School
Robert Lundholm	Multicraft Maintenance	BSEE	Michigan Technological University
Gina Matays	Nursing	BSN, MSN	Capella University
April Mone	Customized Training	MA, BS	Nova Southeastern University, Ashland University
Tim Moore	Customized Training	MED, BBA, AAB	Ashland University, Tiffin University, Lorain County Community College
Melissa Morgan	Nursing	BSN	Ohio University, Akron University
Kim Morton	Personal Interest & Leisure	BS	Ohio University
Brianna Moss	Nursing	LPN, BSN	Huron School of Nursing, Ohio University
Melissa Munro	Graphic Design	MA, BA	Case Western Reserve University, Cleveland State University
Nancy Muscatello	Cosmetology / Nail Technician Instructor	BS	Kent State University
Joseph Paoletta	Nursing, EMT	BSN, MSN	Chamberlain University

Richard Parrott	Industrial Training	AAS	George State University
Remington Phillips	Graphic/Web Design	AAS	Cuyahoga Community College
Candice Price	Personal Interest & Leisure	High School Diploma	Bedford High School
Kylie Putka	Cosmetology / Nail Technician Instructor	High School Diploma	Brecksville-Broadview Heights High School
Robert Ritter	Esthetics Instructor	GED	Medina Senior High School
Judith Rogowski	Nursing	BSN	Ohio University
Patrick Ruebensaal	Graphic Design	High School Diploma	Medina Senior High School
Matthew Schoeffler	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Daniella Stanis	Nursing	LPN, ADN	Lorain County Community College
Lisa Theodore	Dental Assisting	High School Diploma	North Royalton High School
Larry Walters	Industrial/Rope Rescue	High School Diploma	Tecumseh High School
Jennifer Wester	Health Careers Instructor	High School Diploma	Normandy High School
Lee Wester	CPR Instructor	AAS	Cuyahoga Community College
Howard Workman	Graphic & Web Design	AAS	Cuyahoga Community College
Paul Yuravak	Customized Training	High School Diploma	Buckeye High School
Dan Zezena	Public Health & Safety / EMT Instructor	High School Diploma	Valley Forge High School

Student Health And Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Health

Each CVCC adult student is responsible for their own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an accident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situation requiring care or treatment to the Director and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Director / Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually, and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

Student Health Care Services

For Adult Education evening students, please contact your instructor or evening admin at front desk in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Academic and career counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.



988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

Crime Awareness And Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

THE ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Student Resources

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In these events, you will be notified by your instructor and/or Adult Education office.

School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening is delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If "snow days" occur that will jeopardize program requirements, class/clinical hours will need to be "made up" utilizing break time, planned days off or an extended school year.

Job Search Assistance

Assistance in job search skills, such as career transition planning, resume-writing, and interviewing techniques, is available to all full and part-time adult students and alumni. Classroom presentations are provided to all career development program students. Resume Reviews are available by generating and submitting your information to the Adult Education Director, Terri Lynn Brosseau at tbrosseau@cvccworks.edu. Job search resources are also available to students and alumni. Additionally, websites such as <http://www.ohiomeansjobs.com/> and <https://highered.ohio.gov/> provide excellent updated job and internship information for people in career transitions. CVCC does not guarantee employment or job placement.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Director immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, the student is subject to disciplinary action, up to and including immediate dismissal.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secure area. The records will be available only to instructors and appropriate Adult Education staff.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment, the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

Non-Discrimination Policy

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade
8001 Brecksville Road
Brecksville, Ohio 44141
440-526-5200

Dr. Marcy R. Green
8001 Brecksville Road
Brecksville, Ohio 44141
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, 1965, as amended by Executive Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
Public Law 93-162 (Section 504)

Americans with Disabilities Act (ADA)

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodation under this Act should self-reveal this in discussion with the Adult Education Director.

Consumer Information

Refer to our website for assignment guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

Course Admission

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below.

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 program. Documentation will be required for programs that indicate a high school diploma or high school equivalent is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

District Senior Citizen

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nardon Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

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.

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.

Financial Policies – General Guidelines

Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Director. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due to the Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT2). Students will be prohibited from taking any final or credential exams until tuition has been paid in full.

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

Federal Financial Aid Programs

Full aid awards are only made if a student is attending a program of at least 900 clock hours. A student entering a program of fewer than 900 clock hours will receive a prorated award. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed online at www.studentaid.gov. A borrower must complete Entrance and Exit Counseling to review rules, regulations, policies and procedures at www.studentaid.gov. All Federal Direct Loans will be reported to the U. S. Department of Education's National Student Loan Data System (NSLDS).

CVCC Programs Eligible for Federal Financial Aid

1500 clock hours- Cosmetology

1200 clock hours- Practical Nursing (Full-Time and Part-Time)

650 clock hours- Machining Technology

600 clock hours- Esthetics

The following federal financial aid programs are available to qualifying students:

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. Any student wishing to receive a Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. After the FAFSA has been processed by the U.S. Department of Education, an Institutional Student Information Record (ISIR) will be issued. This report will contain a number referred to as the Student Aid Index (SAI). Pell Grant award amounts are based on the student's SAI, calculated from the prior-prior year's

income information submitted on the FAFSA. Students are required to pay the balance of tuition not covered by the Federal Pell Grant and/or the student may utilize a Federal Direct Loan. All Federal Pell Grant funds, when received, are applied directly to the student's account balance. The amount of Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100% the six-year equivalent is 600%.

William D. Ford Direct Loan Program-Stafford Loans

Federal Direct loans must be repaid to the Federal government. After student graduate, leave school, or drop below halftime enrollment, they will have a six-month grace period before they are required to begin repayment. The student will receive communication from a servicing agency assigned by the U.S. Department of Education to manage the loan repayments. Undergraduate life loan limits apply. Interest rates are subject to change each year on July 1st. There is a loan origination fee on all Federal Direct Loans. The loan fee is a percentage of the loan amount and is proportionally deducted from each loan disbursement. Loan fees are announced by Congress and subject to change. A student who is in default (has ceased to make repayments on any previous student loan payments for at least 270 days) is not eligible to receive Title IV funding. A student can receive a deferment/forbearance on a previous loan, if the student meets the requirements, by contacting their loan servicer. A borrower who requests a deferment/forbearance should continue making loan payments until receiving notification from the lender that the deferment has been approved. A student cannot receive a deferment/forbearance for a loan that is already in default. There are several repayment plans available and plans can be switched at any time by contacting the student's loan servicer.

- A. Direct Subsidized Loan** - A subsidized loan is awarded by need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan during specific periods. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
- B. Direct Unsubsidized Loan** - An unsubsidized loan is not awarded by need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
- C. Direct Parent Loan to Undergraduate Student (PLUS)** – PLUS loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option by contacting their Direct Loan Servicing Center.

Cuyahoga Valley Career Center does not offer institutional loans, nor participate in private education loans, or endorse any specific lenders.

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.

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 federal formula is applicable to a student receiving Federal Aid if that student withdraws on or before the 60% point in the billing period. The percentage of Title IV Financial Aid to be returned is equal to the number of clock hours scheduled in the payment period at the time of withdrawal divided by the number of hours that were scheduled for the period as a whole. For example, if a student has completed 30% of the billing period they have earned 30% of their financial aid. However, once a student has completed 60% of the hours in a billing period, 100% of the financial aid awarded for that billing period will have been earned. If financial aid funds have been released to a student because of a credit balance on the student's account, then the student may be required to repay some or all of that aid if the student withdraws.

Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the U. S. Department of Education must be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Pell Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV funding did not cover.

Refund Policy

The Adult Education Department is committed to fair and equitable refund practices in compliance with institutional policy, federal regulations, and accreditor requirements.

Students are encouraged to review this policy carefully prior to enrollment.

1. Class Cancellation by the Institution

If the Adult Education Department cancels a class:

- Students will receive a 100% refund of tuition and fees paid, or
- Tuition may be applied to another class at the student's request.

2. Student Withdrawal

A student who wishes to withdraw must submit written notification to the Adult Education Office. The official withdrawal date is the date the written notice is received or the date the institution determines the student has withdrawn.

Tuition charges will continue to accrue until the official withdrawal date.

Students receiving third-party or outside funding may be responsible for any remaining balance after funding adjustments.

A \$20 processing fee will be assessed for all student withdrawals.

3. Tuition Refund Calculation

Refunds for clock-hour programs are calculated based on the percentage of scheduled program hours at the time of withdrawal.

- Students who complete less than 60% of their scheduled program hours will be charged only for the hours they were scheduled to attend through the official withdrawal date.
- Students who complete 60% or more of their scheduled program hours are considered to have earned 100% of their tuition obligation and are not eligible for a prorated refund.

Refund calculations are based on scheduled hours, not attendance hours, unless otherwise required by federal regulation.

4. Non-Refundable Charges

The following charges are non-refundable:

- One-night classes
- Personal interest or leisure classes
- Books, fees and supplies
- The \$200 seat fee (if applicable)

5. Financial Aid Recipients (Federal Title IV Funds)

Students receiving federal financial aid are subject to the Federal Return of Title IV Funds (R2T4) Policy.

In accordance with federal regulations:

- Financial aid eligibility is recalculated when a student withdraws.
- Unearned federal funds must be returned to the U.S. Department of Education.
- A student may owe a balance to the institution and/or the Department of Education.
- Students receiving third-party or outside funding may be responsible for any remaining balance after aid adjustments.

The return of funds calculation is separate from the institutional refund policy and may result in a different balance due.

6. Refund Timeline

When a refund is due, it will be issued within 45 calendar days of the official withdrawal date or date of determination of withdrawal, in accordance with accreditor and federal requirements.

Refunds totaling \$1.00 or less will remain as a credit balance on the student's account.

7. Books and Supplies After Withdrawal

If you withdraw from the program, you must pick up any books or supplies you purchased within 30 calendar days of your withdrawal date.

To schedule a pickup time, please contact the Adult Education Office at 440-746-8206.

Items not picked up within 30 days may no longer be held by the program.

Percentage of Program Length Completed	Amount of Total Tuition Owed to School
0%–59% of program completed	Tuition is prorated based on the percentage of the program completed
60% or more of program completed	100% of total tuition is owed to the school

Nonrefundable Administrative Seat Fee

A non-refundable administrative seat fee of \$200.00 is required to secure enrollment in all of CVCC's federal financial aid eligible programs. This fee is not part of the tuition; Title IV funds shall not be utilized for the seat fee.

Outstanding Balance Policy

Students are responsible for paying all tuition, fees, and other institutional charges by the established due dates. A student account is considered outstanding when payment has not been received according to the approved payment schedule or financial aid arrangement.

If a student's account becomes outstanding, the following procedures will apply:

1. The student will be notified by writing that their account is past due and must be brought current.
2. The student will be given up to 30 calendar days from the original due date to resolve the outstanding balance.
3. If the account is not brought current within **30 calendar days**, the student will be subject to **administrative dismissal from the program**. Failure to bring the account current will result in dismissal, regardless of whether the student received notification of the outstanding balance.
4. Dismissal due to a delinquent account will be processed in accordance with the institution's procedures. All applicable refund policies, return of Title IV funds requirements, and institutional policies will be followed.
5. Students receiving third-party or outside funding may be responsible for any remaining balance after said adjustments are applied.
6. Students who are dismissed for nonpayment may request re-enrollment only after the account balance has been resolved.
7. CVCC reserves the right to withhold and/or prohibit completion of credential exams, transcripts, certificates, diplomas, and other official records until all financial obligations have been satisfied, in accordance with applicable laws and accrediting agency standards.
8. Any outstanding balance remaining on an account will be referred to the Ohio Attorney General Collections Enforcement Section as required by law.

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).

Cuyahoga Valley Career Center Professional Judgment 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))

Circumstances that may warrant a professional judgment decision include, but are not limited to:

- Parent’s death or divorce for dependent students; death of or divorce from spouse of independent students
- Significant loss of income/loss of employment
- Loss of untaxed income/benefits (e.g. disability, child support, or other benefits)
- Excessive medical expenses (not covered by insurance)
- One-time taxable income used for life-changing event (e.g. IRA, pension distribution)

Circumstances that are NOT considered extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children’s allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Other Sources of Assistance

Workforce Development (WOIA): The Workforce Innovation and Opportunity Act provides funding for unemployed, underemployed, and dislocated workers. Please visit the Ohio Means Job website for more information: <https://jfs.ohio.gov/owd/WIOA/index.stm>

Trade Adjustment Assistance Act (TAA): The Trade Adjustment Assistance Act offers funding to certain individuals whose company has closed its facilities, displacing the employees. Learn more at the Department of Job & Family Services website. http://jfs.ohio.gov/ouc/tradeadjustassist_faq.stm

Bureau of Vocational Rehabilitation/Opportunities for Ohioans with Disabilities: BVR/OOD provides individuals with disabilities services and supports necessary to help them attain and maintain employment. If you have a disability you may be eligible for training assistance. Contact your local office for further information. Learn more at the Opportunities for Ohioans with Disabilities website: <http://www.ood.ohio.gov/Core-Services/BVR/Regional-Offices>

Veterans Education Benefits: Visit the U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/gibill/>. Please see the following section “Veterans Education Benefits” for further information.

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 Benefits 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

Student Conduct

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

Student Grievance Policy

Student Grievance, po5710, Adopted May 1, 1995

Please follow the QR Code for the most recent Student Grievance Policy.



Public Complaints

Public Complaints, po9130, Adopted May 1, 1995

Please follow the QR code for the most recent Public Complaints policy.



Dress Code

Cuyahoga Valley Career Center strives to promote professionalism in our students. Your personal appearance is not only a representation of yourself, but also of CVCC. Appropriate casual attire or the proper uniform, (when applicable) is expected.

If a uniform is not required for class, caps, hats or other headgear may not be worn in the classroom, unless required for religious or cultural reasons. Halter tops, tanks, tubes, halter dresses, open backs, bare shoulders and sleeveless garments or pajamas are not permitted. Unclothed or exposed breasts, midribs and midsections are unacceptable. No garments/clothing are permitted supporting drugs, alcohol, foul language, etc. Tights, spandex, and biker pants are permitted only when the upper body's clothing extends well past the hips to mid-thigh area. Properly fitted skirts or shorts may be worn before November and after April. Skirts or shorts are to be no shorter than fingertip length when the forearm is fully extended. Shorts should be of a length appropriate for a mature adult. Shoes or sandals must be worn. Jeans may be worn as long as they are not frayed, cut-off, faded, have rips or holes, or in need of repair. Each enrollee is expected to dress in appropriate attire for their body build, chronological age and role model. If enrollee's dress is not in keeping with the established dress code, the enrollee may be sent home and recorded as absent. Enrollees who are not dressed properly will be warned and/or sent home by the instructor. This action may be followed by dismissal for repeated violation.

Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Food and Beverages

Beverages and snacks are available for purchase from vending machines. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

Interactive/Communication Behaviors

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

Collaborations

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in a false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when the student uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge.
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- **First offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student

file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.

- **Second offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- **Third offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- **Any further offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- **Any further offense upon students return from suspension:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Anti-Harassment Policy

Anti-Harassment, po5517, Adopted May 1, 1995

Please follow the QR Code for the most recent Anti-Harassment Policy.



Bullying & Other Forms of Aggressive Behavior

Bullying and Other Forms of Aggressive Behavior, po5517.01, Adopted June 26, 2003

Please follow the QR Code for the most recent Bullying & Other Forms of Aggressive Behavior Policy.



Student Hazing

Student Hazing, po5516, Adopted May 1, 1995

Please follow the QR Code for the most recent Student Hazing Policy.



Excused Absence Policy

CVCC has an excused absence policy. Job and Career Training students are allowed to miss no more than 20% of the scheduled program hours in excused absences for successful completion. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. Job and Career Training students must attend their program at a 80% attendance rate in order to successfully complete the program.

Cosmetology: Attendance rate of 100% is required for completion and licensure.

Esthetics: Attendance rate of 100% is required for completion and licensure.

Practical Nursing: Required attendance rate of 90% is required for classroom lecture courses and 100% for clinical and laboratory experiences.

Temporary Enrollment Interruption Policy

Cuyahoga Valley Career Center does not provide an individual Leave of Absence (LOA) as defined under federal Title IV regulations.

Students who experience extenuating circumstances—such as medical issues, family emergencies, or other serious situations—may submit a written request for a temporary interruption in enrollment.

Each request will be reviewed on a case-by-case basis by the Adult Education Department. Approval is at the discretion of the school and is not guaranteed.

Students approved for a temporary interruption must comply with all program requirements, including:

- Completion of required clock hours
- Completion of required clinical hours
- Adherence to course progression standards

Failure to meet these requirements may affect program completion and graduation.

Disciplinary Action

The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may be grounds for immediate dismissal:

- Tardiness that exceeds the aforementioned guidelines
- No call/no show for clinical experience.
- Two (2) or more unexcused absences from class
- Cumulative grade percentage below eighty percent (80%)
- Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
- Destruction of property
- Leaving without permission

- Carelessness of program/school property or equipment
- Dishonesty/cheating
- Lack of interest or motivation to learn
- Sleeping in class
- Cell phone usage/texting
- Suspected of being under the influence of alcohol and/or drugs of abuse
- Weapons/firearms possession

Warnings

A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or lab. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the Adult Education Director/Coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student's behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

Note: Any of the above warnings may include a timeframe for improvement with specific parameters.

Dismissal/Termination

Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient. Behavior of an extremely serious nature, academic performance below 80%, continued poor attendance and/or tardiness, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, unsafe lab practice or careless performance may result in immediate dismissal without prior warning.

Probation

Probation may be issued for a more serious or recurring violation of established policies and procedures.

Assignments

It is at the instructor's discretion to determine grading penalties for late assignments, attendance and unexcused absences. All work is to be neat and legible. The instructor will discuss any additional guidelines on the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

Makeup Work

Makeup work is allowed for excused absences with full credit if it is done within one week of the student's return to school. If work is not done within one week of the student's return to class, a zero is received for a given job.

Letter Grade	Percentage	Letter Grade	Percentage
A+	97-100%	C	73-76%
A	93-96%	C-	70-72%
A-	90-92%	D+	67-69%
B+	87-89%	D	63-66%
B	83-86%	D-	60-62%
B-	80-82%	F	0-59%
C+	77-79%	I	Incomplete
*Grades are not rounded up.			

Tests and Examinations

Tests and/or quizzes may be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

Grading Scale

It is at the instructor's discretion to determine the curriculum requirements and point value of any assignments, quizzes and exams. Every attempt is made to modify instruction in order to enhance instruction and improve learning. The purpose is to develop a basis for the modification of instruction and to assist in the mastery of program competencies. The students shall perform the competencies and competency builders in a manner acceptable in business and industry. There shall be a specific number of assigned competencies and competency builders that students must achieve in order to receive credit for the course. All of this will be disclosed to the students on the first day of class or at the program orientation.

A student's grade shall be determined by his or her performance in the following three areas:

- Classroom Activities
- Attendance
- Lab/Clinical Performance (where applicable)
- Personal Development

Tutoring

In support of our students' success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student's question cannot be addressed during class time, it is the student's responsibility to make arrangements with their instructor to further discuss the issue at break time, before

or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor's discretion to spend additional time above and beyond scheduled class time with a student.

If a student needs excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor's availability. This additional time will be charged to the students at a rate of \$40.00 per hour covering the cost of the instructor's time, schedule adjustment and any supplies and materials used as a result of the additional training.

Program Specific Information located on the following pages.

Health and Beauty Programs General Program Policies

Program Philosophy

Our goal is to prepare our students for Ohio State Cosmetology and Barber Board Testing and for program-related employment. In order to achieve these goals, the student must have enthusiasm for the Health and Beauty industry and eagerness to work with and for others, as well as a will to learn. Students will be responsible for various duties including housekeeping (station, sinks, shampoo area, dispensary), laundry (towels), reception duties (appointment taking/communication skills, inventory, money collection, etc.), as well as salon/spa management duties. The student is completely responsible for their duty during the week for which it is assigned. These are just some of the various techniques used to incorporate responsibility into the classroom, along with confidence and self-esteem, while preparing the students for licensing and employment.

Additional Admissions Policy

- Students entering the Cosmetology, Esthetics, or Nail Technician Programs at CVCC must have a high school diploma or a high school equivalency and valid driver's license/Government issued state I.D.
- CVCC does not accept transfer hours from other schools.

What You Can Expect from These Courses

- Students will develop the skills, knowledge, attitudes, and values sufficient to secure employment in the field of Cosmetology.
- Students will develop, expand, and refine math, science, and communication skills through application appropriate to the world of work and necessary for everyday success.
- Students will demonstrate occupational competencies at a level of proficiency acceptable to the employment market and demonstrate the ability to adapt, continue education, and advance in an ever-changing work environment.
- Students will demonstrate an understanding of positive work ethics, attitude, self-concept, and preserve mental and physical health as it relates to the processes of managing work, family, and use of leisure time.
- Students will demonstrate communication and basic computer operations skills to solve problems that will be encountered on a day-to-day basis.
- Students will receive exposure to current technology procedures and basic business procedures needed to meet the demands of industry.
- Students will value the importance of confidential information in a given vocational application.
- Students will value quality of product/service as an essential part of job performance.
- Students will understand the free enterprise system and know they are able to work as employers, as well as employees.
- Students will practice and demonstrate knowledge of correct safety procedures to ensure that no personal injury will result, and that consideration and respect is shown to their fellow workers.
- Infection Control

- Anatomy
- Massage
- Chemistry
- Skin Care
- Study of the Skin
- Specialized Equipment
- Salon Operations
- Cosmetology Laws and Rules

Graduation Requirements

In order to qualify for graduation, students must meet the following requirements (these items must be verified by CVCC): pass all coursework, obtain the minimum hours required, meet financial obligation to the school, and apply for their state exam.

Once a student has passed all of their coursework and obtained the minimum hours required for their program they will be able to sit for the licensure examination. Application for examination will be completed by the school upon verification that the student has completed these obligations and does not owe an outstanding financial obligation to the school. Cuyahoga Valley Career Center reserves the right to delay or reject application completion until verification is completed. Students will be responsible for their own transportation to the Ohio State Board of Cosmetology and Barber Board for licensure examination.

Students are responsible for submitting honest and accurate data tracking of their instructional time. Students will not receive hours for missed classes and must make arrangements with their instructor to make up time. Clinic Instruction will include student operation of the Salon & Spa at Cuyahoga Valley. Students must meet course requirements in both theory and clinic prior to being able to complete services on clients. Students will be assigned clients in an equitable manner that is based on their certification status.

To complete their program successfully each Cosmetology student must complete 1,500 hours of instruction and clinical experience; each Esthetics student must complete 600 hours of instruction; each Nail Technician must complete 200 hours of instruction and clinical experience. *Instructional experience may include externship hours.

Upon graduation, students will receive a Certificate of Completion.

Expectations, Rules, Regulations and Safety Precautions

- All Ohio State Cosmetology & Barber Board Rules/Safety Regulations must be followed at all times. (Rules are posted in every room in dept.)
- Students must be respectful to all students, teachers and patrons.
 - Students may not chew gum, drink, or eat on the clinic floor.
 - Students must turn off cell phones.
- Students must always display professionalism.

- Students must wear proper uniforms. Please note hoodies are not acceptable as part of your uniform. A black sweater or jacket is acceptable.
 - Cosmetology: Black scrubs with close-toed shoes
 - Esthetics: Teal scrubs with close-toed shoes
 - Nail Technician: Black scrubs with close-toed shoes.
- Students must be on time for class. Tardiness will result in loss of hours in 15-minute increments.
- No inappropriate behavior will be accepted, ex: refusing a client, insubordination, or use of inappropriate language.
 - The student will be immediately removed from class and receive no hours or credit for the day for any form of insubordination or use of inappropriate language.
 - The student will not be allowed on the clinic floor, will work in the theory room on instructor assignments, and will lose clinic hours for each occurrence for refusing a client.
 - The student will receive a written notification regarding this behavior.
- Students' nails must not exceed ½ inch in length.
- Each day, every student must be prepared to perform a service and/or be a model for a service.
 - Students will not be allowed on the clinic floor without their kit and/or implements. The student will work in the theory room on instructor assignments and will lose clinic hours for each occurrence.

Staff will follow the disciplinary process as outlined in this handbook.

Grade Determination

Laboratory Grading:

- 50% Tests/Quizzes (Hands-on/written/laboratory)
- 40% Performance/Tasks (2 Tasks per day)
- 10% Professionalism/Ethics/Time on Task/Duties, etc.

Students with concerns are encouraged to follow the Public Complaints Procedure listed in this manual. Students may also file a complaint with the Ohio State Cosmetology and Barber Board using the state's eLicense portal, where you will select the appropriate board, provide detailed information about the incident, and attach supporting documentation, or you can mail/email your written complaint directly to the Board:

Ohio State Cosmetology and Barber Board
5025 Bradenton Ave., Suite 130
Dublin, Ohio 43017
(614) 466-3834

Be prepared to share contact information for yourself and the licensee, details of the event (when/where), and be aware your information may become public under Ohio's Public Records Act.

All instructors are licensed by the Ohio State Cosmetology and Barber Board and the Ohio Department of Higher Education. Additional qualified instructors will be utilized for life and employability skills training, as needed.

Additional Make-Up Time for Health and Beauty Programs

In the event of an excused absence, it is up to the instructors' discretion to schedule one-on-one time to make up class work or lab time. This additional time will be charged to the students at a rate of \$40.00/hour to cover the cost of the instructor's time and schedule adjustment.

Class Schedules

Evening classes will begin at 4:00 pm and will conclude by 9:00 pm. The Esthetic Program also offers a 1:30 – 5:30 pm afternoon shift. The class schedule will include the appropriate number of classes to complete the required program hours within a maximum of 20 months. Class schedules may be changed at the discretion of the instructor(s) and Adult Education Office. See current course calendars for class dates.

Cosmetology

Total Program Clock Hours: 1,500

Total Program Tuition: \$18,670.64

- Tuition: \$16,600.00
- Textbooks: \$603.64
- Equipment kit, including supplies: \$1,182.00
- Seat fee: \$200.00 (non-refundable)
- Ohio State Cosmetology and Barber Board Application and Licensing Exam Fee: \$85.00

Course Description: The Cosmetology Program will teach you the basic knowledge and skills you need to provide your clients with professional hairstyling and color, as well as professional skin and nail maintenance and their associated treatments. You will apply what you learn to working with patrons in the Adult Education Evening Salon. To take the Ohio State Cosmetology and Barber Board Exam to become a licensed cosmetologist, you must complete and pass the Cosmetology Program.

Coursework: Cosmetology builds on the core curriculum and includes the following:

- Anatomy and physiology of the head, face and arm
- Chemical properties of products
- Facial treatments, make-up and skin care
- Hair services: shampooing, sets and styles, shaping, hair coloring/high-lighting/low-lighting, chemical relaxing, permanent waving.
- Manicures and pedicures
- Progressive hairstyling
- Scalp treatments
- Preparation for Ohio State Cosmetology & Barber Board Exam
- Preparation for employment/customer service
- Laws, rules and sanitation
- Scalp care
- Nail and skin care.
- Communication skills (human relations, salesmanship, shop management)

Sanitation and Sterilization – (Follow all State Board Rules)

1. Each student will thoroughly cleanse combs, brushes, and utensils before and after each client.
2. As a Cosmetologist, each student will practice hygiene and good grooming.
3. Students must place all soiled linen in a closed container.
4. No student will place a cape directly against the neck of the patron but shall keep the cape from direct contact with the patron by means of a paper neck strip or clean towel.
5. Students will remove all creams and other semi-solid substances from containers with a clean, sanitized spatula.
6. Students will dispense all powder from a shaker or similar receptacle and apply all with disposable applicators.
7. Every person engaged in the practice of Cosmetology will thoroughly cleanse his or her hands with soap and water immediately before serving each client.
8. No student will carry combs or instruments in his/her pockets.
9. Students will sanitize all shampoo bowls, shampoo boards, cups, or similar items after each service.

Chemical Services

1. Students will not give a chemical service to any client with scalp lesions or abrasions.
2. For the client's safety, the students will apply protective cream around the hairline and neck, and cover with a strip of cotton or neutralizing band.
3. If cotton strips or bands become wet with lotions, the student will remove them, blot the skin with cool water, and replace with dry material.
4. If the lotion drips on the skin or scalp, the students will absorb the drips with cotton pledgets saturated with cold water or neutralizer.
5. The students will test water temperature before applying water to a client.
6. The students must wear gloves to protect their hands during all chemical services.
7. Students will not give a soft curl permanent to hair treated with sodium hydroxide.
8. Students will complete the client's record card carefully and accurately.
9. If a chemical accidentally gets into the client's eye, the student will flush the eye immediately with water and refer the client to a doctor.
10. If necessary, the student will perform a patch test twenty-four hours prior to the application of any hair tint upon any customer.

Certification Testing: Once a student has passed all of their coursework and obtained the minimum hours required for each program they will be able to sit for the licensure examination. Application of examination will be completed by the school upon verification that the student has completed these obligations and does not owe an outstanding financial obligation to the school. Cuyahoga Valley Career Center reserves the right to delay or reject application completion until verification is completed. Students are responsible for submitting honest and accurate data tracking of their instructional time. Students will be responsible for their own transportation to the Ohio State Board of Cosmetology and Barber Board for licensure examination.

Important Notice: Students will not receive hours for missed classes and must make arrangements with their instructor to make-up time. Clinic Instruction will include student operation of the Evening Spa at Cuyahoga Valley. Students must meet course requirements in both theory and clinic prior to being able to complete services on clients. Students will be assigned clients in an equitable manner that is based on their certification status.

Cosmetology Program 2026-2027 Calendar

2026-2027 FY							COS M-Th 4:00pm - 9:00 pm						
2026							2026						
SEPTEMBER							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		9/1	9/2	9/3	9/4	9/5					10/1	10/2	10/3
9/6	9/7	9/8	9/9	9/10	9/11	9/12	10/4	10/5	10/6	10/7	10/8	10/9	10/10
9/13	9/14	9/15	9/16	9/17	9/18	9/19	10/11	10/12	10/13	10/14	10/15	10/16	10/17
9/20	9/21	9/22	9/23	9/24	9/25	9/26	10/18	10/19	10/20	10/21	10/22	10/23	10/24
9/27	9/28	9/29	9/30				10/25	10/26	10/27	10/28	10/29	10/30	10/31
Subtotal							Subtotal						
OCTOBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/1	11/2	11/3	11/4	11/5	11/6	11/7
11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/8	11/9	11/10	11/11	11/12	11/13	11/14
11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/15	11/16	11/17	11/18	11/19	11/20	11/21
11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/22	11/23	11/24	11/25	11/26	11/27	11/28
11/29	11/30						11/29	11/30					
Subtotal							Subtotal						
NOVEMBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/1	12/2	12/3	12/4	12/5	12/6	12/7
12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/8	12/9	12/10	12/11	12/12	12/13	12/14
12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/15	12/16	12/17	12/18	12/19	12/20	12/21
12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/22	12/23	12/24	12/25	12/26	12/27	12/28
12/29	12/30	12/31					12/29	12/30	12/31				
Subtotal							Subtotal						
DECEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/1	1/2	1/3	1/4	1/5	1/6	1/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/8	1/9	1/10	1/11	1/12	1/13	1/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/15	1/16	1/17	1/18	1/19	1/20	1/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/22	1/23	1/24	1/25	1/26	1/27	1/28
1/29	1/30	1/31					1/29	1/30	1/31				
Subtotal							Subtotal						
JANUARY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/1	1/2	1/3	1/4	1/5	1/6	1/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/8	1/9	1/10	1/11	1/12	1/13	1/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/15	1/16	1/17	1/18	1/19	1/20	1/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/22	1/23	1/24	1/25	1/26	1/27	1/28
1/29	1/30	1/31					1/29	1/30	1/31				
Subtotal							Subtotal						
FEBRUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/1	2/2	2/3	2/4	2/5	2/6	2/7
2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/8	2/9	2/10	2/11	2/12	2/13	2/14
2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/15	2/16	2/17	2/18	2/19	2/20	2/21
2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/22	2/23	2/24	2/25	2/26	2/27	2/28
Subtotal							Subtotal						
MARCH							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/1	3/2	3/3	3/4	3/5	3/6	3/7
3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/8	3/9	3/10	3/11	3/12	3/13	3/14
3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/15	3/16	3/17	3/18	3/19	3/20	3/21
3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/22	3/23	3/24	3/25	3/26	3/27	3/28
3/29	3/30	3/31					3/29	3/30	3/31				
Subtotal							Subtotal						
APRIL							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/1	4/2	4/3	4/4	4/5	4/6	4/7
4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/8	4/9	4/10	4/11	4/12	4/13	4/14
4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/15	4/16	4/17	4/18	4/19	4/20	4/21
4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/22	4/23	4/24	4/25	4/26	4/27	4/28
Subtotal							Subtotal						
MAY							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/1	5/2	5/3	5/4	5/5	5/6	5/7
5/8	5/9	5/10	5/11	5/12	5/13	5/14	5/8	5/9	5/10	5/11	5/12	5/13	5/14
5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/15	5/16	5/17	5/18	5/19	5/20	5/21
5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/22	5/23	5/24	5/25	5/26	5/27	5/28
5/29	5/30	5/31					5/29	5/30	5/31				
Subtotal							Subtotal						
JUNE							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/1	6/2	6/3	6/4	6/5	6/6	6/7
6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/8	6/9	6/10	6/11	6/12	6/13	6/14
6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/15	6/16	6/17	6/18	6/19	6/20	6/21
6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/22	6/23	6/24	6/25	6/26	6/27	6/28
Subtotal							Subtotal						
JULY							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/1	7/2	7/3	7/4	7/5	7/6	7/7
7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/8	7/9	7/10	7/11	7/12	7/13	7/14
7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/15	7/16	7/17	7/18	7/19	7/20	7/21
7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/22	7/23	7/24	7/25	7/26	7/27	7/28
7/29	7/30	7/31					7/29	7/30	7/31				
Subtotal							Subtotal						
AUGUST							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/1	8/2	8/3	8/4	8/5	8/6	8/7
8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/8	8/9	8/10	8/11	8/12	8/13	8/14
8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/15	8/16	8/17	8/18	8/19	8/20	8/21
8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/22	8/23	8/24	8/25	8/26	8/27	8/28
8/29	8/30	8/31					8/29	8/30	8/31				
Subtotal							Subtotal						
SEPTEMBER							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/1	9/2	9/3	9/4	9/5	9/6	9/7
9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/8	9/9	9/10	9/11	9/12	9/13	9/14
9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/15	9/16	9/17	9/18	9/19	9/20	9/21
9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/22	9/23	9/24	9/25	9/26	9/27	9/28
9/29	9/30	10/1					9/29	9/30	10/1				
Subtotal							Subtotal						
OCTOBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/1	10/2	10/3	10/4	10/5	10/6	10/7
10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/8	10/9	10/10	10/11	10/12	10/13	10/14
10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/15	10/16	10/17	10/18	10/19	10/20	10/21
10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/22	10/23	10/24	10/25	10/26	10/27	10/28
10/29	10/30	10/31					10/29	10/30	10/31				
Subtotal							Subtotal						
NOVEMBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/1	11/2	11/3	11/4	11/5	11/6	11/7
11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/8	11/9	11/10	11/11	11/12	11/13	11/14
11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/15	11/16	11/17	11/18	11/19	11/20	11/21
11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/22	11/23	11/24	11/25	11/26	11/27	11/28
11/29	11/30	12/1					11/29	11/30	12/1				
Subtotal							Subtotal						
DECEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/1	12/2	12/3	12/4	12/5	12/6	12/7
12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/8	12/9	12/10	12/11	12/12	12/13	12/14
12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/15	12/16	12/17	12/18	12/19	12/20	12/21
12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/22	12/23	12/24	12/25	12/26	12/27	12/28
12/29	12/30	12/31					12/29	12/30	12/31				
Subtotal							Subtotal						

2026-2027 FY CALENDAR

JANUARY						
S	M	T	W	T	F	S
					1/3	1/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28
1/29	1/30	1/31				
FEBRUARY						
S	M	T	W	T	F	S
2/1	2/2	2/3	2/4	2/5	2/6	2/7
2/8	2/9	2/10	2/11	2/12	2/13	2/14
2/15	2/16	2/17	2/18	2/19	2/20	2/21
2/22	2/23	2/24	2/25	2/26	2/27	2/28
MARCH						
S	M	T	W	T	F	S
3/1	3/2	3/3	3/4	3/5	3/6	3/7
3/8	3/9	3/10	3/11	3/12	3/13	3/14
3/15	3/16	3/17	3/18	3/19	3/20	3/21
3/22	3/23	3/24	3/25	3/26	3/27	3/28
3/29	3/30	3/31				
APRIL						
S	M	T	W	T	F	S
4/1	4/2	4/3	4/4	4/5	4/6	4/7
4/8	4/9	4/10	4/11	4/12	4/13	4/14
4/15	4/16	4/17	4/18	4/19	4/20	4/21
4/22	4/23	4/24	4/25	4/26	4/27	4/28
4/29	4/30					
MAY						
S	M	T	W	T	F	S
						5/1
5/2	5/3	5/4	5/5	5/6	5/7	5/8
5/9	5/10	5/11	5/12	5/13	5/14	5/15
5/16	5/17	5/18	5/19	5/20	5/21	5/22
5/23	5/24	5/25	5/26	5/27	5/28	5/29
5/30	5/31					
JUNE						
S	M	T	W	T	F	S
6/1	6/2	6/3	6/4	6/5	6/6	6/7
6/8	6/9	6/10	6/11	6/12	6/13	6/14
6/15	6/16	6/17	6/18	6/19	6/20	6/21
6/22	6/23	6/24	6/25	6/26	6/27	6/28
6/29	6/30					
JULY						
S	M	T	W	T	F	S
						7/1
7/2	7/3	7/4	7/5	7/6	7/7	7/8
7/9	7/10	7/11	7/12	7/13	7/14	7/15
7/16	7/17	7/18	7/19	7/20	7/21	7/22
7/23	7/24	7/25	7/26	7/27	7/28	7/29
7/30	7/31					
AUGUST						
S	M	T	W	T	F	S
8/1	8/2	8/3	8/4	8/5	8/6	8/7
8/8	8/9	8/10	8/11	8/12	8/13	8/14
8/15	8/16	8/17	8/18	8/19	8/20	8/21
8/22	8/23	8/24	8/25	8/26	8/27	8/28
8/29	8/30	8/31				
SEPTEMBER						
S	M	T	W	T	F	S
			9/1	9/2	9/3	9/4
9/5	9/6	9/7	9/8	9/9	9/10	9/11
9/12	9/13	9/14	9/15	9/16	9/17	9/18
9/19	9/20	9/21	9/22	9/23	9/24	9/25
9/26	9/27	9/28	9/29	9/30		
OCTOBER						
S	M	T	W	T	F	S
10/1	10/2	10/3	10/4	10/5	10/6	10/7
10/8	10/9	10/10	10/11	10/12	10/13	10/14
10/15	10/16	10/17	10/18	10/19	10/20	10/21
10/22	10/23	10/24	10/25	10/26	10/27	10/28
10/29	10/30	10/31				
NOVEMBER						
S	M	T	W	T	F	S
11/1	11/2	11/3	11/4	11/5	11/6	11/7
11/8	11/9	11/10	11/11	11/12	11/13	11/14
11/15	11/16	11/17	11/18	11/19	11/20	11/21
11/22	11/23	11/24	11/25	11/26	11/27	11/28
11/29	11/30					
DECEMBER						
S	M	T	W	T	F	S
12/1	12/2	12/3	12/4	12/5	12/6	12/7
12/8	12/9	12/10	12/11	12/12	12/13	12/14
12/15	12/16	12/17	12/18	12/19	12/20	12/21
12/22	12/23	12/24	12/25	12/26	12/27	12/28
12/29	12/30	12/31				

2027

2027

2027

2028

2028

2027

2027

JANUARY						
S	M	T	W	T	F	S
1/1	1/2	1/3	1/4	1/5	1/6	1/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28
1/29	1/30	1/31				
FEBRUARY						
S	M	T	W	T	F	S
2/1	2/2	2/3	2/4	2/5	2/6	2/7
2/8	2/9	2/10	2/11	2/12	2/13	2/14
2/15	2/16	2/17	2/18	2/19	2/20	2/21
2/22	2/23	2/24	2/25	2/26	2/27	2/28
MARCH						
S	M	T	W	T	F	S
3/1	3/2	3/3	3/4	3/5	3/6	3/7
3/8	3/9	3/10	3/11	3/12	3/13	3/14
3/15	3/16	3/17	3/18	3/19	3/20	3/21
3/22	3/23	3/24	3/25	3/26	3/27	3/28
3/29	3/30	3/31				
APRIL						
S	M	T	W	T	F	S
4/1	4/2	4/3	4/4	4/5	4/6	4/7
4/8	4/9	4/10	4/11	4/12	4/13	4/14
4/15	4/16	4/17	4/18	4/19	4/20	4/21
4/22	4/23	4/24	4/25	4/26	4/27	4/28
4/29	4/30					
MAY						
S	M	T	W	T	F	S
5/1	5/2	5/3	5/4	5/5	5/6	5/7
5/8	5/9	5/10	5/11	5/12	5/13	5/14
5/15	5/16	5/17	5/18	5/19	5/20	5/21
5/22	5/23	5/24	5/25	5/26	5/27	5/28
5/29	5/30	5/31				
JUNE						
S	M	T	W	T	F	S
6/1	6/2	6/3	6/4	6/5	6/6	6/7
6/8	6/9	6/10	6/11	6/12	6/13	6/14
6/15	6/16	6/17	6/18	6/19	6/20	6/21
6/22	6/23	6/24	6/25	6/26	6/27	6/28
6/29	6/30					
JULY						
S	M	T	W	T	F	S
7/1	7/2	7/3	7/4	7/5	7/6	7/7
7/8	7/9	7/10	7/11	7/12	7/13	7/14
7/15	7/16	7/17	7/18	7/19	7/20	7/21
7/22	7/23	7/24	7/25	7/26	7/27	7/28
7/29	7/30	7/31				
AUGUST						
S	M	T	W	T	F	S
8/1	8/2	8/3	8/4	8/5	8/6	8/7
8/8	8/9	8/10	8/11	8/12	8/13	8/14
8/15	8/16	8/17	8/18	8/19	8/20	8/21
8/22	8/23	8/24	8/25	8/26	8/27	8/28
8/29	8/30	8/31				
SEPTEMBER						
S	M	T	W	T	F	S
9/1	9/2	9/3	9/4	9/5	9/6	9/7
9/8	9/9	9/10	9/11	9/12	9/13	9/14
9/15	9/16	9/17	9/18	9/19	9/20	9/21
9/22	9/23	9/24	9/25	9/26	9/27	9/28
9/29	9/30					
OCTOBER						
S	M	T	W	T	F	S
10/1	10/2	10/3	10/4	10/5	10/6	10/7
10/8	10/9	10/10	10/11	10/12	10/13	10/14
10/15	10/16	10/17	10/18	10/19	10/20	10/21
10/22	10/23	10/24	10/25	10/26	10/27	10/28
10/29	10/30	10/31				

COS 4-5pm M-Th

JANUARY						
1/1 Christmas Break (cont'd)						
1/14 HS Students/Parent Info Night						
1/28 BSLG, in Day						
FEBRUARY						
2/23 President's Day						
Subtotal						
MARCH						
3/1 Ash Fall						
4/29-4/3 Spring Break						
APRIL						
4/29-4/3 Spring Break						
Subtotal						
MAY						
3/8 Voting Day (All classes to abstain)						
3/23 Memorial Day						
JUNE						
6/21 - Juneteenth						
Subtotal						
JULY						
1/8 7:30 - Search of July						
AUGUST						
8/21 HS Open House						
Carried over from FY 2024/2025						
Subtotal						
SEPTEMBER						
9/1 HS Open House						
9/8 Labor Day						
OCTOBER						
10/7 College Fair (tentative)						
HS PTC 10/18 & 19						
Subtotal						
NOVEMBER						
11/5 Advisory Board 11 - 2						
11/6 Craft Fair						
11/25-26 Thanksgiving Break						
DECEMBER						
12/20-1/3 Christmas Break						
Subtotal						
JANUARY						
1/1 Christmas Break (cont'd)						
1/14 HS Students/Parent Info Night						
1/28 BSLG, in Day						
FEBRUARY						
2/23 President's Day						
Subtotal						
MARCH						
3/1 Ash Fall						
4/29-4/3 Spring Break						
Subtotal						
JULY						
1/8 7:30 - Search of July						
AUGUST						
8/21 HS Open House						
Carried over from FY 2024/2025						
Subtotal						
SEPTEMBER						
9/1 HS Open House						
9/8 Labor Day						
OCTOBER						
10/7 College Fair (tentative)						
HS PTC 10/18 & 19						

Esthetics

Total Program Clock Hours: 600 hours

Program Tuition: \$9,586.04

- Tuition: \$8,000.00
- Textbooks: \$451.04
- Equipment kit, including supplies: \$850.00
- Seat Fee: \$200.00 (non-refundable)
- Ohio State Cosmetology and Barber Board and Esthetics Application and Licensing Exam Fee: \$85.00

Course Description: 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.

Esthetics offers individuals seeking to build a dynamic career in the Esthetics industry a unique option. This licensure program will help prepare students to obtain credentials in Esthetics with the Ohio State Board of Cosmetology and Barber Board. Students will complete a 600-hour curriculum that provides training in skin care practices, makeup application, hair removal, and anatomy, safety, chemistry, and infection control practices. In addition to working in a salon or spa, licensed Estheticians are in high demand throughout the travel industry and in various physician offices. Students will gain experience in salon operations and build skills that they can apply to their careers as an independent contractor.

- Program complies with the O.R.C, O.A.C 4713 and procedures of the Ohio State Board of Cosmetology, The Ohio State Cosmetology and Barber Board , 5025 Bradenton Ave Suite130m Dublin, Ohio 43017m 614-466-3834.
- For students enrolled in the Esthetics course Cuyahoga Valley Career Center will comply with O.A.C 4713-5-11.

Esthetics Program 2026 – 2027 Calendar

2026-2027 FY CALENDAR														ESTHETICS	
MAY							2026	JUNE							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					5/1	5/2		6/1	6/2	6/3	6/4	6/5	6/6		5/4 Voting day (All classes in session) 42
5/3	5/4	5/5	5/6	5/7	5/8	5/9		6/7	6/8	6/9	6/10	6/11	6/12	6/13	
5/10	5/11	5/12	5/13	5/14	5/15	5/16		6/14	6/15	6/16	6/17	6/18	6/19	6/20	5/24 Memorial Day 124
5/17	5/18	5/19	5/20	5/21	5/22	5/23		6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/18 - Juneteenth
5/24	5/25	5/26	5/27	5/28	5/29	5/30		6/28	6/29	6/30					
5/31															Subtotal 156
JULY							2026	AUGUST							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			7/1	7/2	7/3	7/4							8/1		JULY
7/5	7/6	7/7	7/8	7/9	7/10	7/11		8/2	8/3	8/4	8/5	8/6	8/7	8/8	7/3 - Fourth of July (observed)
7/12	7/13	7/14	7/15	7/16	7/17	7/18		8/9	8/10	8/11	8/12	8/13	8/14	8/15	
7/19	7/20	7/21	7/22	7/23	7/24	7/25		8/16	8/17	8/18	8/19	8/20	8/21	8/22	AUGUST
7/26	7/27	7/28	7/29	7/30	7/31			8/23	8/24	8/25	8/26	8/29	8/28	8/29	
								8/30	8/31						Subtotal 294
SEPTEMBER							2026	OCTOBER							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			9/1	9/2	9/3	9/4						10/1	10/2	10/3	SEPTEMBER
9/6	9/7	9/8	9/9	9/10	9/11	9/12		10/4	10/5	10/6	10/7	10/8	10/9	10/10	9/2 or 9/3 HS Open House
9/13	9/14	9/15	9/16	9/17	9/18	9/19		10/11	10/12	10/13	10/14	10/15	10/16	10/17	9/7 Labor Day
9/20	9/21	9/22	9/23	9/24	9/25	9/26		10/18	10/19	10/20	10/21	10/22	10/23	10/24	
9/27	9/28	9/29	9/30					10/25	10/26	10/27	10/28	10/29	10/30	10/31	10/1 College Fair (tentative)
															HS PTC 10/7 & 8
															Subtotal 463
NOVEMBER							2026	DECEMBER							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
11/2	11/3	11/4	11/5	11/6	11/7					12/1	12/2	12/3	12/4	12/5	NOVEMBER
11/8	11/9	11/10	11/11	11/12	11/13	11/14		12/6	12/7	12/8	12/9	12/10	12/11	12/12	11/6 Advisory Board 11 - 2
11/15	11/16	11/17	11/18	11/19	11/20	11/21		12/13	12/14	12/15	12/16	12/17	12/18	12/19	11/7 Draft fair
11/22	11/23	11/24	11/25	11/26	11/27	11/28		12/20	12/21	12/22	12/23	12/24	12/25	12/26	11/28-27 Thanksgiving Break
11/29	11/30							12/27	12/28	12/29	12/30	12/31			DECEMBER
															12/21-1/2 Christmas Break
															Subtotal 606

2026-2027 FY CALENDAR														ESTHETICS	
JANUARY							2027	FEBRUARY							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1/2	1/4	1/5	1/6	1/7	1/8	1/9		2/1	2/2	2/3	2/4	2/5	2/6		JANUARY NEW CLASS 1/4
1/10	1/11	1/12	1/13	1/14	1/15	1/16		2/7	2/8	2/9	2/10	2/11	2/12	2/13	1/1 Christmas Break (cont'd)
1/17	1/18	1/19	1/20	1/21	1/22	1/23		2/14	2/15	2/16	2/17	2/18	2/19	2/20	1/14 HS Students/Present Info Night
1/24	1/25	1/26	1/27	1/28	1/29	1/30		2/21	2/22	2/23	2/24	2/25	2/26	2/27	1/18 MLK Jr Day
1/31								2/28							February
															2/15 President's Day
															Subtotal
MARCH							2027	APRIL							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
3/1	3/2	3/3	3/4	3/5	3/6						4/1	4/2	4/3		MARCH
3/7	3/8	3/9	3/10	3/11	3/12	3/13		4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/4 MLK Jr Day
3/14	3/15	3/16	3/17	3/18	3/19	3/20		4/11	4/12	4/13	4/14	4/15	4/16	4/17	
3/21	3/22	3/23	3/24	3/25	3/26	3/27		4/18	4/19	4/20	4/21	4/22	4/23	4/24	3/28-4/2 Spring Break
3/28	3/29	3/30	3/31					4/25	4/26	4/27	4/28	4/29	4/30		
															Subtotal
MAY							2027	JUNE							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
5/2	5/4	5/5	5/6	5/7	5/8	5/9			6/1	6/2	6/3	6/4	6/5	6/6	5/25 Memorial Day
5/10	5/11	5/12	5/13	5/14	5/15	5/16		6/7	6/8	6/9	6/10	6/11	6/12	6/13	
5/17	5/18	5/19	5/20	5/21	5/22	5/23		6/14	6/15	6/16	6/17	6/18	6/19	6/20	
5/24	5/25	5/26	5/27	5/28	5/29	5/30		6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/18 - Juneteenth
5/31								6/28	6/29	6/30					
															Subtotal
JULY							2027	AUGUST							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
7/5	7/6	7/7	7/8	7/9	7/10	7/11							8/1		JULY
7/12	7/13	7/14	7/15	7/16	7/17	7/18		8/2	8/3	8/4	8/5	8/6	8/7	8/8	7/4 Fourth of July
7/19	7/20	7/21	7/22	7/23	7/24	7/25		8/9	8/10	8/11	8/12	8/13	8/14	8/15	7/5-7/15 Summer Break
7/26	7/27	7/28	7/29	7/30	7/31			8/16	8/17	8/18	8/19	8/20	8/21	8/22	
								8/23	8/24	8/25	8/26	8/27	8/28	8/29	
								8/30	8/31						
															Subtotal

Nail Technician

Total Program Clock Hours: 200 hours

Program Tuition: \$2,835.00

- Tuition: \$2,750.00
- Textbooks: \$507.00
- Equipment kit, including supplies: \$300.00
- Ohio State Cosmetology and Barber Board and Esthetics Application and Licensing Exam Fee: \$85.00

Course Description: Nail care is one of the fastest growing specialties in the world of cosmetology. This 200-hour course will provide students with all the skills and techniques to become a licensed manicurist. Students will gain practical experience in the newly updated manicure lab, equipped with 12 manicure tables. The tables have built in ventilation system. The lab also includes 7 throne pedicure chairs and bowls. Those who successfully complete program will be eligible to take the Ohio state board of cosmetology manicure license exam. The subject area to be studied are:

- General Science
- Nail Care
- Nail Enhancement
- Salon Operations/Communication

Nail Technician 2026 – 2027 Calendar

Theory 5:00 to 6:00 Each class begins with a review of prior learning. New information is then presented through lectures. Power point slides and software are used. Textbooks, pencils, and pen and notebook paper are required. Theory includes homework, quizzes and tests.

Lab and clinic 6:00-9:00 Students will take their theory learning into lab to practice hands-on skills. The instructor will provide a whole class demonstration. Students will then work independently on skills while instructor checks work.

2026-2027 FY CALENDAR														M & T 5 to 9 pm	
2026 JULY 2026							2026 AUGUST 2026							JULY	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	7/3 - Fourth of July (observed)	
			7/1	7/2	7/3	7/4	8/2	8/3	8/4	8/5	8/6	8/7	8/8		
7/5	7/6	7/7	7/8	7/9	7/10	7/11	8/9	8/10	8/11	8/12	8/13	8/14	8/15		
7/12	7/13	7/14	7/15	7/16	7/17	7/18	8/16	8/17	8/18	8/19	8/20	8/21	8/22		
7/19	7/20	7/21	7/22	7/23	7/24	7/25	8/23	8/24	8/25	8/26	8/28	8/29			
7/26	7/27	7/28	7/29	7/30	7/31		8/30	8/31						Subtotal	
2026 SEPTEMBER 2026							2026 OCTOBER 2026							SEPTEMBER	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	9/2 or 9/3 HS Open House	
		9/1	9/2	9/3	9/4	9/5				10/3	10/2	10/3		9/7 Labor Day	
9/6	9/7	9/8	9/9	9/10	9/11	9/12	10/4	10/5	10/6	10/7	10/8	10/9	10/10		
9/13	9/14	9/15	9/16	9/17	9/18	9/19	10/11	10/12	10/13	10/14	10/15	10/16	10/17		
9/20	9/21	9/22	9/23	9/24	9/25	9/26	10/18	10/19	10/20	10/21	10/22	10/23	10/24		
9/27	9/28	9/29	9/30				10/25	10/26	10/27	10/28	10/29	10/30	10/31		
														Subtotal	
2026 NOVEMBER 2026							2026 DECEMBER 2026							OCTOBER	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	10/1 College Fall (tentative)	
11/1	11/2	11/3	11/4	11/5	11/6	11/7			12/1	12/2	12/3	12/4	12/5	HS Pic 10/1 & 8	
11/8	11/9	11/10	11/11	11/12	11/13	11/14	12/6	12/7	12/8	12/9	12/10	12/11	12/12		
11/15	11/16	11/17	11/18	11/19	11/20	11/21	12/13	12/14	12/15	12/16	12/17	12/18	12/19		
11/22	11/23	11/24	11/25	11/26	11/27	11/28	12/20	12/21	12/22	12/23	12/24	12/25	12/26		
11/29	11/30						12/27	12/28	12/29	12/30	12/31				
														Subtotal	
														NOVEMBER	
														11/8 Advisory Board 11 - 2	
														11/7 Craft Fair	
														11/25-27 Thanksgiving Break	
														DECEMBER	
														12/21-1/2 Christmas Break	

Health and Beauty Programs Payment Options

Payment options are available for Cosmetology, Esthetics, and Nail Technician and listed. We accept checks, cash, and debt/credit cards.

Cosmetology

<u>Cosmetology Cuyahoga Valley Career Center FY26-27 Cost of Education Sent</u>		
<u>Tuition</u>	<u>Amount Due</u>	<u>Date Due</u>
Tuition Payment #1	\$ 4,980.00	
Tuition Payment #2	\$ 4,980.00	
Tuition Payment #3	\$ 3,320.00	
Tuition Payment #4	\$ 3,320.00	
Total Tuition:	\$ 16,600.00	
<u>Book Payment</u>	<u>Amount Due</u>	<u>Date Due</u>
Milady Standard Cosmetology, 14th Edition Workbook Bundle	\$ 548.76	
Total Book Payment (including shipping)	\$ 603.64	
<u>Required Fees and Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Equipment Kit	\$ 650.00	
Supplies	\$ 400.00	
Uniform-Scrubs - 2 sets	\$ 100.00	
CIMA for Exam Prep for Milady	\$ 32.00	
Total Fees and Costs	\$ 1,182.00	
Total Financial Aid Eligible Costs	\$ 18,385.64	
<u>Student Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Non-Refundable Administrative Seat Fee	\$ 200.00	Upon Enrollment
Ohio Cosmetology & Barber Board Esthetics Licensing Exam Fee (Ap	\$ 85.00	
Total Out of Pocket Costs	\$ 285.00	
Total Program Cost	\$ 18,670.64	
Financial aid processed for eligible candidates Claudette Knestrick, Student Support Services Terri Lynn Brosseau, Adult Education Coordinator		



Esthetics

<u>Esthetics Cuyahoga Valley Career Center FY26-27-Cost of Education</u>		
<u>Tuition</u>	<u>Amount Due</u>	<u>Date Due</u>
Tuition Payment #1	\$ 4,000.00	
Tuition Payment #2	\$ 4,000.00	
Total Tuition:	\$ 8,000.00	
<u>Book Payment</u>	<u>Amount Due</u>	<u>Date Due</u>
Milady Standard Foundations with Standard Esthetics: 1st Edition	\$410.04	
Total Book Payment including shipping:	\$ 451.04	
<u>Required Fees and Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Uniform-Scrubs	\$ 100.00	
Supplies	\$ 100.00	
Equipment Kit including Supplies	\$ 650.00	
Total Fees and Costs:	\$ 850.00	
Total Financial Aid Eligible Costs	\$ 9,301.04	
<u>Student Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Non-Refundable Administrative Seat Fee	\$ 200.00	Upon Enrollment
Ohio Cosmetology & Barber Board Esthetics Licensing Exam Fee (Approximate)	\$ 85.00	
Total Out of Pocket Costs	\$ 285.00	
Total Program Cost	\$ 9,586.04	
Financial aid processed for eligible candidates Claudette Knestrick, Student Support Services Terri Lynn Brosseau, Adult Education Coordinator		



Nail Technician FY26-27 Payment Plan

Payment Schedule	Payment Due Dates	Payment Amount Due
1 st Tuition Payment	Upon Registration	\$550.00
2 nd Tuition Payment	9/15/2025	\$550.00
3 rd Tuition Payment	10/15/2026	\$550.00
4 th Tuition Payment	11/15/2026	\$550.00
5 th Tuition Payment	12/15/2026	\$550.00

Business Technology

Graphic Design for Print and Web Production

Total Program Clock Hours: 129

Program Tuition: \$2,285.00

Objective: Successful completion will prepare you to earn the Certiport Adobe Certified Associate certification.

Course Description: 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 print production.

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

Certification:

- 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 Adobe Photoshop

Additional Course Admission Policy

- High School Diploma/High School Equivalent
- Foreign Diploma/High School Equivalent
- Valid Government Issued Photo ID

All students enrolling in Multimedia Design programs are required to have working knowledge of computers prior to starting classes. Web Design & Animation students as well as Graphic Design for Print and Web Production students will be oriented to Mac computers if they are PC users.

Certification Testing

Students enrolled in Graphic Design for Print and Web Production and have their certification test fees included in their tuition. The covered certifications are Adobe Certified Associate exams through Certiport. Students are provided with one (1) initial test and one (1) retake opportunity. Retakes cannot be taken until at least 48 hours after the initial attempt. In the event that a student has still not passed after their first retake, a second retake may be purchased for an additional cost by the student. Contact the Adult Education Office for current rates for testing fees.

Students are required to take their certification exams on the last two days of each module. Students who have been placed on program probation due to attendance or classwork progression may not be authorized to test. It is at the instructor's discretion whether students on program probation are allowed to sit for their certification exams. Students with extenuating circumstances may be offered a different testing date

with program instructor and Adult Education Director permission. Requests for different test dates must be submitted to the Adult Education Office at least two weeks prior to the regularly scheduled testing dates to be considered.

Certiport allows students with ADA Accommodations to also have those accommodations during certification testing. Students who may require special accommodations must contact the Student Support Services Office at 440-746-8337 or cknestrick@cvccworks.edu to acquire and submit the proper paperwork for requesting accommodations. Request paperwork must be submitted within the first month of the program to ensure enough time for processing and determination.

Healthcare Programs

Transfer Hours

CVCC does not accept transfer hours from other schools for the Health Careers programs; however, prerequisite requirements can be met with coursework at institutions other than CVCC. If the prerequisite requirements are met through coursework at an institution other than CVCC, documentation of successful completions of said prerequisite must be provided.

Clinical Experience (when applicable)

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals, physician's offices and health care facilities for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however, acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space.

CVCC cannot control or guarantee the timeliness of clinical opportunities or how many student spots, if any, will be made available to our school. If sites are limited, students will be assigned to a clinical externship site in order by registration date to determine the rotation schedule in which students will be placed in available clinical openings. If a student declines a clinical opportunity for any reason, their name will go to the bottom of the rotation schedule.

Students have the right to pursue their own clinical assignments. If and when any student successfully acquires a clinical assignment on their own, that student must notify the Health Careers Adult Education Director and obtain the appropriate documentation required to verify the number of clinical hours completed. This documentation is required by the accrediting institutions in order for a student to sit for the certification exam.

- Clinical experience is learning, not working experience.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience or may be supervised by a CVCC clinical instructor.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor or clinical instructor is responsible for documenting the student's experience and evaluating performance.
- It is the student's responsibility to notify the facility and CVCC if for any reason the student will be unable to attend on a specific date or will be absent due to illness.
- Each student is responsible for notifying the facility and CVCC Health Careers Program at least 1/2 hour before assigned duty time if unable to report.
- **If clinical make-up hours are required to complete a course, the student will be charged an additional rate per hour to cover the cost of a clinical supervisor for clinical time above and beyond the originally agreed upon clinical schedule.**

- Students will wear the appropriate uniform and identification while in the facility, unless directed otherwise by clinical faculty. This applies to dress, shoes, hosiery, jewelry and hair. (see Dress Code)
- Students will provide, upon request, a certified copy of the student's health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality.
 - **If a student is dismissed from a facility for any of these violations, they will also be dismissed from the CVCC program, will not be reassigned to another clinical site, and will not qualify to sit for the certification exam with CVCC.**
- If a student withdraws from a clinical assignment prior to the scheduled completion of the rotation, CVCC is under no obligation to reassign the student to another clinical rotation.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

Clinical Health History and Screening Requirements

Failure to provide documentation of requirement listed under Admission Policy by the first week of class can result in inability to participate in the clinical externship and/or dismissal from the program.

Some clinical externship sites may require a drug screen along with a physical examination and immunizations for admission to the program. There is zero tolerance for drug/alcohol utilization in this program. In addition, a random and spontaneous screen may be mandated at the discretion of the faculty/supervisor clinical any time throughout the program, paid for by the enrollee, and submitted to the school. Results of these screenings will be reviewed by the Adult Education Director for final determination if the enrollee is to remain active in the program.

Individuals with known serious allergies, diabetes, epilepsy, etc. must wear med-alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If an enrollee has a known documented latex allergy he/she are discouraged from enrollment and if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in enrollee's file. If suspected latex allergy develops during enrollment, a latex sensitivity test (at enrollee's expense) is required to document need for latex-free glove usage.

Pregnancy is to be reported immediately to the Supervisor and the student's Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a health career program and receive a

medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

Criminal Background Check

Criminal background check and fingerprinting have become mandatory for participation with cooperating clinical agencies. **Fingerprinting costs are not included in tuition fee charge.** Clinical sites have the right to refuse the opportunity to “learn with their clients” which may subject the enrollee to immediate dismissal with no return of funds paid by CVCC.

Confidentiality Commitment

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients, patients/residents in confidence. The Ohio Supreme Court has identified breach of confidentiality as a tort. You will be expected to sign a confidentiality statement related to all clinical components of your program. Violation of client confidentiality could result in your dismissal from the program. The enrollee’s signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the enrollee to read and sign with their clients/patient residents.

Uniform

In programs where a uniform is required, enrollees must appear in complete uniform when in uniform.

- CVCC-approved uniform top, and pants, or dress (clean and ironed)
- CVCC-approved undergarment T (long sleeve or short sleeve) worn under the uniform, ***should be black and form fitting (no baggy sleeves).
- Undergarments, including a brassiere for women, that match the skin tone of the wearer;
- White, polished nursing shoes or white, clean athletic shoes with closed toe and heel;
 - If shoes have laces, they are to be clean and white
- Hosiery
 - If wearing pants, socks that reach above the height of the shoe – crew socks, knee socks, or hose;
 - Run-free hose if wearing a dress;
- CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.

Hair

Hair is to be clean, worn away from the face, and, if necessary, fastened with non-ornamental hair accessories and worn in a manner that does not fall in the face of the student or touch the client/client.

- Hair that reaches below the nape of the neck must be secured at the nape of the neck with an elastic or snag-free elastic band. Ponytails or pigtails may not be worn.

- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student's hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student's hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or "scrunchies" may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be in compliance with clinical site rules, if any, and coordinate with the school uniform.

Dental Assisting Program

Total Program Clock Hours: 216

Program Tuition: \$4,359.00

*Uniforms are not included in the cost of tuition.

Objective: Successful completion will prepare you to be a dental assistant in a private group or specialist's practice or a receptionist in an insurance company or dental laboratory.

Course Description:

Our four-module curriculum includes:

- Dental Assisting Responsibilities / Preventative Dentistry
- Restorative Dental Materials / Chairside Assisting
- Radiology & Related Dental Office Procedures /Dental Assisting Methods
- Applied Chairside Assisting / Dental Lab Processes

Additional Requirements:

- Pre-entrance testing (Cost: \$65.00, not included in tuition)
- Hepatitis B and tuberculosis vaccinations required.
- Students must maintain an 80% average grade.

EKG Technician

Total Program Clock Hours: 75

Program Tuition: \$1,445.00

Objective: This comprehensive program prepares students to function as EKG Technicians and to take the National Healthcareer Association (NHA) Certified EKG Technician exam.

Course Description:

Technicians who specialize in electrocardiography, or EKG are known as cardiographic, electrocardiograph (or EKG) or telemetry technicians. This course will include practice and background information on anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, and electrocardiography. Hands-on

exercises prepare students to transition from classroom practice to real-world employment. In order to become certified, students will need to complete 10 EKG on live patients. Students will be afforded the opportunity to complete those 'live' EKG prior to the end of course.

Additional Requirements:

- Students must maintain an 80% average grade.

Nurse Aide

Total Program Clock Hours: 87

Program Tuition: \$895.00

Objective: The Nurse Aide training program will qualify a student to take the certification exam for employment in a nursing home, hospital or assisted living facility.

Course Description:

Nurse Aide students learn basic knowledge that may be utilized in a variety of occupations in the healthcare field. This course focuses on information about nursing assisting. Successful completion of the coursework and skill labs provides the opportunity for certifications in Nurse Aide.

Additional Requirements:

- Physical exam signed by licensed physician
- Negative TB skin test (2-step) within the previous 12 months
- Clear background check
- COVID vaccination is required
- Students must maintain 75% in the academic portion and 80% in the skills portion on the state exam.

Phlebotomy

Total Program Clock Hours: 160 (60 In-Class, 100 Clinical)

Program Tuition: \$1,499.00

Objective: Successful completion of the coursework and skill labs provides the opportunity to receive a Certificate of Successful Completion and to sit for the NHA Certified Phlebotomy Technician Exam.

Course Description:

A focus on the principles of obtaining peripheral and capillary blood samples. Anatomy and terminology with emphasis on cardiovascular and circulatory. Specimen collection and processing, communication skills, clerical, safety standards, legal, ethical and professional credentials covered. Laboratory simulators give a hands-on approach to enhance classroom learning.

Additional Requirements and Information

- All students must be 18 years of age by the start date of the clinical rotation; online coursework is accepted
- Clear background check
- Physical exam signed by licensed medical personnel
- Negative TB skin test (2-step) within the previous 12 months
- Flu Shot (for students participating November – March)
- Positive titers (and if necessary boosters) for:
 - Measles (Rubeola Ab IgG)
 - German Measles (Rubella Ab IgG)
 - Mumps Ab IgG
 - Chicken pox (Varicella Zoster IgG)
 - Tdap (Combined Tetanus, Diphtheria and Pertussis **Vaccines**)
 - Hepatitis B Vaccination Series B (Hep B shot or Hep B titer)
 - Students may be offered to sign a Hep B waiver in place of series
- Students must maintain an 80% average grade.
- While the clinical supervisor is required to complete a student evaluation, this is only a recommendation for the clinical grade. The instructor may adjust the clinical grade based on performance, attendance and/or professional behavior.

Industrial Careers

Fiber Optic Technician (FOT) Program

Total Program Clock Hours: 40

Program Tuition: \$795.00

Course Description:

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 installations, troubleshooting. Termination, splicing, testing, maintenance, and repair for fiber optic systems; including, personal wireless communications, utility network, and broadcasting. The FOT performs their job duties inside and outside of homes and buildings. This program emphasizes immersive hands-on activities and problem-solving skills as well as prepares students for the Fiber Optic Associations' CFOT Certified Fiber Optic Technician Exam.

Fiber Optic Technician meets the needs of both employee and employer. Eleven courses are available in the program to challenge entry-level employees and enhance and broaden the skills of the experienced worker. The order of courses is:

1. Introduction to Fiber Optics
2. Fiber Optic Communications Networks
3. Fiber and Cable
4. Lab: Hands-On Cable Preparation and Pulling
5. Terminations and Splices
6. Lab: Hands-On Splicing
7. Testing
8. Lab: Hands-On Fiber Optic Testing and Troubleshooting
9. Designing a Fiber Optic Cable Plant
10. Installation
11. Review and Testing

Heating, Ventilation, and Air Conditioning

Total Program Clock Hours: 200

Program Tuition:

- HVAC Basic: \$775.00
 - HVAC Heating: \$775.00
 - HVAC Cooling: \$775.00
 - HVAC Electrical: \$775.00
 - Certification Prep: \$253.00
 - Program Textbook: \$214.00
- *Full program without NATE exams: \$3,512.00

Objective: Upon successful completion of the four classes a student will be able to demonstrate proper installation, troubleshooting and servicing Heating, Ventilation, and Air Conditioning (HVAC) systems.

Course Description:

The HVAC program will focus on General Safety, Tools & Equipment, Fasteners, Tubing & Piping, System Evacuation, Refrigerant and Oil Chemistry Management, System Charging, Calibrating Instruments, Automatic Controls & Troubleshooting. The student will learn about Heat & Pressure, Matter & Energy, Refrigerating & Refrigerants, Gas Heat, Oil Heat, Hydronic Heat, Electric Heat, Indoor Air Quality, Commercial Refrigeration, Condensers, Compressors, Expansion Devices, Special Refrigeration System Components, Application of Refrigeration Systems, Special Refrigeration Applications, Trouble Shooting & typical Operations for Commercial Refrigeration, Air Conditioning Cooling, Installation, Controls, Operating Conditions. Also covered in this program are Basic Electricity and Magnetism, Types of Electric Motors, Application of Motors, Motor Controls, Troubleshooting Electric Motors, and Advanced Automatic Controls.

Refrigerant Handling, CFC Section 608 Prep & Certification Test is included.

Machining Technology

Total Program Clock Hours: 650

Program Tuition: \$10,227*

Additional Program Costs:

- o Administrative Seat Fee: \$200
- o Supply Fees: \$301

* Student must attend 650 hours to obtain a Certificate of Completion and qualify for Financial Aid.

*Program eligible for Financial Aid for those who qualify.

Objective: Students will obtain technical education, concepts and skills that are emphasized in Machine Technology and CNC computerized *training* in order to place students in modern, high- tech positions.

Course Description:

Machining Technology will prepare employees for multiple levels of computer numerical control opportunities. The Machining Industry is very diverse in the levels of skills required for employment and advancement. Skill requirements may vary from one employer to another based on the following:

- Manufacturer's product line
- Organization Size
- Equipment type and age
- Technology usage

Machining Technology meets the needs of both employee and employer. Seven courses are **available** in the program to challenge entry-level employee and enhance and broaden the skills of the experienced worker. The order of courses is:

1. Machining Fundamentals
2. Machine Tool Introduction
3. Computer Numerical Control (CNC) Milling Level I
4. Computer Numerical Control (CNC) Turning Level I
5. CAD/CAM Systems (MASTERCAM)
6. CNC Advanced Machining Level I
7. CNC Advanced Machining Level I

Additional Grading Requirements

The student will be evaluated after the first 100 hours of instruction. If the student fails to meet a minimum of 70%, he/she will be placed on probation. Students will be evaluated at 100-hour intervals. If a student does not have an overall grade average of 70% following the first 400 hours, he/she will not be allowed to continue in the program.

Telecommunications Tower Technician (TTT)

Total Program Clock Hours: 180

Program Tuition: \$3,999.00

Objective: This course will teach the students the basics of safety, installation, diagnostics, and general practices in the telecommunication industry. All students will earn industry standard certifications that apply to the job.

Course Description:

This course prepares the student to take the ANSI accredited NWSA TTT 1 trade certification exam. Upon completion of the course the student will be able to identify, understand, and apply all aspects of the TTT 1 trade certification exam. Certifications Include: OSHA 10 (Construction), CPR First Aid, Authorized Climber, Authorized Rescue, Qualified Rigger, RF Awareness, Capstan Hoist Operator, Lockout Tagout, Hazardous Communication and Bloodborne Pathogens.

Additional Attendance Policy

Regular attendance and punctuality are expected of each student. Due to the amount of information and safety training, the TTT program has a **zero-tolerance** attendance policy. Each student must attend 100% of classes to successfully complete this program and be issued a certificate of completion.

Ceasing attendance does not constitute a withdrawal. Student interested in withdrawing from the program must make an appointment with the Adult Education Coordinator prior to ceasing attendance. Tuition and other fees continue to accumulate despite your attendance record. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the Adult Education Coordinator and instructor with specific attention to the student's past attendance and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis.

The vast amount of information covered within the typical class period makes it difficult to catch up on missed work. Attendance is expected.

If a student is absent on a certification day, that student will not be able to attain the specified certification and this will be reflected on the student's final transcript.

In the event that a student must miss class it is that student's responsibility to contact the Adult Education Coordinator or the course instructor as soon as possible.

Unexcused absences (no call, no show) and/or excessive tardiness may be ground for automatic dismissal without prior warning.

In the event an approved absence does occur and one-on-one make up is necessary due to the nature of the missed material, it is the instructor's discretion to schedule time to make up class work.

Emergency Response

Emergency Medical Technician - Basic

Total Program Clock Hours: 172

Program Tuition: \$1,575

Objective: To prepare students to function as an EMT and pass the National Registry.

Course Description:

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.

Certification:

- 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
- Dementia

Contact Us

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Job Prospects

Employment for EMTs and paramedics is a very popular and increasingly competitive market. The demand for paramedic level education will continue to grow exponentially throughout the next decade. Job prospects for EMT's and paramedics are almost always available within the private ambulance industry and a variety of hospitals systems and Urgent Care Centers. It is becoming increasingly difficult for emergency medical services (EMS) and small Fire Departments to recruit and retain any unpaid volunteers because of the amount of training and the large time commitment these positions require. As a result, more paid EMTs and paramedics will be needed. Furthermore, as a large segment of the population—aging members of the baby boom generation—continues to suffer from medical emergencies, injuries and accidents, demand will increase for EMTs and paramedics. There will also continue to be a demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. Competition will be greater for jobs in local

government, including fire, police, and independent third-service rescue squad departments which tend to yield better salaries and benefits. Pre-hospital EMS workers who have advanced education and certifications, such as Paramedic level certification, will be in more demand as the industry and communities require this standard of care.

Please visit the following web-site for more information: <http://www.bls.gov/>

Career Options

- Ambulance Services
- EMS/Fire Departments
- Dispatch Centers
- First Responder Units
- Hospitals/Emergency Departments
- Industrial Safety Departments
- Urgent Care Centers

Curriculum Design

This program is designed for individuals interested in providing emergency care to the public while in the pre-hospital setting. The EMT program offered at CVCC will provide the student with opportunities to gain information, acquire a specific skill set and afford direction in the management of mass casualty and hazardous scenes. Successful completion of this program awards the student with a Certificate of Completion which, in turn, enables them to take the National Registry Exam. This exam is the testing mechanism for the State of Ohio and will certify the individual as a State of Ohio Emergency Medical Technician. The curriculum for the EMT program at CVCC is based on the Ohio Department of Public Safety, Division of Emergency Medical Services guidelines. Ohio Revised Code (ORC) Section 4765 and rules approved by the Board of Emergency Medical Services in the Ohio Administrative Code (OAC) Section 4765. (<https://ems.ohio.gov/>).

Criteria for Successful Completion

Components include but are not limited to patient assessment, airway management, managing emergency situations, using Basic Life Support equipment and techniques, CPR, operating an automated external defibrillator, bleeding control, recognizing and treating hypo-perfusion, stabilizing / immobilizing injured extremities, distinguishing and caring for environmental emergencies, ensuring the safety and management of traumatically injuries individuals, emergency childbirth, pediatric and geriatric care and general ambulance operations.

- Exams
- Practical Skills and Examinations
- Simulation Training Evaluations
- Communication and Documentation

- The textbook and workbook will be provided to you at the start of this program. All paperwork, state forms, and Cuyahoga Valley Career Center forms must be thoroughly completed and turned into your instructor to meet the requirements for successful completion of the EMT program.
- American Heart Association Basic Life Support (BLS) CPR training is included and must be completed before any clinical requirements are started.
- The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based test format depending on the content
- **Students MUST maintain an 80% throughout each module, and pass each module final with an 80% or better. If a student fails a module exam it will result in consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.**
- As of September 2006, NIMS courses IS-100 and IS-700 are required for an initial certificate to practice as an EMS provider. NIMS course IS-200 is also required. The Department of Homeland Security pursuant to Homeland Security Presidential Directives HSPD-5 and HSPD-8 mandates the NIMS courses as being necessary for all first responders. Training can be completed at the following website: <https://training.fema.gov/is/crslist.aspx>
- Effective April 1, 2019, all Ohio EMS providers (EMR, EMT, AEMT, and Paramedic) are required to view the Rescue Task Force Awareness Training Module (RTF) as part of the continuing education (CE) necessary for Ohio EMS certificate renewal. Ohio's fire service and law enforcement officers are also encouraged to take the course. Training can be completed at the following website via your OHID and the Ohio Learn app: <https://auth.ohid.ohio.gov/login>
- Effective October 1st 2024 *Dementia Training for Ohio EMS* is an education module that was created by the Ohio Department of Public Safety, Division of EMS in consultation with the Ohio Departments of Aging and Job and Family Services, as required by Ohio Revised Code 4765.162. The course includes instruction on the recognition of dementia, communication skills and supportive resources when interacting with patients with dementia, and the signs and symptoms of other medical emergencies that may mimic or accompany those associated with dementia. Training can be completed at the following website via your OHID and the Ohio Learn app: <https://auth.ohid.ohio.gov/login>

Ohio Trauma Triage Course is also required by CVCC.

A copy of all the online course certifications listed above must be provided to your instructor and a copy will be filed in your student records.

A copy of your NIMS certificates validating the completion of these courses must be provided to your instructor.

All forms must be completed and turned into the instructor. This includes, but is not limited to, skill sheets, CPR card, NIMS 100, NIMS 700, Dementia Training certificate, Rescue Task Force Awareness certification and clinical sign-off skills sheets with evaluations. If you do not complete all required forms, you will not receive a certificate of completion and will fail to meet the requirements for successful completion of the program.

Additional Admission Requirements

- Registration is open to anyone who is at least 18 years of age.
- Students who are enrolled in a regular high school program must be in their senior year and have written permission from their parents and the school principal or counselor to register for a course.
- Have a valid Ohio driver's license
- The student must complete an Adult Education EMT Registration packet.

Additional Attendance Policy

- Attendance is mandatory. Any planned absences must be discussed with the instructor before occurrence. Regular attendance and punctuality is expected of each enrollee. The State of Ohio mandates that all state required hours must be completed. (Additional hours may be required at the discretion of the instructor and/or the Director). Two (2) OR more unexcused absences can be cause for dismissal from the program. This decision comes at the discretion of the Lead Instructor and can be considered in conjunction with any other areas of weakness or issues that have been identified in the student's performance.
- If a class is missed, any exams or assignments that were due must be completed and turned in before 3pm on the day of the next class meeting. Tests must be made up in the Adult Education office by way of appointment made with the EMT Administrative Assistant. Failure to do so will result in a "0" (zero) grade. If an assignment is given during a class that is missed, the student will be permitted to make the assignment up at the instructor's discretion, provided that the absence was excused.
- Assignments cannot be made up for an absence. Contact must be made with the assigned instructor for that class period. A phone call is preferred but text messaging is accepted. Please keep in mind that cell phone coverage does not always afford timely notification, especially by way of text messaging. If an instructor does not receive phone or text notification by the start of class time, it is considered an UNEXCUSED ABSENCE. If excused, exams or assignments that were due can be made up and/or turned in before the next class scheduled. Failure to turn in assignments or exams will result in a "0" (zero) grade.
- Unexcused Absences: Failure to notify the assigned instructor for that class period which includes the instructor not receiving timely notification by the start of class. Assignments and/or exams **cannot** be made up.

- Any homework or other assignment that is not turned in by the designated due date will result in a “0” (zero) grade. There will be no opportunities to make these assignments up. If a homework assignment is due on a day of an excused absence, the student must turn the assignment into the Adult Education office before the next class meeting. Failure to do so will result in a “0” (zero) grade.
- Tardiness is disruptive to the other students as well as the instructor(s). This absence of respect can reflect a student’s lack of interest in an adult education program that demands the highest degree of mature dedication and responsibility. A student that is tardy three (3) times will equal one (1) unexcused absence and may face disciplinary action. A total of five (5) will equal two (2) unexcused absences and may be grounds for dismissal from the program.
- Students should review the class syllabus immediately upon receipt and ensure that they make proper arrangements to be present for all classes scheduled.
- **Make Up Class and Class Work:** If a student misses a class, they are required to make up the classwork. They will receive the lecture materials and must complete the corresponding chapter in the workbook provided at the start of the class, which will be reviewed by the instructor at their next session. Additionally, a makeup session will be arranged for students to review any skills and information that were missed during their absence.

Breaks

Breaks will be given periodically during lecture and laboratory classes. Please avoid leaving the classroom at times other than during breaks. Class will resume promptly at the time indicated by the instructor. The instructor will not wait for those who return late. If you are more than 5 minutes late to return from a break you may be prevented from joining the class which will result in an unexcused absence. This can enter the student into disciplinary action. Beverages will be permitted in the classroom in bottles or containers that accommodate a top or lid. There will be no open-top beverage containers by way of cup, glass or mug permitted in the classroom. Any food or snacks must be consumed outside of the classroom. There will be no food permitted in the classroom.

State and CVCC EMT Rules

The following rules are applicable to all students. Please read all rules thoroughly. If you should have any questions, please notify your instructor.

1. All cell phones/pagers must be either turned off or set to vibrate. During class time, there will be no phone calls or text messaging permitted. If any student is found to be text messaging during class, he/she may be asked to leave for the remainder of the class time and receive an unexcused absence. This will be at the discretion of the instructor. Family emergencies are the exception and simply require instructor notification.
2. Uniform shirts will be provided as tuition/course fees. It will be the student’s responsibility to purchase EMS uniform pants, a belt and boots/shoes. The instructor will provide information on location and costs for purchasing. There are affordable options available. See an instructor for details.

3. Complete uniforms must be worn to each class and are required when completing clinicals. A neat, clean, professional appearance is expected in the classroom AT ALL TIMES. **No hats of any kind (snow, baseball, etc.), earrings, piercings or obstructive jewelry.** If any student is found to be out of uniform, they will be sent home at the discretion of the instructor with an unexcused absence. Again, a complete uniform is defined as: uniform shirt, EMS pants, belt, black uniform boots or shoes, black socks.
4. All information submitted on paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be true and correct. **Any fraudulent entry may be considered a sufficient cause for dismissal.**
5. You are responsible for having all required materials with you in class. Be Prepared!
6. Skills taught and performed in class such as splinting, bandaging, lifting/moving, hands on assessment, blood pressure, etc. will be completed on a partner in class. This means there will be hands-on contact with other students. All contact will be under the direct supervision of the instructor after specific directions of what is expected to be completed. Any problems related to this type of practice should be directed to the Lead Instructor.
7. No food or open bottled beverages are allowed in the classroom.
8. There will be **zero tolerance** for cheating. Students will be immediately dismissed with no refund.
9. There will be **zero tolerance** for sexual harassment. After reviewing and investigation of the offense, the student may be dismissed with no refund. Professionalism and respect for your peers is expected.
10. This type of adult education program requires a high degree of mature responsibility that must yield self-control. There will be no unnecessary disruptions during class. Any unnecessary disruption may result in the student being sent home with an unexcused absence. This will be at the discretion of the instructor.
11. **You must go on the Internet to register for the National Registry EMT exam.** You must pass the National Registry Exam in order to be certified as an EMT-Basic in the State of Ohio. **(Please see attached information sheet explaining the procedure for registering).**

Adult Education Testing and Grading Policy

The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based and written test format depending on the content.

The student **MUST** maintain an 80% throughout each module and pass each module final with an 80% or better. If a student fails a module exam it will result in consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.

The testing and grading policies are outlined as follows: Each section, as defined in the course syllabus, will consist of a Part One and Part Two test, with 100 questions each. After completing these tests, a cumulative module final will be administered. Students must achieve a minimum grade of 80% in the section, as well as passing the module final with at least an 80% grade.

Grading Scale

Grades during the didactic phase will be determined on the basis of the following:

Passing- 80% or greater
Failing- 79.9% or less

Letter Grade	Percentage
A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
F	0-79%
I	Incomplete
*Grades are not rounded up.	

Distribution of Didactic Grade

Module Finals: Each student will be responsible for completing all required assignments prior to each Module Final. Students failing to complete the required assignments will be given an incomplete grade constituting failure from the program.

Each Module Final will be graded on a criterion-based standard, using the 80th% as the passing indication. All students will be required to successfully complete and pass each Module Final in order to continue in the program.

Students failing to pass the Module Final will be given one retest per class to use at their discretion. A student may use their single retest to retake a Module Final or Course Final. If the student fails to pass the exam on the retest, they will be dismissed from the program.

Course Final: The course Final will be a comprehensive exam measuring the student's ability to demonstrate proficiency of the curriculum. Students are required to pass the Course Final with an 80% or greater score for course completion. Students failing to pass the Course Final may use their one retest option, if available, to retake the Course Final. Failure of the retest constitutes program failure and will result in dismissal from the program.

Remediation: Failure of a student to meet academic or skill performance standards will result in remedial action to address educational strategies. Such corrective action may include additional course work in the form of oral presentations; written assignments; one-on-one coaching by peers or staff and/or assignment of an academic or skills mentor. The student or the Lead Instructor may initiate remediation. All remedial sessions will be documented and the documentation forwarded to the students' program file. Inability to correct academic or skill performance deficiencies with remedial course work is grounds for dismissal. A student may discuss academic or skill performance difficulties at any time by making an appointment directly with the Lead Instructor or Program Director during posted office hours.

Disciplinary Procedures

*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may **be grounds for dismissal** from the EMT program:

- Tardiness that exceeds the aforementioned guidelines Two (2) or more unexcused absences Second failure of a required practical skill station
- Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
- Uniform discrepancy/non-compliance
- Destruction of property
- Leaving without permission
- Carelessness of program/school property or equipment
- Dishonesty/cheating
- Lack of interest or motivation to learn
- Sleeping in class
- Cell phone usage/texting
- Suspected of being under the influence of alcohol and/or drugs of abuse ☐
Weapons/firearms possession.
- Grievance Policy - See Adult Education Grievance Policy in the beginning of this Handbook.

General Class Information

- Conduct yourself with a “team” approach by working professionally with other students, instructors and guests.
- Be supportive and respectful of the educational pursuits of your classmates.
- Be attentive in classes and demonstrate a desire to learn and grow.
- Come to class prepared to participate, showing self-direction and motivation.
- The State of Ohio Department of Public Safety mandates that all forms must be completed and signed by each student. All information must be true and accurate.
- All completed forms will be kept in Cuyahoga Valley Career Center’s Public Safety office. All financial and personal information for each student is confidential and is the property of Cuyahoga Valley Career Center.
- Online and distant education courses are not available options for the EMT program.
- Cuyahoga Valley Career Center does not provide transcripts after the completion of the course. A Certificate of Completion is provided to each student upon successfully completing the course. If a letter of completion is needed for employment or future education, please contact the Adult Education Office.
- At the close of each course the adult enrollee completes a course evaluation and site evaluation. These instruments are studied and reviewed by the Director to identify areas in need of change, updating, and integrated into the curriculum as deemed appropriate by the faculty body.
- Students must attend complete EMT program at Cuyahoga Valley Career Center. Cuyahoga Valley Career Center does not accept students transferring from an outside training facility.
- Students that successfully complete our EMT and/or Fire programs can receive credit from Cuyahoga Community College towards an Associate Degree. Please visit the following web site for conditions, benefits and criteria. <http://www.tri-c.edu/transfer-center/index.html>

Adult Education Course Syllabus

*Below is an example of an adult education course syllabus. Please see Appendix B for the current adult education syllabus.

Week	Date	Day	Time	Chapter	Lec. Hours	Lab Hours	Testing Hours	Details/Assignments	Core Competency
1	5-Jan	Monday	1800-2200	Intro to program Chapter 1 EMS Systems Chapter 2 Workforce Safety	4	0	0	Course overview School/ Program Policy Handbook review Lecture Chapter 1 Lecture Chapter 2	Personal protective equipment (PPE) Selection/donning/doffing, Eye irrigation
1	8-Jan	Thursday	1800-2200	Chapter 3 Medical Legal/Ethical Chapter 4 Communication/ Doc.	4	0	0	Lecture: Chapter 3, 4	Patient Care Report (PCR) documentation Telemetric monitoring devices and transmission of clinical data, including video data
Take Home Cognitive Exams for Section 1 Released Section 1 Part 1 / Section 1 Part 2 Each Test Contains 100 Questions Due Date To be Announced In Class and Posted To Google Classroom									
2	12-Jan	Monday	1700-2200	CPR	3	2	0	CPR	Cardiopulmonary resuscitation /CPR) Automated external defibrillator (use of an AED)
3	22-Jan	Thursday	1800-2200	Chapter 7 Life Span Development	4	0	0	Lecture Chapter 7	n/a
4	27-Jan	Tuesday	1800-2200	Chapter 5 Medical Terminology Chapter 6 A&P Overview	4	0	0	Lecture Chapter 5, 6	n/a
4	29-Jan	Thursday	1800-2200	Chapter 8 Lifting and Moving Chapter 9 Team Approach	4	0	0	Lecture Chapter 8,9	Rapid extrication procedures, Emergency moves for endangered patients. Mechanical patient restraints, Short spine board, Long spine board
Onboarding Begins with the Cleveland Clinic All Medical Clearance Paperwork must be submitted Onboarding Start Date: 2/9/26 Onboarding End Date : 3/16/26									

Adult Education Course Calendar

*Below is an example of an adult education course syllabus. Please see Appendix C for the current adult education calendar.

2026-2027 FY CALENDAR														EMT - 6 pm to 10 pm																																																																																																			
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Ohio Department of Public Safety EMS Psychomotor Examination

- Patient Assessment/Management Trauma
- Patient Assessment/Management Medical
- BVM Ventilation of an Apneic Adult and Pediatric Patient
- Cardiac Arrest Management: AED
- Bleeding Control and Shock
- Random Station A: O2 Administration via NRB
- Random Station B: Medication Administration via Auto injector

A larger variety of Course Curriculum Skills will be required to pass in LABS prior to NR written testing.

Clinical Information

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals and fire departments for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however, acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space.

- The clinical experience is a learning experience not a working experience.
- Students will be required to attend a clinical experience in both the Emergency Room and in the Pre-hospital (EMS) field. Hours completed in each will be assigned at the discretion of the Lead Instructor.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience.
- Clinical scheduling times are the responsibility of the student and the schedule must be completed as designated by the Lead Instructor.
- Clinical times must be scheduled outside of classroom time.
- Blood-borne pathogens will be taught and followed in all practical and clinical settings.
- If employed by contracted agency, the student must not be counted as essential personnel but be attending as a student representing Cuyahoga Valley Career Center.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor is responsible for documenting the student's experience and evaluating performance.
- Students will provide, upon request, a certified copy of their health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.

- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality. *It will be at the discretion of your instructor to allow and reschedule the clinical experience.*

When doing your clinical time, the following rules apply:

- Students are expected to be fifteen minutes early.
- Will be dressed in FULL UNIFORM: CVCC uniform shirt, dark uniform EMS pants, uniform boots or shoes, black socks and black belt. If you are out of uniform, you will be sent home.
- No facial piercings or obtrusive jewelry.
- Students must be equipped with a stethoscope, pen, and a watch with a second hand.
- Professional behavior will be expected during all clinical hours.
You are a reflection of the school, your instructors and the EMS/Fire industry. Any behavior that is reported to be unprofessional, disrespectful or otherwise socially unacceptable will result in immediate dismissal from the program following confirmation from a detailed investigation conducted by the Lead Instructor, CVCC representatives, law enforcement or other required professional agencies or personnel.
- Students must complete a total of 10 patients' assessments in clinical internship setting, 1 assessment must be a pediatric patient.
- Clinical time must be scheduled and completed prior to the course final exam and course completion.
- **If a student cannot attend a scheduled clinical session, phone notification must be made by the student to the clinical site with an explanation. Clinical discipline policy is outlined below:**
 - Excused Absence (*with notification*)-----Accepted
 - Late to clinical (*with notification*)-----Verbal Warning
 - Late to clinical (*no call*) -----Verbal Warning
(Explanation required)
 - No show to clinical (*no call*) -----Written Warning
(Explanation required)

For any “*second offense*” the student may face dismissal from the program.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situations, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

Marymount Hospital Clinical Hours

Marymount Hospital
Cleveland Clinic Health System
12300 McCracken Road
Garfield Heights, Ohio 44125

Directions to Marymount Hospital:

Near I-480 and I-77, just 4 miles west of I-271

From the West:

Exit I-480 at East 98th Street. Turn left; follow East 98th Street about 2 miles. Turn right onto Granger Road and follow the signs to the Hospital.

From the East:

Exit I-480 at Broadway. Turn right; follow Broadway for approximately 1 mile. Turn left onto Henry Street. Follow Henry Street to McCracken; Hospital is visible at intersection.

Marymount Hospital: 216-581-0500
Emergency Department: 216-587-8170
Jeff Gembus – EMS Director: 216-587-8236 jgembus@ccf.org
Michael Simon: SIMONM9@ccf.org
Parking: There is no charge for parking.

Fire Department Clinical Sites

Broadview Heights Fire Department Chief: Jeff Hajek	3591 Wallings Road Broadview Heights, Ohio 44147	Ph: 440-526-4493 Fx: 440-526-6153	Contact: Patricia Koss Email: pkoss@bhfd.org
Copley Fire Department Chief: Chris Bower	1540 S. Cleveland-Massillon Road Copley, Ohio 44321	Ph: 330-666-6464 Fax: 330-666-2245	Contact: Jeff Varga Email: jvarga@copley.oh.us
Garfield Heights Fire Department Chief: Kenneth R. Strobe, Jr.	5115 Turney Road Garfield Heights, Ohio 44125	Ph: 216-475-4053 Fx: 216-475-4053	Contact: Sandy Mistur Email: SMistur@garfieldhts.org
Middleburg Heights Fire Department Chief: Briant Galgas	15800 Bagley Road Cleveland, Ohio 44130	Ph: 440-243-1313	
Macedonia Fire Department Chief: Brian Ripley	9691 Valley View Road Macedonia, OH 44056	Ph: 330-468-1234	
Northfield Village Fire Department Chief: Jason L. Buss	10271 Northfield Road Northfield Village, Ohio 44067	Ph: 330-467-7139 Fx: 330-467-7152	Contact: Jason Buss Email: firechief@northfieldvillage-oh.gov
Physicians Medical Transport Team	4495 Cranwood Pkwy Warrensville Heights, Ohio 44128	Ph: 216-714-0100 Fx: 216-823-2169	Contact: Jaime Jordan Email: jjordan@physiciansambulance.com

Solon Fire Department Chief: William Shaw, wshaw@solonohio.org	5595 Harper Road Solon, Ohio 44139	Ph: 440-349-6333 Fx: 440-349-6337	Contact: Margie Advent, madvent@solonohio.org *Call Fire Department for station assignment prior to going.
Twinsburg Fire Department Chief: Tim Morgan	10069 Ravenna Road Twinsburg, Ohio 44087	Ph: 330-963-6256 Fx: 330-467-7152	

Registration Procedures

National Registry EMT Test

Once you have been approved by CVCC to take the NR EMT exam, you will have no longer than fourteen (14) days to schedule and sit for the exam.

(Information on computer-based testing is on the NREMT website at nremt.org. Please refer to the NREMT website for the most current policies and procedures).

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484.

Step 1: Create Your Account

- Go to nremt.org and click on 'Create New Account'.

Step 2: Login

- After you have completed Step 1, you can return to the home page and log in with the username and password you created.

Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your driver's license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.

Read this to avoid delay! Make sure the first and last name you use to set up your Account matches the name on your driver's license EXACTLY (or the ID you will present at the testing center), or you will be denied access to the testing center on the day of your exam!

Step 4: Create a New Application

- Click on 'Create Initial Entry Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

Step 5: Pay Application Fee

- Your application fee is part of your tuition, and it is recommended that you complete your online application at the school on the designated date in order to prevent delays. However, you may pay at a later date.
- To pay at a later date, go to ‘Check Initial Entry Application Status’ and choose ‘Application Payment’.

Read this to avoid delay! *An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and successful course completion verification has been completed. If you do not complete your application at the school on the designed date, it is YOUR responsibility to call the Adult Education Office to schedule your payment.*

While you can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT, CVCC **will not reimburse your exam fee.**

Step 6: Check to See if You Are Approved to Take Your Exam

Read this to avoid delay! *You will only see ‘Print ATT Letter’ when you have been verified to test! This link will not appear if the verification process is not yet complete!*

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on ‘Check Initial Entry Application Status’.
- If you see ‘Submitted’ next to ‘Course Completion Verification’, this means the NREMT has submitted your information to the program you indicated and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see ‘Not Submitted’ next to the ‘Application Payment’, you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: ‘Print ATT Letter’.

Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE

- Scroll down to see if the ‘Print ATT Letter’ appears.

Read this to avoid delay! *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.*

- Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
- Your ATT Letter will also include other important information you should read carefully!

Read this to avoid delay!

- Schedule your exam carefully! Rescheduling fees apply!*
- Refunds cannot be issued for no-shows.*
- If you arrive late for your exam, you may lose your appointment!*

NREMT Application Progress

Monitor the Progress of your Application

You can monitor the progress of your application at any time.

1. Login on the NREMT Home Page using your username and password
 - a. Click on 'Candidate Services'
 - i. Click on 'Check Application Status'
 - b. Three areas of the application process are displayed:
 - i. Course Completion Verification.
 - ii. Payment of Application Fee.
 - iii. Practical Skills Verification.

Each topic provides an explanation of the status and who to contact for further assistance, if necessary.

Monitor the Progress of Your Application

You will need the following information:

- This course has been approved in the state of: **Ohio**
- Program Name: **Cuyahoga Valley Career Center**

State Application Procedure

Ohio Department of Public Safety - State of Ohio Initial Certification Directions:

- Go to the following website: <https://www.ems.ohio.gov/certifications-initial-ems.aspx>
- Click “Application-EMS Provider Initial Certification”
- Type in the Course ID: (given to you in class)
- Type in the Password: (given to you in class)
- Complete online Application
- Submit application – once you have submitted your application, you will be required to fill out a DMA form. If you answer “yes” to having a criminal conviction, or having a certification revoked or suspended, you will be required to fill out a Criminal History form.
- After you have applied for certification, you will be listed as pending approval. Once you have passed the National Registry exam, you will be approved for your State card by Cuyahoga Valley Career Center. Your application will then be processed by EMS, and the certification will be granted.

Ohio Administrative Code

4765-8-01 Qualifications for a certificate to practice.

Please follow the QR Code for the most recent O.R.C. 4765-8-01



4765-15-01 Emergency Medical Technician Curriculum Prior to September 1, 2012.

Effective: June 15, 2018

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

- (A) Prior to September 1, 2012 an EMS training program for a certificate to practice as an emergency medical technician or an emergency medical technician refresher program shall be conducted in accordance with the curriculum as set forth in this rule or in rule 4765-15-05 of the Administrative Code. An EMS training program for a certificate to practice as an Emergency Medical Technician or an Emergency Medical Technician refresher program starting on or after September 1, 2012, shall be conducted in accordance with rule 4765-15-05 of the Administrative Code.

4765-15-05 Emergency Medical Technician Curriculum

Please follow the QR Code for the most recent O.R.C. 4765-15-05



Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create an NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and

schedule it with the NREMT.

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

1. The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.
2. The passing score for the written portion of the examination shall be determined by the NREMT.
3. The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
4. The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
5. The written and practical portions of the examination shall remain valid for one year from the date of successful completion.
6. The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

A separate signed copy of this agreement is required in your student file.

High School Testing and Grading Policy

Distribution of Didactic Grade:

Assignments: All assignments are required to be completed as assigned. There will be **NO** late assignments accepted. If a student does not submit an assignment by the date and time listed in the schedule, the student will receive a zero (0) for that assignment(s). Students must maintain a 75% or high average on all assignments to be eligible to sit for state certification.

Unit Tests: Each student will be responsible to complete all required assignments prior to each unit test. Students failing to complete the required assignments will be given a zero (0) for any assignments not submitted by the Unit Test for that assignment.

Each unit test will be graded on a criterion-based standard, using the 80% as the passing indication. If a student fails a unit test, they will not be allowed to retest that unit.

Test corrections are required to be done for all missed questions on unit tests and submitted for ½ point credit given back to the student. Any student who does not complete the test corrects will get ½ point for each test question not submitted subtracted from their original test grade.

Course Final Exam: The course Final will be a comprehensive exam measuring the student's ability to demonstrate proficiency of the curriculum. Students are required to pass the Course Final Exam with an 80% or greater for course completion. Students failing to pass the Course Final may use their one retest option.

- Students **MUST** maintain an 80% rolling average on all EMT tests. There will be no retests of any unit tests, the only test that is permitted to be retaken is the final (see retest for more information).
- Final Exam must be passed with an 80% or higher (1 retest will be permitted)
 - o To be eligible to sit and take the final exam and the NREMT certification tests, 5 NREMT Simulated tests in Platinum Planner must be passed with an 80% or higher
 - o Additionally, on adaptive test also located in Platinum Planner needs to be passed with a “Good” or “Exceptional”
 - o If you do not complete and/or pass the 5 NREMT tests and/or adaptive test, you will not be permitted to sit for the NREMT state certification test.
- Students **MUST** maintain an overall average of a 75% for all assignments in the class.
- Students **MUST** maintain an overall average of an 80% overall to be eligible to sit for the state certifying exam (NREMT).
 - o At any time throughout the program that a student is not maintaining an 80%, the student will have until the next Unit Test to raise their grade to an 80% or will not be eligible to sit for the state certifying exam (NREMT).

Online Required Courses:

- Ohio Trauma Triage-Online
- Ohio Rescue Task Force-Online
- Ohio Dementia Training -Online

***All tests & quizzes will be given in class on Platinum Planner. There will be NO allowances for retests of tests of unit tests or quizzes. If you are absent for a test or quiz, you will be responsible for taking that test or quiz the day you come back.**

****The final exam must be passed with an 80% or higher. One retest will be permitted for the final exam.**

*****An overall grade of an 80% MUST be maintained throughout the class or you will not be permitted to sit for the certification exam (NREMT)**

High School Course Syllabus

*Below is an example of a high school course syllabus. Please see Appendix A for the current high school syllabus.

8/25/2025 Mon	EMS Systems Workforce Safety and Wellness	Chapter 1 Chapter 2	Reading Quiz Workbook Homework Packet #1	
8/26/2025 Tues	Medical, Legal, and Ethical Issues Communications & Documentations	Chapter 3 Chapter 4	Reading Quiz Workbook Homework Packet #1	
8/27/2025 Wed	Medical Terminology The Human Body	Chapter 5 Chapter 6	Reading Quiz Workbook Homework Packet #1	
08/28/2025 Thurs	Lab -Documenting EMS Calls -PPE -Human Body Review -Medical Terminology	Chapters 1-6	Lab Quiz Workbook Homework Packet #1	Basic Performance Skills 1-PPE 4-PCR Additional Services Skills 9-Telemetric devices and transmission

- There are 70 3-hour sessions that include lectures and lab:
- Lecture / Lab = 210
- EMS Field Time = 10
- Emergency Department = 10
- **Total = 230 hours**

State of Ohio Practical Examination (skill testing)

- Medical Assessment – Mandatory
- Trauma Assessment – Mandatory
- Bleeding Control/Shock Management – Mandatory
- Cardiac Arrest/AED – Mandatory
- BVM Ventilation of an Apneic Adult and Pediatric – Mandatory
- Random Skill A (one of the following)
 - Long Bone Immobilization
 - Joint Immobilization
 - O₂ Administration by Non-rebreather Mask
- Random Skill B (one of the following)
 - Medication Administration via Autoinjector
 - Medication Administration via Intranasal Route
 - Ventilation via a Supraglottic Airway



Acknowledgement of Student Handbook

I have read and fully understand the Adult Education Student Handbook and agree to comply with all of the policies, procedures, waivers and requirements outlined within.

Program Name: _____

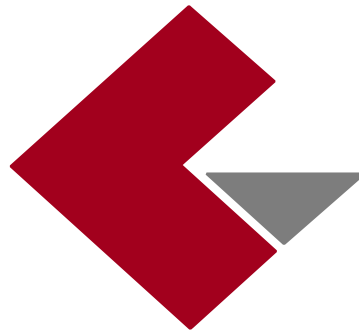
Print Name: _____

Signature: _____ Date: _____

Practical Nursing

2026-2027

Adult Education Student Handbook



CUYAHOGA VALLEY
CAREER CENTER

8001 Brecksville Road
Brecksville, OH 44141

Approved June 2026

www.cvccworks.edu
440-746-8230

Table of Contents

CVCC Mission Statement	3
Accreditation/Program Approval	3
Adult Education General Information.....	3
Adult Education Administration/ Instructor List	4
Administration	4
Instructors	5
Student Health And Safety	6
Student Resources	8
Financial Policies – General Guidelines	11
Statement Of Liability	11
Student Conduct.....	18
Harassment	20
Purpose Of This Handbook	23
History Of The School Of Nursing At Cuyahoga Valley Career Center.....	23
Program Approval And Accreditation	24
Philosophy.....	24
Program Outcomes.....	25
Practical Nursing Faculty And Staff	25
Admissions Policy	26
School Of Nursing Calendar	30
Class Schedule	31
Academic Expectations.....	32
Student Attendance And Absence Policy	35
Curriculum And Instruction	38
Nursing Program Requirements	39
Grades And Evaluation	42
Assessment Technologies, Inc. (ATI) Predictor Examination	45
Classroom Expectations.....	45
Health Data And Screenings	50
Clinical Expectations.....	52
Interruption Of Studies And Re-Enrollment	53
Tuition, Fees And Expenses	56
Satisfactory Academic Progress Policy (SAP)	57
Student Resources And Support Services	57
Student Records	59
Student Conduct.....	60
Application Requirements For Nurse Licensure	65
Graduation	66
Full-Time Day Class 2027 Calendar	68
Part-Time Evening Class 2028 Calendar	69
Full-Time Cost of Education FY26-27.....	70
Part-Time Cost of Educatin FY26-28.....	71

CVCC Mission Statement

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

Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, www.council.org.



Adult Education General Information

Adult Education Hours - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

Food And Beverages - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

Parking Areas - There are two main parking areas:

1. the main lot to the north of the building or
2. the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

Restrooms - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

Smoking - Cuyahoga Valley Career Center is non-smoking per O.R.C. 3313.751, it is prohibited to use or possess tobacco in and on facility grounds including your personal vehicle.

Adult Education Administration/ Instructor List

ADMINISTRATION

Adult Education Director

Business & Technology Programs
Emergency Response Programs
Health Care Programs
Health and Beauty Programs
Personal Interest & Leisure

Terri Lynn Brosseau
tbrosseau@cvccworks.edu

(440) 746-8210

Adult Education Coordinator

Customized Training
Industrial Training Programs

Joe Lupia
jlupia@cvccworks.edu

(440) 746-8215

School Of Practical Nursing Supervisor

Linda Banville
lbانville@cvccworks.edu

(440) 746-8315

School of Practical Nursing Operational Instructor

Hannah Dougherty
hdougherty@cvccworks.edu

(440) 746-8315

Student Support Services

Claudette Knestrick
cknestrick@cvccworks.edu

(440) 746-8337

Business Liaison

Diane Duryea
dduryea@cvccworks.edu

(440) 746-8242

Media Specialist

Makayla Robertson
mrobertson@cvccworks.edu

(440) 746-8322

Administrative Assistants:

Daytime

Theresa Antal
tantal@cvccworks.edu

(440) 746-8206

Evening

Shari Warman
swarman@cvccworks.edu

(440) 746-8224

Nursing

Lisa Barnhart
lbarnhart@cvccworks.edu

(440) 746-8232

Evening

Carla Harvey
charvey@cvccworks.edu

(440) 746-8332

INSTRUCTORS

Instructor Name	Subject	Degrees	Conferring Institution
Linda Banville	Nursing	BSN, MSN	Notre Dame College
Brooke Bartko	Personal Interest & Leisure	AAS	The Culinary Institute of America
Katherine Beal	CPR Instructor	MSN	Kent State University
Mary Crone	Nursing	BSN, MSN	Western Governors University
Barbara Davila	Nurse Aide	High School Diploma	Brecksville-Broadview Heights High School
Hannah Dougherty	Nursing	RN, BSN, MBA	Cleveland State University
Matthew Duplaga	Public Health & Safety / EMT EKG Instructor	High School Diploma	Ohio Virtual Academy
Lewis Fletcher	Industrial/HVAC Customized	AAS	Cuyahoga Community College
James Franko	Fiber Optics Technician	High School Diploma	James Ford Rhodes High School
Jacob Giesy	Telecommunication Tower Technician	High School Diploma	Lakeview High School
Maria Grbac	Nursing	BSN	Kent State University
Lisa Green	Nurse Aide	CNP, BSN	University of St. Francis
Liam Guiney	Personal Interest & Leisure	MS, BS	Wake Forest University, University of N. Carolina
Jason Hance	Customized - Building & Property Management	High School Diploma	Barberton High School
Matthew Harding	Customized - Power Equipment Technology	High School Diploma	Brecksville-Broadview Heights High School
Drew Hladky	Industrial/HVAC	High School Diploma	North Royalton High School
Dean Horba	Customized Training	High School Diploma	Nordonia High School
Michaelle Jones	Nursing	BSN	University of Akron
Dena Jurcsiek	Nursing	BSN	Cleveland State University
Jeff Kaplan	Nursing	ADN	Excelsior College
Stacey Kaufman	Customized Training	High School Diploma	Normandy High School
Betsy Klos	Dental Assisting	High School Diploma	Berea High School
Mary Kopczynski	Personal Interest & Leisure	BA, AAS	Cleveland State University, Cuyahoga Community College
Craig Kotnik	Multicraft Maintenance	MS, BS	University of Ohio, Cleveland State University
Thomas Laskowski	Customized Training	MBA, BSEE	Baldwin Wallace College, Case Western Reserve University
Philip Lindeman	HVAC	High School Diploma	West Geauga High School
Robert Lundholm	Multicraft Maintenance	BSEE	Michigan Technological University
Gina Matays	Nursing	BSN, MSN	Capella University
April Mone	Customized Training	MA, BS	Nova Southeastern University, Ashland University
Tim Moore	Customized Training	MED, BBA, AAB	Ashland University, Tiffin University, Lorain County Community College
Melissa Morgan	Nursing	BSN	Ohio University, Akron University
Kim Morton	Personal Interest & Leisure	BS	Ohio University
Brianna Moss	Nursing	LPN, BSN	Huron School of Nursing, Ohio University
Melissa Munro	Graphic Design	MA, BA	Case Western Reserve University, Cleveland State University

Nancy Muscatello	Cosmetology / Nail Technician Instructor	BS	Kent State University
Joseph Paoletta	Nursing, EMT	BSN, MSN	Chamberlain University
Richard Parrott	Industrial Training	AAS	George State University
Remington Phillips	Graphic/Web Design	AAS	Cuyahoga Community College
Candice Price	Personal Interest & Leisure	High School Diploma	Bedford High School
Kylie Putka	Cosmetology / Nail Technician Instructor	High School Diploma	Brecksville-Broadview Heights High School
Robert Ritter	Esthetics Instructor	GED	Medina Senior High School
Judith Rogowski	Nursing	BSN	Ohio University
Patrick Ruebesnal	Graphic Design	High School Diploma	Medina Senior High School
Matthew Schoeffler	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Daniella Stanis	Nursing	LPN, ADN	Lorain County Community College
Lisa Theodore	Dental Assisting	High School Diploma	North Royalton High School
Larry Walters	Industrial/Rope Rescue	High School Diploma	Tecumseh High School
Jennifer Wester	Health Careers Instructor	High School Diploma	Normandy High School
Lee Wester	CPR Instructor	AAS	Cuyahoga Community College
Howard Workman	Graphic & Web Design	AAS	Cuyahoga Community College
Paul Yuravak	Customized Training	High School Diploma	Buckeye High School
Dan Zezena	Public Health & Safety / EMT Instructor	High School Diploma	Valley Forge High School

Student Health and Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Office before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually, and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

Student Health Care Services

For Adult Education evening students, please contact your instructor or evening administrative assistant at front desk in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Academic and career counseling services are available. Students should contact their program instructor or Adult Education Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office.



988 Suicide and Crisis Lifeline provide 24/7, free, and confidential support to Ohioans in mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

Crime Awareness and Campus Security **Federally Mandated Public Information**

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Student Resources

Non-School Dates

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

School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. "snow days", jeopardize program requirements, class/clinical hours will need to be "made up" utilizing break time, planned days off or an extended school year.

Job Search Assistance

Assistance in job search skills, such as career transition planning, resume-writing, and interviewing techniques, is available to all full and part-time adult students and alumni. Classroom presentations are provided to all career development program students. Resume Reviews are available by generating and submitting your information to the Adult Education Director, Terri Lynn Brosseau at tbrosseau@cvccworks.edu. Job search resources are also available to students and alumni. Additionally, websites such as <http://www.ohiomeansjobs.com/> and <https://highered.ohio.gov/> provide excellent updated job and internship information for people in career transitions. CVCC does not guarantee employment or job placement.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Director immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, the student is subject to disciplinary action, up to and including immediate dismissal.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secure area. The records will be available only to instructors and appropriate Adult Education staff.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment, the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

Non-Discrimination Policy

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade
8001 Brecksville Road
Brecksville, Ohio 44141
440-526-5200

Dr. Marcy R. Green
8001 Brecksville Road
Brecksville, Ohio 44141
440-526-5200

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, 1965, as amended by Executive Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
Public Law 93-162 (Section 504)

Americans with Disabilities Act (ADA)

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodation under this Act should self-reveal this in discussion with the Adult Education Director.

Consumer Information

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at <https://cvccworks.edu/adult-education/adult-education-resources/financial-aid/>

Course Admission

For all students enrolled in Title IV eligible programs, please see Admissions Policy in the program specific section below. 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 program. Documentation will be required for programs that indicate a high school diploma, or high school equivalent is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

District Senior Citizen

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nardon Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

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.

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.

Financial Policies – General Guidelines

Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Director. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due to the Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT2). Students will be prohibited from taking any final or credential exams until tuition has been paid in full.

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

Federal Financial Aid Programs

Full aid awards are only made if a student is attending a program of at least 900 clock hours. A student entering a program of fewer than 900 clock hours will receive a prorated award. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed online at www.studentaid.gov. A borrower must complete Entrance and Exit Counseling to review rules, regulations, policies and procedures at www.studentaid.gov. All Federal Direct Loans will be reported to the U. S. Department of Education's National Student Loan Data System (NSLDS).

CVCC Programs Eligible for Federal Financial Aid

1500 clock hours- Cosmetology

1200 clock hours- Practical Nursing (Full-Time and Part-Time)

650 clock hours- Machining Technology

600 clock hours- Esthetics

The following federal financial aid programs are available to qualifying students:

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. Any student wishing to receive a Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. After the FAFSA has been processed by the U.S. Department of Education, an Institutional Student Information Record (ISIR) will be issued. This report will contain a number referred to as the Student Aid Index (SAI). Pell Grant award amounts are based on the student's SAI, calculated from the prior-prior year's income information submitted on the FAFSA. Students are required to self-pay the balance of tuition not covered by the Federal Pell Grant and/or the student may utilize a Federal Direct Loan. All Federal Pell Grant funds, when received, are applied directly to the student's account balance. The amount of Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100% the six-year equivalent is 600%.

William D. Ford Direct Loan Program-Stafford Loans

Federal Direct loans must be repaid to the Federal government. After graduate, leave school, or drop below halftime enrollment, they will have a six-month grace period before they are required to begin repayment. The student will receive communication from a servicing agency assigned by the U.S. Department of Education to manage the loan repayments. Undergraduate life loan limits apply. Interest rates are subject to change each year on July 1st. There is a loan origination fee on all Federal Direct Loans. The loan fee is a percentage of the loan amount and is proportionally deducted from each loan disbursement. Loan fees are announced by Congress and subject to change. A student who is in default (has ceased to make repayments on any previous student loan payments for at least 270 days) is not eligible to receive Title IV funding. A student can receive a deferment/forbearance on a previous loan, if the student meets the requirements, by contacting their loan servicer. A borrower who requests a deferment/forbearance should continue making loan payments until receiving notification from the lender that the deferment has been approved. A student cannot receive a deferment/forbearance for a loan that is already in default. There are several repayment plans available and plans can be switched at any time by contacting the student's loan servicer.

- A. Direct Subsidized Loan** - A subsidized loan is awarded by need. A student may be eligible to request a maximum of \$3,500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan during specific periods. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
- B. Direct Unsubsidized Loan** - An unsubsidized loan is not awarded by need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
- C. Direct Parent Loan to Undergraduate Student (PLUS)** – PLUS loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days

after final loan disbursement is made, or parents may choose a deferment option by contacting their Direct Loan Servicing Center.

Cuyahoga Valley Career Center does not offer institutional loans, nor participate in private education loans, or endorse any specific lenders.

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.

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 federal formula is applicable to a student receiving Federal Aid if that student withdraws on or before the 60% point in the billing period. The percentage of Title IV Financial Aid to be returned is equal to the number of clock hours scheduled in the payment period at the time of withdrawal divided by the number of hours that were scheduled for the period as a whole. For example, if a student has completed 30% of the billing period they have earned 30% of their financial aid. However, once a student has completed 60% of the hours in a billing period, 100% of the financial aid awarded that billing period will have been earned. If financial aid funds have been released to a student because of a credit balance on the student's account, then the student may be required to repay some or all of that aid if the student withdraws.

Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the U. S. Department of Education must be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Pell Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV funding did not cover.

Refund Policy

The Adult Education Department is committed to fair and equitable refund practices in compliance with institutional policy, federal regulations, and accreditor requirements. Students are encouraged to review this policy carefully prior to enrollment.

1. Class Cancellation by the Institution

If the Adult Education Department cancels a class:

- Students will receive a 100% refund of tuition and fees paid, or
- Tuition may be applied to another class at the student's request.

2. Student Withdrawal

A student who wishes to withdraw must submit written notification to the Adult Education Office. The official withdrawal date is the date the written notice is received or the date the institution determines the student has withdrawn.

Tuition charges will continue to accrue until the official withdrawal date.

Students receiving third-party or outside funding may be responsible for any remaining balance after funding adjustments.

A \$20 processing fee will be assessed for all student withdrawals.

3. Tuition Refund Calculation

Refunds for clock-hour programs are calculated based on the percentage of scheduled program hours at the time of withdrawal.

- Students who complete less than 60% of their scheduled program hours will be charged only for the hours they were scheduled to attend through the official withdrawal date.
- Students who complete 60% or more of their scheduled program hours are considered to have earned 100% of their tuition obligation and are not eligible for a prorated refund.

Refund calculations are based on scheduled hours, not attendance hours, unless otherwise required by federal regulation.

4. Non-Refundable Charges

The following charges are non-refundable:

- One-night classes
- Personal interest or leisure classes
- Books, fees and supplies
- The \$200 seat fee (if applicable)

5. Financial Aid Recipients (Federal Title IV Funds)

Students receiving federal financial aid are subject to the Federal Return of Title IV Funds (R2T4) Policy.

In accordance with federal regulations:

- Financial aid eligibility is recalculated when a student withdraws.
- Unearned federal funds must be returned to the U.S. Department of Education.
- A student may owe a balance to the institution and/or the Department of Education.
- Students receiving third-party or outside funding may be responsible for any remaining balance after aid adjustments.

The return of funds calculation is separate from the institutional refund policy and may result in a different balance due.

6. Refund Timeline

When a refund is due, it will be issued within 45 calendar days of the official withdrawal date or date of determination of withdrawal, in accordance with accreditor and federal requirements.

Refunds totaling \$1.00 or less will remain as a credit balance on the student's account.

7. Books and Supplies After Withdrawal

If you withdraw from the program, you must pick up any books or supplies you purchased within 30 calendar days of your withdrawal date.

To schedule a pickup time, please contact the Adult Education Office at 440-746-8206.

Items not picked up within 30 days may no longer be held by the program.

Percentage of Program Length Completed	Amount of Total Tuition Owed to School
0%–59% of program completed	Tuition is prorated based on the percentage of the program completed
60% or more of program completed	100% of total tuition is owed to the school

Nonrefundable Administrative Seat Fee

A nonrefundable administrative seat fee of \$200.00 is required to secure enrollment in all of CVCC's federal financial aid eligible programs. This fee is not part of the tuition; Title IV funds shall not be utilized for the seat fee.

Outstanding Balance Policy

Students are responsible for paying all tuition, fees, and other institutional charges by the established due dates. A student account is considered outstanding when payment has not been received according to the approved payment schedule or financial aid arrangement.

If a student's account becomes outstanding, the following procedures will apply:

1. The student will be notified by writing that their account is past due and must be brought current.
2. The student will be given up to 30 calendar days from the original due date to resolve the outstanding balance.
3. If the account is not brought current within **30 calendar days**, the student will be subject to **administrative dismissal from the program**. Failure to bring the account current will result in dismissal, regardless of whether the student received notification of the outstanding balance.
4. Dismissal due to a delinquent account will be processed in accordance with the institution's procedures. All applicable refund policies, return of Title IV funds requirements, and institutional policies will be followed.
5. Students receiving third-party or outside funding may be responsible for any remaining balance after said adjustments are applied.
6. Students who are dismissed for nonpayment may request re-enrollment only after the account balance has been resolved.
7. CVCC reserves the right to withhold and/or prohibit completion of credential exams, transcripts, certificates, diplomas, and other official records until all financial obligations have been satisfied, in accordance with applicable laws and accrediting agency standards.
8. Any outstanding balance remaining on an account will be referred to the Ohio Attorney General Collections Enforcement Section as required by law.

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).

Cuyahoga Valley Career Center Professional Judgment 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))

Circumstances that may warrant a professional judgment decision include, but are not limited to:

- Parent’s death or divorce for dependent students; death of or divorce from spouse of independent students
- Significant loss of income/loss of employment
- Loss of untaxed income/benefits (e.g. disability, child support, or other benefits)
- Excessive medical expenses (not covered by insurance)
- One-time taxable income used for life-changing event (e.g. IRA, pension distribution)

Circumstances that are NOT considered extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children’s allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

Other Sources of Assistance

- A. Workforce Development (WOIA):** The Workforce Innovation and Opportunity Act provides funding for unemployed, underemployed, and dislocated workers. Please visit the Ohio Means Job website for more information: <https://jfs.ohio.gov/owd/WIOA/index.stm>
- B. Trade Adjustment Assistance Act (TAA):** The Trade Adjustment Assistance Act offers funding to certain individuals whose company has closed its facilities, displacing the employees. Learn more at the Department of Job & Family Services website. http://jfs.ohio.gov/ouc/tradeadjustassist_faq.stm
- C. Bureau of Vocational Rehabilitation/Opportunities for Ohioans with Disabilities:** BVR/OOD provides individuals with disabilities services and supports necessary to help them attain and maintain employment. If you have a disability you may be eligible for training assistance. Contact your local office for further information. Learn more at the Opportunities for Ohioans with Disabilities website: <http://www.ood.ohio.gov/Core-Services/BVR/Regional-Offices>

- D. Veterans Education Benefits:** Visit the U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/gibill/>. Please see the following section “Veterans Education Benefits” for further information.

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 Benefits 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

Student Conduct

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

Student Grievance Policy

Student Grievance, po5710, Adopted May 1, 1995

Please follow the QR Code for the most recent Student Grievance Policy.



Public Complaints

Public Complaints, po9130, Adopted May 1, 1995

Please follow the QR code for the most recent Public Complaints policy.



Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

Electronic Devices

Electronic devices and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

Food and Beverages

Beverages and snacks are available for purchase from vending machines. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

Interactive/Communication Behaviors

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

Collaborations

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work.

More specifically, to avoid plagiarizing, a student or other writer must give credit when the student uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without

authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- **First offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- **Second offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- **Third offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course.
- **Any further offense:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- **Any further offense upon students return from suspension:** Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Anti-Harassment Policy

Anti-Harassment, po5517, Adopted May 1, 1995

Please follow the QR Code for the most recent Anti-Harassment Policy.



Bullying & Other Forms of Aggressive Behavior

Bullying and Other Forms of Aggressive Behavior, po5517.01, Adopted June 26, 2003

Please follow the QR Code for the most recent Bullying & Other Forms of Aggressive Behavior Policy.



Student Hazing

Student Hazing, po5516, Adopted May 1, 1995

Please follow the QR Code for the most recent Student Hazing Policy.



The School of Nursing

Practical Nursing

Student Handbook

Full-Time 2026-2027

Part-Time 2026-2028



Approved June, 2026

Purpose of This Handbook

The Student Handbook serves as an agreement between the student and the School of Practical Nursing (SOPN) at Cuyahoga Valley Career Center (CVCC). Students are strongly advised to read and understand the content of the Handbook and refer to it as needed throughout the Nursing Program. All students will be required to sign the Contract with the School of Practical Nursing at CVCC prior to the first day of their program, acknowledging receipt and understanding of the Handbook (see Appendix). The student's signature on the Contract with the School of Practical Nursing at CVCC indicates a binding contract of responsibility and accountability, which is then placed in the student's permanent file.

In addition to the policies set forth in this Student Handbook, students must also comply with the policies of Cuyahoga Valley Career Center, contracted clinical sites, and all Ohio Laws and Rules (i.e. Ohio Administrative Code Chapter 4723-5) governing and regulating the practice of practical nursing. Policies in this Handbook are subject to change without notice. Any changes will be communicated verbally to students together with a printed copy of the updated policy.

History of The School of Nursing at Cuyahoga Valley Career Center

The School of Practical Nursing (SOPN) at Cuyahoga Valley Career Center (CVCC), formerly the Parma School of Practical Nursing, was created in 1963 as the result of a joint venture between the Parma City School District and Parma Community General Hospital to help meet the educational and vocational needs of individual citizens, the community, and local business.

The SOPN has maintained a long history of producing a high- quality practical nurse graduate. The SOPN continues to enjoy an excellent reputation, serving communities throughout northeast Ohio and beyond.

Historically, the SOPN has offered a full-time program beginning in late summer, with graduates earning their certification the following June. The full-time SOPN program continues to thrive, graduating its 61st class in 2025.

A part-time Evening/Weekend program was established in 2003. This continuous 21-month program utilizes the same content as the full-time class and is delivered over an extended time period to accommodate working professionals.

Classroom and Nursing Skills Lab instruction takes place at CVCC, with clinical instruction in a variety of acute and long-term care hospitals, skilled nursing facilities, and other contracted organizations.

Students work under the direct supervision of a Registered Nurse instructor and are offered a wide variety of experiences in caring for individuals within the health care system. More than half of the 1200-hour program is clinical experience, incorporating medication administration and intravenous therapy. Under the guidance and direction of faculty and nursing preceptors, the student is offered an opportunity to gain first-hand experience in the field of nursing.

Graduates of the program receive a Certificate in Practical Nursing and are eligible to take the NCLEX-PN State Board Examination. After passing this exam, the Board of Nursing issues a license to practice as a practical nurse with intravenous therapy and medication administration certifications (LPN-IV).

Program Approval and Accreditation

The Practical Nursing Program is on Provisional Approval with the Ohio Board of Nursing and fully approved by the Ohio Department of Higher Education.

Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898 FAX: 770-396-3790, www.council.org.

Philosophy

The Mission Statement has provided the underpinning of the operational philosophy of the School of Practical Nursing at CVCC.

WE BELIEVE . . .

- Society is composed of individuals with a variety of needs, values, and abilities from a myriad of cultural and socioeconomic backgrounds.
- That each individual has a right to be treated in a non-judgmental manner.
- That the appreciation of transcultural and socioeconomic diversity is imperative.
- That the growth and development of contemporary society depends on its human resources.
- That the individual is a holistic being who influences and is influenced by society.
in the dignity of each person regardless of race, creed or color.
- That each person is different and individual.
- That each person has physical, mental and social needs.
- That health is dynamic and consists of various levels of physical, mental and social well-being.
- That health status shifts back and forth during a lifetime, in health maintenance and health promotion measures.
- That teaching the client is an integral part of the role of a nurse.
- Nursing is a complex art and science which utilizes the nursing process and a caring manner to meet the health needs of society.
- A scientific process is necessary to assess, plan, implement and evaluate care compassion, critical thinking, sound judgment and therapeutic communication are an integral part of nursing.
- The nurse is an advocate of society's health needs.
- That within the broad scope of nursing, there are needs which can be met by the practical nurse.
- Learning is the process of acquiring knowledge, attitudes and skills demonstrated by positive changes in behavior.
- Learning is a dynamic process of instructor/student interaction.
- The adult learner has unique needs and offers a wealth of experience and resources. learning is a

lifelong process and is an individual responsibility.

- The practical nursing program emphasizes clinical experience supported by theory and results. in a competent, skillful caregiver who safely practices in a competitive healthcare environment.
- That practical nurse education should follow standards and principles of sound educational practices.
- That practical nursing education incorporates both cognitive and technical skills with emphasis on safety and competence.
- That practical nursing is an integral part of all nursing.
- All individuals have a right to pursue a level of education that will help them develop a marketable skill.
- In a dynamic, planned program with instruction closely correlated with practice and emphasis on direct client care.

Program Outcomes

As a graduate of The School of Nursing through CVCC you will:

- Utilize the nursing process in meeting the physical and psychosocial needs of the client. Practice in diverse care settings in a non-judgmental and caring manner.
- Work under the direction of a licensed registered nurse, physician, dentist, podiatrist, optometrist, or as defined by the State Board of Nursing.
- Recognize various levels of well-being in the client as well as in one's self and intervene appropriately.
- Demonstrate critical thinking, sound decision making and effective communication skills. Be a client advocate.
- Be committed to life-long learning in an ever-changing society.
- Deliver skillful, safe, competent, knowledgeable care consistent with legal and philosophical standards of nursing practice.
- Refine leadership qualities and use in appropriate situations. Demonstrate effective health teaching.
- Practice traits and attributes conducive to desirable employability behaviors.

SOPN Administration, Faculty and Support Staff

<u>Administrative Staff</u>		
Name	Title	Email
Linda Banville, MSN, RN	Nursing Program Administrator	lbanville@cvccworks.edu
Hannah Dougherty, BSN, RN, MBA	Lead/Operations Faculty	hdougherty@cvccworks.edu
<u>Faculty</u>		
Maria Grbac, BSN, RN	Part-time Faculty	mgrbac@cvccworks.edu
Melissa Morgan, BSN, RN	Part-time Faculty	mmorgan@cvccworks.edu

Joseph Paoletta, MSN, BSN	Part-time Faculty	jpaoletta@cvccworks.edu
<u>School of Practical Nursing Administrative Support Staff</u>		
Lisa Barnhart	Full-time program support	lbarnhart@cvccworks.edu
Carla Harvey	Part-time program support	charvey@cvccworks.edu

Important Contact Information

School of Nursing Call Off Email	nursing@cvccworks.edu
Financial Aid/Student Support Services	440 746-8337

Admissions Policy

To enroll in the SOPN at CVCC, the applicant must first begin by completing the online application, located on the CVCC Adult Education/Practical Nursing's website.

Conditions that must be met for admission:

1. Two completed Reference Forms.

- a. Acceptable reference forms are those completed by a present or former employer, teacher, academic counselor/advisor, clergy or other professional resource who can attest to the applicant's professionalism and work ethic.
 - i. Reference forms from relatives or close personal friends will not be accepted.
 - ii. All reference forms must be kept confidential and be sent directly to the School of Nursing at CVCC via US mail, faxed by the individual completing the reference form, hand-delivered in a sealed envelope.
 1. See the Reference Form included in the application for more specific instructions.

2. Official transcript supporting successful completion of high school education or equivalent (i.e. GED or HiSET).

- a. For applicants with college degrees, "equivalent" also includes an official transcript supporting successful completion of an associates, undergraduate, masters, and/or doctoral degree.
- b. Applicants currently in high school should request a transcript to date to facilitate the enrollment process and must submit an updated official transcript upon completion of high school graduation requirements.
- c. Official transcripts from all post-secondary institutions attended (colleges, universities, technical schools, etc.), regardless of program completion.
- d. For applicants who completed their high school and or post-secondary educations outside the United States:

- i. If applicant is a graduate from another county's educational system, credentials equivalent to a high school diploma must be submitted.
 - ii. The document(s) must be translated* to English prior to submission (translated at applicant's expense).
 - iii. *International transcripts/documents must be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE)
 - 1. The document(s) must be translated* to English prior to submission (translated at applicant's expense).
- 3. **A criminal record that does not block the applicant from attending nursing school** (refer to Ohio Board of Nursing Criminal Records Check/Felony Convictions).
- 4. **Admissions essay**
- 5. **HIGHLY RECOMMENDED ATTRIBUTES** Successful completion of high school biology, chemistry and mathematics, physical and mental health (see Application Requirements for Nurse Licensure and Americans with Disabilities Act and in Adult Education General Section)A clean criminal record (see Application Requirements for Nurse Licensure in Appendix).

Once an application has been submitted, the applicant will be contacted by the SOPN to schedule their enrollment appointment, during which any needed documents will be collected and general program information related to health data requirements, financial aid, and the steps to finalize admission will be provided.

Admissions and Promotions Committee

The Admissions and Promotions Committee is comprised of representatives from the full-time faculty. Nursing Program Supervisor.

Admissions

The Committee reviews applicants' files for accuracy and completeness. If needed, an applicant will be contacted to address any missing or incomplete information.

Advanced Placement and Re-Enrollment

The Committee also reviews Advanced placement requests from other PN/RN programs and requests for re-enrollment of returning students.

Other Functions

The Committee reviews requests in keeping with the SOPN's STNA Articulation, Anatomy and Physiology Audit, and Advanced Placement Policies.

Enrollment Policy

Notification of Acceptance

Accepted applicants will receive notification of their acceptance by email, followed by a written letter of acceptance sent by US mail to their home.

Seat Fees

Seats are secured by paying se \$200 non- refundable Administrative Seat Fee after meeting with Financial Aid.

Wait Lists

When a class is full, a wait list is developed. Wait-listed applicants will be promptly informed of their status. Applicants from the wait list will be given priority consideration, in sequential order, to fill any vacated seats in the current year's class or become one of the first individuals to fill the next class to be enrolled.

STNA Articulation

Any State Tested Nursing Assistant (STNA) who holds a current, valid, unrestricted certification in the State of Ohio and is actively practicing as a STNA may request to opt out of up to 26 hours in Nursing Fundamentals and Life Science. The specific hours for which the STNA may be excused are pre-determined by the nursing faculty and incorporate content included in the STNA education program.

To be eligible to audit these 26 hours, the STNA must complete and submit the STNA Articulation Agreement Request Form (see Appendix) and all supporting documentation required **within the first three weeks of school**. Requests are reviewed by the Admissions and Promotions Committee and approved students will be excused from attendance during the following designated hours of Nursing Fundamentals and Life Science outlined below:

Nursing Fundamentals –

Unit N2 Standard Precautions and Medical Asepsis	Last 1-hour lecture 1-hour lab
Unit N4 Body Mechanics and Patient Mobility	2.5 hours lecture 3 hours lab
Unit N5 Physiological Needs Part 1: Personal Care Needs	5.5 hours lecture 3 hours lab
Unit N7 Dietary Needs and I&Os	1-hour lecture 1-hour lab
Unit N3 Physical and Environmental Safety	Last 2 hours lecture
Unit N10 Vital Signs	1-hour lab

Life Science –

L3 Interactive Processes: Basic Communication Skills	First 3 hours lecture
L6 Legal Issues in Nursing	First 1-hour lecture
L4 History and Trends in Nursing	Last 1-hour lecture
Total Hours	26

Please note: the student will be expected to take all quizzes, midterms and finals in these sections. The hours of Nursing Fundamentals class may be subject to change. Being excused from attendance during the 26 hours does not change the cost of education, but will impact the amount of financial aid awarded.

Anatomy and Physiology Audit

Students who have successfully completed Anatomy & Physiology (A&P) coursework at another accredited institution may submit a request to audit the A&P section of Basic Nursing at the School of Nursing.

To qualify for audit consideration:

- The previously-taken A&P course must have covered all body systems;
- The previous course must have been completed within the past three years;
- The contact hours for the previous course must be equal to or greater than the number of hours in The School of Nursing at CVCC's current Anatomy and Physiology course;
- The student must have earned a minimum of 80% in the previous course.

To apply for the 85-hour auditing privileges, the student must submit the following documentation to the School of Nursing Supervisor before the start of A&P:

- Audit Transfer Credit Request Form (see Appendix)
- Copy of the course description for the year the previous course was taken

If the Admissions and Promotions Committee determines that the previous coursework meets the SOPN's standards, the student will be excused from all requirements of the School's A&P section. However, the student is welcome and strongly encouraged to attend A&P lecture as a review.

Auditing the A&P section of Basic Nursing will affect the cost of education and financial aid awarded. Students who audit A&P will have the hours removed from their TLS2 financial aid award which will decrease the total amount awarded.

- The grade from the outside school is not factored into the overall GPA calculation for the final grade in Basic Nursing. It is the responsibility of the student to maintain awareness of any changes in the published class schedule that may affect attendance in other Basic Nursing classes.

Advanced Placement

Advanced placement from another nursing program will be evaluated by the Admissions and Promotions Committee on an individual basis. Time lapse between exodus from the initial nursing program and the request for advanced placement in the CVCC SOPN must be in keeping with the

CVCC SOPN's current policy. An individual who was a clinical dismissal, demonstrated an undesirable attendance record, earned course grades below CVCC SOPN's grading standards, has been enrolled two or more times at other nursing programs, or has not successfully completed Basic Nursing content consistent with CVCC SOPN's requirements is ineligible for Advanced Placement and may also not be eligible for initial enrollment or re-enrollment in this program.

Advanced Placement students shall be required to have a personal interview with the Nursing Program Supervisor or Lead/Operations Faculty and will be required to take written and clinical laboratory skills evaluations as determined by the Admissions and Promotions Committee. The Advanced Placement applicant shall be admitted providing there is available space in both classroom and clinical component of the program and a plan is implemented to assure curriculum outcomes will be met.

Upon acceptance, an advanced placement student must secure a seat by paying the non-refundable administrative seat fee. Tuition and fees will be prorated for the period of enrollment.

Military

Any applicant with military experience may request to have his or her training record reviewed for advanced placement and/or awarding of credit. Each evaluation will be handled on an individual basis by the Admissions and Promotions Committee.

School of Practical Nursing Calendar

Holidays and Breaks

The School of Nursing observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Easter, Memorial Day, Juneteenth and Independence Day.

The following break periods are observed: Thanksgiving Break, Winter Break, Spring Break, and Summer Break. Refer to the Full- and Part-Time School Calendars in the Appendix for the specific dates of these holidays and breaks.

School Closures (Snow Days)

The School of Nursing will observe the same snow days and school closings as CVCC. During the school week, Cuyahoga Valley Career Center is closed when five of the eight associate schools have closed. In the event of inclement weather, students are responsible for being self-informed and checking local media outlets to see if school has been closed. Students are encouraged to establish a phone tree among class members to facilitate communications regarding official closings. If excessive "snow days" occur that jeopardize program requirements, class/clinical hours may need to be "made up" utilizing break time, pre-planned days off or via an extended school year.

If daytime classes at Cuyahoga Valley Career Center are cancelled due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled. If the closing occurs on a scheduled clinical day, clinicals are likewise cancelled. In the event of inclement weather on a clinical weekend necessitating school closing, students will receive a notification from the Supervisor or clinical instructor via phone message. In any case of an official school closing, the student is not required to call the School

Attendance Line or clinical site.

In the event of inclement weather without an official school closing, students are encouraged to use their judgment about driving conditions. If the student elects to call off, he or she will be recorded as absent.

In the event of a snow day on a classroom day, the schedule may be adjusted to cover the missed lecture(s). However, as this is not always possible, students are responsible for self-studying the material that otherwise would have been covered. In the event of school closings in excess of two clinical days in a rotation, or, if in the Supervisor's discretion, successful completion of program requirements and objectives are jeopardized, lost time will be made up using alternate hours, break periods, scheduled days off, and/or an extended school day or year.

Closure Due to Unforeseen Circumstance

In the event the school must close due to unforeseen circumstance, classes may be shifted to an online platform (i.e. Zoom or other virtual learning system) in addition to the utilization of other remote learning methods such as Google Class. Flexibility will be required in order to meet the needs of the class. Attendance will be monitored and policies enforced to ensure Financial Aid eligibility requirements are maintained.

Class Schedule

Unless otherwise announced, classroom lectures and labs are held at The School of Nursing at CVCC. Sixty (60) minutes constitutes a class (clock) hour. Lab hours may be adjusted in order to accommodate the material being taught.

Full-Time Students

A typical week in the full-time program consists of 35-37.5 hours of lecture, lab and clinical experience, including 3-5 hours of supervised, planned study time. Basic Nursing begins in August.

- Class hours are Monday through Friday from 7:30am (must be in your seat at this time) to 3:30pm with a lunch period incorporated.
- Clinical sessions begin at 6:45am and end at 3:15pm
 - o Special clinical experiences may extend over slightly different hours. In the final term of the program, clinical experiences may include weekend or overnight hours.

Part-Time Students

The part-time program (day or evening) incorporates the same content as is taught in the full-time program, but extended over 21 months. Part-time students should anticipate a schedule that incorporates 15-22 hours per week in classroom, lab and clinical experiences. Classes begin in September, with students completing Basic Nursing in June of the first year. Students transition into Advanced Nursing, attending classroom and clinicals their first summer and graduating the second June

of their enrollment period.

Class meetings are held Monday, Wednesday and Thursday from 4:30 pm (must be in your seat at this time) until 9:30 pm. A lunch period will be incorporated.

- Part-time students begin clinical experiences in January.
- Clinical rotations are held on Saturday and Sunday from 6:45am until 3:15pm, and are typically every other weekend.
 - o In special situations, weekends may need to be scheduled back-to-back to facilitate the clinical experience.
 - o The student will be notified of the exact dates he or she is expected to attend in advance of each course.
 - o Special clinical experiences may extend over slightly different hours.
 - o In the final term of the program, clinical experiences may include weekend, weekday or overnight hours.
 - o Additionally, part-time enrollees may be expected to attend clinicals from 6:45am until 3:15pm for approximately 9-12 weekdays throughout June and July in order to fulfill the program's required number of clinical hours and gain a fuller experience of acute care and specialty environments.
 - o These summer clinical enrichment days are in addition to regularly scheduled weekend clinical hours.

Academic Expectations

Preparing for Class

Each student is expected to read all assigned content (i.e. including, but not limited to: Power points, handouts, videos, and ATI modules) prior to each class session.

- Studying every evening and weekends is imperative for success!
- A minimum of 2 hours of class preparation is expected for each hour of lecture presented.

Academic Integrity

Cheating and plagiarism will not be tolerated in the School of Nursing. Copying another student's answers or homework or letting another student copy your answers or assignments will lead to the following consequences:

- **First Offense:** failing grade or zero on the assignment or test; written reprimand in student

file

- **Final Offense:** expulsion from the program.

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
- Quotations of another person's spoken or written words
- Paraphrases of another person's spoken or written words
- Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of the student to know what constitutes plagiarism, so that they may avoid it. Cheating, falsifying documents and/or plagiarism will not be tolerated by the SOPN. The penalties for these offenses are as follows:

- **First offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- **Second offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment. No credit will be earned for the assignment; the final grade is a "0".
- **Third offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the course Supervisor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.
- **Any further offense:** Student receives a "0" on the assignment or test along with coaching and counseling from the Supervisor and Adult Education Director (Assistant Superintendent) from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and will be separated from the Practical Nursing program.
- **Any further offense upon students return from separation:** Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor.

Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be expelled from the college without the option to return.

Use of Artificial Intelligence

Artificial intelligence (AI) tools may be used to support learning at the CVCC School of Nursing; however, their use must align with academic integrity, ethical standards, and institutional policies. AI is considered "another person's work," and students may not submit AI-generated content as their own without proper disclosure and faculty permission. Acceptable uses, when permitted, include brainstorming non-clinical ideas, summarizing general content, proofreading, assisting with APA

formatting, and organizing assignments that are ultimately written in the student's own words. Students are strictly prohibited from using AI to complete exams or graded assignments (unless explicitly allowed), generate clinical documentation, or input any personal, student, or patient information into AI systems. All use must comply with FERPA and HIPAA regulations. Students are responsible for verifying the accuracy of AI-generated content, protecting confidential information, and seeking faculty guidance when unsure. Misuse of AI will be treated as a violation of the Academic Integrity Policy and may result in disciplinary action.

Assignments

Class Assignments/Homework/Self-Study Quizzes/Work In Lieu Of Quizzes

All work is to be neat, legible, and identified with the student's name and class. Assignments are to be submitted per the Faculty member's instructions on the date specified. At the discretion of the Faculty member, any late work may be refused, or if accepted, the final grade may be lowered by 3% or one letter grade for each day late. In any event, barring extenuating circumstances, if the work is not submitted within one week after the due date, a zero is earned. Students are encouraged to retain copies of returned graded assignments as review tools for quizzes, mid-terms and final examinations.

Exams

Scheduled and announced quizzes will be given throughout each course. These quizzes, geared to the objectives of each unit(s), cover content included in the assigned readings and class presentations. Unannounced quizzes may be given at the discretion of the Faculty member. These unannounced quizzes may also be factored into the student's grade.

In most courses/sections, midterm and final examinations are integrated. See the syllabus for each course/section to determine the point value and percentage of the overall grade attributable to quizzes/written work, the midterm, or the final.

During any quiz, midterm or final, all personal belongings, including but not limited to: outerwear, cell phones, smart watches, books, and purses, are to be left outside the testing room. Students are to bring only pencils into the room with them. Scrap paper will be provided at the faculty's discretion. Students are urged to actively participate in any provided classroom reviews as this facilitates development and refinement of reading, test-taking and critical thinking skills. When reviewing any tests/quizzes, students are required to demonstrate honesty and integrity; no test/quiz questions may be copied, and there is to be no recording, texting or photo taking. In the event that an individual violates this policy, disciplinary action, up to and including a critical incident or dismissal, will be taken. During any review of quizzes, midterm, or final exam, all personal belongings, including but not limited to: outerwear, cell phones, smart watches, books, and purses, are to be left outside the classroom. Faculty reserves the right to withdraw the privilege of reviewing quizzes and/or tests upon reasonable suspicion of violations of academic integrity.

Students are responsible for previous learning and, as such, quizzes, written work, midterms and finals may incorporate any previously covered content areas including content mastered in previous courses and terms.

Makeup Assignments And Examinations

Any student who is absent on a quiz/test day or presents to class more than 5 minutes late on the day of a quiz or exam will be required to take a make-up examination. The make-up quiz must be taken during the students lunch break. Students are allowed up to two (2) make-up examinations per term without penalty. If a student requires more than two (2) make-up examinations in a term, a 5% deduction will be applied to the student's quiz grade for each additional make-up exam.

If, due to unplanned absence, a student misses a lecture session, the student must, upon return, obtain notes from a peer. If the quiz incorporates a lecture material administered on the day of the student's return, the student may defer taking the quiz until the next classroom day. **If, due to unplanned absence, a student misses a scheduled quiz, the student is to take the quiz immediately upon return, at the start of the day.** The exception to this rule is that when the full- time students are in all-day clinicals, students who have missed or postponed quizzes are expected to return to the School after clinicals to take the quiz on the next school day. Students who are absent for more than one classroom day must meet with the Supervisor or designee to arrange a schedule for making up missed work. Each situation is considered on an individual basis.

If a student presents to class 5 more minutes late, at the discretion of faculty an alternative quiz may be administered

If the student has not completed missed quizzes within the stipulated days, Faculty will deduct 3% from the final quiz grade for each day late. If the quiz is not made up within one week, a zero is earned.

All written assignments are due on the first day the student returns after unplanned absence. If Faculty has previously announced that late work will not be accepted, it may be refused. If written work is assigned while a student is absent, it is to be submitted on the next classroom day, unless other arrangements have been made.

Any planned absences must be discussed with the Nursing Program Supervisor or Lead/Operations Faculty, and/or the instructor before occurrence, and arrangements must be made in advance for any work that will be missed. (See Student Attendance and Absence Policy).

Student Attendance and Absence Policy

Attendance

Students have a personal and professional responsibility to maximize their education by taking advantage of all scheduled learning experiences. Regular attendance and punctuality are expected of each student. To ensure students have the opportunity to participate in all planned learning activities and demonstrate satisfactory competency for progression, attendance on each scheduled day is essential. Students are expected to be on time for all classroom, nursing skills lab, and clinical activities.

Promptness and consistent attendance are expected professional behaviors. Contingency plans for family

illness and childcare are to be formulated prior to entering the program. The following attendance policy has been established to assure that students meet the minimum acceptable standards for attendance.

There are no excused absences – just provisions to deal with time away from the program.

While acknowledging that perfect attendance is the goal, illness and unexpected emergencies do happen. In the event that a student will be absent or tardy, the following policies and procedures must be observed:

Call-In/Sign-In Procedures

In the event a student is going to be absent from the classroom, the student is responsible to email **the School of Nursing's Call-Off Email at Nursing@cvccworks.edu**. and must include as part of their email the date, time of notification, student name, student cohort (full or part-time) and reason for the absence. This email must be sent no later than 30 minutes prior to the start of class.

When on clinical assignment, it is the student's responsibility to notify both the school and clinical site at least one hour prior to the clinical start time. The School must be notified by emailing the Call-Off Email as described above. In addition, the student must also notify the clinical site at the facility number provided prior to the start of clinicals. Students should keep a record of the name of the person to whom they spoke when reporting the absence to the clinical facility. **Failure to initiate both email notification to the school and call-in to the clinical site in the prescribed manner and within the time frame described above will lead to a Critical Incident, as it constitutes a "No Call, No Show."** A student accumulating three "No Call, No Shows" will be immediately dismissed from the SOPN Program (see Evaluation).

Tardiness

Tardiness is defined as arriving from 1 to 90 minutes late to any planned classroom or nursing skills lab experience or when returning late from class or clinical breaks/lunch. Tardiness to the clinical site is defined as arriving no more than 30 minutes late. Each episode of tardiness will be noted in the student's personal file and on the grade transcript at the end of the program. Tardiness will accrue toward the students' overall hours absent. Persistent tardiness may ultimately result in dismissal, regardless of level of academic or clinical performance and time in the program.

If the student is tardy to class, he or she must sign-in on the attendance sheet. Students must sign in or out at the desk when tardy, or when leaving early. Students who are tardy may be asked to wait outside the classroom until the next class break.

Nursing Lab Attendance

Attendance at all scheduled nursing lab sessions is required. Students must arrive on time and remain for the entire lab period.

Any missed lab time must be made up. Lab make-up sessions may be scheduled in the evenings, on weekends, during academic breaks, or at other times as determined by faculty.

Failure to complete required lab make-up time may result in the student being unable to meet course requirements.

Absences

A class day is 7.5 hours for full-time students, and 5 hours for part-time. For documentation on the grade transcript and disciplinary purposes, all recorded absences will be converted into hours based on the actual amount of time the student was not in classroom lecture or clinical.

In the event that a student is going to be absent due to illness for a full classroom, nursing skills lab, or clinical day, the student must email the SOPN Call-in Email at nursing.cvccworks.edu. Half-day call-offs due to illness will not be permitted, and will result in the student being sent home for the remainder of the classroom, nursing skills lab, or clinical day.

Any student who is absent for three (3) consecutive days or longer, or any student sustaining an injury requiring medical attention, must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area.

Personal Leave Days

Each student is permitted up to three (3) sick leave days (22.5 hours) without disciplinary consequences during the entire program. Acceptable reasons for use of sick leave are immediate illness, exposure to contagious disease, personal injury, , child's illness, or injury/death of immediate family.

A maximum of three (3) days (22.5 hours) of personal leave may be requested during the enrollment period. Personal leave day(s) must be prearranged and approved by the Lead/Operations Faculty or Nursing Program Supervisor. Personal leave is granted solely at the discretion of the Nursing Program Supervisor or Lead/Operations Faculty and is designed to allow the student to handle necessary personal matters or observe religious holidays. Careful planning of appointments, meetings, etc., for times outside of scheduled school hours is strongly advised.

- **Notes:**
 - **Personal leave days are considered as time away from the program and will be recorded as an absence, but will not be counted toward disciplinary action for attendance.**
 - **Personal days may not be utilized on the day of or day before a final examination, before or after a holiday, or during the final week of the program, unless special circumstances exist.**

Disciplinary Action For Attendance Issues

Attendance is calculated on a weekly basis. Students are provided with a printout of their cumulative attendance record documenting absences, tardiness, and personal leave days as accumulated based on the table below. Disciplinary action taken for attendance purposes is outlined below. All attendance actions will be documented on the Notice of Corrective Action Form (See Appendix).

Absence/Tardy Accumulation	Disciplinary Action
20 hours	ALERT and a printout of attendance log provided to student

35 hours	WARNING and discussion with the Supervisor
55 hours	FINAL WARNING and meeting with the Supervisor and Admissions and Promotions Committee
70 hours	Meeting with the Supervisor and selected designee(s); DISMISSAL except in extenuating circumstances
First “No Call, No Show”	WARNING and discussion with the Supervisor
Second “No Call, No Show”	FINAL WARNING and meeting with the Supervisor and Admissions and Promotions Committee
Third “No Call, No Show”	IMMEDIATE DISMISSAL FROM THE PROGRAM

Students are also referred to the Clinical Make-up and Clinical Evaluation sections.

Extended illnesses and special circumstances are handled on an individual basis by the Supervisor of the School of Nursing and the Admissions and Promotions Committee. Factors that may be considered when deciding whether or not to allow a student to continue in the program include the student’s past attendance and tardiness record, other illnesses, anticipated number of days that will be missed due to the extended illness/special circumstance, percent of the program completed, and past clinical and classroom achievements.

Excessive absences can also jeopardize remaining enrollment and/or participation in Federal Financial Aid programs, regardless of academic standing.

Curriculum and Instruction

Curriculum Design

The nursing curriculum is designed using a holistic approach to healthcare that addresses the physiological, emotional, behavioral, developmental, cultural, and spiritual needs of the client. These needs may shift in importance depending on the client’s current state of health and may shift in importance across the life span. Maslow’s Theory is incorporated throughout the program and is used to explore the curriculum content.

The nursing process is used as the systematic method of meeting healthcare needs. Development of the skills of critical thinking, clinical judgment, sound decision-making, priority setting, time management, and effective communications are integrated throughout the curriculum. Related theory and clinical practice progress from the simple to complex as much as is possible with the acuity seen in the institutionalized client. Practice is correlated with theory and is closely supervised by RN faculty, teaching assistants and preceptors.

Instructional Strategies

Teaching strategies include cooperative learning, lecture, conferences, demonstration, return demonstration, PowerPoint presentations, utilization of the nursing process, visual and auditory aids, videos, exploration of didactic information via computer, information found within the Assessment Technologies, Inc. (ATI) Program, equipment located in the nursing skills lab, and clinical practice. Clinical practice is carried out in a variety of institutional and community-based settings.

Instructional Staff

The School of Nursing faculty includes the Nursing Program Supervisor, Lead/Operations Faculty, Nursing Faculty, and Teaching Assistants, all of whom are Registered Nurses employed by the Board of Education. The Instructional Staff meet or exceed all qualifications to be certified as Adult Education Instructors by the Ohio Department of Education and meet or exceed the requirements of the Ohio Board of Nursing and accrediting agencies. Students are at all times responsible to the Instructional Staff. In the clinical area, students practice under the supervision of their assigned a nursing Faculty, Teaching Assistant and/or preceptor, following rules established by the Ohio Board of Nursing, the clinical organization, and this educational program.

Program Requirements

The SOPN at CVCC's 1200 clock-hour program is divided into three terms. The first term is Basic Nursing. The subsequent two terms are Advanced Nursing; each of these two terms consists of one course.

BASIC NURSING (INTEGRATED COURSE: SECTIONS 101, 102 And 103)

Basic Nursing is made up of the following three sections: Anatomy & Physiology, Life Sciences and Nursing Fundamentals. This integrated course consists of formal didactic instruction with laboratory and clinical practice. Clinical and classroom experiences are of equal importance.

Section 101 – Anatomy And Physiology

Anatomy and Physiology is a didactic subject in which basic anatomical structure and function is explored to establish an understanding of the human body. Medical terms are defined, pronounced and analyzed throughout the course so the student becomes increasingly proficient with their usage. More complex concepts, including basic pathophysiologic changes, are added as body systems are introduced. Course content is tied to other Basic Nursing courses. Maslow's Theory is applied as the learner begins to relate anatomical/physiological abnormalities to nursing care needs.

Section 102 – Life Science

Life Science is a didactic subject that explores principles of normal nutrition, growth and development, communication, basic computer skills and etiquette, personal and professional growth, transcultural considerations, nursing history, and legal, ethical and moral issues. The role of the practical nurse in organized health care is identified and developed. The nursing process, Maslow's Theory, holism and health promotion are interwoven throughout the units.

Section 103 – Nursing Fundamentals

Nursing Fundamentals is a didactic and clinical section that establishes a sound nursing foundation by developing skills within the scope of practice of the practical nurse. Nursing Fundamentals includes course work in basic nursing procedures, dosage calculation, basic intravenous therapy, principles of pharmacology, and physical assessment. Maslow's theory and the nursing process are used as tools for exploration of concepts. Students begin their clinical experiences in this section, initially applying basic nursing skills to the care of their clients and progressing to the application of more complex skills. Clinical assignments take place in a variety of contracted facilities and may be supplemented with observational and enrichment experiences.

Successful completion of Basic Nursing is necessary for retention and promotion within the program. To pass Basic Nursing, the student must:

- Earn a minimum final grade of 77% in Anatomy and Physiology (Students who do not achieve 77% in A&P are dismissed from the program at that point); and
- Earn a minimum final grade of 80% in Nursing Fundamentals (Students who do not achieve an 80% in Nursing Fundamentals are dismissed from the program at that point); and
- Earn a Basic Nursing grade point average of a minimum of 79.5%; the Basic Nursing GPA is an average of the final grades in Anatomy & Physiology, Life Sciences, and Nursing Fundamentals **(Students who do not achieve 79.5% as a final GPA are dismissed from the program at that point);** and
- Earn a Satisfactory as a final evaluation in clinicals; and
- Maintain an acceptable attendance record (see Attendance Policy).

Note: While there is no final minimum grade required in Life Sciences, the Life Sciences grade must be high enough that when averaged with the final grades in Anatomy and Physiology and Nursing Fundamentals, a minimum of 79.5 is earned.

All sections of Basic Nursing must be completed in the same enrollment period for any credit to be earned.
No credit is earned for passing individual sections of Basic Nursing.

Candle Lighting Ceremony

Upon successful completion of Basic Nursing, students are recognized in a Candle lighting ceremony. The inspirational ceremony marks a milestone, symbolizing the successful completion of the program requirements. As a memento of their success in Basic Nursing, each nursing graduate receives the Florence Nightingale Lamp, the Lamp of Learning.

Advanced Nursing

The Advanced Nursing curriculum includes theory, laboratory experiences, supervised clinical experiences and observational/enrichment opportunities. These courses explore the themes of altered states of health, and integrate life span considerations, issues of contemporary society and vocational growth. Students are expected to progress in the application of classroom theory to clinical practice and to demonstrate increasing refinement of nursing skills. Maslow's Theory and the nursing process are utilized as tools to help shape understanding.

The clinical courses offered in Advanced Nursing are:

Care of the Client Throughout the Lifespan Part 1 and 2.

Special enrichment and observation experiences in Advanced Nursing are also integrated to enhance student learning and may include:

Assisted Living
Home Care
Blood Pressure Clinics
Acute Care
Birthing Center
Special Needs Care

Long Term Acute Care
School Nursing
Rehabilitation
Behavioral Health
Hospice
Residential/Day Camp

Medical Examiner/Coroner
Senior Programs
Flu Clinics
Health Fairs
Precept Experience
Long Term Care

Course 201 Care of The Client Throughout the Lifespan Part 1 (TLS1)

Students who successfully complete Basic Nursing progress to this first Advanced Nursing course. In this didactic and clinical course, the student will utilize the nursing process and Maslow's Theory to meet the needs of maternal, pediatric, adult and geriatric clients with health deviations experiencing a variety of increasingly complex medical, surgical and/or behavioral disorders. Health promotion techniques are also incorporated. Clinical experiences take place in a variety of contracted facilities. Critical thinking and clinical decision-making skills are strengthened to enhance the student's ability to meet client needs. Leadership, pharmacology, and intravenous therapy concepts are integrated throughout the course. The student is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, continuously building on previous didactic and clinical experiences.

Intravenous Therapy

Principles and practices of intravenous therapy related to the practical nurse's Scope of Practice in Ohio will be explored in the classroom and implemented in the clinical and laboratory environments. This content thread is integrated throughout Basic and Advanced Nursing. Each student must satisfactorily complete the Intravenous Therapy laboratory experience to pass Care of the Client Throughout the Lifespan Part 1.

Course 202 Care of The Client Throughout the Lifespan Part 2 (TLS2)

Enrollment in TLS2 is initiated after successful completion of TLS1. TLS2 is a didactic and clinical course in which students are expected to demonstrate progressive development and refinement of the skills learned in TLS1. Successful completion of a medication administration experience and demonstration of entry-level leadership skills are required for successful completion of this course.

Successful completion of TLS1 is necessary for progression to TLS2. Successful completion of TLS2 fulfills a portion of the requirements for graduation.

Pharmacology

Pharmacology is an integrated curricular theme throughout Basic and Advanced Nursing. A planned medication administration experience is incorporated into Care of the Client Throughout the Lifespan Part 2. Each student must perform satisfactorily in the administration of medications by the close of this experience to successfully complete the course.

Math Proficiency

Math proficiency is a critical requirement for ensuring safe and accurate medication administration in the Practical Nurse (PN) program. To uphold this standard, all students are required to complete and pass a math quiz prior to each clinical rotation. These quizzes will evaluate the student's ability in basic arithmetic, measurement conversions (including metric, household, and apothecary systems), dosage calculations, IV flow rates, and other key areas of medication math. A minimum score of 90% is required to pass the math quiz. If unsuccessful, students will be allowed up to two additional attempts to pass the

quiz. Following each unsuccessful attempt, students will be offered remediation as prescribed by course faculty. All retakes must be completed within one week of the original quiz, unless otherwise approved by the instructor.

Failure to pass the math quiz within the allotted three attempts will result in the student being ineligible to participate in the associated clinical rotation. Because clinical participation is required for program progression, this will constitute a course failure and thus result in dismissal.

GRADES AND EVALUATION

Classroom Grades

Letter grades are assigned to the student's academic progress, as follows:

100-94%	A
93% - 87%	B
86% - 80%	C
79% AND BELOW	NI

If a student exits the program after having completed a minimum of one section of Basic Nursing, an official grade transcript is generated. See Curriculum description above for the minimum academic requirements for retention and promotion for each section/course. Students will periodically be given grade reports to allow self-monitoring of progress.

Clinical Grades

Clinical Experience - Progress Reports will be completed by Clinical Instructors at the end of each week in Basic Nursing and Throughout the Life Span Part 1 to summarize the student's clinical achievement. A Final Clinical Evaluation will be completed at the end of each rotation. In these evaluations, students will be assigned "Satisfactory," "Needs Improvement," or "Unsatisfactory."

Definition of terms are as follows:

- **S - Satisfactory** – Consistently accurate or correct in relating to health, safety, knowledge base, and delivery of care. Punctual, displays a positive effect of a personal and vocational nature, desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.
- **NI - Needs Improvement** – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or effect of a personal and vocational nature, needs considerable guidance to meet objectives of course.
- **U - Unsatisfactory** – Unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal and vocational nature - may necessitate immediate dismissal from program.

Each student will meet with their clinical instructor or designee in conference to receive feedback

on their performance during the previous rotation. During this meeting, the student's Clinical Progress Report is discussed, reviewed and signed, acknowledging receipt. Students may respond in writing to the summative and evaluative statements.

A student who receives a clinical evaluation of "Needs Improvement" or "Unsatisfactory" at the midpoint of the clinical rotation will be placed on clinical warning status and required to meet with the Clinical Instructor, Lead/Operations Faculty, and Nursing Program Supervisor to develop an action plan. This plan may include remediation in the skills lab for additional practice.

If a student receives an "Unsatisfactory" evaluation at the end of the rotation, or if remediation efforts are unsuccessful, the student will not pass the clinical section/course and will be dismissed from the program.

If the student attends less than 90% of the planned clinical experience, a Needs Improvement is earned. If this situation occurs at the close of the course and thus results prevents promotion or retention, the situation is automatically referred to the Admissions and Promotions Committee for a decision of promotion versus dismissal. Each circumstance is considered on a case by case basis.

Anecdotal notes, formative and summative evaluations, critical incidents and attendance records are part of the student's records and therefore confidential. These documents are maintained in an active student's records, and not shared outside the School. The exception to this policy is when student has a governmental sponsor and this information is contractually required to be shared with the supporting agency or subpoenaed by the court.

Written and/or verbal evaluations will be shared among Faculty to monitor the student's progress in developing appropriate professional behaviors.

When students graduate, an "S" is recorded on the official grade transcript for clinical achievements, alongside the letter grades earned. Progress reports, notices of corrective action and anecdotal notations are removed from the student's permanent record twelve months after graduation.

Anecdotal Notes

Faculty, the Lead/Operations Faculty, or the Nursing Program Supervisor may issue anecdotal notes at any time to document observed student behavior, whether positive or negative. These notes will be reviewed and discussed with the student as soon as possible. The student is required to sign and return the document to the issuing staff member within 24 hours. Students may attach written comments if they choose.

Code of Conduct Warning Policy

Students are expected to demonstrate professional and respectful behavior at all times in accordance with the program's Code of Conduct and Civility Policy.

If a student exhibits behavior that does not align with these expectations, the student may receive a **Code of Conduct Warning** issued by a faculty member. Code of conduct warnings may be

issued for any conduct that is considered unprofessional, disruptive, or inconsistent with program standards.

If a student receives **two (2) Code of Conduct Warnings**, regardless of whether the behaviors are the same or different, the student will receive a **Critical Incident** in accordance with program policies.

Critical Incidents

Faculty, part-time instructors, teaching assistants, and/or administrative staff may recommend to the Admissions and Promotions Committee that a student be issued a critical incident for serious violations of standards or behavior. Examples of behaviors that may initiate consideration of a critical incident include, but are not limited to: failure to provide safe care to clients, violations of school policy in excess of behaviors warranting an anecdotal note, repeated violations of behavior for which an anecdotal note was previously issued, violation of clinical site policies, use of foul/inappropriate language in the clinical or classroom environment, failing to notify the clinical site of absence (“no call/no show”) and any other behavior(s) unacceptable in a developing health care worker. If the Admissions and Promotions committee agrees that a Critical Incident is appropriate, the student will meet either with the Lead/Operations Faculty and Nursing Program Supervisor to review the incident and review the Notice of Corrective Action form. This form will describe the student’s inappropriate behavior and describe the behaviors that the student is expected to demonstrate for the remainder of the enrollment period. The student will be asked to sign the form, indicating receipt and an understanding of future expected behaviors.

A maximum of two critical incidents are permitted during the program. Earning a third critical incident results in immediate dismissal. The three critical incidents culminating in dismissal need not be violations of the same expected behavior.

Immediate Dismissal for Serious Behavioral Violations

Behavior of an egregious or extremely serious nature, including but not limited to, violation of confidentiality, unsafe nursing practice or careless performance, severe foul/inappropriate language, hostile and/or threatening language/actions, academic dishonesty, and illegal and/or unethical behavior may, at the discretion of the Nursing Program Supervisor and Admissions and Promotions Committee, result in immediate dismissal from the program without prior warning.

Any dismissed student is subject to denial of re-enrollment, a notation of the circumstances surrounding the dismissal in the student’s permanent record, and is not entitled to a refund of any monies paid to the school. Any dismissed student also has the continued obligation to pay any outstanding balance for the term.

See Appendix for copies of the Clinical Experience - Progress Reports, Anecdotal Note and Notice of Corrective Action.

Assessment Technologies, Inc. (ATI) Predictor Examination

The School of Nursing at CVCC uses Assessment Technologies, Inc. (ATI), program designed to help students develop their critical and clinical thinking skills in preparation to meet graduation requirements and ultimately pass the National Council Licensure Examination (NCLEX-PN). The ATI program consists of online learning tutorials, case studies and practice and proctored examinations, culminating with the Comprehensive Predictor (i.e. mock NCLEX-PN) examination.

The ATI Comprehensive Predictor is a 180-item assessment of the student's comprehension and mastery of basic nursing principles and concepts via NCLEX-style questions. The predictor will include 80% application/clinical judgement questions and 20% foundational knowledge. The test will be administered twice during Care of the Client Throughout the Lifespan Part 2 (TLS2). The student is expected to take both assessments and remediate and study between the two.

One of the two final Comprehensive Predictor exams must be completed at the recommended benchmark of Level II or better to complete program requirements and be eligible to sit for the NCLEX-PN examination. An individual score of Level II on the Comprehensive Predictor equates to a predicted probability of 80% passage rate on the NCLEX-PN.

If a student is unable to meet the recommended score on the ATI Comprehensive Predictor by the date of graduation, the student will be permitted to graduate and participate in graduation activities, however, the Certificate of Completion and/or official transcript will not be forwarded to the Ohio Board of Nursing (or the students' selected Nursing Board) until the passing score is achieved by the student. The student will be required to retake the Comprehensive Predictor until the recommended score of Level II (or higher) is obtained. It is the responsibility of the student to contact the SOPN to schedule a make-up of the ATI Comprehensive Predictor after graduation. The student will be responsible for the payment of any retakes administered.

Included in the student's tuition is the Virtual ATI review. This individualized review provides students with study/preparation plans to help remediate identified weaknesses and prepare for the NCLEX examination. Students who complete the Virtual ATI Review program and receive the "GREEN LIGHT" to test from their coach have consistently averaged 97% NCLEX pass rates.

To be eligible to sit for the State Board of Nursing exam, the ATI Comprehensive Predictor assessment must be taken and passed by the third Friday of December in the student's graduating year. Failure to pass the ATI Comprehensive Predictor by this date will incur an additional fee as set by ATI.

Classroom Expectations

Cell Phones and Smart Watches

Personal phone calls and texting are not permitted in the classroom or clinical setting. In cases of special circumstances, students may request permission to keep their cell phone on silent mode and step outside the classroom or to a designated area at the clinical site to take necessary calls.

If a student's phone rings or they are observed texting during class or clinical, they may be dismissed for the day at the instructor's discretion and marked with an unexcused absence.

During all quizzes and exams, cell phones must be placed on the designated table designated by faculty in plain sight.

If a student is observed using a cell phone during lecture, clinical, or lab, the student will receive a Behavioral Warning from faculty and may be asked to leave for the remainder of the day.

Headphones And Earbuds

The use of headphones and earbuds during class or clinical is not permitted. If seen being used in class, lab, or clinical, the faculty member will issue a verbal warning. If the student continues to use earbuds, they will be asked to leave class, lab, or clinical for the day. If dismissed from lab or clinical, the hours will need to be made up (see make up policy)

Recording Devices

Lectures may be recorded on a recording device or cell phone with the permission of the instructor. Recordings should be paused when students are sharing personal information. Quiz/exam reviews may not be recorded or photographed.

There will be no recordings or taking photos allowed at any clinical sites for any reason. Doing so may result in immediate dismissal from the SOPN program.

Dress Code

Professional behavior and appearance provide the foundation for the educational and therapeutic relationship and are essential to achievement of high standards in both education and nursing practice. Therefore, the following dress code has been established and will be followed.

Classroom Attire

Students may elect to wear their clinical uniform to class instead of scrubs. However, if they do so, they must wear the entire clinical uniform (top and bottom) and comply with hair and jewelry requirements.

Students are to appear in class dressed as follows:

- Nursing scrubs in gray/burgundy;
- Athletic or nursing shoes with closed toe and heel (no crocs);
- CVCC student identification badge, worn at the lapel at all times. The following rules will also be observed:
- CVCC logo wear may be worn in place of the scrub top, if desired.
- Undergarments will match the student's skin tone.
- All pants are to be worn at waist level.
- All dresses must touch the knee.
- Students may elect to wear a solid color short or long-sleeved T-shirt or turtleneck shirt under the scrub top for warmth.
- Students may elect to wear a solid color sweater, sweatshirt or lab coat over the scrub top.
- No outerwear may be worn in the classroom. An exception may be made for wearing boots in inclement weather, at the discretion of the Supervisor.
- No caps, hats or other headgear may be worn in the classroom, unless required for religious or cultural reasons.
- Solid black, white, grey or maroon scrub caps are permitted

- Small earrings are permitted. However, no other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted. Body piercings should not be seen through the uniform.
- Medical alert necklaces/bracelets, if applicable, must be worn.
- Light makeup is acceptable. Gaudy makeup and perfume are not allowed.
- Attire is to be neat, clean, in good condition and fit the wearer.

In the event of a school-sponsored “dress-down” day, students may wear jeans (unfrayed, no holes), CVCC logo sweatpants or capri-length pants and a top which covers the chest and shoulders. Halter tops, cropped tops, shorts, tanks, tubes, halter dresses, open backs, bare shoulders, sleeveless garments, and pajamas are not permitted. Unclothed or exposed breasts, midriffs and midsections are unacceptable. No garments are permitted endorsing drugs, alcohol or weapons, or which display foul language or sexual activity.

Students participating in CVCC-sponsored events prior to receiving their uniforms will wear dress pants or slacks, and a turtleneck, sweater or appropriately fitting tops, or a dress/skirt that reaches the knees, with appropriate hosiery and shoes, light makeup and light-colored nail polish, if any.

Dress Code In The Virtual Classroom

Online learning attire follows the same guidelines as outlined in the Classroom Attire section. When in a virtual learning environment, students must be seated upright and dressed in appropriate attire. Attendance penalties will be assessed to students in violation.

Dress Code In Clinicals and Lab

Students are expected to wear clinical attire to all classroom, nursing resource lab, and clinical sessions. The following rules have been established and will be followed in all settings.

Required Equipment In Clinicals and Lab

When providing direct client care, students must have the following items on their person:

- Stethoscope (not around neck);
- Bandage scissors;
- Black or blue pen;
- Small pocket notebook

Uniform

- CVCC-approved uniform top, and pants, or dress (clean and ironed)
- On lab days, students will wear grey or maroon scrubs
- CVCC-approved undergarment (long/short sleeve, form-fitting to the arm, white) worn under the uniform.
- Undergarments, that match the skin tone of the wearer;
- White, polished nursing shoes or white, clean athletic shoes with closed toe and heel; If shoes have laces, they are to be clean and white—no mesh athletic shoes
- White hosiery or white socks above the ankle

- If wearing a dress—white, run-free hosiery
 - If wearing pants, socks that reach above the height of the shoe—crew socks, knee socks or run-free hose;
- CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.
- The following rules will also be observed:
- All pants are to be worn at waist level; the bottom of the pants must cover the top portion of the shoe but must not drag on the floor.
- All dresses must touch the knee.
- All uniform buttons must be secured.
- All tattoos/body art must be covered.
- A fresh uniform is to be worn daily. The uniform is to be neat, clean, wrinkle-free, in good condition and fit the wearer.
- In the event the uniform becomes faded, discolored or permanently stained, the student will be expected to purchase a new uniform.
-

Professional Grooming Hair

- Hair is to be clean and worn away from the face.
- Hair must be a natural color. Highlighting, if any, should appear natural (colors such as pink, purple, green, etc. are not acceptable).
- Hair that reaches below the nape of the neck must be secured with an elastic or snag-free elastic band.
- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student's hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student's hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or “scrunchies” may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be compliant with clinical site rules, if any, and coordinate with the school uniform.
- Wigs or hair extensions may be worn, subject to the above policy.
- Male students must shave daily; neatly trimmed moustaches or beards may be worn.
- False eyelashes of an unnatural length are not permitted.

Jewelry

- Earrings ¼ inch or less in diameter in gold, silver or white, without design, may be worn. Earrings must be worn in pairs, limited to one in each ear. No other earrings may be worn. No other facial jewelry, including but not limited to: nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
- One necklace may be worn but must be tucked into the inside of the uniform. All other necklaces must be removed.
- A watch with a second hand must be worn during clinical. Smart watches displayed during a clinical rotation must only be used as a watch. If a student is seen using the smart watch for matters unrelated to the clinical assignment, they may be dismissed and charged with an unexcused absence for the remainder of the day.

- No bracelets may be worn, unless for religious or cultural reasons. No wristbands may be worn.
- Engagement and/or wedding bands may be worn. Students are advised that plain wedding bands are the only safe rings in the clinical setting. If an engagement ring and/or wedding band with a stone are worn, the student assumes all responsibility and liability for loss of the stone or ring, loss of or injury to the hand/finger, or injury to the client. No other rings are to be worn.
- Medical alert necklaces/bracelets, if applicable, must be worn.
- No other jewelry of any kind is permitted.

Hygiene, Makeup And Nails

- Students are to shower/bathe daily and in general observe good hygiene habits.
- Nails must be clean, neat and short. Fingernails must not be seen above the tips of the fingers when the hands are viewed from the palm side.
- Clear or light pink unchipped nail polish may be worn. No other colors are acceptable.
- No artificial nails of any type are permitted while in uniform.
- Light makeup is acceptable.
- Perfume/cologne, strongly scented deodorants, strongly scented lotions and strongly scented after-shave are not permitted.

Consequences for Dress Code Violations

Students who do not comply with these Dress Code requirements may be dismissed for the day and marked with an unexcused absence at the faculty's discretion. Students will receive a "dress code warning". If he or she accumulates 3 dress code warnings in the program, they will receive a critical incident (see critical incident policy).

Food and Beverage

Students are permitted to leave the SOPN on their lunch/dinner break. Students are also provided a refrigerator in which to store meals. It is each student's responsibility to clean up after themselves and to assist in keeping the refrigerator and lounge area clean and sanitary. Day classes may also purchase meals from the CVCC cafeteria. Students are permitted to drink in the classroom and eat light snacks (fruit, granola bars, etc.). However, beverage containers must have a closed lid/top (e.g. be spill proof). Students are expected to complete their lunch or dinner during the designated break period. Food may not be brought back into the classroom to extend a meal break. If a student returns to class with food, faculty may ask the student to leave the classroom until the next scheduled break.

Food and beverage are not allowed in the Nursing Skills Lab (Center for Innovation).

All clinical sites are closed campuses. This means that at all clinical experiences, students may not leave the premises for lunch. Students should thus pack their lunch. Pending availability, meals may be purchased at many of the clinical sites. All food and beverages must be consumed in designated areas away from patient care areas.

Housekeeping

Each member of the class is expected to help keep the SOPN neat and clean. At the end of the day, students should push their chairs in close to the desk for safety and neatness, and pick up any litter. When using the Center for Innovation for practice, students are expected to return all supplies to their proper areas and ensure all beds are made and linens are wrinkle-free. Students are likewise expected to tidy any conference area provided by a clinical site for student use.

Emergencies and Drills

Students are to quietly participate in all CVCC fire, tornado, lock-down and evacuation drills as instructed. Students are to assist with any drill or actual emergency in the clinical area under the guidance of the Clinical Instructor and in accordance with policies and procedures learned in the classroom.

Health Data and Screenings

Student Health Data

All required health data and screening documentation must be submitted on the first day of class. This is to ensure there is enough time for the SOPN, as well as any assigned clinical sites, to organize or request any additional and/or missing documentation that is needed to begin clinicals. Not submitting all completed health data will result in the student not being able to attend clinicals, and will be charged with unexcused absences until all documentation is submitted.

Furthermore:

- Each student is required to have a personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.
- All students will be expected to show proof of health insurance in order to participate in clinical rotations.
- Students are required to have a physical examination and drug screen completed at their own expense and submitted prior to the first day of school.
- The student is required to obtain all mandatory immunizations at their expense prior to beginning clinicals. (See Physical Examination Record, Appendix.)
- The data on these forms will be reviewed for completeness, and the presence of an illnesses that may require prompt intervention (examples include diabetes, mellitus and epilepsy) will be shared among staff members.
- Vaccination data and negative drug screen results will also be shared with clinical agencies. Otherwise the results of the physical examination and drug screen become part of the student's permanent record and will be kept confidential.
- Any student who fails to give a complete disclosure of health status is falsifying documentation. (See Student Data, above.)
- In the event a clinical facility imposes additional vaccination requirements to allow students to participate in clinicals at their site, students will obtain these vaccinations at their own expense if the vaccine is not provided by the clinical facility.

- Students with known serious allergies must wear a med-alert bracelet or necklace and carry an Epi-pen (if applicable) with them at all times. In case of chronic illnesses that require prompt intervention such as diabetes or epilepsy, students must likewise wear a med-alert bracelet or necklace and carry on their person medications and equipment for emergency use. Student must disclose the presence of any such allergy or illness to their Clinical Instructor at the start of the clinical rotation.

Each student is responsible for his/her own health during the course of the program. In the event a student contracts any easily-transmitted infection, (examples include strep throat & pinkeye) they are expected to stay out of the classroom and clinical environment until appropriate treatment is initiated.

Student Illness or Accidents

In the event a student contracts any easily-transmitted infection, (examples include strep throat & pinkeye) they are expected to stay out of the classroom and clinical environment until appropriate treatment is initiated.

- In case of serious illness or accident on CVCC premises, the Green Team will be notified per CVCC policy. In the event the Green Team is not available, staff on duty may initiate a call to emergency services, if in their sole discretion such a call is warranted. If an injury or accident occurs on CVCC premises, the CVCC incident report is to be completed. This report can be obtained from the School of Nursing Office.
- In the case of sudden illness or accident while at a clinical facility, the student is to notify the Clinical Instructor. If immediate intervention is warranted, the student must be seen in the Emergency Room and not in the Employee Health clinic. The cost of treatment is the student's responsibility. Students are not considered employees of any clinical facility and do not qualify under any clinical facility's Workman's Compensation Policy. (See Release Policy, below.) In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the School before returning to clinicals. A copy is filed in the student's record.
- In the event a student requires medical or surgical care during the course of the program, this must be disclosed to the Supervisor. A medical release without restrictions is required to return to active participation in the program. In the event a student requires medical or surgical care that will cause them to be absent from clinicals for more than two days, the student must contact the Supervisor to discuss the situation. (See Attendance policy above.)

American Heart Association - Basic Life Support Requirement (CPR)

All students are required to show proof of CPR certification prior to the start of clinical. The certification must be valid for the duration of the student's program. The student is responsible for ensuring any renewal is completed timely to avoid expiration. The School of Nursing only accepts a Basic Life Support class taught by the American Heart Association. The course must include classroom instruction and competency assessment—**an online course will not be accepted**. CVCC provides in-house CPR training courses, (see the CVCC front desk staff for more information).

Students with expired CPR certification are considered to be out of compliance and will not be permitted to attend clinicals until proof of valid certification is received and will accrue unexcused absences until received.

Clinical Site Denial

Clinical facilities, at which clinical experiences are held, have the right to deny clinical placement to any student for any of the following reasons: negative information on the background check, a previous negative employment experience at the clinical site, and/or inappropriate behavior during a previous clinical placement. If a student is denied clinical placement at a facility, and there is no other available clinical site that will accept the student, the student is withdrawn from the program and forfeits all monies previously paid. Students with insufficient health data on file will not be assigned to a clinical rotation.

Clinical Expectations

Clinical Assignments

Clinical worksheets must be completed and submitted according to the guidelines provided by the Clinical Instructor. At the beginning of each clinical day, students are expected to receive a change-of-shift report from the assigned nursing staff. Students must then provide a report to the Clinical Instructor as part of their daily responsibilities.

Students who attend external rotations may be required to submit written reflections and/or an evaluation of their experience. Failure to submit this written documentation in a timely manner can also affect the clinical grade.

Clinical Tardiness

Students are expected to arrive on time and prepared for all scheduled clinical experiences. Punctuality is essential to ensure patient safety, maintain professional standards, and allow students to fully participate in clinical learning activities.

Any student who arrives late to a clinical experience will be considered tardy. Tardiness may result in missed learning opportunities and may affect the student's ability to meet required clinical objectives for the day.

If a student's tardiness results in their clinical hours falling below the program's required number of clinical hours, the missed time must be made up in accordance with the Clinical Make-Up Policy.

Students who arrive more than **30 minutes late** to a clinical experience will be considered unable to meet the objectives for that clinical day. In this situation, the student will be asked to leave the clinical site, and the day will be counted as a clinical absence (see clinical make up policy).

Repeated tardiness will result in a behavior write up. (see behavior write up and critical incident policies).

Students are encouraged to plan accordingly for travel, parking, and unforeseen delays to ensure timely arrival at their clinical site.

Clinical Make-Up Procedures

Clinical mastery is essential to success in the nursing profession. As such, students are required to complete a minimum number of clinical hours to be eligible for graduation. Any missed clinical time must be made up.

Make-up hours are scheduled outside of the students' regular clinical schedule and may include weekdays, evenings, or weekends, depending on clinical site availability. Make-up days do not erase the original absence; all absences remain part of the student's permanent record. A student is allowed two clinical make up days per rotation. If a student misses more than two clinical days, they will not meet the clinical hours and may be dismissed from the program.

Failure to attend a scheduled clinical make-up day will result in an additional absence, in accordance with program attendance guidelines.

Cell Phones

Personal phone calls and texting are not permitted in the clinical area. Cell phones are to be turned off except during break and lunch periods and out of the direct client care area. Violations of this policy may result in dismissal for the day and being marked as absent. Clinical Instructors may, at their discretion and per clinical site policy, allow cell phones to be used to access reference materials in the clinical setting outside the direct client care area.

- Patient/client phones may not be used by students for any personal reason.
- Clinical site phones may only be used in emergency situations with the express consent of the Clinical Instructor.

Interruption Of Studies And Re-Enrollment

A maximum of two attempts to complete the CVCC SOPN's nursing curriculum are permitted within a 5-year period. This number includes attempts made at other nursing schools. In extenuating circumstances, such as when an accident, illness or other disrupting occurrence has impacted successful completion of a nursing program, a third enrollment may be considered by the Admissions and Promotions Committee.

Withdrawal

A student may withdraw from the school voluntarily at any point in the program. The student is encouraged to meet with the Lead/Operations Faculty advocate and/or Nursing Program Supervisor to explore available options if withdrawal is being considered. A written notification of withdrawal that includes the reason and effective date must be submitted to the Nursing Program Supervisor and will become part of the student's permanent record. Withdrawing from a program does not void the responsibility to pay the full tuition amount. It is recommended that withdrawing students using Federal Financial Aid meet with the CVCC Financial Aid representative to determine how a withdrawal will affect financial aid funding. Withdrawing may result in the student owing a balance to CVCC or the US Department of Education, and the student will thus be responsible for the repayment of these monies.

Transfer Out

A request to transfer from the School of Nursing into another nursing program or course of study begins with a meeting with the Nursing Program Supervisor. A formal written request is thereafter to be initiated by the student with a clear identification of the underlying rationale. Official transcripts will be forwarded to the new institution of study providing all financial obligations to CVCC have been met. The administrative fee for transferring out is \$50, which includes the cost of official transcripts. Students are advised to meet with the CVCC Financial Aid representative to discuss any financial ramifications of transferring.

Excused Absence Policy

CVCC has an excused absence policy. Job and Career Training students are allowed to miss no more than 20% of the scheduled program hours in excused absences for successful completion. Students may have an excused absence for unforeseen personal or family emergencies, funerals, jury duty, illness, religious obligations, etc. Job and Career Training students must attend their program at a 80% attendance rate in order to successfully complete the program.

Practical Nursing: Required attendance rate of 90% is required for classroom lecture courses and 100% for clinical and laboratory experiences.

Temporary Enrollment Interruption Policy

Cuyahoga Valley Career Center does not provide an individual Leave of Absence (LOA) as defined under federal Title IV regulations.

Students who experience extenuating circumstances—such as medical issues, family emergencies, or other serious situations—may submit a written request for a temporary interruption in enrollment.

Each request will be reviewed on a case-by-case basis by the Adult Education Department. Approval is at the discretion of the school and is not guaranteed.

Students approved for a temporary interruption must comply with all program requirements, including:

- Completion of required clock hours
- Completion of required clinical hours
- Adherence to course progression standards

Failure to meet these requirements may affect program completion and graduation.

Withdrawal Letter

Whether a student withdraws or takes a Leave of Absence (LOA) from the nursing program, a letter must be written and submitted to the CVCC Nursing Program Supervisor requesting the withdraw.

- The letter must address the reason the student is not achieving success in the CVCC SOPN program at the time of the request and what changes will be made to ensure success upon return to the program.
- The Admissions and Promotions Committee will review all requests to return.

Re-Enrollment

Students who have been granted a temporary enrollment interruption, withdrawn from the program, or been dismissed from the program for academic, clinical or attendance issues, may, subject to the above number of attempts permitted, and repayment of applicable financial aid regulations, petition for re-enrollment.

- Students applying after a temporary enrollment interruption must do so within eighteen months from the date their leave was granted.
- An applicant who withdrew or was dismissed from the program prior to the end of Basic Nursing will, if readmitted, restart at the beginning of Basic Nursing, as well as TLS1 and TLS2. Grades from any completed section of the course will carry over to the year of re-admission.
- In order to qualify for readmission, re-enrollment applicants must have completed their Financial Aid Exit Counseling if direct loans were disbursed during their previous enrollment. The Nursing Program Supervisor will conduct a personal interview with the applicant, and, at his or her discretion, may require the applicant to meet with the Admissions and Promotions Committee.
- Readmission depends on a variety of factors, including resolution of the underlying issues necessitating the LOA/withdrawal/dismissal, and available space in the classroom and clinical areas.
- In addition to a written request to return letter, the re-enrollment applicant is also required to submit a written plan of action detailing how any previous academic, clinical or attendance issues will be avoided after re-enrollment.

Transfer Between CVCC Nursing Programs

If, within the **first three weeks** of the full-time program, a student elects to transfer into the part-time program (or vice versa), he or she must notify the Nursing Program Supervisor in writing. The student will restart the program on the first day of the respective program's calendar. Any request to transfer between programs made after the first three weeks of the program will be considered withdrawal and re-enrollment, and the student will be responsible for paying any additional fees and/or tuition due as a result. It is recommended the student discuss the transfer with the CVCC Financial Aid representative to determine financial aid implications of transferring. Current federal financial aid regulations will apply.

Jury Duty

The student will immediately notify the Supervisor of any jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic and clinical standing. In the event jury duty cannot be postponed, the student will not be counted as absent as long as calls to the school and/or the clinical site are initiated per policy. However, it is the student's responsibility to meet with the Lead/Operations Faculty and Nursing Program Supervisor to set up a schedule for making up missed class work. The student will need to make up any clinical hours missed. In the event of protracted jury duty, a leave of absence may be recommended.

Military Duty Policy

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case

basis in compliance with Title IV guidelines and all other applicable laws, rules and regulations regarding attendance, re-enrollment, and financial aid issues.

Pregnancy

Pregnancy is to be reported immediately to the Supervisor and the student's Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a nursing program and receive a medical release without restrictions allowing her to continue. The Attendance Policy applies to any absence related to pregnancy and the student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the same level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

Tuition, Fees and Expenses

Nursing Tuition And Fees

See the correlating Cost of Education form in the Appendix or the tuition and fees breakdown for the Full-Time and Part-Time SOPN programs.

For Financial Aid information (including loans and scholarships), see the Financial Information section or contact the CVCC Financial Aid Representative.

Other Charges

- There will be a \$35 charge on any check returned for insufficient funds submitted by the student or on their behalf.
- Students using equipment belonging to the school and/or clinical facility assume responsibility for its proper care. When damage or loss of equipment or books is incurred, the student must assume the cost of repair or replacement of the damaged item(s).
- Any intentional destruction of property in the school or clinical site may result in immediate dismissal from The School of Nursing.
- **The diploma, transcripts and letter to the Ohio Board of Nursing regarding final completion of program will be held until all financial obligations to the school and/or clinical site are satisfied.**

Liability Insurance

Students are required to carry \$2,000,000/\$5,000,000 minimum liability insurance as a student practical nurse. This insurance is obtained by the school, and the cost is included in fees. Students are not permitted to go into clinical area unless covered by liability insurance.

Satisfactory Academic Progress Policy (SAP)

Additional requirements for the School of Practical Nursing SAP policy are as follows:

Qualitative Standard (Grades)

Students must maintain a cumulative grade average of 79.5%.

Grading Scale:

Letter grades are assigned to students' satisfactory academic progress, as follows:

94%-100%	A
87%-93%	B
80%-86%	C
79%-0%	F

Pace of Progression

Students must maintain a cumulative 90.0% attendance and complete a minimum of 90% of the possible clock hours in each payment period. Any student who misses more than 10% of total course hours and has no make-up hours available to them will be dismissed. Any student who misses more than 10% of the hours in the program and does have make-up time available must complete those hours within the time frame. The Lead/Operations Faculty and Nursing Program Supervisor will determine the availability of makeup hours. Pace of progression is required to make sure a student completes within the maximum time frame. This is calculated by dividing the number of hours the student has successfully completed by the cumulative clock hours required to complete.

3 Maximum Timeframes

Students must be on pace to complete their program within 111.11% of the published length of the program as measured by clock hours and expressed in calendar time. Students who transfer from another institution or re-enroll must complete within this 111.11% timeframe. The students' clock hours from their previous institution and/or previous enrollment will be counted as both attempted and completed hours.

Official Review of Attendance and Grades

Although attendance and grades are constantly monitored by the instructors, the "official" review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900-clock hour program, official SAP monitoring would occur at the end of 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours, and half the weeks of their programs defined academic year.

Student Resources and Support Services

Student Participation in Program

Students are provided with multiple opportunities to give feedback about the CVCC SOPN program. Each class will elect Student Council members who will coordinate student-related activities, including Graduation and Candle lighting, fundraisers, parties, and other group functions. Two of the Student Council members will act as liaisons and are invited to share class concerns and feedback at Faculty meetings.

At the close of each course, the student completes both course evaluations and clinical site evaluations. These tools are reviewed by the Supervisor and Faculty to help identify areas in need of change or updating and may be shared with the clinical sites.

Counseling, Guidance & Advocacy

Faculty will be available to the students on an as-needed basis to offer guidance concerning study habits, prioritization, organization, test-taking skills and the like, and will request a formal meeting with students whose grades indicate a student is having difficulty meeting expected standards. The faculty member can also provide support and encouragement with the psychosocial and emotional challenges of balancing school and personal life growing into the nursing role. Students are also welcome to seek advice and support from any other instructor and/or the Lead/Operations Faculty or Nursing Program Supervisor.

Students with specific academic, social, and emotional needs outside the scope of the Concerned faculty may encourage the student to contact the Student Support Services Office, who can address needs either through their office or with a referral to an outside community agency.

Academic, career and personal counseling services are available. Students should contact their faculty, Lead/Operations Faculty, or Nursing Program Supervisor to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

Library Resources

CVCC's E-library may be used by students who need computer access during CVCC High School hours, 7 am to 10 pm. A staff member must be in the building when students are in the library. Sign in at the main reception desk. No food or beverages allowed. The computer lab is also available if not occupied by a high school class.

Lockers and Protection of Property

Students will be assigned a school locker for the storage of outerwear and supplies. Due to limited space, students may need to share this locker with another student. No articles of value or money shall be kept in lockers. The school does not assume responsibility for lost articles. Lockers remain the property of the Board of Education. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20, ORC). Such a search must take place in the presence of 2 employees of the school district.

Parking

Students must park in designated areas for all classes, clinicals, and other off-site experiences. Two School parking passes will be issued at the beginning of the program. If a replacement is necessary, there is a \$5 cost payable to The School of Practical Nursing at CVCC. The school parking pass

must be displayed at all times on the rear-view mirror when parking on the school premises. Parking in the wrong area or without the parking pass will subject the student to consequences as per CVCC rules. Parking at the School is currently free.

Parking at clinical sites may or may not be free. Payment of any parking fees imposed by the clinical facility is the student's responsibility. Students are also required to obtain any required parking permit and to park in designated areas as required by the clinical site. Students who fail to do so are subject to both clinical site consequences and School disciplinary action. Students are encouraged to carpool whenever possible.

Student Records

The school maintains a secure file for each student in accordance with the Rules set forth by the Ohio Board of Nursing. These records will only be available to authorized people. A written Release of Information form must be signed by the student before any data from this file is released. The following items are included in each permanent file:

- Application Information Form
- Confidentiality Statement
- Transcript Release Form
- Release Policy
- Reference Forms
- Audit Request Forms
- Contract
- Photo Permission
- Transcript Release Requests
- Graduation Photo
- Articulation Requests
- Official School of Nursing at CVCC Transcript
- Physical Exam & Health Data Requirements
- Computer Network / Internet User Agreement

Financial Aid file is maintained for five (5) years from date of program completion and then is destroyed. If a student is in a default status with the Federal Financial Aid Program Title IV, grade transcripts and references will be withheld until corrective action is taken. All other documents/paperwork regarding the enrollment period are removed from the permanent record.

Transcripts

Official grade transcripts are available for a fee. A Transcript Request Form can be found on the CVCC website, www.cvccworks.edu, completed and returned to the nursing office with the required fee. Allow 7-10 business days for processing. Only grade transcripts are released; all other documents are the property of the school and will not be copied unless required by court order.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

Student Conduct

Confidentiality

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an administrative assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

Civility Policy

The School of Nursing at CVCC promotes high standards of academic excellence. To be effective, instruction must take place in an atmosphere that recognizes the uniqueness of each individual within our learning community, and a culture in which students, instructors, and staff communicate openly with one another and work together collaboratively. Concepts and ideas may be explored that challenge held beliefs and provoke emotional responses. Clinical success depends on students working well with one another and with the Clinical Instructor. Students are beginning professionals and are expected to demonstrate professional behavior at all times.

One component of professional behavior is civility. Civility is behavior that:

- Shows respect toward others.
- Causes another to feel valued; and
- Contributes to mutual respect, effective communication and team collaboration.
- Examples of civil behavior in the classroom and clinical area include, but are not limited to:
 1. Use of common verbal courtesies such as “please”, “thank you” and “excuse me”.
 2. Raising a hand and waiting to be acknowledged during classroom discussions.
 3. Avoiding distracting behaviors that affect others’ learning such as side conversations and distracting movements.
 4. Offering to assist peers; and
 5. Using appropriate language.Examples of uncivil behavior include, but are not limited to:
 - a. Demeaning, bullying, intimidating or harassing others.
 - b. Initiating or spreading rumors or gossip about a classmate, instructor or staff member.
 - c. Habitually interrupting as others speak.
 - d. Not paying attention to or listening to others when addressed.
 - e. Failing to respond to requests for meetings with instructors or the Supervisor.
 - f. Sending e-mails, text messages or creating Facebook or other social media posts that harass, demean or bully a classmate, instructor or staff member.
 - g. Speaking with a condescending attitude or eye-rolling.
 - h. Raising one’s voice to peers, instructors, other CVCC staff or clinical staff.
 - i. Temper tantrums.
 - j. Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats.

- k. Not completing a fair share of assigned group work.
- l. Not responding to a peer's legitimate request for assistance.
- m. Failure to respect the property of the school, staff, instructors or peers.
- n. Comments or conduct of a sexual nature where such behavior creates an intimidating, humiliating or hostile learning environment.
- o. Eating food in unauthorized areas; and
- p. Using foul, obscene or abusive language.

The School of Nursing at CVCC does not tolerate exclusion or rudeness based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression. Rude, disrespectful behavior is unwelcome and will not be tolerated. Uncivil behavior may be addressed by a simple verbal comment, anecdotal note, dismissal for the day, critical incident, or dismissal from the program, depending on the severity of the behavior. (See Evaluation)

Alcohol and Drugs

The School of Nursing at CVCC has a zero-tolerance policy regarding the use and distribution of illegal drugs and the abuse of alcohol and/or prescription drugs. Possession, distribution or sale of alcohol or any illegal or illegally obtained drug at the school, any clinical site, school function, or while in uniform will result in recommendation for immediate dismissal.

Students are expected to stay physically and mentally fit for all curricular experiences. If at any time a faculty or other School staff member, CVCC staff member, nursing service personnel or other clinical site employee, or client/client observes in a student signs and/or symptoms of the effects of mood-altering drugs, including but not limited to: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and/or lethargy, a drug screen will be required of the student. The student will be dismissed, sent out of the class or clinical area, and be required to undergo immediate alcohol and/or drug screening at the student's cost. Documentation of all findings must be released by the student to the school.

Results of these screenings will be reviewed by the Admissions and Promotions Committee. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for dismissal from the nursing program without consideration for re-enrollment, loss of all monies paid to CVCC, the continuing obligation to pay any incurred financial obligation, and with a notation of the circumstances surrounding dismissal in the student's permanent file. Additionally, the School will communicate the facts of any incident to CVCC Administration, law enforcement and/or the Ohio Board of Nursing if indicated or required by applicable law. The Admissions and Promotions Committee has the final determination, subject to law and CVCC policies, if the student is to remain active in the program.

Students participating in a bona fide chemical dependency program may be permitted to continue or re-enroll at the school. The student must provide verification of active participation by providing reports every 2-3 weeks, submitting to random urinalysis, breath analysis, and/or blood testing at their own expense, and release these test results to the school. Any recurrence of use/abuse will be grounds for immediate dismissal.

Other Impairment

In the event the student presents to the clinical area with any other type of impairment that renders him or her physically, mentally, emotionally or psychologically unfit to provide safe care, the Clinical Instructor may, at his or her sole discretion, dismiss the student from the clinical area and record the student as absent for the day. Examples of this type of impairment may include sleep deprivation, physical/mental effects of prescribed or over-the-counter medications (such as cold or allergy medications), severe emotional distress, or evidence of any other psychological disturbance.

Smoking

Smoking is prohibited on the CVCC campus, including in the parking lots. Clinical sites have likewise become non-smoking facilities. In addition to incurring disciplinary action from the School, smoking at a clinical facility may lead to the student being banned from that clinical site.

Release Policy

The student voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the healthcare community. The student is duly aware of risks and hazards which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury or injury are the responsibility of the student.

While at the clinical facility and/or in the school environment, the student will not be considered employees or agents of the clinical facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the clinical facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits.

The student will indemnify and hold harmless the clinical facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the Release Policy on the student, any heirs, administrators or executors. This Release Policy is a permanent part of the file. See Appendix for a copy of the Release Policy.

The following expected student behaviors are set forth in Chapter 4723-5-12 Section C 1-26 of the Ohio Administrative Code (OAC) and are expected of all students in the Program:

- (C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:
 - (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
 - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 - (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to,

case management documents or reports, time records or reports, and other documents related to billing for nursing services.

- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense.
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
 - (a) Engage in sexual conduct with a patient.
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual.
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient.
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the Revised Code.
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance

with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021 Promulgated Under:

[119.03](#) Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

Application Requirements for Nurse Licensure

Each applicant for licensure will be required to answer questions on the Ohio Board of Nursing application related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to certain crimes, including crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice. Applicants must also disclose a past history of substance abuse or behavioral health disorders. It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception and may result in permanent denial of a nursing license. Students are urged to seek legal counsel if applicable.

The student may view the complete application for Ohio licensure at www.nursing.ohio.gov. Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio. (Also see Appendix for a copy of the Compliance page.) The Ohio Board of Nursing cannot advise an individual before entry into a nursing program concerning ability to take the licensure exam at the completion of the program.

Ohio Board Of Nursing Criminal Records Check/Felony Convictions

According to, Ohio Revised Code Section 4723.09 (2)(b), the Law Regulating Nursing Practice , an applicant who entered a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal record check by the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating any of the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

2903.01 (aggravated murder)
2903.02 (murder)
2903.03 (voluntary manslaughter)
2903.11 (felonious assault)
2905.01 (kidnapping)
2907.02 (rape)

2907.03 (sexual battery)
2907.05 (gross sexual imposition)
2909.02 (aggravated arson)
2911.01 (aggravated robbery)
2911.11 (aggravated burglary)

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements related to long term care facilities or engage with geriatric or pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program. In the event such a violation takes place after admission, the student will be immediately dismissed upon discovery.

Graduation

To successfully complete TLS2 and thus be considered eligible for graduation, a student must achieve the following:

- Earn a minimum final grade of 79.5% in each course.
- Obtain individual score of a Level II (or greater) on the ATI Comprehensive Predictor Assessment.
- Earn a Satisfactory as a final evaluation in clinical.
- Maintain an acceptable attendance record.
- Met all financial obligations to CVCC.

Upon satisfactory completion of Care of the Client Throughout the Life Span Part 2 (TLS2), achieving a score of Level II on the ATI Comprehensive Predictor, and fulfillment of all financial obligations, the student will receive a Certificate of Completion in Practical Nursing, a school pin, and individual and class composite photos. Prior to the graduation date, students will have completed the application to sit for their licensure exam (NCLEX-PN) and Ohio Board of Nursing application for licensure in the state of Ohio. Upon graduation, these applications will be forwarded to the Ohio Board of Nursing. All current students are expected to attend the graduation ceremony.

Student Survey

All Program graduates will receive a survey approximately one year after graduation. These surveys provide valuable information necessary to fulfill State and Federal requirements, allow the School to continue to provide financial aid and often provide information to improve the SOPN's program. Alumni are asked to complete the survey and return them either electronically or by mail.

Career-Technical Credit Transfer - (CT)2

Students at The School of Nursing at CVCC are eligible to earn college credit for completion of the Practical Nursing program at CVCC upon graduation and becoming licensed by the Ohio Board of Nursing. Credit is granted through the Ohio Department of Higher Education Career-Technical Credit Transfer (CT)2 system. Eligible students who plan to attend a public college or university in Ohio can request the Adult Education Director to submit official documentation to the admissions office. Throughout the course of the Practical Nursing Program, students will have the opportunity to meet with representatives of various Registered Nursing programs to discuss ongoing educational plans. CVCC wishes to enable a smooth transition for those graduates who wish to continue their education. Working with Cuyahoga Community College, CVCC has college credit classes available on site that support the degree requirements for nursing and other career specific degrees Cuyahoga Community College offers. Information is available on the CVCC website, and through the nursing and adult education offices.

Alumni

ALUMNI are welcome to visit the School and share stories about their new careers. Visiting graduates may be invited to speak to current students to offer advice, encouragement and support.

Practical Nursing Organizations

The School of Nursing at CVCC supports student and graduate involvement in vocational organizations. Each Licensed Practical Nurse is encouraged to become members in a professional organization which advocates for and promotes practical nursing.

National Federation of LPNs
111 West Main Street, Suite 100
Garner, NC 27529 <http://www.nflpn.org/contact.htm>

LPN Association of Ohio
1310 Saint Paris Road Springfield, OH 45504 <http://www.lpnao.org/>

National Association for Practical Nurse Education and Service, Inc.
(NAPNES) 1940 Duke Street, Suite 200
Alexandria, VA 22314 <http://napnes.org/>

The School of Nursing at Cuyahoga Valley Career Center

School Calendar Full Time Day Class of 2027

2026-2027

July 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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Aug 2026						
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Sept 2026						
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Nov 2026						
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29	30					

Dec 2026						
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Jan 2027						
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Feb 2027						
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28						

March 2027						
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April 2027						
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May 2027						
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30	31					

June 2027						
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20	21	22	23	24	25	26
27	28	29	30			

School Calendar Part Time Evening Class of 2028

2026-2027

July 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2026						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 2026						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Nov 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Dec 2026						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Jan 2027						
S	M	T	W	Th	F	S
					~~1~~	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	~~18~~	19	20	21	22	23
24	25	26	27	28	29	30
31						
Feb 2027						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	~~15~~	16	17	18	19	20
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28						
March 2027						
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28	~~29~~	~~30~~	~~31~~			
April 2027						
S	M	T	W	Th	F	S
				~~1~~	~~2~~	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

The School of Nursing Cost of Education

The School of Nursing at Cuyahoga Valley Career Center Full-Time FY26-27-Cost of Education		
<u>Tuition</u>	<u>Amount Due</u>	<u>Date Due</u>
Tuition Payment #1	\$ 5,362.50	August 26, 2026
Tuition Payment #2	\$ 5,362.50	December 3, 2026
Tuition Payment #3	\$ 3,575.00	April 6, 2027
Total Tuition:	\$ 14,300.00	
<u>Book Payment</u>	<u>Amount Due</u>	<u>Date Due</u>
Adult Health Nursing, Edition 10	\$ 78.00	August 26, 2026
Foundations of Nursing, Edition 10	\$ 77.00	August 26, 2026
Structure and Function of the Body, Edition 17	\$ 61.00	August 26, 2026
Total Book Payment:	\$ 216.00	
<u>ATI Curriculum</u>	<u>Amount Due</u>	<u>Date Due</u>
Complete Essentials LPN Package Payment #1	\$ 764.00	August 26, 2026
Complete Essentials LPN Package Payment #2	\$ 763.00	December 3, 2026
Complete Essentials LPN Package Payment #3	\$ 763.00	April 6, 2027
Total ATI Curriculum Cost:	\$ 2,290.00	
<u>Required Fees and Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
ACT Work Keys exam	\$ 38.25	August 26, 2026
Fingerprinting #1	\$ 68.50	August 26, 2026
Lab Fees	\$ 50.00	August 26, 2026
Student Supply Kit	\$ 68.00	August 26, 2026
Fingerprinting #2	\$ 68.50	December 3, 2026
Malpractice Insurance	\$ 16.00	December 3, 2026
Portfolio	\$ 20.00	December 3, 2026
Total Fees and Costs:	\$ 329.25	
Total Financial Aid Eligible Costs	\$ 17,135.25	
<u>Student Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Non-Refundable Administrative Seat Fee	\$ 200.00	Upon Enrollment
Uniforms - 2 uniforms per year & white shoes*	\$ 200.00	August 26, 2026
Physical Exam*	\$ 100.00	August 26, 2026
Drug Screen*	\$ 45.00	August 26, 2026
CPR*	\$ 75.00	August 26, 2026
Total Out of Pocket Costs	\$ 620.00	
*Estimated costs; actual expenses may vary by student.		
Total Program Cost	\$17,755.25	
Financial aid processed for eligible candidates Claudette Knestrick, Student Support Services Terri Lynn Brosseau, Adult Education Director		

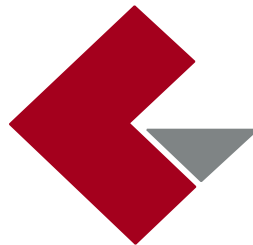
The School of Nursing at Cuyahoga Valley Career Center Part-Time FY26-28-Cost of Education		
<u>Tuition</u>	<u>Amount Due</u>	<u>Date Due</u>
Tuition Payment #1	\$ 5,362.50	09/21/2026
Tuition Payment #2	\$ 5,362.50	05/13/2027
Tuition Payment #3	\$ 3,575.00	01/22/2028
Total Tuition:	\$ 14,300.00	
<u>Book Payment</u>	<u>Amount Due</u>	<u>Date Due</u>
Adult Health Nursing	\$ 78.00	09/21/2026
Foundations of Nursing	\$ 77.00	09/21/2026
Structure and Function of the Body	\$ 61.00	09/21/2026
Total Book Payment:	\$ 216.00	
<u>ATI Curriculum</u>	<u>Amount Due</u>	<u>Date Due</u>
Complete Essentials LPN Package Payment #1	\$ 764.00	09/21/2026
Complete Essentials LPN Package Payment #2	\$ 763.00	05/13/2027
Complete Essentials LPN Package Payment #3	\$ 763.00	01/22/2028
Total ATI Curriculum Cost:	\$ 2,290.00	
<u>Required Fees and Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
ACT Work Keys exam	\$ 38.25	09/21/2026
Fingerprinting #1	\$ 68.50	09/21/2026
Malpractice Insurance #1	\$ 16.00	05/13/2027
Lab Fees	\$ 50.00	09/21/2026
Student Supply Kit	\$ 68.00	09/21/2026
Fingerprinting #2	\$ 68.50	05/13/2027
Malpractice Insurance #2	\$ 16.00	05/13/2027
Portfolio	\$ 20.00	1/22/2028
Total Fees and Costs:	\$ 345.25	
Total Financial Aid Eligible Costs	\$ 17,151.25	
<u>Student Costs</u>	<u>Amount Due</u>	<u>Date Due</u>
Non-Refundable Administrative Seat Fee	\$200.00	upon enrollment
Uniforms - 2 uniforms per year, white shoes*	\$200.00	09/21/2026
Physical Exam*	\$100.00	09/21/2026
Drug Screen*	\$45.00	09/21/2026
CPR*	\$75.00	09/21/2026
Total Out of Pocket Costs	\$ 620.00	
*Estimated costs; actual expenses may vary by student.		
Total Program Cost	\$17,771.25	
Financial aid processed for eligible candidates Claudette Knestrick, Student Support Services Terri Lynn Brosseau, Adult Education Coordinator		



Instructor Manual

2026-2027

Adult Education



**CUYAHOGA VALLEY
CAREER CENTER**

8001 Brecksville Road
Brecksville, Ohio 44141
Phone: 440.746.8230
Fax: 440.838.8944

Approved June 2026

www.cvccworks.edu

TABLE OF CONTENTS

CVCC MISSION STATEMENT	3	STUDENT ATTENDANCE/CLASS ROSTER.....	15
ACCREDITATION.....	3	INSTRUCTION	15
GENERAL INFORMATION	3	TEXTBOOKS	15
SCHOOL HOURS OF OPERATION	3	LESSON PLANS.....	15
ADULT EDUCATION HOURS	3	TECHNOLOGY PROBLEMS.....	15
MAIN ENTRANCE.....	3	TECHNOLOGY: PROCEDURES FOR REQUESTING	15
PARKING AREAS	3	ONLINE OR REMOTE INSTRUCTION.....	16
RESTROOMS	3	CERTIFICATION OF COMPLETION.....	16
USE OF TOBACCO	4	CLASS EVALUATIONS.....	16
WATER BOTTLE FILL STATIONS	4	HEALTH AND SAFETY	16
ADULT EDUCATION		HEALTH AND SAFETY PROTOCOLS	16
ADMINISTRATION/INSTRUCTOR LIST	5	ACCIDENTS	16
ADMINISTRATION	5	CAMPUS SECURITY ACT	17
INSTRUCTORS	6	FEDERALLY MANDATED PUBLIC INFORMATION	17
MAP OF CVCC BUILDING	8	EMERGENCY PROCEDURES.....	17
PROFESSIONAL DEVELOPMENT.....	9	FIRE.....	18
CERTIFICATE/LICENSE FOR TEACHING	9	LOCKDOWN	18
APPLY/RENEW LICENSE	10	DO'S AND DON'TS	19
SAFE ACCOUNT	10	EMERGENCY SHELTER ACCESS.....	20
PROFESSIONAL INDUSTRY CONTACTS	10	INFORMATION RELATED TO STUDENTS.....	24
TIMESHEETS AND PAYROLL.....	10	STUDENT HEALTH AND SAFETY.....	24
CHANGE OF NAME/ADDRESS/PHONE	10	STUDENT HEALTH CARE SERVICES.....	24
DIRECT DEPOSIT	11	ANTI-HARASSMENT POLICY.....	24
TIMESHEETS	11	BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR.....	24
PAYROLL SCHEDULE 2026-2027	12	STUDENT HAZING	25
CVCC GENERAL RULES AND INFORMATION.....	13	WORK KEYS TESTING.....	25
APPROPRIATE ATTIRE	13	STUDENT CONDUCT.....	25
COMPUTER & CLASS REGULATIONS	13	STUDENT ATTENDANCE	25
CLASSROOM	13	STUDENT RECORDS	26
NON-SCHOOL DATES.....	13	STUDENT RESOURCES	26
SCHOOL CLOSINGS/INCLEMENT WEATHER	13	JOB SEARCH ASSISTANCE	26
CELL PHONE USAGE	14	STAFF FORMS.....	27
CARE OF EQUIPMENT AND PROPERTY.....	14	ADULT EDUCATION EMPLOYEE TIME SHEET	28
COPIER.....	14	CVCC BUSINESS CARD ORDER FORM	29
SUPPLY ORDERS	14	CVCC EMPLOYEE TRACEL EXPENSE REPORT	30
ATTENDANCE RECORDS	14	STUDENT SIGN-IN SHEET	32
INSTRUCTOR ATTENDANCE.....	14	ACCIDENT REPORT FORM	33
		STUDENT EMERGENCY MEDICAL FORM.....	35

CVCC Mission Statement

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

Accreditation

Cuyahoga Valley Career Center is accredited by the Council on Occupational Education. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.



General Information

School Hours of Operation

In general, CVCC is open Monday through Thursday from 8:00 a.m. – 10:00 p.m., Friday from 8:00 a.m. – 3:00 p.m. and some Saturdays, from 8:00 a.m. – 2:00 p.m. Closed dates are listed in the brochure.

Adult Education Hours

The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. For additional support after hours, please see the evening receptionist.

Main Entrance

All CVCC entrance doors are locked. Visitors will need to be buzzed in through the Main Entrance Doors. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 8:00 p.m. Please do not prop open doors that have been locked. This is a safety issue for building security.

The entire building is locked at 10:00 pm. Please vacate the building by 10:00 pm Monday through Thursday and prior to 4 PM on Fridays as the building is officially closed and secured at that time.

Parking Areas

There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

Restrooms

The restrooms in the **Adult Education** wing at the Main Entrance are located to the left of the main doors and down the first hall to the left before coming to the Cafeteria. The restrooms for the balance of the building are located on the south side of the main corridor on each level of the building.

Use of Tobacco

Cuyahoga Valley Career Center is a non-smoking campus and prohibits the use of tobacco. Tobacco Use Prevention, policy 5512. For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, including liquids used in electronic cigarettes, and associated accessories, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. **This rule applies to the whole campus grounds, includes the parking lots.**

Water Bottle Fill Stations

Touchless water bottle fill stations are installed throughout the CVCC building. Students and staff can bring their own water bottles to use at these locations. They are located at:

- Level 1 just outside the district offices
- Level 2 north entrance vestibule
- Level 3 north entrance vestibule
- Level 4 north entrance vestibule
- Level 5 north entrance vestibule
- Level 6 near the entrance to the two computer labs next to Adult Education
- Level 6 upstairs hallway leading to 694

Adult Education Administration/ Instructor List

Administration

Adult Education Director

Business & Technology Programs
Emergency Response Programs
Health Care Programs
Health and Beauty Programs
Personal Interest & Leisure

Terri Lynn Brosseau
tbrosseau@cvccworks.edu

(440) 746-8210

Adult Education Coordinator

Customized Training
Industrial Training Programs

Joe Lupia
jlupia@cvccworks.edu

(440) 746-8215

School Of Practical Nursing Supervisor

Linda Banville
lbانville@cvccworks.edu

(440) 746-8315

School of Practical Nursing Operational Instructor

Hannah Dougherty
hdougherty@cvccworks.edu

(440) 746-8315

Student Support Services

Claudette Knestrick
cknestrick@cvccworks.edu

(440) 746-8337

Business Liaison

Diane Duryea
dduryea@cvccworks.edu

(440) 746-8242

Media Specialist

Makayla Robertson
mrobertson@cvccworks.edu

(440) 746-8322

Administrative Assistants:

Daytime

Theresa Antal
tantal@cvccworks.edu

(440) 746-8206

Evening

Shari Warman
swarman@cvccworks.edu

(440) 746-8224

Nursing

Lisa Barnhart
lbarnhart@cvccworks.edu

(440) 746-8232

Carla Harvey
charvey@cvccworks.edu

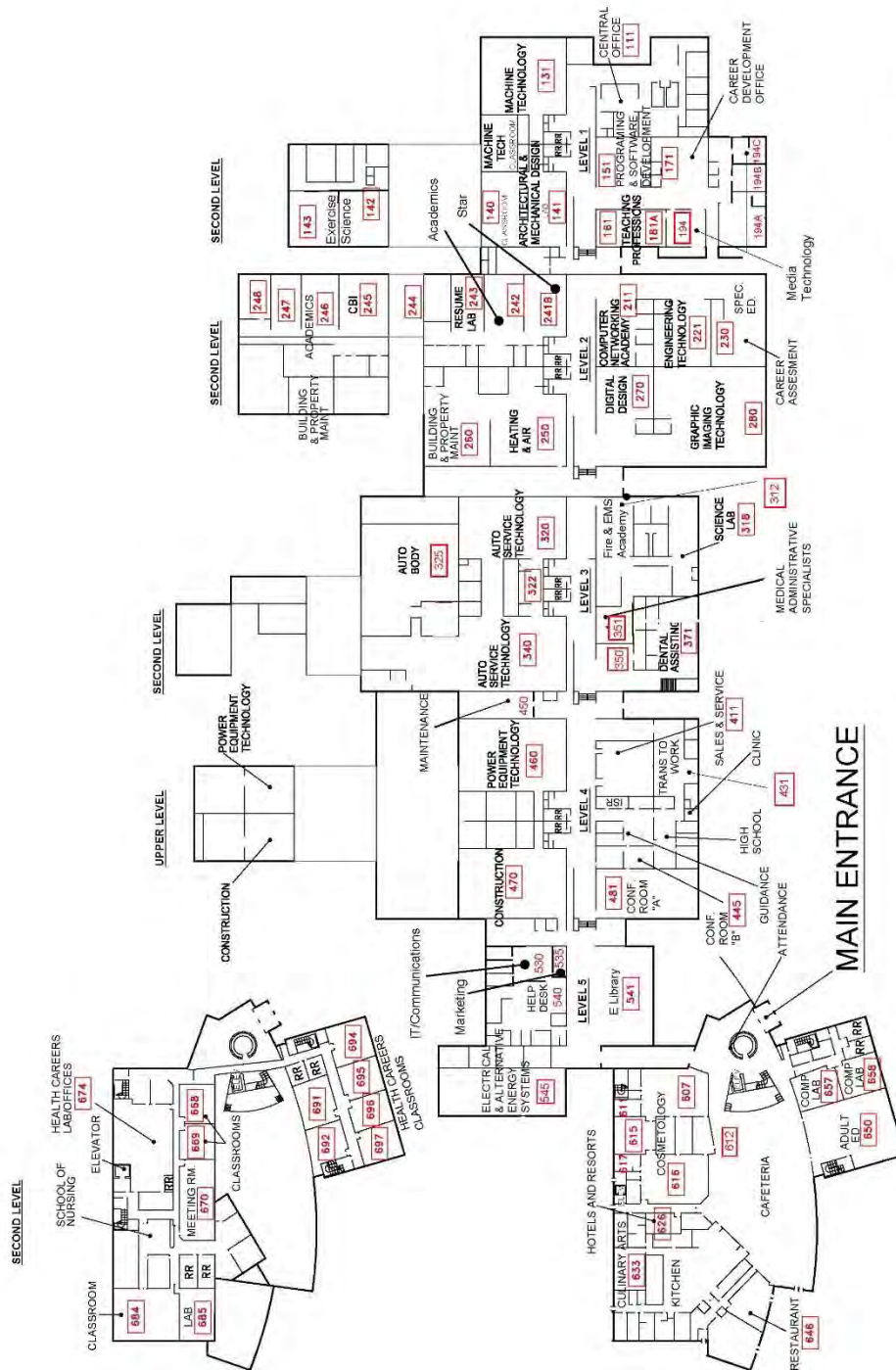
(440) 746-8332

Instructors

<u>Instructor Name</u>	<u>Subject</u>	<u>Degrees</u>	<u>Conferring Institution</u>
Linda Banville	Nursing	BSN, MSN	Notre Dame College
Brooke Bartko	Personal Interest & Leisure	AAS	The Culinary Institute of America
Katherine Beal	CPR Instructor	MSN	Kent State University
Mary Crone	Nursing	BSN, MSN	Western Governors University
Barbara Davila	Nurse Aide	High School Diploma	Brecksville-Broadview Heights High School
Hannah Dougherty	Nursing	RN, BSN, MBA	Cleveland State University
Matthew Duplaga	Public Health & Safety / EMT EKG Instructor	High School Diploma	Ohio Virtual Academy
Lewis Fletcher	Industrial/HVAC Customized	AAS	Cuyahoga Community College
James Franko	Fiber Optics Technician	High School Diploma	James Ford Rhodes High School
Jacob Giesy	Telecommunication Tower Technician	High School Diploma	Lakeview High School
Maria Grbac	Nursing	BSN	Kent State University
Lisa Green	Nurse Aide	CNP, BSN	University of St. Francis
Liam Guiney	Personal Interest & Leisure	MS, BS	Wake Forest University, University of N. Carolina
Jason Hance	Customized - Building & Property Management	High School Diploma	Barberton High School
Matthew Harding	Customized - Power Equipment Technology	High School Diploma	Brecksville-Broadview Heights High School
Drew Hladky	Industrial/HVAC	High School Diploma	North Royalton High School
Dean Horba	Customized Training	High School Diploma	Nordonia High School
Michaelle Jones	Nursing	BSN	University of Akron
Dena Jurcsiek	Nursing	BSN	Cleveland State University
Jeff Kaplan	Nursing	ADN	Excelsior College
Stacey Kaufman	Customized Training	High School Diploma	Normandy High School
Betsy Klos	Dental Assisting	High School Diploma	Berea High School
Mary Kopczynski	Personal Interest & Leisure	BA, AAS	Cleveland State University, Cuyahoga Community College
Craig Kotnik	Multicraft Maintenance	MS, BS	University of Ohio, Cleveland State University
Thomas Laskowski	Customized Training	MBA, BSEE	Baldwin Wallace College, Case Western Reserve University
Philip Lindeman	HVAC	High School Diploma	West Geauga High School
Robert Lundholm	Multicraft Maintenance	BSEE	Michigan Technological University
Gina Matays	Nursing	BSN, MSN	Capella University
April Mone	Customized Training	MA, BS	Nova Southeastern University, Ashland University
Tim Moore	Customized Training	MED, BBA, AAB	Ashland University, Tiffin University, Lorain County Community College
Melissa Morgan	Nursing	BSN	Ohio University, Akron University
Kim Morton	Personal Interest & Leisure	BS	Ohio University
Brianna Moss	Nursing	LPN, BSN	Huron School of Nursing, Ohio University
Melissa Munro	Graphic Design	MA, BA	Case Western Reserve University, Cleveland State University

Nancy Muscatello	Cosmetology / Nail Technician Instructor	BS	Kent State University
Joseph Paoletta	Nursing, EMT	BSN, MSN	Chamberlain University
Richard Parrott	Industrial Training	AAS	George State University
Remington Phillips	Graphic/Web Design	AAS	Cuyahoga Community College
Candice Price	Personal Interest & Leisure	High School Diploma	Bedford High School
Kylie Putka	Cosmetology / Nail Technician Instructor	High School Diploma	Brecksville-Broadview Heights High School
Robert Ritter	Esthetics Instructor	GED	Medina Senior High School
Judith Rogowski	Nursing	BSN	Ohio University
Patrick Ruebensaal	Graphic Design	High School Diploma	Medina Senior High School
Matthew Schoeffler	Industrial/HVAC	High School Diploma	Cuyahoga Heights High School
Daniella Stanis	Nursing	LPN, ADN	Lorain County Community College
Lisa Theodore	Dental Assisting	High School Diploma	North Royalton High School
Larry Walters	Industrial/Rope Rescue	High School Diploma	Tecumseh High School
Jennifer Wester	Health Careers Instructor	High School Diploma	Normandy High School
Lee Wester	CPR Instructor	AAS	Cuyahoga Community College
Howard Workman	Graphic & Web Design	AAS	Cuyahoga Community College
Paul Yuravak	Customized Training	High School Diploma	Buckeye High School
Dan Zezena	Public Health & Safety / EMT Instructor	High School Diploma	Valley Forge High School

Map of CVCC Building



Created By
E. Ward 8-13-15

Updated By
Hal Kendrick 8.29.18

Cuyahoga Valley Career Center

Professional Development

On a space available basis, part-time instructors can take select Adult Education classes for free. Please contact the Adult Education Director to discuss availability. Please register with one of the administrative assistants. Online classes, College Classes, and Career Technical Programs are excluded. Non-refundable book or supply fees must be paid prior to class.

Certificate/License for Teaching

Each instructor must be certified by the State of Ohio in order to teach any adult education classes. An instructor is eligible for a certificate if appropriate educational course work and training has met Ohio requirements.

The Ohio Department of Education (ODE) requires applicants applying for their initial license, certificate, or permit to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCI). These checks need to be completed at CVCC. Results are electronically submitted to the Ohio Department of Education.

Educators who are renewing a license or permit and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete only an FBI criminal background check once every five years. Educators who have *not* lived continuously in the state for the past five years will need to complete both a BCI and FBI background check once every five years.

Educators who hold an eight-year professional, permanent certificate or non-tax certificate are required to submit the required background checks once every five years. These certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.

Results of both state and federal background checks are valid for one year from the date they were completed. If you have been BCI fingerprinted within the past year, and your results are already on file with the Ohio Department of Education, you will only need to be fingerprinted for the FBI at this time in order to receive your teaching certificate.

For your convenience, Cuyahoga Valley Career Center's Adult Education Department is an authorized Web Check facility for BCI/FBI background checks. Per the Ohio Department of Education, certificates must be renewed each year. Current copies of licenses and required certifications must be on file in the Adult Education Office. **Instructors are not eligible to be paid by CVCC unless a valid certificate is on file.**

The Ohio Department of Education requires that license renewal be completed online. The web-based system allows you to submit an application for an initial license or renewal. The system only accepts payment for fees by credit card (cost for one-year license renewal is \$25.00).

You can complete the process on your own by following these instructions:

Apply/Renew License

1. Go to www.ode.state.oh.us
2. You will be required to complete Ohio Identification through Ohio ID. Follow the steps to create your OH ID online and your information will be linked to a SAFE account where you will apply for your teaching certificate. Please visit the following link for instructions:
<https://safe.ode.state.oh.us/portal>
3. Once your account is set up, sign in to access your OH ID account
 - a. Click Educator Licensure and Records (CORE). You will then be connected to your SAFE Account
 - b. Complete the online application from your CORE Dashboard
 - c. For complete detailed instructions, see the CORE User Manual at
<http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License>

Once your license is renewed it will be e-mailed to yourself and CVCC. A copy will be placed in your personnel file.

ODE website: <http://education.ohio.gov/>

Contact Information for licensed or certificated educators:

Office of Educator Licensure
[Educator Licensure Questions](#)
(614) 466-3593
1(877) 644-6338 (toll free)

SAFE Account

You will need a Safe Account Access for Educators (SAFE) with the Ohio Department of Education. If you need to create a SAFE account, the system will ask for your date of birth and the last four numbers of your Social Security number. It will also ask for your Ohio driver's license or a state of Ohio identification number (available from the Bureau of Motor Vehicles).

Professional Industry Contacts

Each faculty member in a technical field is required to maintain a log of their contacts with employers in their technical field. These contacts can be through annual visitations or personal contact. Instructors should strive for a minimum of one contact a quarter. Logs should be kept current as they may be requested at various times throughout the year. At a minimum, logs should be sent to the Adult Education Director on July 1st of each year.

Timesheets and Payroll

Change of Name/Address/Phone

If you have a change of name, address, or telephone number(s), please notify your Director. It is most important that our records are current in order for you to be contacted in case of a schedule change, and to assure your paycheck will arrive on time.

Direct Deposit

Direct Deposit is required for all adult employees. The Direct Deposit Form is to be completed and submitted with your employment documents upon hire. If account information needs updated, contact the Adult Education office for further information.

Timesheets

We want you to get paid on a timely basis!

Submit timesheets to the Adult Education folder, every two weeks.

Timesheets are due on Friday by 10:00 pm.

It is **CRITICAL** that you submit your last timesheet no later than two weeks after the course ends because of payroll and fiscal year requirements. Your original signature is required; therefore, faxed copies cannot be processed. Pay will be delayed if we do not have accurate timesheets to process.

Please check that you included your cost center and the last four digits of your social security number and signed and dated the form. It is processed on Monday mornings, and, at times, on the Friday before a holiday. Please ask the Adult Education Office if you have any questions or concerns. The 2026-2027 Payroll Schedule is attached.

PAYROLL SCHEDULE 2026-2027

CUYAHOGA VALLEY CAREER CENTER 2026-27 PAYROLL SCHEDULE

PAY DATE:	TIMESHEETS DUE:	PAY PERIOD:
July 10	06/29/26	06/14/26 - 06/27/26
24	07/13/26	06/28/26 - 07/11/26
August 7	07/27/26	07/12/26 - 07/25/26
21	08/10/26	07/26/26 - 08/08/26
September 4	08/24/26	08/09/26 - 08/22/26
18	09/07/26	08/23/26 - 09/05/26
October 2	09/21/26	09/06/26 - 09/19/26
16	10/05/26	09/20/26 - 10/03/26
30	10/19/26	10/04/26 - 10/17/26
November 13	11/02/26	10/18/26 - 10/31/26
27	11/16/26	11/01/26 - 11/14/26
December 11	11/30/26	11/15/26 - 11/28/26
24	12/14/26	11/29/26 - 12/12/26
January 8	12/28/26	12/13/26 - 12/26/26
22	01/11/27	12/27/26 - 01/09/27
February 5	01/25/27	01/10/27 - 01/23/27
19	02/08/27	01/24/27 - 02/06/27
March 5	02/22/27	02/07/27 - 02/20/27
19	03/08/27	02/21/27 - 03/06/27
April 2	03/22/27	03/07/27 - 03/20/27
16	04/05/27	03/21/27 - 04/03/27
30	04/19/27	04/04/27 - 04/17/27
May 14	05/03/27	04/18/27 - 05/01/27
28	05/17/27	05/02/27 - 05/15/27
June 11	05/31/27	05/16/27 - 05/29/27
25	06/14/27	05/30/27 - 06/12/27

CVCC General Rules and Information

Appropriate Attire

Instructors are expected to set a personal example of a businesslike and professional appearance. Please help us in our efforts. Appropriate shoes shall be worn at all times. Protective clothing must be worn in areas with potentially dangerous machines/materials.

Designated programs requiring students to wear uniforms include: Phlebotomy, State Tested Nurse Aide, Practical Nursing, Dental Assisting, Cosmetology, Esthetics, and Emergency Medical Technician-Basic.

Computer & Class Regulations

- Professional behavior is expected by the students.
- Food and drinks are not permitted in classrooms. This applies to instructors and students.
- Equipment should not be moved or altered in any way.
- Keep objects off the digitizer, keyboards, and monitors.
- Removal of any software is strictly prohibited.

Classroom

Please be sure to leave your classroom neat and clean after each class. Please inform us in Adult Education if a classroom is untidy when you arrive for your class. Please ask students to push in chairs and take all of their belongings when they leave because the high school uses the classrooms daily beginning at 7:30 am.

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Observance, Presidents' Day, Good Friday, Memorial Day, Juneteenth, and Independence Day. Other non-school days may occur due to high school activities, winter break, or spring break. In the case of these events, you will be notified by the Adult Education Office.

School Closings/Inclement Weather

In many instances, the Adult Education offices will observe the same snow days as the high school. If the school must be closed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 of our 8 school districts to be closed for CVCC to close. It is the responsibility of each student and instructor to become self-informed of a snow day announcement via the news media. If daytime classes at Cuyahoga Valley Career Center are canceled, due to inclement weather or for other reasons, all day and evening adult classes will also be cancelled unless otherwise stated. If excessive snow days occur, jeopardizing program requirements, class/clinical hours will need to be made up utilizing break time, planned days off or an extended school year. On rare occasions, evening classes may be cancelled later in the day if inclement weather dictates. With such a decision, CVCC staff will contact instructors and students, and the media will be notified as early as possible.

Cell Phone Usage

Emergency cell phone usage by instructors and students should be limited to outside the classroom. Please request students put cell phones on vibrate if they must have them on during class for emergency purposes.

Care of Equipment And Property

The equipment and facilities are shared by high school and adult programs. Most of the equipment is expensive to replace. Please supervise students to ensure that it is handled properly. If you notice that a piece of equipment is in need of repair, bring it to the Adult Education Director's attention so that a repair order can be submitted.

Copier

We have a faster and more efficient copier in Adult Education that will collate, staple, and run 2-sided color copies. If you need to use a photocopier, fax machine, or telephone at night, come to the Adult Education Office before your scheduled class start time. Be aware that the copy machine is actively used between 5:45 - 6:00 p.m. With at least twenty-four (24) hours of notice, the Adult Education Office can make copies for you prior to the start of your class if given the materials needed. Contact the Evening Administrative Assistant to Adult Education, at 440-746-8223 or aeinfo@cvccworks.edu to have advanced copies made. Please ensure that your students know that they are not to use the building copiers, as they are for staff only.

Supply Orders

Before class starts, please check necessary inventory levels for program supplies. Submit any supply requests to the Administrative Assistant to Adult Education via email at tantal@cvccworks.edu for processing at least ten (10) business days before the start of your class. Any requests submitted after this date cannot be guaranteed delivery by the start of class. Please be aware, at the end and the beginning of the month there may be a slight delay in processing speeds for orders due to the financial books being closed for balancing.

While class is in session, please submit requests as soon as possible to allow for timely processing of approval paperwork and order placement. Remember to include the date supplies may be needed by if an order is time-restricted. Although these dates cannot always be guaranteed, it gives the Adult Education Office an idea on shipping method preference.

Attendance Records

Instructor Attendance

Instructors are expected to arrive before the class start time and to attend all course sessions. If an instructor finds it necessary to be absent in an emergency, we expect the instructor to notify their students, the Adult Education Director, Coordinator, and the department administrative staff. Please keep a copy

of the class roster with the students' telephone numbers listed with you. It will be needed if you are not able to teach a class; the instructor is expected to notify students of the cancellation.

Student Attendance/Class Roster

The student class roster is computer generated and will be placed in each instructor's mailbox before the first-class meeting. Please do not pass the class roster to any students in your class; there is confidential information listed. Please make sure each name is spelled correctly on this form; forward corrections to the evening administrative assistant. Any student not on the roster that arrives for the class needs to be sent to the Adult Education Office to register. Please notify your Director of this situation. If a student transfers out of a class to another section, the student needs to be transferred to the new course section. Please confirm the transfer with the Adult Education Office.

Attendance for students enrolled in all programs must be kept on a daily basis. A sign in sheet will be provided to each instructor at the beginning of the class/program.

Instruction

Textbooks

Students will be provided their textbooks on the first night of class during their first night orientation. These books are theirs to keep and they are responsible for maintaining them and keeping track of them. The Adult Education Office orders textbooks roughly two weeks in advance of classes starting. This means that any students who enroll in class after the book order has been placed may not receive a book on the first night. Please try to plan your first night/nights of class for this possibility or let the Administrative Assistant to Adult Education know which pages will be used so that copies can be made until more books are received. Students who damage and/or lose their textbooks can choose to either purchase another copy on their own or through the Adult Education Office **at their own expense**.

Lesson Plans

Per our accrediting body, the Council on Occupational Education (COE), lesson plans will be required for Career Technical Programs. Lesson plans must be made available to the Adult Education Director at least one (1) week before the start of each class. A copy is acceptable.

Technology Problems

For immediate needs, please submit a Technology Support Request. This request can be located on CVCC's webpage, <http://www.cvccworks.edu/StaffPortal.aspx>, and click on "Technology Helpdesk." Please report any issues to the Adult Education Director/Coordinator even if resolved.

Technology: Procedures for Requesting

1. All technology requests should be submitted to the Adult Education Director in writing.
2. Requests for software installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Director should accompany the request.
3. Requests for file installation must be made at least 2 weeks in advance of class start date. Justification and approval from the Adult Education Director should accompany the request.

Requests for immediate technical support should be made to the Helpdesk at <https://cvccworks.edu/staff-portal/> or extension 8248.

Online or Remote Instruction

Cuyahoga Valley Career Center is committed to hands-on career-based learning for our students. With that said, our mission is to prepare students for the **ever-changing** world of work, college, and careers. All CVCC instructors are asked to be prepared for the potential of changing over to online or remote instruction with little notice. Please create and/or maintain a Google Classroom for your current program(s) that you are instructing each session. Any questions can be addressed with the Adult Education Director.

Certificate of Completion

Certificates are provided upon completion of Career Technical Programs and several career enhancement courses. With the exception of State/Board regulated courses that require 100% attendance, each student that has successfully completed the course content and attendance requirement is eligible to receive a certificate of completion. The certificate names are generated from the class roster; please make sure the students' names are spelled correctly. If corrections are needed, please notify the Administrative Assistant to Adult Education or the Evening Administrative Assistant if after 4:30 PM. **Please check with the Administrative Assistant to Adult Education at least one week prior to the last class to make sure your certificates are ready on time.**

Class Evaluations

Evaluation forms are provided and **required** for all classes. Students **must** complete the evaluations before leaving the last class session. It helps us continue to offer quality programs and it reports to our Board of Education and State and Federal funding sources the great work you are doing. All class evaluations are to be submitted to the Adult Education Office **within a week of class ending**.

Health and Safety

Health and Safety Protocols

Cuyahoga Valley Career Center closely monitors the health and safety guidelines published by the local health departments, the state and federal government, and the Center for Disease Control. Students and staff are expected to abide by the guidelines implemented by CVCC, including, but not limited to, staying home if you are feeling unwell.

Accidents

In case of an accident to a student or instructor, dial 7 then **call 9-1-1**, from a school phone, if it is an emergency situation. In a non-emergency situation, the injured individual must report immediately to the Adult Education Administrator on duty. After 6PM and time permitting, contact maintenance at 440-746-8253. You may obtain an Accident Report Form from the Adult Education Office. This form must be completed detailing the occurrence.

Evening & Weekend Programs
Business Training Programs
Daytime Computer Programs

Terri Lynn Brosseau 440-746-8210
tbrosseau@cvccworks.edu
Cell: 330-465-5520

Daytime (If Adult Ed. Director is Not Available)

Joe Lupia 440-746-8215
jlupia@cvccworks.edu

Theresa Antal 440-746-8206
tantal@cvccworks.edu

Evening & Weekend (If Adult Ed. Director is Not Available)

Shari Warman 440-526-5200
swarman@cvccworks.edu

Practical Nursing
Daytime, Evenings & Weekends

Hannah Dougherty
hdougherty@cvccworks.edu
(440) 746-8315

Campus Security Act

Federally Mandated Public Information

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Cuyahoga Valley Career Center publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that they can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the Cuyahoga Valley Career Center campus or on public property adjacent to the campus.

The Cuyahoga Valley Career Center Facilities and Operations Manager has primary responsibility for categorizing, disseminating, and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities. Cuyahoga Valley Career Center does not provide residential dormitories or facilities for on-campus student housing. The Cuyahoga Valley Career Center Adult Education and District Services Director is responsible for ensuring annual disclosure of crime statistics, and to provide to students and staff available counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims.

The Campus Security office is located in the Adult Education Office Cuyahoga Valley Career Center at 8001 Brecksville Road, Brecksville, Ohio 44141. The office personnel can be reached from anywhere on campus by calling 440-526-5200, extension 8210. After 6PM and time permitting, contact maintenance at 440-746-8253. For emergencies necessitating an immediate police, fire, or EMS response, please dial 7 then 9-1-1. The full Campus Security 2024 Annual Security report can be found at <https://cvccworks.edu/district/board-of-education/public-notice/>

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation procedures are to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking.

Fire

Please use the following procedures in case of a Fire or Fire Drill:

1. All students, faculty, administrators, and other school employees are to leave the building.
2. Everyone should walk quietly while exiting the building; no one should run.
3. Everyone should exit through nearest exit and proceed immediately to parking lot or drive area.
4. Instructors are to be the last leaving the classroom; they are to make sure all students are outside. Check roster after evacuation and immediately upon return to the classroom. (Instructors should take roster or grade book along with them).
5. Instructors should close classroom doors and turn off lights, if possible.
6. Everyone should wait quietly in the designated areas until a signal to return is given. No students should exit the property during a fire drill or emergency procedure.

***** ALL FIRE DRILL PROCEDURES ARE POSTED IN EACH ROOM THROUGHOUT THE BUILDING. FOLLOW THE PROCEDURES AND EXIT THROUGH THE DESIGNATED DOOR.**

Lockdown

General Guidelines

Notify the front desk (**dial 0**) or the Adult Education Director, Terri Lynn Brosseau at 330-465-5520 (Terri Lynn Brosseau cell), immediately after dialing 7 then 9-1-1, if a dangerous situation arises. After 6:00 pm and time permitting, contact maintenance at 440-746-8253. A lockdown will be announced if necessary. No one shall leave the lockdown area until dismissed by a school administrator or police officer.

Intruders – (Disruptive Adult – No Weapon Visible)

1. Notify police by dialing 7 then 9-1-1.
2. The administrator/maintenance personnel in charge questions the intruder regarding the purpose of the visit. The administrator/maintenance personnel should have a two-way radio.
3. If the intruder has no legitimate purpose in the building, the administrator escorts the intruder to the door and notifies the police.
4. If the intruder remains or refuses to leave the building, the administrator radios to the office or switchboard, who in turn will call the police. The administrator will instruct the administrative assistant to make the lockdown announcement if necessary.
5. Avoid physical or verbal confrontation with the intruder.
6. Notify the Superintendent.

Intruders with a Weapon

1. Instructor Responsibilities
 - a. Report observations or suspicion of weapon or dangerous instrument to the evening staff immediately, by dialing “0” or 330-465-5520 (Terri Lynn Brosseau cell). After 6:00 pm and time permitting, contact maintenance at 440-746-8253.

- b. Request that the armed intruder lay the weapon down, not hand it to you.
- c. Remain calm – make sure students are safe.
- d. Limit his/her movement and movement of others.
- e. If the lockdown code is given, teachers are to clear the halls of all students and lock themselves and students in a safe place.
- f. Take attendance.
- g. Remain in lockdown until released by a school staff member or the police.

2. Administrative Responsibilities

- a. Isolate the area.
- b. Unassigned staff will report to the administrator in charge.
- c. Evening staff will notify the police by dialing 7 then 9-1-1.
- d. Evening staff will make a lockdown announcement when necessary.
- e. Provide police with a map of the building and any information requested.

3. Support Staff Responsibilities

- a. Report observations or suspicion of a weapon or dangerous instrument to the evening staff immediately.
- b. Remain calm – assist in making sure that students are safe.
- c. If the Lockdown code is given, assist teachers in clearing the halls and getting them to a safe location.
- d. Assist in taking attendance of the students in custody in your area.
- e. Remain in lockdown until released by a school administrator or police officer.

Do's and Don'ts

DO

- 1. Notify the person in charge.
- 2. Recognize the lock-down code.
- 3. Access the PA system by dialing **599**.
- 4. Lock all doors to your area.
- 5. Evacuate your students to a safe area and remain there until released by a police officer or school official.
- 6. Take attendance every 10 minutes.

DON'T

- 1. Panic.
- 2. Go out into the hall.
- 3. Make noise.

Tornado/Shelter Areas

When a tornado alert is received by the evening staff, a warning will go out via the P.A. system.

In case of a tornado alert, the following procedures should be taken:

- 1. Designated areas have been identified by signs. Please use these areas for shelter.
- 2. Students and employees will stay inside away from windows.
- 3. If room is next to a restroom or vacant room, students or employees nearest the door shall check that room. If anyone is in the restroom, instruct individual to stay in the restroom until the

announcement of the “all clear.” Students in a vacant room are to proceed with the group to the nearest shelter.

4. Personal articles should not be carried. (Possible exceptions are purse or handbag, car keys, sweater, or coat, if they can be picked up without delaying movement to shelter.
5. If you are not near a designated area, go to the inside wall of the room away from windows, squat on the floor next to the wall, keeping head between knees, or get under benches, furniture, or heavy machinery, either by squatting, or lying prone on floor, face down.
6. Students and employees should move quickly & quietly, without running.
7. All windows and doors should be closed.
8. Keep calm- regardless of the situation. Listen for instructions.
9. Upon arrival at the shelter area, instructor will check the roster.
10. Group will stay together until authorization to return to room is announced or until dismissed.
11. Anyone in the hallway should seek shelter in the nearest restroom.
12. Hold a book over the head if the book can be picked up easily.

Note: In case of injury, teacher or employee should stay with injured person and designate someone to report the injury to Evening Administrative Assistant or the Adult Education personnel on duty.

Emergency Shelter Areas

ADULT EDUCATION/UP – Rm.680

All persons should position themselves in the stairwells or upstairs restrooms.

ADULT EDUCATION/DOWN –Rm. 650

All persons should position themselves in the basement, restroom hallway, or stairway.

ADMINISTRATIVE OFFICE

All persons should take cover in the Copy Room or Room 124.

ARCHITECTURAL & MECHANICAL DESIGN – Rm. 141

All persons should take cover in the office and copier/storage room.

AUTO BODY REPAIR & REFINISHING

All persons should use Teacher’s Office and Tool Room as cover areas.

AUTO SERVICE - Rms. 320,340

All persons should use Auto Service related back room as cover area.

BUILDING & PROPERTY MAINTENANCE – Rm. 260

All persons are to position themselves along the inside walls of the Tool Room.

CAFETERIA - Commons

All persons are to position themselves in the Culinary Classroom restrooms, and corridor by Rm. 658.

CAREER ASSESSMENT LAB / VOSE – Rm. 230

All persons should position themselves against the north wall.

CAREER DEVELOPMENT / HEALTH CAREERS – Rm. 674

All persons should use stairwell down to first floor.

COMPUTER NETWORKING ACADEMY – Rm. 211

All persons should use Locker Room or Storage Areas.

CONFERENCE ROOM A – Rm. 481

All persons are to position themselves along the West Wall.

CONFERENCE ROOM B – Rm. 445

All persons are to position themselves against the East Wall.

CONSTRUCTION TRADES – Rm. 470

All persons are to position themselves along the West Wall in the Tool Room or Storage Room.

COSMETOLOGY Rms. 607, 616

All persons should take cover in the locker room, or the related room.

CULINARY ARTS & FOOD SERVICE – Kitchen Rm. 633

All persons are to use respective locker area – girls in girls' locker room and boys in boys' locker room and the storage rooms, or related room.

CUSTODIAL STAFF

All persons should take cover at any available inside wall away from glass.

DENTAL ASSISTING – Rm. 371

All persons should take cover in the locker room or storage room.

DIGITAL DESIGN – Rm. 270

All persons should use Locker Room or Storage Area for cover.

EDUCATION PROFESSIONS – Rm. 161

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

ENGLISH – Rm. 245, 246, 247, 249

All persons should position themselves against the west wall in the In-School Restriction room downstairs.

E-LIBRARY – Rm. 541

All persons are to position themselves in the Computer Repair Tech. area in the Maintenance Storage closet.

ELECTRICAL SYSTEMS – Rm. 551

All persons are to use the locker rooms for cover areas or any safe place away from all glass, hazardous equipment, and tools and dangerous chemical or powders.

ENGINEERING TECHNOLOGY – Rm. 221

All persons are to position themselves in the locker rooms.

FIRE AND EMS ACADEMY – Rm. 312A

All persons should position themselves in the locker room or related room against the west wall.

GRAPHIC IMAGING TECHNOLOGY– Rm. 280

All persons should use locker room or storage area for cover.

HEALTH CAREERS I & II – Rm. 694, 695, 696, 697

All persons should take cover in the northwest stairwell.

HEATING & AIR CONDITIONING – Rm. 250

All persons are to take cover in the HVAC related room under the desks.

HIGH SCHOOL OPERATIONS

All persons should position themselves in the Counselor Office, Conference Room B, or washrooms.

HOTELS AND RESORTS & HOSPITALITY – Rm. 626

All persons are to position themselves against the east and south walls.

INFORMATION TECHNOLOGY – Rm 530

All persons are to position themselves in the locker/storage room in the Tech. area.

IN-SCHOOL RESTRICTION – Rm. 244D

All persons are to remain in the In-School Restriction Room.

JOB TRAINING – Rm. 441

All persons should position themselves against the west wall of the hallway between the Transition- to-Work Lab and Sales & Service.

MACHINE TECHNOLOGY – Rm. 131

All persons are to position themselves in the tool room.

MATH – Rm. 245, 246, 247, 249

All persons are to position themselves on the west wall in the In-School Restriction Room.

MEDIA TECHNOLOGY – Rm. 242

All persons are to go to the Audio Rooms.

MEDICAL ADMINISTRATIVE SPECIALIST – Rm. 194A

All persons should position themselves along the south wall in the classroom.

POWER EQUIPMENT TECHNOLOGY – Rm. 640

All persons should use the teacher's office and tool room as cover areas.

PROGRAMMING & SOFTWARE DEVELOPMENT– Rm. 171

All persons are to position themselves in the locker room or storage room.

RECEPTION/ATTENDANCE

All persons should position themselves in the basement or restroom hallway.

SALES & SERVICE – Rm. 441, 411

All persons are to position themselves against the west wall of the classroom.

SALES & SERVICE & SCHOOL STORE– Rm. 421

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

SCHOOL OF NURSING AT CUYAHOGA VALLEY – Rm. 680, 684, 685

All persons are to go to the first-floor stairwell, laundry room area, or restrooms.

SOCIAL STUDIES – Rm. 249I

All persons are to position themselves against the west wall in Media Tech Studio Downstairs.

SPORTS MEDICINE EXERCISE SCIENCE – Rm. 142, 143

All persons are to go to restroom and hallway outside restroom (Tech 1-Up)

TEACHING PROFESSIONS – Rm. 161

All persons are to position themselves against the north wall in Programming and Software Development, away from windows.

TRANSITION TO WORK – Rm. 421

All persons should position themselves against the west wall of the hallway between the Transition to Work lab and Sales and Service, or storage room.

ROOM 657 & 658 (COMPUTER LABS)

All persons should go to the restrooms off corridor.

ROOM 691 - Stairwell, restroom, or corridors – north wall.

ROOM 692 - Stairwell, restroom, or corridors – north wall.

ROOM 694 - Stairwell, restroom, or corridors – north wall.

ROOM 695 - Stairwell, restroom, or corridors – north wall.

ROOM 696 - Stairwell, restroom, or corridors – north wall.

ROOM 697 - Stairwell, restroom, or corridors – north wall.

ROOM 668 - Stairwell or corridors – north wall.

ROOM 669 - Stairwell or corridors – north wall.

ROOM 670 - Stairwell or corridors – north wall.

Information Related to Students

Student Health and Safety

As part of their learning experience, the students will be using equipment and materials specific to the program. Instructors should remind the students not to use items on which they have not yet received instruction. Correct safety procedures should be followed at all times.

Please remind students that they must constantly be aware of conditions in all work areas that could produce injuries. Their cooperation in detecting hazards and, in turn, controlling them, is imperative. If a situation is beyond the students' ability or authority to correct, they are to notify an instructor immediately.

Instructors are expected to ensure that students assist in the maintenance of work areas by keeping them clean and safe. Instructors and students are responsible for equipment they use. This responsibility means proper use, care, cleanup, and storage of the items.

Student Health Care Services

In case of a medical emergency dial 7 then 9-1-1. Contact the front desk (dial "0") Evening Administrative Assistant as soon as possible. In non-emergency situations, instructors should still contact the Adult Education Director and front desk. After 6PM and time permitting, contact maintenance at 440-746-8253. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student or instructor to the nearest medical facility. An incident report should be filled out and given to the Adult Education Director. Incident Reports are located in the Adult Education Office. All students are **required** to complete an Emergency Medical Form on the first night of class that is kept with both the instructor and in the Adult Education Office for if needed.

Anti-Harassment Policy

Anti-Harassment, po5517, Adopted May 1, 1995

Please follow the QR Code for the most recent Anti-Harassment Policy.



Bullying & Other Forms of Aggressive Behavior

Bullying and Other Forms of Aggressive Behavior, po5517.01, Adopted June 26, 2003

Please follow the QR Code for the most recent Bullying & Other Forms of Aggressive Behavior Policy.



Student Hazing

Student Hazing, po5516, Adopted May 1, 1995

Please follow the QR Code for the most recent Student Hazing Policy.



WorkKeys Testing

Cosmetology and the Dental Assisting Program are programs for which CVCC requires WorkKeys Tests to be administered in Applied Mathematics, Graphic Literacy, and Workplace Documents. Each online test is a 55-minute test. If the test is not taken as a pre-entrance assessment, it must be completed by each student within the first week of a class. The Administrative Assistant to Adult Education will provide instructions for administering the tests.

Student Conduct

CVCC's goal is to provide a positive learning experience and safe environment for students, faculty, and staff. While at CVCC, instructors will be expected to enforce building regulations and policies. CVCC reserves the right to dismiss a student for unacceptable behavior, foul language, cheating or violating any of CVCC's policies. Instructors must provide written documentation, within 24 hours of the incident/unacceptable behavior, to the Adult Education Director.

For Career Technical Programs the student handbook has clear guidelines for Disciplinary Actions and Procedures that must be followed.

Student Attendance

The Administrative Assistant to Adult Education will provide you with a CVCC attendance record format for each class you teach. Please keep track of the attendance of your students on the document provided. The student attendance record and lesson plans of each course being taught should be filed in the binder provided at the front desk to be available to the Adult Education office staff before class begins. **The attendance record must be returned to your file folder at the front desk after each class.** At the time of the last class, the file should be placed in the Administrative Assistant to Adult Education's mailbox.

Attendance must be kept on a daily basis for all students enrolled at CVCC. All federal financial aid eligible programs require 90% attendance or above. Consult the student handbook for individual programs to determine the attendance requirements.

Regular attendance and punctuality are expected of each student. Each student must attend at least 80% of classes (70% for industrial students) per session to successfully complete the program, unless enrolled in a federal financial aid eligible program that requires 90% attendance or above.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in the class file. Any student who is absent for five (5) or more consecutive class days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and Adult Education Director with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the

program. If a student is absent from class for five consecutive class days and does not contact the instructor, he/she will automatically be dropped from the class.

Student Records

Adult Education Students at Cuyahoga Valley Career Center (CVCC) have the following rights under the Family Education Rights and Privacy Act (FERPA):

- The right to review their educational file and Financial Aid (FA) file. If a student wishes to review their files they should speak to the Adult Education Director for educational files and Student Support Services for FA files.
- The right to request an amendment to their educational or FA files. The student should put their amendment in writing and submit to the office of Student Support Services.
- Right to consent to disclosures of personally identifiable information.

Employees of CVCC (School officials) and other officials have the right under FERPA to review student education and Financial Aid files if they have an educational purpose for doing so. Employees should request needed files from the Adult Education Director or Student Support Services who will determine if the reason for request is a legitimate purpose. The date, employee or officials name and reason for review should be documented in the student file.

CVCC maintains an individual student file for each student enrolled in Career Technical Programs. Individual files are maintained in a secured area. Documents are maintained in accordance with regulations of the State of Ohio and the program governing board. The release of information in a student's file must be requested in writing by the student.

Official grade transcripts are released upon request unless a student has an outstanding balance with CVCC. Students will be issued one copy of their official transcript with their completion certificate. Additional copies can be purchased in the Adult Education Office for \$5 each. Students are required to fill out the request form before or at the time of transcript requisition.

Student records will only be available to appropriate Adult Education staff. All documents are the property of CVCC and will not be copied unless remanded by the court.

Student Resources

Academic, career and personal counseling services are available. Students should contact the Student Support Services Office to initiate a request. A variety of resource materials and references are available through the Adult Education Office. In addition, you may access, or direct students to, the Student Resource Directory on the CVCC website (<https://cvccworks.edu/adult-education/>).

Job Search Assistance

Job search assistance and a job board is available through the CVCC Career and Community Resources Office. Further information can be found on our website at <https://cvccworks.edu/district/community-services/job-seekers/>.

Staff Forms

The following pages are copies of many of the forms that may be needed by an instructor at any given point in time. These pages may be removed and/or copied from this handbook. They are also available upon request in the Adult Education Office. If there is any confusion as to how to complete a form, please ask the Adult Education Director or the administrative assistant.

Forms:

- Adult Education Employee Time Sheet
- CVCC Business Card Order Form
- CVCC Employee Travel Expense Report
- Student Sign-In Sheet
- Accident Report Form
- Student Emergency Medical Form

**CUYAHOGA VALLEY CAREER CENTER
TIMESHEET**

ADM 25
Rev: 5/5/23

Employee:				Position:					
Social Security Number: XXX - XX -									
Timesheets must be received in the Treasurer's Office by noon the Monday after a Friday payday for the previous 2-week period. For more information, see the Payroll Schedule on the staff intranet. Only ORIGINAL timesheets completed in ink will be accepted.									
Date	Day	Time In	Time Out	Regular Hours	Shift Diff Hours	Overtime Hours	Other Hours*	Explanation**	
	Sun								
	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
Weekly Total:									
	Sun								
	Mon								
	Tue								
	Wed								
	Thu								
	Fri								
	Sat								
Weekly Total:									
				OFFICE USE ONLY					
Grand Total:								SERS/STRS	
				Credit Days:					
				Adjust Days:					
*Other hours: Hours worked for Extended Service, Student Activity, Summer Work, etc. **Explanation: Complete this column if submitting Overtime, Other or Adult Educ Hours.									
Employee's Signature:							Treasurer's Approval:		
Supervisor's Signature:									
OFFICE USE ONLY									
Account Number:				Hours/Days:		Rate:		Total Pay:	
Grand Total Pay:									

Cuyahoga Valley Career Center Business Card Order Form

CVCC Business Card ☐

School of Nursing Card ☐

Quantity Needed: ☐ 500 ☐ 1,000

Please fill in all information if ordering for the first time:

Name _____

Credentials _____

Title _____

Phone _____

Fax _____

Email _____

Website (automatically prints on card) _____

Other _____

If placing a re-order, please
attach a copy of current card
here.

☐ Repeat card with changes listed

☐ Repeat card exactly as sample shown

**RETURN COMPLETED
FORM TO Lea Bacci**

Cost: 500 / \$30.75 1,000 / \$41.25 Total Amount to charge = _____

ACCOUNT TO CHARGE:	FUND	FUNC	OBJ	SCC	SUBJECT	JOB
-----------------------	------	------	-----	-----	---------	-----

Supervisor Approval: _____



CUYAHOGA VALLEY CAREER CENTER
EMPLOYEE TRAVEL EXPENSE REPORT

PO #	_____
VEN #	_____
ACCT #	_____
FOR OFFICE USE ONLY	

NAME: _____ DATE: _____ MONTH: _____

TRANSPORTATION:										Total Meals (no tips)	Total Tips
Date	Location	Purpose	Other	Miles	Bkfst	Lunch	Dinner				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
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18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

Approved by Treasurer
_____ Initials

Transportation: Total Miles: _____ x \$ _____ = \$ _____
Other Transportation: (Attach original receipts) \$ _____
Meals: (Attach original receipts) \$ _____
Lodging: (Attach original receipts) \$ _____
Registration: (Attach original receipts) \$ _____
Other: (Attach original receipts) \$ _____
TOTAL = \$ _____

Employee's Signature _____ Date _____ Approved: _____
Supervisor's Signature _____ Date _____

A copy of the approved ADM 30 Professional Meeting Form(s) must be attached.

ADM 04
Rev. 8/16

INSTRUCTIONS/INFORMATION FOR TRAVEL EXPENSE REPORT

1. Entries should be made by the appropriate date as listed in the left column, headed DATE.

2. Example for columns:

<u>Recommended Guidelines</u>								
Date	Location	Purpose	Other	Miles	Bkfst	Lunch	Dinner	Total Meals
7/8/16	Columbus, OH	CTE Conference	\$2.50	260.2	\$12.00	\$18.00	\$30.00	\$60.00

3. TRANSPORTATION:

- a. All travel requires advance approval by the Superintendent or designee.
- b. Local travel should be submitted monthly.
- c. Out-of-State trips, trips to Columbus, and trips out of the immediate area may be submitted on separate travel expense reports as expenses are incurred.
- d. Attach approved professional visitation form to expense form when submitting for reimbursement.
- e. Rates will be paid on the least expensive mode of travel.
- f. Official mileage will be paid from CVCC to your approved destination.
- g. "Other" transportation costs include limousine, taxi, bus, plane, and parking expenses. An original receipt or ticket must be attached.
- h. More than two (2) nights of travel must have prior Board approval.
- i. Meal allowance is \$60 plus up to 18% tip, when appropriate, per day. All meal reimbursements must have printed original itemized receipts.
- j. All travel expenses beyond \$200 per month must be reported to the Board.
- k. Airline tickets and hotel reservations will be arranged through the Personnel Office.
- l. Original printed receipts must accompany expenses in all cases before reimbursement can be made. Hand written receipts will not be accepted.

**CUYAHOGA VALLEY CAREER CENTER
STUDENT SIGN IN SHEET**

Course Name: _____

Course Number: _____

Instructor: _____

Date: _____

1. Name: _____ Time in: _____ Time out: _____
2. Name: _____ Time in: _____ Time out: _____
3. Name: _____ Time in: _____ Time out: _____
4. Name: _____ Time in: _____ Time out: _____
5. Name: _____ Time in: _____ Time out: _____
6. Name: _____ Time in: _____ Time out: _____
7. Name: _____ Time in: _____ Time out: _____
8. Name: _____ Time in: _____ Time out: _____
9. Name: _____ Time in: _____ Time out: _____
10. Name: _____ Time in: _____ Time out: _____
11. Name: _____ Time in: _____ Time out: _____
12. Name: _____ Time in: _____ Time out: _____
13. Name: _____ Time in: _____ Time out: _____
14. Name: _____ Time in: _____ Time out: _____
15. Name: _____ Time in: _____ Time out: _____
16. Name: _____ Time in: _____ Time out: _____
17. Name: _____ Time in: _____ Time out: _____
18. Name: _____ Time in: _____ Time out: _____
19. Name: _____ Time in: _____ Time out: _____
20. Name: _____ Time in: _____ Time out: _____



CUYAHOGA VALLEY CAREER CENTER
8001 Brecksville Road • Brecksville, Ohio 44141
(440) 526-5200

STUDENT ACCIDENT REPORT
(FILE SAME DAY ACCIDENT OCCURS OR IS REPORTED)

Student Information

Name: _____ Date of Incident: _____
Date of Birth: _____ Time of Incident: _____
CVCC Program: _____ Grade: _____ ☐ Male ☐ Female

Parent/Guardian Information

Name(s): _____
Address: _____
Work Phone: _____ Home/Cell Phone: _____

Home School Information

High School: _____ Phone: _____
Principal: _____
District: _____ Phone: _____

Location of Incident (check appropriate box):

- | | | |
|------------------------------------|--|--------------------------------------|
| ☐ Cafeteria | ☐ Stairway | ☐ Sidewalk |
| ☐ Restroom | ☐ Classroom | ☐ Parking Lot |
| ☐ Hallway | ☐ Vocational Shop/Lab | ☐ Bus/Van |
| | | ☐ Other _____ |

When Did the Incident Occur (check appropriate box):

- | | | |
|--|--|--------------------------------------|
| ☐ Before School | ☐ During Class | ☐ Field Trip |
| ☐ After School | ☐ Class Change | ☐ Unknown |
| ☐ Lunch | ☐ Recess/Outdoor Activity | ☐ Other _____ |

Surface (check all that apply):

- | | | | |
|-----------------------------------|-----------------------------------|-------------------------------------|--|
| ☐ Asphalt | ☐ Dirt | ☐ Lawn/Grass | ☐ Wood Chips/Mulch |
| ☐ Carpet | ☐ Gravel | ☐ Sand | ☐ Synthetic Surface |
| ☐ Concrete | ☐ Ice/Snow | ☐ Tile | ☐ Other _____ |

Type of Injury (check all that apply):

	Head	Eye	Ear	Nose	Mouth/Lips	Tooth/Teeth	Jaw/Chin	Neck/Throat	Collarbone	Shoulder	Upper Arm	Elbow	Forearm	Wrist	Hand	Finger	Fingernail	Chest/Ribs	Back	Abdomen	Groin	Genitals	Pelvis/Hip	Leg	Knee	Ankle	Foot	Toe
Abrasion/Scrape																												
Bite																												
Bump/Swelling																												
Bruise																												
Burn/Scald																												
Cut/Laceration																												
Dislocation																												
Fracture																												
Pain/Tenderness																												
Puncture																												
Sprain																												
Other																												

Route Copies: Superintendent Business Manager
Treasurer Student File (Original)

ADM 01 - 2/08

Contributing Factors (check all that apply):

- | | | |
|--|---|--|
| ☐ Animal Bite | ☐ Overextension/Twisted | ☐ Contact with Hot or Toxic Substance |
| ☐ Collision with Object | ☐ Foreign Body/Object | ☐ Drug, Alcohol or Other Substance Involved |
| ☐ Collision with Person | ☐ Hit with Thrown Object | ☐ Weapon |
| ☐ Compression/Pinch | ☐ Tripped/Slipped | Specify _____ |
| ☐ Fall | ☐ Struck by Object | ☐ Unknown |
| ☐ Fighting | ☐ Struck by Auto, Bike, etc. | ☐ Other _____ |

Description of the Incident: _____

Witnesses to the Incident: _____

Staff Involved (check all that apply):

- | | | | |
|------------------------------------|---|---|--------------------------------------|
| ☐ Teacher | ☐ Nurse/Green Team | ☐ Principal | ☐ Custodian |
| ☐ Secretary | ☐ Cafeteria Staff | ☐ Educational Aide | ☐ Bus Driver |
| | | | ☐ Other _____ |

Incident Response (check all that apply):

- | | | |
|--|------------------------------|----------------------------------|
| ☐ First Aid | Time: _____ | By Whom: _____ |
| ☐ Parent/Guardian Notified | Time: _____ | By Whom: _____ |
| ☐ Unable to Contact Parent | Time: _____ | By Whom: _____ |
| ☐ Parents Deemed No Medical Action Necessary | | |
| ☐ Returned to Class | | |
| ☐ Sent/Taken Home | Time: _____ | Days of School Missed: _____ |
| ☐ Assessment/Follow-Up
by School Nurse | Action Taken: _____ | |
| ☐ Called 911 | | |
| ☐ Taken to Health Care Provider/Clinic/
Hospital/Urgent Care | Time: _____ | Days of School Missed: _____ |
| | Diagnosis: _____ | |
| ☐ Hospitalized | Days of School Missed: _____ | |
| | Diagnosis: _____ | |
| ☐ Restricted School Activity | Days of School Missed _____ | Length of Time Restricted: _____ |
| | Explain _____ | |
| ☐ Other _____ | | |

Describe care provided to the student: _____

Additional Comments: _____

Signature of Staff Member Completing Form: _____ **Date/Time:** _____

Nurse's/Green Team Member's Signature: _____ **Date/Time:** _____

Principal's Signature: _____ **Date/Time:** _____



STUDENT EMERGENCY MEDICAL FORM

The purpose of this form is to make it possible for authorization of emergency treatment for students who become ill or injured during hours of class and/or clinicals, and when authorized family/friends cannot be reached for the purpose of notification of such emergency illness or accident.

STUDENT: _____ PROGRAM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

In the event of an emergency illness or accident, I hereby give my consent to contact the below listed family member or friend:

Spouse: _____ Telephone Number: _____

Relative/Friend: _____ Telephone Number: _____

If the above cannot be reached, a third party may be contacted:

Name: _____ Telephone Number: _____

EMERGENCY MEDICAL TREATMENT

PHYSICIAN: _____

TELEPHONE NUMBER: _____

PREFERRED HOSPITAL: _____

I am listing below pertinent information concerning medication or specific physical conditions which would be required knowledge for any emergency treatment:

Student's Date of Birth			
____/____/____	mo	dy	yr

I hereby give authorization for the administration of emergency treatment required by me, and the necessary permission to contact the parties listed above.

Student Signature: _____ Date: _____

RETURN THIS FORM TO YOUR INSTRUCTOR BEFORE YOU LEAVE



Acknowledgement of Adult Education 2026-2027 Instructor Handbook

I have read and fully understand the Adult Education Instructor Handbook and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name _____

Signature _____ Date _____

MEMORANDUM OF UNDERSTANDING

By and Between
Cuyahoga Community College District
and
Cuyahoga Valley Career Center
Fiber Optics Program

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is entered into on this ^{20th} day of ^{May} 2026 (the “Effective Date”) by and between Cuyahoga Community College District (the “College”), with an address at 700 Carnegie Avenue, Cleveland, Ohio 44115-2878; and Cuyahoga Valley Career Center (“CVCC”) 8001 Brecksville Rd, Brecksville, Ohio 44141. The College is an institution of higher education established pursuant to Section 3354 of the Ohio Revised Code, and CVCC offers job field certifications/licensures, professional programs, and pathways leading to college credit. The College and CVCC desire to enter into a contract pursuant to which certain coursework completed at CVCC in their Fiber Optic Technician (FOT) Program which results in the completion of a Certified Fiber Optic Technician Certification (CFOT), would transfer as college credits, according to the terms contained in this MOU.

ACCORDINGLY, in consideration of the promises and mutual covenants contained in this MOU, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Description of Memorandum of Understanding.

- a. MOU Criteria and MOU Benefits are defined on Attachment A.
- b. CVCC students who meet the MOU Criteria will be eligible for the MOU Benefits; *provided* that this MOU does not and is not intended to confer any rights or remedies upon any party other than the College and CVCC.
- c. This MOU is not exclusive, and either party may enter into similar agreements with any other party.

2. Duties and Warranties of CVCC.

- a. CVCC utilizes a Fiber Optics Association (FOA) curriculum referenced on Attachment A. CVCC will notify the college of changes in curriculum prior to implementation.
- b. Once each academic term, CVCC will identify those of its students (the “Potentially Eligible Students”) who meet or who, within six months, may be reasonably expected to meet, MOU Criteria 1a (see Attachment A). Once each academic term, CVCC will notify all Potentially Eligible Students of their potential eligibility for the MOU Benefits and will encourage them to consider applying to the College.
- c. Once each academic term, CVCC will provide a list of all Potentially Eligible Students’ names, postal addresses, and email addresses (to the extent such disclosures are not prohibited by law) to the College. CVCC will cooperate reasonably with the College’s efforts to solicit the interest of Potentially Eligible Students in the College.
- d. For each CVCC student who applies to the College and seeks MOU Benefits, CVCC will certify and warrant that the student has met the MOU Criteria (assuming the student has done so), using a document in the form attached as Exhibit A.
- e. For each CVCC student who applies to the College, CVCC will deliver to the College proof that the student earned the Certified Fiber Optic Technician Certification (CFOT) after receiving a request to do so.
- f. CVCC warrants that it is approved according to the standards for an accredited CFOT Certificate curriculum. CVCC covenants that it will immediately notify the College upon learning that any of its approvals no longer exists or will likely cease to exist.

3. Duties and Warranties of the College.

For those CVCC students who meet Articulation Criteria 1(a,) and are included in the document called for in Section 2, the College will consider their applications for admission in accordance with standard College admission application evaluation criteria. If such a student is admitted to and becomes a student of the College, the College will make available to such students the MOU Benefits upon receipt of completed Student Form found in Exhibit A. (No special admission preference will be given to CVCC students.)

4. Term and Termination.

- a. This MOU will run from the Effective Date until the end of the last day of the Spring, 2031 academic term of the College, at which time this MOU will automatically expire.
- b. Either party may terminate this MOU with or without cause by providing notice to the other party, effective upon the later date to occur of (i) the end of the then-current academic term of the College, or (ii) the date that is 30 days after the notice. Either party may terminate this MOU in the event of a material breach by the other party, effective 10 days after providing notice that includes a description of the breach; *provided* that the breaching party shall be allowed said 10 days to cure said breach, and if the breach is so cured the termination notice will be of no effect.

INTENDING TO BE LEGALLY BOUND, by signing below, each party acknowledges its agreement with the terms and conditions of this MOU and each signatory represents and warrants that he/she is authorized to sign on behalf of and to bind his/her party to all of the terms and conditions of this MOU as of the Effective Date.

**CUYAHOGA COMMUNITY COLLEGE
DISTRICT:**

CUYAHOGA VALLEY CAREER CENTER:

By: Lindsay S. English
Lindsay S. English, Ph.D.
Executive Vice President and Chief Academic
Officer

By: Dr. Marcy R. Green
Dr. Marcy R. Green
Assistant Superintendent

Attachment A
To the Memorandum of Understanding (MOU) Dated 2026
By and Between
Cuyahoga Community College District
And
Cuyahoga Valley Career Center
Fiber Optics Program

MOU Criteria and MOU Benefits

Cuyahoga Community College (College) has entered into a cooperative agreement with Cuyahoga Valley Career Center (CVCC) to equate learning experiences to college coursework. Students who have completed these programs and meet the criteria of the agreement are guaranteed transfer credit (see below for details).

1. The MOU criteria (“MOU Criteria”) are:

- a. Completion and certification (CFOT) of the Fiber Optic Technician (FOT) Program.
- b. Student must enroll in at least one course at Tri-C within three years after completion of certification of the Fiber Optic Technician (FOT) Program.
- c. Submission of the College standard application for admission **and acceptance to the College**, in accordance with the general rules governing submission of such applications. (No special admission preference will be given to Cuyahoga Valley Career Center students).
- d. Delivery to the College: completed student Form (Exhibit A).

2. The MOU benefits (“MOU Benefits”) are:

- a. Completion and certification (CFOT) of the Fiber Optic Technician (FOT) Program will result in the following credits at the College:
 - CNST 2220 Telecommunications Systems, 3 credit hours
- b. CNST 2220 can be used toward Short-Term Construction Operations Certificate requirements, Associate of Applied Science, Utilities Technologies degree requirements or toward any other degree at the college but may be considered elective credit depending on the degree requirements.
- c. CNST 2220 credit will be awarded along with any other CTAG or CCP credit earned. Please consult CVCC advisors to learn what CTAGs are available.

STUDENT FORM

Exhibit A
To The
Memorandum of Understanding dated 2026
By and Between
Cuyahoga Community College
And
Cuyahoga Valley Career Center
Fiber Optics Program

CVCC Student's Certificate

1. To be completed by CVCC:

I _____ (name) do hereby certify and warrant that I am the AE Program Coordinator of the Certified Fiber Optic Technician (FOT) Program at Cuyahoga Valley Career Center and I am duly authorized to sign and deliver this students' certificate on behalf of CVCC. I further certify and warrant that _____ (student's name) completed the Fiber Optic Technician (FOT) Program at Cuyahoga Valley Career Center earning the Certified Fiber Optic Technician Certification (CFOT), thereby meeting the *Memorandum of Understanding (MOU) Criteria on Attachment A 1 (a) as more fully set forth in the MOU By and Between Cuyahoga Community College and Cuyahoga Valley Career Center dated* _____

MOU Criteria Achieved: Certified Fiber Optic Technician Certification (CFOT) on _____, _____, 20____.

Signed this _____ day of _____, 20____:

Signature: _____

2. To be completed by Student:

I authorize CVCC to release academic information to Cuyahoga Community College and will provide proof of my successful completion and certification (CFOT) of the Fiber Optic Technician (FOT) Program.

Student Signature

Date

Student Number

Student Name (Print)

Student Phone Number

Student Address

City

State

ZIP

Ohio Talent Development Network MEMORANDUM OF UNDERSTANDING

1.0 **OBJECTIVES AND SERVICES**

1.1 **Overview**

The Ohio Talent Development Network (OTDN) is a state-wide workforce development system facilitated through Ohio Technical Centers, Public Two-Year Colleges and Universities that utilizes a variety of "Best In Class" national and international vendors to provide top notch talent development services to employers and individuals, at an affordable price.

The Ohio Talent Development Network Resource Center will be referred to as the "Resource Center". The Resource Center serves as the conduit through which a variety of broad workforce development initiatives are delivered to reduce the gap between workforce skills and employer needs and to ultimately increase the competitive edge for schools participating in the program. The Resource Center located at Lorain County Community College (LCCC) coordinates the program by negotiating state-wide group contracts, providing business and technical support, supplying consolidated invoicing and offering professional development opportunities. LCCC has contracted with a number of service providers for job profiling, consultation, performance management, background screening, job matching, assessment, and certifications to achieve that objective.

The Resource Center is a strategic partner with ACT and is the primary way that Ohio post-secondary schools access ACT WorkKeys products and services. One of the additional services provided by the OTDN is Multi-Vendor Services and the terms and conditions under which those services are to be provided through LCCC are defined in this Agreement.

2.0 **DEFINITIONS**

2.1 **OTDN Services:** The set of services provided by the vendors through the Resource Center to member schools using OTDN products and services, including: job profiling, job matching, consultation, performance management, background screening, online training, assessment, certification, and others available as part of the OTDN utility.

2.2 **Multi-Vendor Package:** The set of services provided by: Talogy-PAN, Ramsay Corporation, Shl, First Advantages, and Pearson VUE. **Levels IA, IB and IIA Memberships** authorize the school to administer these products.

2.3 **Certiport, Nocti Business Solutions, Tooling U - SME, CareerScope/Vocational Research Institute (VRI), Buckeye Educational, Manufacturing Skill Standards Council (MSSC) and SACA:** are included in renewal of all membership levels.

3.0 **TERM AND RENEWALS**

This Agreement commences on date of contract signature and will expire on June 30th, 2027 or as mutually agreed upon by both parties. This agreement supersedes any prior MOUs.

4.0 **LCCC OBLIGATIONS**

LCCC has entered into agreements to establish the OTDN program for members of the Ohio Talent Development Network and will provide to Recipient schools those services available generally to schools participating in the OTDN Program as outlined below. As used in this paragraph, where a responsibility or obligation is the responsibility or obligation of an OTDN Center, such responsibility shall be the **responsibility of the Recipient School**. All services provided are contingent upon the provision of such services to LCCC by its vendors. These services may change or be modified in the best interest of OTDN and the participating members.

5.0 **RECIPIENT SCHOOL RESPONSIBILITIES**

5.1 **Service Provider Contracts**

In order to obtain access and licensing for some products and services each OTDN School will be required to contract with individual vendors for site specific licensing or approval beyond contracts entered into between the vendor and the Resource Center. Compliance with the terms of these vendors is an expressed condition of this agreement.

5.2 **Special Accommodations**

The physical facilities of OTDN Centers located at the Recipient schools will at all times conform to the requirements specified in the respective vendor guidelines. Recipient School acknowledges that it will be solely responsible for determining and providing special accommodations to candidates at OTDN Centers located in its facilities.

5.3 **Exclusivity**

Recipient School agrees and acknowledges that it will not retain any third party for the administration/delivery of OTDN Services and shall look to LCCC as its sole and exclusive provider of such services for and during the term of this Agreement.

6.0 **FEES**

The following provisions shall apply to all fees paid by Recipient School to LCCC.

6.1 **Invoicing and Payment**

LCCC shall submit, on a monthly basis, invoices for all fees, expenses and other items owed by Recipient School pursuant to this Agreement. Invoiced amounts shall be due and payable within thirty (30) days from the date of invoice. Any balance on an invoice not paid when due shall bear interest at the rate of ten percent 10% per annum. Failure to pay an invoice when due shall be grounds for LCCC to terminate this Agreement and terminate the provision of OTDN Services.

6.2 **Direct Provider Charges**

Except as required of Recipient School herein, LCCC may contract with vendors for all necessary materials and services to be provided to OTDN Centers, including technical support agreements. Unless prior approval is granted by LCCC, LCCC shall not be responsible for direct charges incurred by any Recipient School or OTDN Center which requests additional materials or services from any vendor beyond those negotiated by LCCC.

6.3 **Membership Fee**

Recipient School shall submit the appropriate membership fee to the Resource Center upon receipt of invoice. The membership fee is not refundable.

6.4 **Addition of Vendors**

If more vendors are added to the OTDN Program during the year, as approved by the Advisory Committee, an increase in the membership fee may be necessary to cover the expense of the annual vendor license agreement(s).

7.0 OWNERSHIP

Recipient School acknowledges that the vendors own and hold all proprietary rights, including copyright, trade secret, and patent in confidential business and technical information, documentation, software including third party software or dongles licensed to LCCC, procedures, manuals and know-how used to deliver and provide OTDN services and any enhancements or revisions thereto as well as any confidential business and technical information of LCCC, or the contractors. Recipient School shall use LCCC, and contractor owned materials only as intended by this Agreement. Recipient understands and agrees that no rights in the contractor owned materials are granted to it other than as set forth in the Agreement with each vendor.

8.0 TERMINATION**8.1 Grounds for Termination by LCCC**

LCCC may immediately terminate this Agreement for the failure of Recipient School to pay these or other expenses pursuant to this Agreement when due, or the default of Recipient School in performing any of its obligations under this Agreement as outlined in agreements with the vendors.

LCCC may also immediately terminate this agreement for a failure to perform to expected levels of service provision as defined by LCCC (Resource Center). Service expectations are generally defined as generation of revenue to a sufficient degree recuperating the cost of the resources allocated to the recipient institution. At termination, LCCC may remove programmatic resources allocated to recipient institution and move these to another recipient institution including but not limited to computer terminals, software, marketing and training materials, and signage.

9.0 NOTICES

Any notices or other communications required or which may be given by either party to any other party under this Agreement shall be in writing and may be sent by fax, however, the originals shall be sent either by overnight courier, with verified receipt, or by registered or certified mail postage prepaid and addressed to and at the address stated or such other address as the parties may subsequently designate to each other by notice given in accordance with this section. Such notice shall be deemed to be sufficiently given when the receiving party receives the original.

For LCCC:

Ohio Talent Development Network Resource Center
 Lorain County Community College
 Elyria, Ohio 44035
 Fax: 440-366-4639
 Email: ohiotalent@lorainccc.edu

For Recipient School:

Cuyahoga Valley Career Center - Adult Education
8001 Brecksville Rd, Brecksville Oh 44141
440-746-8210
Email: tbrosseau@cvccworks.edu

RECIPIENT SCHOOL

By: 
 Director Signature
 Name: Dr. Marcy R. Green

Title: Asst Superintendent

Date: May 6th, 2026

LORAIN COUNTY COMMUNITY COLLEGE

By: _____

Name: Jonathan Volpe

Title: Vice President Administrative Services/Treasurer

Date: _____

CC: Ohio Talent Development Network Resource Center

Membership Renewal/Change Form

(For Existing Members)

In order to **continue** access to WorkKeys and Multi-Vendor products and/or services through the OTDN, the Membership Renewal/Change Form and the Memorandum of Understanding must be completed.

All forms must be completed and returned by **June 11, 2026** to ohiotalent@lorainccc.edu or faxed to 440-366-4639.

In order to **discontinue** access to WorkKeys and Multi-Vendor products and/or services through OTDN, email us at ohiotalent@lorainccc.edu or call 440-366-7679 and someone will reach out to you.

Membership Options:

Level IA \$3,425.00	Level IIA \$1,350.00
Level IB \$1,600.00	Level IIB \$2,425.00
	Level IIC \$400.00

ACT annual Job Profiler renewals will be in September 2026.

Instructions

- If **renewing or changing** – Complete parts 1 – 5

PART 1 – SCHOOL INFORMATION

School Name Cuyahoga Valley Career Center

Address 8001 Brecksville Rd

City Brecksville County Cuyahoga Zip 44141

Phone 440-746-8206 Fax 440-838-8944

Economic Development Region NE Ohio

Director Name Terri Lynn Brosseau

Phone 440-746-8210 E-Mail tbrosseau@cvccworks.edu

Designated Contact Name and Title (if other than director)
Joe Lupia - Adult Education Coordinator

Phone 440-746-8215 E-Mail jlupia@cvccworks.edu

PART 2 – STAFF UPDATES - Since last enrollment – Please check one

- ☐ No changes – Please go to part 3
- ☒ Changes - Please provide details

If extra space is needed, please use additional pages

Name and Title: Theresa Antal - Asst Adm to Adult Education

Phone 440-746-8206 E-Mail tantal@cvccworks.edu

Employment Status: F/T: ☒ P/T: ☐ Contract: ☐

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

Work Keys proctor

Payment Processor

Name and Title: _____

Phone _____ E-Mail _____

Employment Status: F/T: ☐ P/T: ☐ Contract: ☐

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

Name and Title: Lisa Barnhart - Asst Adm to School of Nursing

Phone 440-746-8232 E-Mail lbarnhart@cvccworks.edu

Employment Status: F/T: ☒ P/T: ☐ Contract: ☐

Educational background and Test Vendor Certification(s) and Expiration Date(s)-if applicable:

Work Keys Proctor

PART 3 - ADDITIONAL UPDATES (New Partnerships, New Talent Development Product Offerings, etc.)

PART 4 – WORKKEYS JOB PROFILERS - List Name(s) of profilers (if applicable) - Renewal date September 2026.

Part 5 Level IA			
Multi-Vendor and ACT WorkKeys – Local Scan Membership \$3,425.00			
Description			
LEVEL IA MEMBERSHIP FEE ACT WorkKeys – Local Scan includes: ➤ Local Scan ➤ Access to ACT WorkKeys National Career Readiness Certificate** WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required) AND Multi-Vendor: Talogy/PAN, First Advantage, Ramsay, SHL, and Pearson VUE PLUS Buckeye Educational, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC		\$3,425*	Membership Subtotal
Select WorkKeys Curriculum License Status: ☐ Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	Curriculum License
☐ Continue Discounted Curriculum license under OTDN contract with ACT		Invoiced annually	
☐ Obtain Discounted Curriculum license under OTDN contract with ACT		\$0	
WorkKeys Job Profiler(s) ☐ Current WorkKeys Job Profiler(s) Name of Profiler(s):		Invoice based on annual renewal date	WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.		--	
Select NCRC Print/No Print (select all that apply): ☐ Print at your school (no cost) & have your own realm ☐ Receive printed NCRC certificates from ACT & data stored in central realm (fees listed on "Price List, Training Fees, and Benefits of Membership" document) ☐ Stop receiving printed NCRC certificates from ACT		\$0	NCRC Printed Certs Subtotal
Select Number Pearson VUE sites: ☐ No Site ☐ One site ☐ Two sites(annual fee) ☐ Three sites (annual fee) More than 3 sites please contact the Resource Center (440) 366-7679		\$0 \$0 \$300 \$600 --	Pearson VUE Sites Subtotal
TOTAL AMOUNT DUE			

*Additional fees apply for multiple WorkKeys site licenses – Contact OTDN Resource Center for details.

** Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT.

Transaction Fees

- Billed on a monthly basis
- An additional fee of \$1.50 for each Talogy/PAN, Ramsay and SHL test administered
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) test administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature	Date
Print Name	Title

Part 5		Level IB	
Multi-Vendor and ACT WorkKeys –Non-Local Scan Membership \$1,600.00			
Description			
LEVEL IB MEMBERSHIP FEE ACT WorkKeys –Non-Local Scan includes: ➤ Access to ACT WorkKeys National Career Readiness Certificate** WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required) AND Multi-Vendor: PSI /PAN/Talogy, First Advantage, Ramsay, SHL, and Pearson VUE PLUS Buckeye Educational, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC	\$1600		Membership Subtotal
Select WorkKeys Curriculum License Status: ☐ Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT ☐ Continue Discounted Curriculum license under OTDN contract with ACT ☐ Obtain Discounted Curriculum license under OTDN contract with ACT	Invoiced annually Invoiced annually \$0		Curriculum License
WorkKeys Job Profiler(s) ☐ Current WorkKeys Job Profiler(s) Name of Profiler(s):	Invoice based on annual renewal date		WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.	--		
Select NCRC Print/No Print from ACT (select all that apply): ☐ Print at your school (no cost) & have your own realm ☐ Receive printed NCRC certificates from ACT & data stored on central realm (fees listed on "Price List, Training Fees, and Benefits of Membership" document) ☐ Do not receive printed NCRC certificates from ACT	\$0		NCRC Printed Certs
Select Number Pearson VUE sites: ☐ No Site ☐ One site ☐ Two sites (annual fee) ☐ Three sites (annual fee)	\$0 \$0 \$300 \$600		Pearson VUE Sites Subtotal
More than 3 sites please contact the Resource Center (440) 366-7679	--		
TOTAL AMOUNT DUE			

** Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

Transaction Fees

- Assessed and billed on a monthly basis
- An additional fee of \$1.50 for each Talogy/PAN, Ramsay and SHL test administered
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature

Date

Print Name

Title

Part 5 Level IIA Multi-Vendor Membership \$1,350.00			
Description			
LEVEL IIA MEMBERSHIP FEE Multi-Vendor: Talogy/PAN, First Advantage, Ramsay, SHL, and Pearson VUE PLUS Buckeye Educational, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U-SME and MSSC	\$1350		Membership Subtotal
Select Number Pearson VUE sites: ☐ No Site ☐ One site ☐ Two sites (annual fee) ☐ Three sites (annual fee)	\$0 \$0 \$300 \$600		Pearson VUE Sites Subtotal
More than 3 sites please contact the Resource Center (440) 366-7679	--		
TOTAL AMOUNT DUE			

Transaction Fees

- Assessed and billed on a monthly basis
- An additional fee of \$1.50 for each PSI/PAN/Talogy, Ramsay and SHL test administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature

Date

Print Name

Title

Part 5		Level IIB	
ACT WorkKeys – Local Scan Membership \$2,425.00			
Description			
LEVEL IIB MEMBERSHIP FEE ACT WorkKeys – Local Scan includes: > Local Scan > Access to ACT WorkKeys National Career Readiness Certificate** WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required) PLUS Buckeye Educational, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U - SME and MSSC		\$2425*	Membership Subtotal
Select WorkKeys Curriculum License Status: ☐ Not interested or Discontinue Discounted Curriculum license under OTDN contract with ACT ☐ Continue Discounted Curriculum license under OTDN contract with ACT ☐ Obtain Discounted Curriculum license under OTDN contract with ACT		Invoiced annually Invoiced annually \$0	Curriculum License
WorkKeys Job Profiler(s) ☐ Current WorkKeys Job Profiler(s) Name of Profiler(s): Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.		Invoice based on annual renewal date --	WorkKeys Job Profiler
Select NCRC Print/No Print from ACT (select all that apply): ☐ Print at your school (no cost) & have your own realm ☐ Receive printed NCRC certificates from ACT & data stored on central realm (see Price List, Training Fees, and Benefits of Membership document) ☐ Do not receive printed NCRC certificates from ACT		\$0	NCRC Printed Certs Subtotal
TOTAL AMOUNT DUE			

*Additional fees apply for multiple WorkKeys site licenses – Contact OTDN Resource Center for details.

** Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

Transaction Fees

- Assessed and billed on a monthly basis
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature _____ Date _____

Print Name _____ Title _____

Part 5

Level IIC

ACT WorkKeys –Non-Local Scan Membership \$400.00

Description			
LEVEL IIC MEMBERSHIP FEE ACT WorkKeys –Non-Local Scan includes: ➤ Access to ACT WorkKeys National Career Readiness Certificate** WorkKeys Internet Version (WKIV)-Enables online testing WorkKeys Job Profiling (Certification Required) PLUS Buckeye Educational, Certiport, VRI, Nocti Business Solutions, SACA, Tooling U -SME and MSSC	\$400.00	400	Membership Subtotal
Select WorkKeys Curriculum License Status: ☐ Not Interested or Discontinue Discounted Curriculum license under OTDN contract with ACT	Invoiced annually	0	Curriculum License
☐ Continue Discounted Curriculum license under OTDN contract with ACT	Invoiced annually		
☐ Obtain Discounted Curriculum license under OTDN contract with ACT	\$0		
WorkKeys Job Profiler(s) ☐ Current WorkKeys Job Profiler(s) Name of Profiler(s):	Invoice based on annual renewal date		WorkKeys Job Profiler
Contact the Resource Center (440) 366-7679 for info on becoming a Job Profiler and discounts.	--		
Select NCRC Print/No Print (select all that apply): ☒ Print at your school (no cost) & have your own realm ☐ Receive printed NCRC certificates from ACT & have data stored on central realm (see Price List, Training Fees, and Benefits of Membership document) ☐ Do not receive printed NCRC certificates from ACT	\$0		NCRC Printed Certs
TOTAL AMOUNT DUE		400	

** Option to receive, not receive or discontinue printed ACT WorkKeys NCRC from ACT

Transaction Fees

- Assessed and billed on a monthly basis
- An additional fee of \$1.25 for each ACT (Applied Math, Graphic Literacy, Workplace Documents) administered

Our school wishes to participate in this level membership. By signing this document I agree that I am authorizing payment of the fees associated with the selections made for participation in the program on behalf of my school.

Signature

Print Name

Date

Title

Marcy R. Green
Marcy R. Green

5/16/26
Asst. Superintendent

**AWARD AGREEMENT
BETWEEN
THE OHIO DEPARTMENT OF HIGHER EDUCATION
AND
CUYAHOGA VALLEY CAREER CENTER**

This Award Agreement ("Agreement") is entered into by and between the Ohio Department of Higher Education ("ODHE") whose powers and duties are specified in the Ohio Revised Code §3333.04 and whose principal place of business is 25 South Front Street, Columbus, Ohio 43215, and Cuyahoga Valley Career Center ("Awardee") with a place of business located at 8001 Brecksville Road, Brecksville, Ohio 44141.

WHEREAS, ODHE consists of the Chancellor of Higher Education and the Chancellor's employees, agents and representatives and is responsible for overseeing higher education in the State of Ohio; and

WHEREAS, ODHE is authorized to participate in education-related state or federal programs on behalf of the state and assume responsibility for the administration of such programs in accordance with applicable state or federal law pursuant to Ohio Revised Code § 3333.04(Q); and

WHEREAS, Section 381.160 of Amended Substitute House Bill 96 of the 136th General Assembly appropriated funds to ODHE to establish and operate the Ohio Work Ready Grant Program ("Program") as set forth in Ohio Revised Code § 3333.24; and

WHEREAS, in furtherance of its duties to the Ohio Work Ready Grant program, ODHE calculated funding allocations for eligible entities for fiscal year 2026; and

WHEREAS, ODHE and Awardee enter into this Agreement to set forth the terms and conditions of the allocation.

NOW THEREFORE, in consideration of the mutual covenants and promises set forth herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, ODHE and Awardee (individually, a "party"; collectively the "parties") agree as follows:

ARTICLE I: SCOPE OF WORK

The scope of work ("Project") is described in this article. The Ohio Work Ready Grant program provides grant funds to students enrolled in eligible credit and noncredit programs that lead to an industry-recognized credential, certificate, or degree. Awardee understands that funds disbursed under this Agreement can only be used for student grants as detailed herein.

Before awarding a grant to a student, Awardee agrees to confirm the following:

- 1) The student is an Ohio resident.
- 2) The student has registered for the selective service, if applicable.
- 3) The student has completed the Free Application for Federal Student Aid ("FAFSA") and the student demonstrates a Student Aid Index ("SAI") at or below the maximum threshold for Pell grant eligibility **or** is enrolled in a qualifying technician-aligned program.
- 4) The student is enrolled in a qualified program determined by CIP code. The CIP codes that are eligible for Ohio Work Ready Grants can be found at highered.ohio.gov/educators/financial-aid/sgs/owrg. These CIP codes are subject to change. If a student is awarded an Ohio Work Ready grant, and the CIP code of his or her program is removed from the list, the student may continue to receive the grant for the duration of eligibility.
- 5) The student has not exhausted his or her eligibility to receive a grant for more than six semesters or the equivalent of three academic years.

Additionally, Ohio Revised Code 3333.24 states that for students who receive a first-time grant on or after October 1, 2025, the eligible program must meet “alternative criteria established by the chancellor of higher education, in consultation with the office of workforce transformation, based on emerging workforce needs of the state.” The Chancellor and the Office of Workforce Transformation (“OWT”) define the “alternative criteria” as follows:

- 1) A program that is identified as “in-demand” or “critical” as determined by OWT;
- 2) For non-technician-aligned CIP codes, a program that is submitted by a community, state community, or technical college, an Ohio technical center, or a state university branch campus and will meet regional workforce needs, as approved by the Chancellor; or
- 3) A program that meets emerging workforce needs of the state as determined by the Chancellor and OWT.

Awardee agrees to make grant awards to eligible degree seeking students on a full time or part time basis as defined below and within the amount limitations as detailed below:

- Full-time student means a degree seeking student enrolled in 12 or more credit hours per term OR a continuously enrolled student who enrolls in at least thirty credit hours in an academic year regardless of the amount per term.
- $\frac{3}{4}$ time student means a degree-seeking student enrolled in 9-11 credit hours per term.
- $\frac{1}{2}$ time student means a degree-seeking student enrolled in 6-8 credit hours per term.
- $\frac{1}{4}$ time student means a degree-seeking student enrolled in 5 or fewer credits per term.

For students enrolled in technician-aligned programs, this directive establishes the Ohio Work Ready Grant award amounts as follows:

- Up to \$6,000 per academic year for full-time degree-seeking students.
- Up to \$4,500 per academic year for $\frac{3}{4}$ time degree-seeking students.
- Up to \$3,000 per academic year for $\frac{1}{2}$ time degree-seeking students.
- Up to \$1,500 per academic year for $\frac{1}{4}$ time degree-seeking students.
- Up to \$3,000 per program for students enrolled in a short-term certificate or industry recognized credential program (Please note: a student who completes multiple short-term certificates and/or industry recognized credential programs in an academic year is eligible to receive up to \$6,000 total for the year, regardless of the number of programs completed in the academic year.)
- Funding for students enrolled in qualified technician-aligned programs may not exceed \$3,000/academic term for no more than 6 academic terms.

For students enrolled in all other qualified programs, this directive establishes the Ohio Work Ready Grant award amounts as follows:

- Up to \$3,000 per academic year for full-time degree-seeking students.
- Up to \$2,250 per academic year for $\frac{3}{4}$ time degree-seeking students.
- Up to \$1,500 per academic year for $\frac{1}{2}$ time degree-seeking students.
- Up to \$750 per academic year for $\frac{1}{4}$ time degree-seeking students.
- Up to \$1,500 per program for students enrolled in a short-term certificate or industry recognized credential program (Please note: a student who completes multiple short-term certificates and/or industry recognized credential programs in an academic year is eligible to receive up to \$3,000 total for the year, regardless of the number of programs completed in the academic year.)
- Funding for students enrolled in other qualified programs may not exceed \$1,500/academic term for no more than 6 academic terms.

Awardee agrees that Awarded grant funds shall be credited to the student’s account.

Additionally, Awardee agrees to collect and report to ODHE fund balances, program metrics, and utilization funding outcomes as required in *ARTICLE VIII* of this Agreement.

ARTICLE II: PROJECT PERIOD

The period of performance for the expenditure of awarded state money for the Project is July 1, 2025, through June 30, 2027, or until the Agreement is terminated pursuant to the terms contained herein. Reporting is required for six months immediately following the end of the term of the Agreement, in accordance with *ARTICLE VIII: REPORTING* of this Agreement.

It is understood by the parties that the Scope of Work is to be completed in the period of performance of this Agreement.

ARTICLE III: KEY PERSONNEL

The project director(s) for the Awardee under this Agreement will be Terri Lynn Brosseau, Adult Education Director. Requests for changes in key personnel must be made in writing to ODHE's project administrator before approval will be granted.

The project administrator for this Agreement on behalf of ODHE is:

- Michelle Anderson
Program Manager, Financial Aid
Ohio Department of Higher Education
Email: manderson@highered.ohio.gov
Phone: (614) 752-9199

ARTICLE IV: DISTRIBUTION OF FUNDS

- A) In consideration of the promises and performance of Awardee as set forth herein, ODHE will disburse Awardees calculated allocation of State Fiscal Year 2026 and 2027 appropriated funds as follows:
- 1) For State Fiscal Year 2026, upon execution of this Agreement, ODHE agrees to disburse funds for student grants to Awardee in the amount of fifty-four thousand seventy-three and 00/100 dollars (\$54,073.00).
 - 2) Upon receipt of reports required by Article VIII, Reporting, Awardee's share of the State Fiscal Year 2027 appropriation will be calculated and disbursed so that the FY27 allocation of funds for student grants reflects Awardee's utilization of the funds for student grants. ODHE will notify Awardee of the calculated funding amount and timing of the disbursement as soon as is practicable following submission of the Awardee's annual report.
- B) It is understood by the Parties that the performance for the Scope of Work is to be completed within the period of performance set forth in *ARTICLE II: PROJECT PERIOD* of this Agreement.
- C) In the event Awarded grant funds remain unused at the end of the project period detailed in Article II, Awardee can submit a request to ODHE for a no-cost extension ("NCE") to this Agreement. NCE requests can be submitted via email to owrg@highered.ohio.gov. NCE requests must be approved in writing and signed by ODHE.

ARTICLE V: CERTIFICATION AND AVAILABILITY OF FUNDS

The Agreement is subject to the provisions of Ohio Revised Code §126.05 and §126.07. It is expressly understood by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all statutory provisions under the Ohio Revised Code have been complied with and until such time as all necessary funds are made available and forthcoming from the appropriate state agencies.

ARTICLE VI: AMENDMENTS OR MODIFICATION

Except for modifications and requested changes to key personnel made pursuant to *ARTICLE III: KEY PERSONNEL*, no amendment or modification of this Agreement shall be effective against either party unless such amendment or modification is set forth in writing and signed by both parties.

ARTICLE VII: TERMINATION

This Agreement may be terminated as follows:

- A) By ODHE without cause upon thirty (30) days written notice to Awardee.
- B) By mutual written consent of the parties.
- C) By ODHE immediately due to non-performance and/or noncompliance of Awardee.
- D) In accordance with the term limitations set forth in Article II.
- E) If the General assembly fails at any time to continue funding for the payments and other obligations set forth herein, ODHE's obligations under this Agreement are terminated as of the date the funding expires and ODHE shall have no further obligations hereunder. If ODHE discovers or is notified of the discontinuation of funding for this Agreement, then ODHE agrees to notify Awardee of said discontinuation as soon as is practicable. Awardee shall not perform any work under the Agreement after it receives such notice.

ARTICLE VIII: REPORTING

The Awardee will report to ODHE as follows:

- 1) Quarterly Fund Balance Reports should be submitted via email to owrg@highered.ohio.gov with subject line, "Work Ready Quarterly Report: *Awardee Name*," by January 30, April 30, July 30, and October 30 each fiscal year of the Agreement.
- 2) Annual reporting will be collected via the HEI system, or its successor. Awardee shall provide data for the academic year in the HEI system, or its successor, by August 30 for each academic year.

As required by Ohio Revised Code Section 3333.24, the annual report must include the following information:

- (1) Demographics of Ohio Work Ready Grant recipients, including:
 - (a) Age
 - (b) Gender
 - (c) Race and ethnicity
 - (d) Enrollment status as full or part-time
 - (e) Pell grant status
- (2) Success rates of recipients, including program retention and completion
- (3) Total number of industry-recognized credentials awarded.

ODHE may request further information regarding the use of funds, and the Awardee will comply with such requests. In the event ODHE finds that the funds were not used in compliance with the intention of the program, ODHE may require the Awardee to return the funds to ODHE. Non-compliance may affect Awardee's eligibility and/or funding in future Ohio Work Ready Grant programs.

Reporting is required for six months immediately following the end of the term of the Agreement, including the final closeout grant and expense report due December 30, 2027. A desk and/or site audit will occur prior to the final closeout of the grant.

In the event of Termination, Awardee is required to continue to satisfy reporting requirements set forth herein.

ARTICLE IX: DRUG AND ALCOHOL-FREE WORKPLACE

Awardee shall comply with all applicable federal, state, and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that any of its employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

ARTICLE X: GOVERNING LAW

This Agreement shall be construed under and in accordance with the laws of the State of Ohio.

ARTICLE XI: RECORDS

Awardee shall keep all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

Regarding modifications to key personnel pursuant to *ARTICLE III: PERSONNEL*, ODHE will retain a copy of the Project Administrator's decision. Awardee must also retain sufficient documentation of the request and Project Administrator's final decision for audit purposes.

Awardee shall keep separate business records for this Project, including records of disbursements made and obligations incurred in the performance of this Agreement. These records shall be supported by agreements, invoices, vouchers, and other data as appropriate. During the performance of this Agreement and for a period of three years after its completion, Awardee shall make such records available to ODHE as ODHE may reasonably require.

ARTICLE XII: COMPLIANCE WITH LAW

Awardee agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. Awardee acknowledges that its employees are not employees of ODHE with regard to the application of the Fair Labor Standards Act minimum wages and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. Awardee accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by Awardee in the performance of the work authorized by this Agreement.

ARTICLE XIII: NOTICE

Any notice required hereunder shall be made in writing and shall be accomplished by personal delivery, facsimile, or by United States certified mail, return receipt requested, postage prepaid, addressed to the party at the address set forth below or such other address as said party shall hereafter designate in writing to the other party.

- Cuyahoga Valley Career Center
Dr. Marcy Green
Assistant Superintendent
8001 Brecksville Road
Brecksville, Ohio 44141
Email: mgreen@cvccworks.edu
- Ohio Department of Higher Education
Attn: General Counsel
25 South Front Street, 7th Floor
Columbus, OH 43215
Facsimile: (614) 466-5866

ARTICLE XIV: SEVERABILITY

If any provision of this Agreement is found invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this Agreement shall not in any way be affected or impaired unless such severance would cause this Agreement to fail of its essential purpose.

ARTICLE XV: DEBARMENT

Awardee represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either Ohio Revised Code § 153.02 or Ohio Revised Code § 125.25. Awardee further represents and warrants that it is not debarred from the receipt of federal contracts. If these representations and warranties are found to be false, this Agreement is void *ab initio*, and Awardee shall immediately repay to ODHE any funds paid under this Agreement.

ARTICLE XVI: ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the parties hereto and supersedes any prior understandings or written or oral communications between the parties respecting the subject matter hereof.

ARTICLE XVII: WAIVER

The waiver or failures of either party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.

ARTICLE XVIII: OPERS INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT

Awardee acknowledges and agrees any individual providing personal services under this agreement is not a public employee of ODHE for purposes of Chapter 145 of the Revised Code.

ARTICLE XIX: SUCCESSORS AND ASSIGNS

Neither this Agreement, nor any rights, duties, nor obligations hereunder may be assigned, or transferred in whole or in part, by Awardee without the prior written consent of ODHE.

ARTICLE XX: COMPLIANCE WITH EXECUTIVE ORDER 2022-02D

Further, pursuant to Executive Order 2022-02D, Awardee agrees and understands no State agency, board, commission, State educational institution, or pension fund will make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid to Awardee for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective.

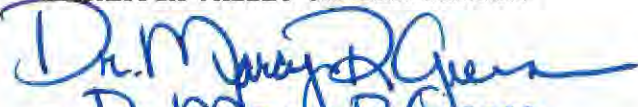
Lastly, Awardee acknowledges and confirms compliance with this Article and agrees to provide an affirmation as to the same upon request from ODHE.

ARTICLE XXI: HEADINGS

The headings herein are for reference and convenience only. They are not intended and shall not be construed to be a substantive part of this Agreement or in any other way to affect the validity, construction, interpretation, or effect of any of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set aside by their respective signatures.

CUYAHOGA VALLEY CAREER CENTER

By: 
Dr. March R. Green

Title: Assistant Superintendent

Date: 5/18/2024

OHIO DEPARTMENT OF HIGHER EDUCATION

By: _____

Title: Chancellor

Date: _____



**Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER**

Home and Wilderness Survival I

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide an instructor to teach one 10-hour training programs to Institute for Career Development (ICD), hereinafter referred to as "the customer," to begin on June 1, 2026 and continuing for 4 weeks on Mondays from 4:00 pm to 6:30 pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies needed for the course. CVCC will provide the instructor and curriculum.

The cost of training to be provided by CVCC is \$3980 for up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$3980 which is due within thirty (30) days of receipt.

<u>Albert Gonzalez</u> Albert Gonzalez (May 27, 2026 11:21:10 EDT)	ICD Coordinator	May 27, 2026
(Signature)	Title	Date
		<u>5/29/2026</u>
Marcy R. Green Assistant Superintendent		Date

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Home and Wilderness Survival 1 starting 6.1.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPrGvoo8UXVgSAIzbDoDJllrLdZzQUIxs

"CVCC Agreement for ICD -Home and Wilderness Survival 1 starting 6.1.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 2:05:08 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
2026-05-27 - 2:05:21 PM GMT
-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:20:43 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:21:08 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:21:10 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:21:10 PM GMT



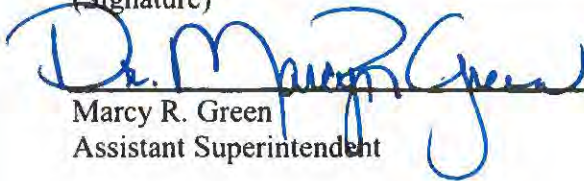
Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Home and Wilderness Survival 2

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide an instructor to teach one 10-hour training programs to Institute for Career Development (ICD), hereinafter referred to as "the customer," to begin on June 29, 2026 and continuing for 4 weeks on Mondays from 4:00 pm to 6:30 pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies needed for the course. CVCC will provide the instructor and curriculum.

The cost of training to be provided by CVCC is \$3980 for up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$3980 which is due within thirty (30) days of receipt.

<u>Albert Gonzalez</u> Albert Gonzalez (May 27, 2026 13:30:30 EDT) (Signature)	ICD Coordinator	May 27, 2026
	Title	Date
Marcy R. Green Assistant Superintendent		5/29/2026 Date

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Home and Wilderness Survival 2 starting 6.29.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3fN9mopYGApZItHg_wU3lRH0bJ3eeuz

"CVCC Agreement for ICD -Home and Wilderness Survival 2 starting 6.29.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 4:12:34 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
2026-05-27 - 4:12:53 PM GMT
-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 5:30:03 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 5:30:28 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 5:30:30 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 5:30:30 PM GMT



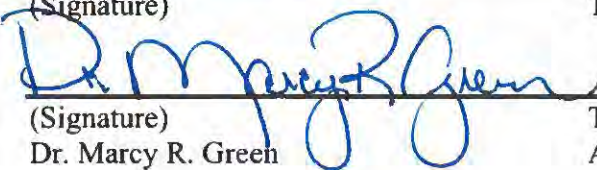
Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking/Baking Class: September 9, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on September 9, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez (May 27, 2026 11:17:34 EDT)	ICD Coordinator	5/27/2026
(Signature)	Title	Date
	Title	Date
Dr. Marcy R. Green	Assistant Superintendent	5/29/2026

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking -Baking

9.9.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAASX672xXBpjINJyd6oyBB5abVH7ILnOrq

"CVCC Agreement for ICD -Cooking -Baking 9.9.26 sent 5.26.26"

History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 1:37:02 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
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-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:15:45 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:17:32 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:17:34 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:17:34 PM GMT



**Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER**

Cooking/Baking Class: September 23, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on September 23, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez (May 27, 2026 11:18:35 EDT)	ICD Coordinator	5/27/2026
(Signature)	Title	Date
<u>Dr. Marcy R. Green</u>	Assistant Superintendent	5/29/2026
(Signature)	Title	Date
Dr. Marcy R. Green		

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking -Baking 9.23.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAahFNWpfrZNDh5PPPkaUJvFExKKKnyvXO

"CVCC Agreement for ICD -Cooking -Baking 9.23.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 1:39:53 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
2026-05-27 - 1:40:09 PM GMT
-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:17:54 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:18:33 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:18:35 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:18:35 PM GMT



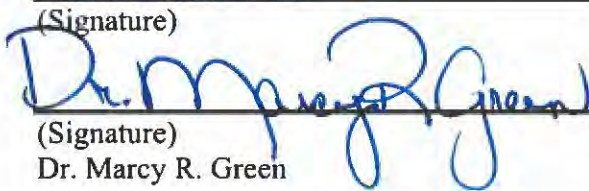
**Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER**

Cooking/Baking Class: October 6, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on October 6, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez May 27, 2026 11:19:07 EDT	ICD Coordinator	5/27/2026
(Signature)	Title	Date
		5/29/2026
(Signature)	Title	Date
Dr. Marcy R. Green	Assistant Superintendent	

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking - Baking10.6.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyh82SqoW4JyY7o_rhuoKf4R_bq-8zqTe

"CVCC Agreement for ICD -Cooking -Baking10.6.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 1:41:48 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
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-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:18:45 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:19:05 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:19:07 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:19:07 PM GMT



Adobe Acrobat Sign



**Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER**

Cooking/Baking Class: October 21, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on October 21, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez (May 27, 2026 11:19:32 EDT)	ICD Coordinator	5/27/2026
(Signature)	Title	Date
<u>Dr. Marcy R. Green</u>	Assistant Superintendent	5/29/2026
(Signature)	Title	Date
Dr. Marcy R. Green		

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking - Baking10.21.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAALNXQp4LiZqr7Rx_Hor4h4jIbc4ekn4Im

"CVCC Agreement for ICD -Cooking -Baking10.21.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
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-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
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-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:19:15 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:19:30 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:19:32 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:19:32 PM GMT



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Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking/Baking Class: November 4, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on November 4, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez (May 27, 2026 11:19:56 EDT)	ICD Coordinator	5/27/2026
(Signature)	Title	Date
<u>Dr. Marcy R. Green</u>	Assistant Superintendent	5/29/2026
(Signature)	Title	Date

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking -Baking 11.4.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4KV7IX7Kk-YxvlpCWPLNGJS5bfsHfy0M

"CVCC Agreement for ICD -Cooking -Baking 11.4.26 sent 5.26.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 1:46:53 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
2026-05-27 - 1:47:07 PM GMT
-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:19:39 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:19:53 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:19:55 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:19:55 PM GMT



Institute for Career Development (ICD)
AND
CUYAHOGA VALLEY CAREER CENTER

Cooking/Baking Class: November 18, 2026

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide instructor/s to teach one 2-hour training program to Institute for Career Development (ICD), hereinafter referred to as "the customer," on November 18, 2026, from 4:30pm to 6:30pm for up to 15 students at ICD Institute for Career Development, Cleveland OH.

Customer will provide classroom space with the usual teaching aids and supplies/ingredients needed for the course. CVCC will provide the instructors and curriculum.

The cost of training to be provided by CVCC is \$1,125 up to 15 students. The term of payment: CVCC will invoice the customer for the amount of \$1,125 which is due within thirty (30) days of receipt of invoice.

<u>Arbert Gonzalez</u> Arbert Gonzalez (May 27, 2026 11:20:30 EDT)	ICD Coordinator	5/27/2026
(Signature)	Title	Date
		
(Signature)	Title	Date
Dr. Marcy R. Green	Assistant Superintendent	5/29/2026

Customer Information

Contact name, email and phone: _____

Invoice Address: _____

Invoice email Address: _____

CVCC Agreement for ICD -Cooking -Baking 11.18.26 sent 5.26.26

Final Audit Report

2026-05-27

Created:	2026-05-27
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAADBZgq6Amw1DO3yXj00Sro10kn63FL5t1

"CVCC Agreement for ICD -Cooking -Baking 11.18.26 sent 5.26 .26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-27 - 1:48:49 PM GMT
-  Document emailed to arbert.gonzalez@clevelandcliffs.com for signature
2026-05-27 - 1:49:03 PM GMT
-  Email viewed by arbert.gonzalez@clevelandcliffs.com
2026-05-27 - 3:20:14 PM GMT
-  Signer arbert.gonzalez@clevelandcliffs.com entered name at signing as Arbert Gonzalez
2026-05-27 - 3:20:28 PM GMT
-  Document e-signed by Arbert Gonzalez (arbert.gonzalez@clevelandcliffs.com)
Signature Date: 2026-05-27 - 3:20:30 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-27 - 3:20:30 PM GMT



Curtiss-Wright
and
Cuyahoga Valley Career Center

MACHINE TECHNOLOGY APPRENTICESHIP – Year 2

Jamie Blatnik

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide an instructor to teach a two hundred (200) hour training program to Curtiss-Wright, hereinafter referred to as "the customer," on Tuesdays, Wednesdays and Thursdays from 4:00 pm to 9:00 pm for 1 student starting July 14, 2026.

Cuyahoga Valley Career Center will provide classroom, machining lab, software, and other teaching aides for the apprenticeship curriculum. Textbooks are not needed or included. CVCC will provide administrative support that includes payment of the instructor's wages

The cost of training to be provided by CVCC is \$3250.00 per one (1) student (student: Jamie Blatnik). The terms of payment: CVCC will invoice the customer for the total \$3250.00 which is due within 30 days of receipt of invoice.

<u>Michele L. Adanitsch</u> Michele L. Adanitsch (May 22, 2026 12:50:07 EDT)	HR Business Partner	May 22, 2026
Signature	Title	Date
		
Dr. Marcy R. Green Assistant Superintendent		Date

Customer Information

Contact name, email and phone: Michele L. Adanitsch
Invoice Address: 10195 Brecksville Road
Invoice email Address: madanitsch@curtisswright.com

CVCC and Curtiss-Wright Apprenticeship Year 2 Jamie Blatnik start date 7.14.26

Final Audit Report

2026-05-22

Created:	2026-05-18
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAHiXPqPh9CIUsCE_ER0Hi25_vfpul3UWV

"CVCC and Curtiss-Wright Apprenticeship Year 2 Jamie Blatnik start date 7.14.26" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-18 - 3:23:00 PM GMT
-  Document emailed to madanitsch@curtisswright.com for signature
2026-05-18 - 3:23:20 PM GMT
-  Email viewed by madanitsch@curtisswright.com
2026-05-18 - 3:23:49 PM GMT
-  Signer madanitsch@curtisswright.com entered name at signing as Michele L. Adanitsch
2026-05-22 - 4:50:05 PM GMT
-  Document e-signed by Michele L. Adanitsch (madanitsch@curtisswright.com)
Signature Date: 2026-05-22 - 4:50:07 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-22 - 4:50:07 PM GMT



**Röchling
and
CUYAHOGA VALLEY CAREER CENTER**

Custom Boiler Training

Cuyahoga Valley Career Center, hereinafter referred to as "CVCC", will provide an instructor to teach 2 (two) 12-hour (twelve) training programs to Röchling employees, hereinafter referred to as "the customer." The first cohort will be each Friday, June 5, 2026 to June 26, 2026, from 1:00pm to 4:00pm for 2 employees. The second cohort will be each Friday from July 10, 2026 to July 31, 2026 from 1:00pm to 4:00pm for 2 employees.

The customer will provide classroom space/training space and supplies. CVCC will provide the instructor and administrative support that includes payment of instructor's wages. No textbooks will be provided.

The cost of training to be provided by CVCC is \$1,695 per student/employee. CVCC will train 4 employees at \$1695 each for a total of \$6780. The term of payment: CVCC will invoice the customer, and payment is due in 30 days.

Michelle Guarino (May 5, 2026 20:03:17 EDT) **HR Managerw May 5, 2026**

(Signature)

Title

Date

Dr. Marcy R. Green

5/11/2026

Dr. Marcy R. Green
Assistant Superintendent

Date

Customer Information

Contact name, email and phone: Michelle Guarino, mguarino@roechling.com, 216-383-6203

Invoice Address: 4321 Glenridge Road, South Euclid 44121

Invoice email Address: Mguarino@roechling.com

CVCC Agreement for Rochling custom Boiler Training Fridays in June and July - 4 students total 5.4.26 rev

Final Audit Report

2026-05-06

Created:	2026-05-04
By:	Diane Duryea (dduryea@cvccworks.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAANjvcZVmFpaXzL6GWyN37wJr2mjHfLinZ

"CVCC Agreement for Rochling custom Boiler Training Fridays in June and July - 4 students total 5.4.26 rev" History

-  Document created by Diane Duryea (dduryea@cvccworks.edu)
2026-05-04 - 5:57:31 PM GMT
-  Document emailed to mguarino@roechling.com for signature
2026-05-04 - 5:57:53 PM GMT
-  Email viewed by mguarino@roechling.com
2026-05-06 - 0:00:14 AM GMT
-  Signer mguarino@roechling.com entered name at signing as Michelle Guarino
2026-05-06 - 0:03:15 AM GMT
-  Document e-signed by Michelle Guarino (mguarino@roechling.com)
Signature Date: 2026-05-06 - 0:03:17 AM GMT - Time Source: server
-  Agreement completed.
2026-05-06 - 0:03:17 AM GMT



Project Number: 2026-0024
Project: CVCC Security Upgrade
Subject: Bid Review and Contract Award

Date: May 19, 2026
To: Mike McDade
From: Jim Gremba KE

Cuyahoga Valley Career Center Security Upgrade Bid results

1. There were 3 bids received
 - a. US Communications \$84,873
 - b. Penn-Ohio Electric \$94,595
 - c. Lake Erie Electric \$124,999
2. All Bids included the required bonds and acknowledged all bid documents.
3. A scope review was conducted Tuesday 5/19/2026 with US Comm to review scope and ensure they have a complete bid. A scope clarification letter was included with the Bid and provided as part of the scope review. The scope includes all required work as specified and shown on the Bid Documents. US Comm did verify that they have a complete bid for a fully functional and integrated Access Control and Intrusion Detection system.
4. It is my recommendation that US Communications be awarded this Security Upgrade Project to be completed by August 17, 2026.

END OF MEMO

Parking Lot Rehab Project

	Base Bid	Unit Cost - Cubic Yard
All Ways Construction	\$ 480,326.20	\$ 86.00
Cunningham Paving	\$ 495,000.00	\$ 200.00
Premier Asphalt	\$ 219,492.00	\$ 62.00

*** Premier did not include concrete portion**

Change Request Proposal

Project:
(name and address)

26007 / CVCC
8001 BRECKSVILLE ROAD
BRECKSVILLE, OH 44141

Change request number:

1006

Description:

PR-003 Auto Tech Lab

Customer: CUYAHOGA VALLEY CAREER CENTER

Notice to Proceed

Submitted date:
Received date:
Rough order of magnitude: 0.00

Status: SUBMITTED
Origination date: 06/03/26

Quotation

Submitted date: 06/03/26
Due date:
Submitted amount: 8,332.50
Requested days delay: 0

Notes

Concrete: \$7,500
OH/P: \$750

Subtotal: \$8,250
Bond: \$82.50

Total: \$8,332.50

Revenue Detail

Billing Item	Description	Revenue
COR 1006	PR-003 Auto Tech Lab	8,332.50
Total Revenue:		8,332.50

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
000002	CO PROFIT			750.00
770000	BOND REQUIREMENT			82.50
Contractor Pricing Total:				832.50

Subcontractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
033000	PR-003 Slab Infill			7,500.00
Subcontractor Pricing Total:				7,500.00

Total:	8,332.50
Mark-up:	0.00
Total Contractor Price for CR 1006	8,332.50

Approvals

Customer: CUYAHOGA VALLEY CAREER CENTER
Authorized Representative: _____
By: _____
Date: _____

Contractor: Summit CC, LLC
By: *Chris Ciraldo*
Date: 6/3/2026



PMC Concrete
337 E Steels Corners Rd.
Cuyahoga Falls, OH 44224
(330) 217-9749

Thursday, May 28, 2026

To:
Chris Ciraldo,

Thank you for the opportunity to bid on the Cuyahoga Valley Career Center Slab Infill Project for PR-003. The scope of work below will be performed for a total of \$7,500 starting on or around June, 2026. The scheduled duration for this scope of work is 2 days, but this can be adjusted to meet project requirements prior to signing the contract. This price is valid for up to 30 days from the issuance of this proposal.

We look forward to working with you on this project and welcome the opportunity to discuss our approach in further detail. Please contact us at the information below if you have any questions.

Pricing Breakdown

- Total: \$7,500

Scope of Work

- 21.5x6.5 slab @ 6" thick
- 18" of 57 limestone
- #3 Bars @10" o/c

Exclusions:

- Patching & Polishing
- Vapor Barrier, Sleeves, Floor drains
- Tap fees, permits, and testing
- Soil stabilization & undercutting weak soils
- Winter conditions & Dewatering
- Joint fillers and sealants
- Prevailing wages
- Sealers & Hardeners

Sincerely,

Matt McShane
PMC Concrete
(330) 608-1428
mcshanem.pmc@gmail.com

Change Request Proposal

Project:
(name and address)

26007 / CVCC
8001 BRECKSVILLE ROAD
BRECKSVILLE, OH 44141

Change request number:

1004

Description:

RFI 012 Response

Customer: CUYAHOGA VALLEY CAREER CENTER

Notice to Proceed

Submitted date:
Received date:
Rough order of magnitude: 0.00

Status: SUBMITTED
Origination date: 05/21/26

Quotation

Submitted date: 05/21/26
Due date:
Submitted amount: 616.27
Requested days delay: 0

Notes

Electrical: \$554.70
OH/P: \$55.47

Subtotal: \$610.17
1% Bond: 6.10

Total: \$616.27

Revenue Detail

Billing Item	Description	Revenue
COR 1004	RFI 012 Reponse	616.27
Total Revenue:		616.27

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
000002	CO PROFIT			55.47
770000	BOND REQUIREMENT			6.10
Contractor Pricing Total:				61.57

Subcontractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
260000	RFI 012 Response			554.70
Subcontractor Pricing Total:				554.70

Total:	616.27
Mark-up:	0.00
Total Contractor Price for CR 1004	616.27

Approvals

Customer: CUYAHOGA VALLEY CAREER CENTER
Authorized Representative: _____
By: _____
Date: _____

Contractor: Summit CC, LLC
By: *Chris Ciraldo*
Date: 5/21/2026



CCN #
Ref #1
Date: 5/21/2026
Project Name: C-3143 CVCC Lab reno
Project Number: C-3143 CVCC Lab reno
Page Number: 1

Client Address:

PROPOSED CHANGE ORDER

Work Description

Added Line voltage OCC sensor switch PER RFI 012

We reserve the right to correct this quote for errors and omissions.

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
3/4" EMT CONDUIT	14	77.90	C	10.91	6.20	C	0.87
3/4" EMT STL SS CONN	2	28.44	C	0.57	12.00	C	0.24
3/4" EMT STL SS CPLG	4	34.81	C	1.39	6.00	C	0.24
3/4" EMT 1-H STEEL STRAP	1	37.20	C	0.37	5.00	C	0.05
#12 THHN	45	219.56	M	9.88	7.50	M	0.34
#12 THHN GREEN	15	219.56	M	3.29	7.50	M	0.11
B2-1 RED WIRE CONN	3	24.44	C	0.73	8.00	C	0.24
4x2 1/8" SQ BOX COMB KO EGB***	1	171.68	C	1.72	35.00	C	0.35
4" SQ 1G PL-RING 2" DP	1	363.62	C	3.64	20.00	C	0.20
GROUND SCREW W/ INSUL #12 LEAD ***	1	205.26	C	2.05	8.00	C	0.08
20A 120-277V S/P SW (SG) *** - LEVITON# 1221-SW	1	206.08	C	2.06	31.25	C	0.31
1G S/S SWITCH PLATE	1	67.50	C	0.68	12.50	C	0.13
#8 x 3/8" F/H SELF-TAP SCREW	1	2.50	C	0.03	3.88	C	0.04
Totals	90			37.31			3.19

Summary

General Materials		37.31
LIGHTING FIXTURES		75.00
Material Total		112.31
Foreman Local 306 - Certified - UPDATED 2-20-2026	(3.19 Hrs @ \$84.99)	271.12
PROJECT MANAGEMENT (4HOUR MIN, OR 3%)	(0.50 Hrs @ \$100.00)	50.00
PROJECT ADMINISTRATOR (2HOUR)	(0.50 Hrs @ \$50.00)	25.00
Subtotal		458.43
Overhead	(@ 10.000 %)	45.84
Markup	(@ 10.000 %)	50.43
Subtotal		554.70
Final Amount		\$554.70

CONTRACTOR CERTIFICATION

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN # -43 ADDED SWITCH
Ref #1
Date: 5/21/2026
Project Name: C-3143 CVCC Lab reno
Project Number: C-3143 CVCC Lab reno
Page Number: 2

Name:

Date:

Signature:

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN # -43 ADDED SWITCH
Final Amount: \$554.70

Name:

Date:

Signature:

Change Order #:

I hereby accept this quotation and authorize the contractor to complete the above described work.



REQUEST FOR INFORMATION

Summit Construction Company LLC
24S-26007 - CVCC

DATE: 5/5/2026 UTC
RFI #: 12

TO: Dominic Slentz
Summit Construction Company LLC

FROM: Dominic Slentz
Summit Construction Company LLC

PHONE: (330) 771-7849

EMAIL: dslentz@summitconstruction.com

PHONE: (330) 771-7849

EMAIL: dslentz@summitconstruction.com

CC:

DUE BY: 5/10/2026 UTC

SUBJECT: RFI 012 Bay Light Switch Leg

SPEC SECTION:

QUESTION

See RFI from electrical contractor below:

"The light circled has no notes or switch leg reference. Is this a night light? This is in the high area but cut off by others with walls that go to the ceiling."

SUGGESTION:

RESPONSES

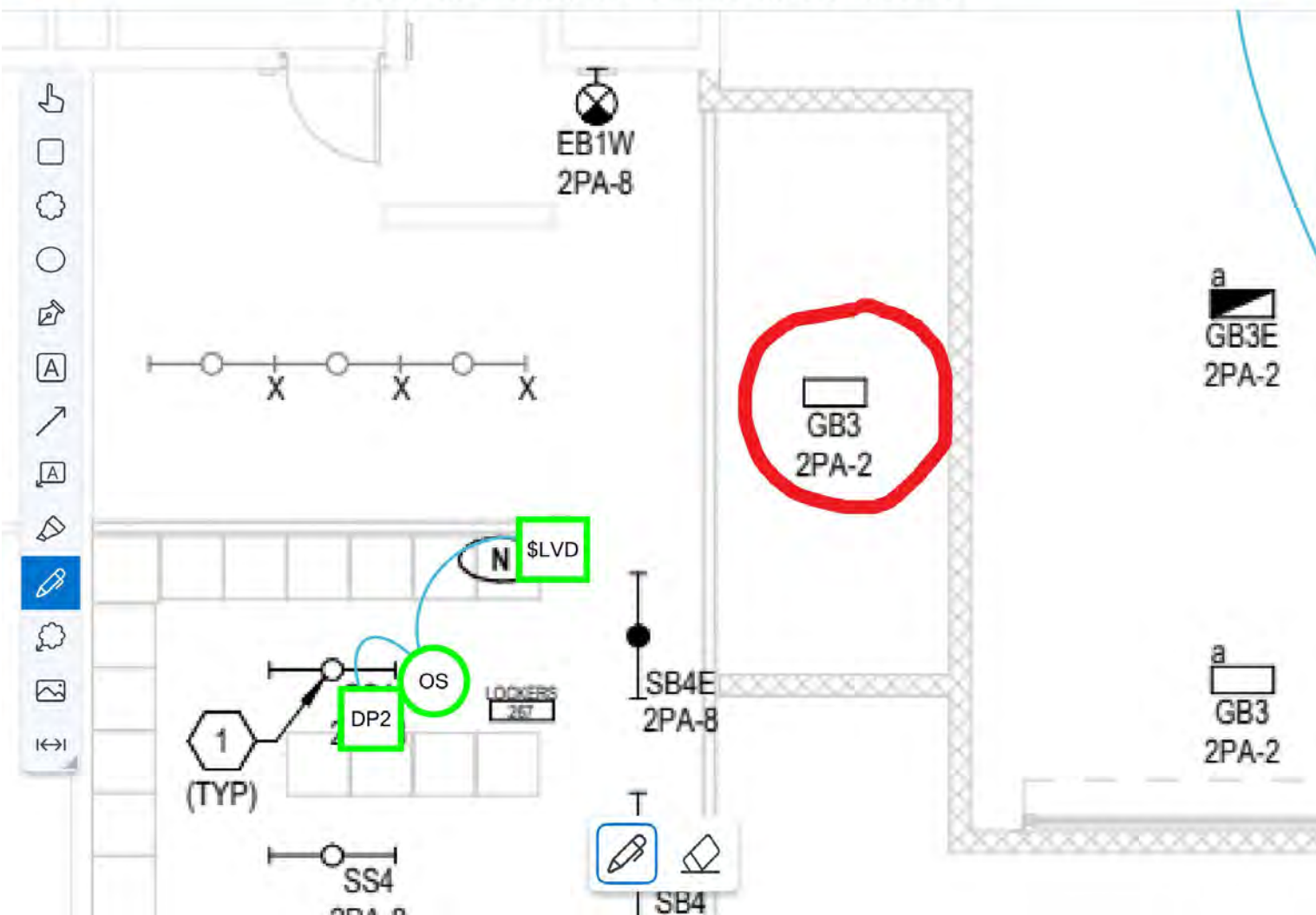
Install toggle switch and occupancy sensor(s) for manual on/off, occupancy sensor control of fixtures in Corridor 227a. Install toggle switch on north wall. Coordinate location of sensor(s) with manufacturer to cover space.

Eddie Odom, GPD Group, 5.14.2026

Cancel

CVCC CONSTRUCTION LAB ADDITION CONTROLS LAYOUT.PDF

Done



Change Request Proposal

Project:
(name and address)

26007 / CVCC
8001 BRECKSVILLE ROAD
BRECKSVILLE, OH 44141

Change request number:

1007

Description:

PR-005 Omitted Ceilings

Customer:

CUYAHOGA VALLEY CAREER CENTER

Notice to Proceed

Submitted date:

Received date:

Rough order of magnitude:0.00

Status:SUBMITTED

Origination date:06/03/26

Quotation

Submitted date:06/03/26

Due date:

Submitted amount:5,776.40

Requested days delay:0

Notes

Omitted Ceilings: (\$3,950.64)

Added Soffits: \$3,717.75

Ceiling Paint: \$2,250

LV Conduit & Surface Mount Kits: \$3,182.17

Subtotal: \$5,199.28

OH/P: \$519.93

Subtotal: \$5,719.21

Bond: \$57.19

Total: \$5,776.40

If added soffits are not accepted, add \$3,673.45 for additional electrical costs (includes OH/P and bond).

Revenue Detail

Billing Item	Description	Revenue
COR 1007	PR-005 Omitted Ceiling	5,776.40
Total Revenue:		5,776.40

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
000002	CO PROFIT			519.93
770000	BOND REQUIREMENT			57.19
Contractor Pricing Total:				577.12

Subcontractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
260000	PR 005 Omitted Ceiling			3,182.17
092116	PR-005 Ceiling Credit			-3,950.64
092116	Added Soffit			3,717.75
099100	PR 005 Omitted Ceiling			2,250.00
Subcontractor Pricing Total:				5,199.28

Change Request Proposal

Project:
(name and
address)

26007 / CVCC
8001 BRECKSVILLE ROAD
BRECKSVILLE, OH 44141

Change request number:

1007

Description:

PR-005 Omitted Ceilings

Customer:

CUYAHOGA VALLEY CAREER CENTER

Total:	5,776.40
Mark-up:	0.00
Total Contractor Price for CR 1007	5,776.40

Approvals

Customer: CUYAHOGA VALLEY CAREER CENTER

Contractor: Summit CC, LLC

Authorized Representative: _____

By: Chris Ciraldo

By: _____

Date: 6/3/2026

Date: _____

Job name: CVCC

Contractor : Summit

Date: 5/15/26

Print date used at time of bid: -

CO/Ticket 1st Floor Ceiling deduct

Carpentry Scope:

1. Delete the install of ceilings on the 1st floor
2. Delete the install of the soffit that covers the beam. Framing board and finishing

Qualifications:

1. All work is priced to be performed Monday thru Friday unless otherwise noted

Grand Total Of Deduct: -\$3,950.64

Best Regards,

William R. Jones

William R. Jones

Owner/Senior PM

330-407-2220

Quoted By,

Ben Maninga

Ben Maninga

Lead Estimator

330-418-0397

CARMICHAEL JONES IS AN EQUAL OPPORTUNITY EMPLOYER

Instructing Carmichael Jones Construction to proceed with the proposed work is the Customers agreement to CJC pricing and payment terms. Customers will pay CJC invoices within 30 days of receipt.

Job name: CVCC

Contractor : Summit

Date: 5/26/26

Print date used at time of bid: -

CO/Ticket PR-005

Carpentry Scope:

1. Frame new soffit in Room 220 to cover all MEP's and Electrical
2. Hang Drywall
3. Finish drywall

Qualifications:

1. All work is priced to be performed Monday thru Friday unless otherwise noted
2. Drywall finished to LVL
3. Tearaway is figured to the deck and to the walls

Grand Total: \$3,717.75

Best Regards,

William R. Jones

William R. Jones

Owner/Senior PM

330-407-2220

Quoted By,

Ben Maninga

Ben Maninga

Lead Estimator

330-418-0397

CARMICHAEL JONES IS AN EQUAL OPPORTUNITY EMPLOYER

Instructing Carmichael Jones Construction to proceed with the proposed work is the Customers agreement to CJC pricing and payment terms. Customers will pay CJC invoices within 30 days of receipt.

Proposal

Kefalos Painting and Interiors LLC

770 E. Tuscarawas Ave.

Barberton, Ohio 44203

330-472-0861

Kefalospainting@outlook.com

Job Name: Cuyahoga Valley Career Center

Street:

City:

Date: 3/4/2026

We propose to furnish material and labor in accordance with the specifications below:

- Paint exposed structure in room 220, 220A, 220B, and 222
- Does not include painting sprinkler lines that are exposed because of no drop ceiling

Total Estimated Price:

\$2,250.00



CCN # -45 PR-005
 Ref #1
 Date: 6/2/2026
 Project Name: C-3143 CVCC Lab reno
 Project Number: C-3143 CVCC Lab reno
 Page Number: 1

Client Address:

PROPOSED CHANGE ORDER

Work Description

Add surface mount kit to 2x4 light.
 Data conduits will be in soffit. Any Data that does not hit soffit will have conduit ran to it.
 Approx 40' of conduits from adjacent offices ran to soffit

We reserve the right to correct this quote for errors and omissions.

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
1 1/4" EMT CONDUIT	40	217.64	C	87.06	9.30	C	3.72
1 1/4" EMT STL SS CONN	2	87.89	C	1.76	24.00	C	0.48
1 1/4" EMT STL SS CPLG	6	110.25	C	6.62	10.00	C	0.60
1 1/4" EMT 90 DEG ELBOW	2	1,091.75	C	21.84	48.00	C	0.96
1 1/4" SPRING STL CONDUIT CLAMP W/ BOLT - MINNIE	5	181.28	C	9.06	21.48	C	1.07
1 1/4" PLASTIC BUSHING	2	41.08	C	0.82	25.00	C	0.50
1/4-20x 3/8 F/H MACHINE SCREW	5	3.93	C	0.20	4.30	C	0.22
BC BEAM CLAMP	5	185.07	C	9.25	60.00	C	3.00
Add surface mount kit to light	15	0.00	E	0.00	0.50	E	7.50
Totals	82			136.60			18.05

Summary

General Materials		136.60
LIGHTING FIXTURES		809.22
Material Total		945.82
Foreman Local 306 - Certified - UPDATED 2-20-2026	(18.05 Hrs @ \$84.99)	1,534.07
PROJECT MANAGEMENT (4HOUR MIN, OR 3%)	(1.00 Hrs @ \$100.00)	100.00
PROJECT ADMINISTRATOR (2HOUR)	(1.00 Hrs @ \$50.00)	50.00
Subtotal		2,629.89
Overhead	(@ 10.000 %)	262.99
Markup	(@ 10.000 %)	289.29
Subtotal		3,182.17
Final Amount		\$3,182.17

CONTRACTOR CERTIFICATION

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN # -45 PR-005
Ref #1
Date: 6/2/2026
Project Name: C-3143 CVCC Lab reno
Project Number: C-3143 CVCC Lab reno
Page Number: 2

Name:

Date:

Signature:

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN # -45 PR-005
Final Amount: \$3,182.17

Name:

Date:

Signature:

Change Order #:

I hereby accept this quotation and authorize the contractor to complete the above described work.



CCN # -45 PR-005
Ref #1
Date: 5/28/2026
Project Name: C-3143 CVCC Lab reno
Project Number: C-3143 CVCC Lab reno
Page Number: 1

Client Address:

PROPOSED CHANGE ORDER

Work Description

Add surface mount kit to 2x4 light.
All LV wiring needs to be hard piped in exposed ceiling.
Add 24"x24" box over sleeves coming from 2nd floor to get to cable tray
All conduit piped back to box.

Added electrical costs if
additional soffit is not accepted.
CJC 6/3/2026

We reserve the right to correct this quote for errors and omissions.

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
1 1/4" EMT CONDUIT	150	217.64	C	326.46	9.30	C	13.95
1 1/4" EMT STL SS CONN	2	87.89	C	1.76	24.00	C	0.48
1 1/4" EMT STL SS CPLG	17	110.25	C	18.74	10.00	C	1.70
1 1/4" EMT 90 DEG ELBOW	2	1,091.75	C	21.84	48.00	C	0.96
1 1/4" SPRING STL CONDUIT CLAMP W/ BOLT - MINNIE	19	181.28	C	34.44	21.48	C	4.08
1 1/4" PLASTIC BUSHING	2	41.08	C	0.82	25.00	C	0.50
24x24x 6" BOX N1	1	105.60	E	105.60	4.00	E	4.00
1/4-20x 3/8 F/H MACHINE SCREW	19	3.93	C	0.75	4.30	C	0.82
BC BEAM CLAMP	19	185.07	C	35.16	60.00	C	11.40
Add surface mount kit to light	15	0.00	E	0.00	0.50	E	7.50
Totals	246			545.57			45.39

Summary

General Materials		545.57
LIGHTING FIXTURES		809.22
Material Total		1,354.79
Foreman Local 306 - Certified - UPDATED 2-20-2026	(45.39 Hrs @ \$84.99)	3,857.70
PROJECT MANAGEMENT (4HOUR MIN, OR 3%)	(1.00 Hrs @ \$100.00)	100.00
PROJECT ADMINISTRATOR (2HOUR)	(1.00 Hrs @ \$50.00)	50.00
Subtotal		5,362.49
Overhead	(@ 10.000 %)	536.25
Markup	(@ 10.000 %)	589.87
Subtotal		6,488.61
Final Amount		\$6,488.61

CONTRACTOR CERTIFICATION

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN # -45 PR-005
Ref #1
Date: 5/28/2026
Project Name: C-3143 CVCC Lab reno
Project Number: C-3143 CVCC Lab reno
Page Number: 2

Name:

Date:

Signature:

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN # -45 PR-005
Final Amount: \$6,488.61

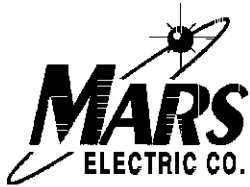
Name:

Date:

Signature:

Change Order #:

I hereby accept this quotation and authorize the contractor to complete the above described work.



**190 OPPORTUNITY PARKWAY
AKRON OH 44307
(330)-247-1870 Fax 330-247-1875**

Quotation

QUOTE DATE	QUOTE NUMBER
05/19/26	S005914687
ORDER TO: 11 - MARS ELECTRIC CO. 190 OPPORTUNITY PARKWAY AKRON OH 44307	PAGE NO. 1

QUOTE TO:
SPEELMAN ELECTRIC, INC
235 NORTHEAST AVE
TALLMADGE, OH 44278

SHIP TO:
SPEELMAN CVCC LABS
8001 BRECKSVILLE ROAD
BRECKSVILLE, OH 44141

ORDERED BY	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
SEBRINA	S-17592-800822		DWR	
WATER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
DLR	02 MACEDONIA	Net Due 30 Days-No S/C	05/19/26	No
ORDER QTY	DESCRIPTION	NET PRG	UOM	EXT PRG
15ea	LITH 2X4SMKSH PAF 2X4 MULTI-USE SURFACE MOUNT KIT POWDER COAT AFTER FABRICATION **NONSTOCK Product ** *FACTORY STOCKED* *LEAD TIME 5-7 DAYS* *FREIGHT ALLOWED IF ORDERED ON MARS STOCK ORDER*	53.948	ea	809.22

This is a Quotation.

Quotes are subject to change at any time based on manufacturer revisions.

Subtotal	809.22
S&H CHGS	0.00
Total Due	809.22