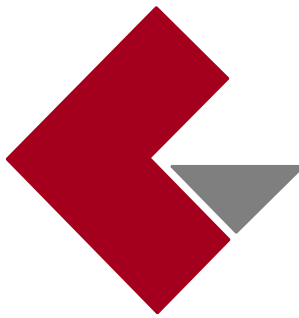


Adult Education Student Handbook

2026-2027



CUYAHOGA VALLEY
CAREER CENTER

8001 Brecksville Road
Brecksville, Ohio 44146

Approved June, 2026

www.cvceworks.edu
440-746-8230

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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://higherred.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								
2025							2025								
SEPTEMBER							OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	SEPTEMBER	
		9/1	9/2	9/3	9/4	9/5					10/1	10/2	10/3	9/2 or 9/3 HS Open House	
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	9/7 Labor Day	
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	OCTOBER	
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	10/1 College Fair (tentative)	
9/27	9/28	9/29	9/30				10/25	10/26	10/27	10/28	10/29	10/30	10/31	HS PIC 10/7 & 8	
														Subtotal	
2026							2026								
NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	NOVEMBER	
11/1	11/2	11/3	11/4	11/5	11/6	11/7	12/1	12/2	12/3	12/4	12/5	12/6	12/7	11/6 Advisory Board 11 - 2	
11/8	11/9	11/10	11/11	11/12	11/13	11/14	12/8	12/9	12/10	12/11	12/12	12/13	12/14	11/7 Craft fair	
11/15	11/16	11/17	11/18	11/19	11/20	11/21	12/15	12/16	12/17	12/18	12/19	12/20	12/21	11/26-27 Thanksgiving Break	
11/22	11/23	11/24	11/25	11/26	11/27	11/28	12/22	12/23	12/24	12/25	12/26	12/27	12/28	DECEMBER	
11/29	11/30						12/29	12/30	12/31					12/21-1/2 Christmas Break	
														Subtotal	
2027							2027								
JANUARY							FEBRUARY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	JANUARY	
					1/1	1/2	2/1	2/2	2/3	2/4	2/5	2/6	2/7	1/1 Christmas Break (cont'd)	
1/3	1/4	1/5	1/6	1/7	1/8	1/9	2/8	2/9	2/10	2/11	2/12	2/13	2/14	1/14 HS Student/Parent Info Night	
1/10	1/11	1/12	1/13	1/14	1/15	1/16	2/15	2/16	2/17	2/18	2/19	2/20	2/21	1/19 MLK, Jr Day	
1/17	1/18	1/19	1/20	1/21	1/22	1/23	2/22	2/23	2/24	2/25	2/26	2/27	2/28	FEBRUARY	
1/24	1/25	1/26	1/27	1/28	1/29	1/30								2/15 President's Day	
1/31														Subtotal	
2027							2027								
MARCH							APRIL								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	MARCH	
	3/1	3/2	3/3	3/4	3/5	3/6	4/1	4/2	4/3	4/4	4/5	4/6	4/7	3/4 Job fair	
3/7	3/8	3/9	3/10	3/11	3/12	3/13	4/8	4/9	4/10	4/11	4/12	4/13	4/14	3/29-4/2 Spring Break	
3/14	3/15	3/16	3/17	3/18	3/19	3/20	4/15	4/16	4/17	4/18	4/19	4/20	4/21	APRIL	
3/21	3/22	3/23	3/24	3/25	3/26	3/27	4/22	4/23	4/24	4/25	4/26	4/27	4/28	3/29-4/2 Spring Break	
3/28	3/29	3/30	3/31				4/29	4/30						Subtotal	
2027							2027								
MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	MAY	
						5/1	6/1	6/2	6/3	6/4	6/5	6/6	6/7	5/4 Voting day (All classes in session)	
5/2	5/3	5/4	5/5	5/6	5/7	5/8	6/8	6/9	6/10	6/11	6/12	6/13	6/14	5/31 Memorial Day	
5/9	5/10	5/11	5/12	5/13	5/14	5/15	6/15	6/16	6/17	6/18	6/19	6/20	6/21	JUNE	
5/16	5/17	5/18	5/19	5/20	5/21	5/22	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/18 - Juneteenth	
5/23	5/24	5/25	5/26	5/27	5/28	5/29	6/29	6/30						Subtotal	
5/30	5/31														
2027							2027								
JULY							AUGUST								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	JULY	
						7/1	8/1	8/2	8/3	8/4	8/5	8/6	8/7	7/3 - 7/4 - Fourth of July	
7/2	7/3	7/4	7/5	7/6	7/7	7/8	8/8	8/9	8/10	8/11	8/12	8/13	8/14	AUGUST	
7/9	7/10	7/11	7/12	7/13	7/14	7/15	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/31 HS Open House	
7/16	7/17	7/18	7/19	7/20	7/21	7/22	8/22	8/23	8/24	8/25	8/26	8/27	8/28	Subtotal	
7/23	7/24	7/25	7/26	7/27	7/28	7/29	8/29	8/30	8/31						
7/30	7/31														
2027							2027								
SEPTEMBER							OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	SEPTEMBER	
			9/1	9/2	9/3	9/4					10/1	10/2	10/3	9/2 HS Open House	
9/5	9/6	9/7	9/8	9/9	9/10	9/11	10/4	10/5	10/6	10/7	10/8	10/9	10/10	9/5 Labor Day	
9/12	9/13	9/14	9/15	9/16	9/17	9/18	10/11	10/12	10/13	10/14	10/15	10/16	10/17	OCTOBER	
9/19	9/20	9/21	9/22	9/23	9/24	9/25	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/1 College Fair (tentative)	
9/26	9/27	9/28	9/29	9/30			10/25	10/26	10/27	10/28	10/29	10/30	10/31	HS PIC 10/18 & 14	
														Subtotal	
2027							2027								
NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	NOVEMBER	
	11/1	11/2	11/3	11/4	11/5	11/6	12/1	12/2	12/3	12/4	12/5	12/6	12/7	11/6 Advisory Board 11 - 2	
11/7	11/8	11/9	11/10	11/11	11/12	11/13	12/8	12/9	12/10	12/11	12/12	12/13	12/14	11/7 Craft fair	
11/14	11/15	11/16	11/17	11/18	11/19	11/20	12/15	12/16	12/17	12/18	12/19	12/20	12/21	11/26-27 Thanksgiving Break	
11/21	11/22	11/23	11/24	11/25	11/26	11/27	12/22	12/23	12/24	12/25	12/26	12/27	12/28	DECEMBER	
11/28	11/29	11/30					12/29	12/30	12/31					12/20-1/3 Christmas Break	
														Subtotal	

2026-2027 FY CALENDAR

COS 4-3pm M-Th

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						
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			
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					
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					
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		
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				
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					
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	
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					
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		

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						
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	
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			
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				
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						
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	
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	2/1				
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						
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				
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

JANUARY
1/1 Christmas Break (cont'd)
1/14 HS Student/Parent Info Night
1/19 MLK, Jr Day
FEBRUARY
2/15 President's Day
MARCH
3/1 Lab Feb
3/28-4/2 Spring Break
APRIL
4/28-5/2 Spring Break
MAY
5/4 Voting day (All classes in session)
5/21 Memorial Day
JUNE
6/18 - Juneteenth
JULY
7/4 - 7/6 - Fourth of July
AUGUST
8/11 HS Open House
Carried over from FY 2026/2027
SEPTEMBER
9/2 HS Open House
9/5 Labor Day
OCTOBER
10/7 College Fair (tentative)
HS PTC 10/18 & 18
NOVEMBER
11/5 Advisory Board 11 - 2
11/6 Craft fair
11/25-26 Thanksgiving Break
DECEMBER
12/20-1/3 Christmas Break
JANUARY
1/1 Christmas Break (cont'd)
1/14 HS Student/Parent Info Night
1/19 MLK, Jr Day
FEBRUARY
2/15 President's Day
MARCH
3/1 Lab Feb
3/28-4/2 Spring Break
APRIL
4/28-5/2 Spring Break
MAY
5/4 Voting day (All classes in session)
5/21 Memorial Day
JUNE
6/18 - Juneteenth
JULY
7/4 - 7/6 - Fourth of July
AUGUST
8/11 HS Open House
Carried over from FY 2026/2027
SEPTEMBER
9/2 HS Open House
9/5 Labor Day
OCTOBER
10/7 College Fair (tentative)
HS PTC 10/18 & 18

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									
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									
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				
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						
NOVEMBER									
S	M	T	W	T	F	S			
11/3	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								
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	6/30						
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	8/30	8/28	8/29			
8/30	8/31								
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			
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					
								MAY	
								5/4 Voting day (All classes in session)	42
								JUNE	
								5/24 Memorial Day	114
								6/19 - Juneteenth	
								Subtotal	156
								JULY	
								7/3 - Fourth of July (observed)	60
								AUGUST	
								SEPTEMBER	
								9/2 or 9/3 HS Open House	90.00
								9/7 Labor Day	
								OCTOBER	
								10/1 College Fair (tentative)	84
								HS PTC 10/7 & 8	
								Subtotal	468
								NOVEMBER	
								11/6 Advisory Board 11 - 2	96
								11/7 Craft fair	
								11/26-27 Thanksgiving Break	
								DECEMBER	
								12/21-1/2 Christmas Break	42
								Subtotal	606

2026-2027 FY CALENDAR								ESTHETICS	
JANUARY									
S	M	T	W	T	F	S			
					1/5	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									
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						
MAY									
S	M	T	W	T	F	S			
					5/3	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									
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				
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									
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				
								JANUARY *NEW CLASS 1/4	
								1/1 Christmas Break (cont'd)	
								1/14 HS Student/Parent Info Night	
								1/19 MLK, Jr Day	
								FEBRUARY	
								2/15 President's Day	
								Subtotal	
								MARCH	
								3/4 Job Fair	
								3/29-4/2 Spring Break	
								APRIL	
								3/29-4/2 Spring Break	
								Subtotal	
								MAY	
								5/25-Memorial Day	
								JUNE	
								6/19 - Juneteenth	
								Subtotal	
								AUGUST	
								7/4 Fourth of July	
								7/6-7/16 Summer Break	
								Subtotal	
								SEPTEMBER	
								OCTOBER	
								NOVEMBER	
								DECEMBER	

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	
JULY 2026							JULY	
S	M	T	W	T	F	S	7/3 - Fourth of July (observed)	
			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			
2026							AUGUST	
AUGUST 2026							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	8/28	8/29			
8/30	8/31						Subtotal	
2026							SEPTEMBER	
SEPTEMBER 2026							SEPTEMBER	
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	9/7 Labor Day	
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					
2026							OCTOBER	
OCTOBER 2026							OCTOBER	
S	M	T	W	T	F	S	10/1 College Fair (tentative)	
					10/1	10/2	HS PIC 10/7 & 8	
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							Subtotal	
2026							NOVEMBER	
NOVEMBER 2026							NOVEMBER	
S	M	T	W	T	F	S	11/6 Advisory Board 11 - 2	
11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/7 Craft fair	
11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/26-27 Thanksgiving Break	
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						Subtotal	
2026							DECEMBER	
DECEMBER 2026							DECEMBER	
S	M	T	W	T	F	S	12/21-1/2 Christmas Break	
		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				

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 Knestruck, Student Support Services		
Terri Lynn Brosseau, Adult Education Coordinator		



Esthetics

<u>Esthetics Cuyahoga Valley Career Center FY26-27-Cost of Education</u>		
Tuition	Amount Due	Date Due
Tuition Payment #1	\$ 4,000.00	
Tuition Payment #2	\$ 4,000.00	
Total Tuition:	\$ 8,000.00	
Book Payment	Amount Due	Date Due
Milady Standard Foundations with Standard Esthetics: 1st Edition	\$410.04	
Total Book Payment including shipping:	\$ 451.04	
Required Fees and Costs	Amount Due	Date Due
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	
Student Costs	Amount Due	Date Due
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 pigtailed 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:

- Administrative Seat Fee: \$200
- 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 Chapter 5 Medical Terminology Chapter 6 A&P Overview	4	0	0	Lecture Chapter 7	n/a
4	27-Jan	Tuesday	1800-2200	Chapter 8 Lifting and Moving Chapter 9 Team Approach	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	
JULY 2026							JULY	
S	M	T	W	T	F	S		
			7/1	7/2	7/3	7/4		7/3 - Fourth of July (observed)
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 2026							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		8/24 New Session
8/23	8/24	8/25	8/26	8/30	8/28	8/29		
8/30	8/31							Subtotal
SEPTEMBER 2026							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		9/2 or 9/3 HS Open House
9/13	9/14	9/15	9/16	9/17	9/18	9/19		9/7 Labor Day
9/20	9/21	9/22	9/23	9/24	9/25	9/26		
9/27	9/28	9/29	9/30					
OCTOBER 2026							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		10/1 College Fair (Tentative)
10/18	10/19	10/20	10/21	10/22	10/23	10/24		HS PTC 10/7 & 8
10/25	10/26	10/27	10/28	10/29	10/30	10/31		
								Subtotal

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 student 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. Strope, 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-emis.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)
 - 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
 - Additionally, on adaptive test also located in Platinum Planner needs to be passed with a “Good” or “Exceptional”
 - 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).
 - 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

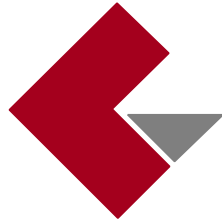
*Below is an example of a high school course syllabus. Please see Appendix A for the current high school syllabus.

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



**CUYAHOGA VALLEY
CAREER CENTER**

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: _____