CUYAHOGA VALLEY CAREER CENTER

QUALITY EDUCATION

AFFORDABLE TUITION

WINTER 2026-2027

Adult Education Catalog

440.746.8230 ◆ **www.cvccworks.edu** ◆ **aeinfo@cvccworks.edu**

Member of the Ohio Department of Higher Education

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CUYAHOGA VALLEY
CAREER CENTER

8001 Brecksville Rd.
Brecksville, OH 44141

440.526.5200

www.cvccworks.edu

HOW TO ENROLL

Interested in becoming a student at CVCC?
Follow these steps to get started on your journey:

1 Complete your application

Fill out the paperwork provided during your on-campus meeting and return it to our office. You can also begin the application online by scanning the QR code. Depending on your program, you may also need to complete a pre-assessment or take other additional steps.

2 Schedule an appointment

During your introductory meeting, a member of our Adult Education Office will answer all of your questions and get the enrollment process started. You can schedule your appointment by:

Calling
440.746.8230

OR

Emailing
AEinfo@cvccworks.edu

OR

Visiting in person at
8001 Brecksville Rd.
Brecksville, OH 44141

3 Meet with us

Our team will learn more about your education goals and explain your program options. Remember to bring:

A government-issued photo I.D.

AND

A copy of your high school diploma or equivalent

**Some programs require proof of Ohio residency and registration with selective service.*

MISSION

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

FINANCIAL AID

As a CVCC student, we help you build the skills you need – at a price you can afford.

With our low-cost tuition, your education can quickly pay for itself by helping you qualify for a better, higher-paying job. Many programs are eligible for Federal Student Aid, including:

- **Cosmetology**
- **Esthetics**
- **Practical Nursing (full- and part-time)**
- **Machining Technology**

To apply for Federal Student Aid, follow these steps:

1

Create an FSA ID

If this is your first time filing a FAFSA, create your ID at **studentaid.gov**.

2

File your FAFSA

Visit **studentaid.gov** to complete and file your form. Be sure to use CVCC's school code **(016576)** and enter the correct code for your high school.

3

Check your status

Your FAFSA should process in 3 to 5 business days. If your form takes longer to process, you may need to provide additional information for verification. Call our Student Support Services team at **440.746.8337** for assistance.

For more information on available financial aid and scholarships, visit **cvccworks.edu/adult-education/adult-education-resources/financial-aid/**.

For questions, contact:
Claudette D'Amore, Student Support Services
cdamore@cvccworks.edu
Office hours: **7:00 a.m. - 3:30 p.m.**

GUIDELINES AND POLICIES

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

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

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

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

Cuyahoga Valley Career Center Professional 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)).

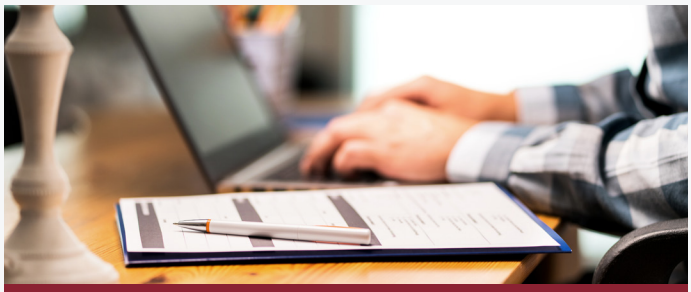
Family Educational Rights & Privacy Act (FERPA): The Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations set forth requirements designed to protect the privacy of student education records. FERPA provides for the right to inspect and review education records, the right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

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

STUDENT SERVICES

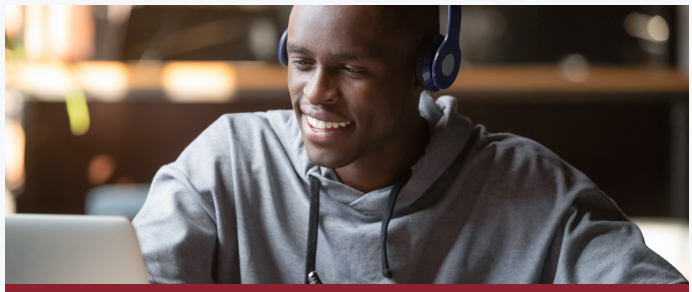
Success starts here.

Our staff is invested in your success. Through CVCC's Office of Student Support Services, you can get assistance with:



Career Advising

- Program-related counseling services
- Financial aid counseling
- Studying and test-taking skills support
- Planning for successful career development
- Job placement assistance
- Resume workshops



Student Resources

- Job and Family Services recommendations for child care, food stamps and unemployment
- GED voucher program
- Tutoring
- Referrals to additional resources

Scholarships & Additional Funding

- CVCC Endowment Scholarship
- Veteran Affairs funding
- College Now of Greater Cleveland Scholarship
- Horatio Alger Career-Technical Scholarship
- Ohio Means Jobs funding
- Union Education Trust
- Lozick Family Foundation
- Peter & Marilyn Tsivitse Scholarship

ADA Accommodations*

- Classroom accommodations
- Academic and other support for students with disabilities

To learn more, visit **cvccworks.edu/adult-education/adult-education-resources/**. More information on financial aid and scholarships is available at **cvccworks.edu/adult-education/adult-education-resources/financial-aid/**.

For questions, contact:
Claudette D'Amore, Student Support Services
cdamore@cvccworks.edu
Office hours: **7:00 a.m. - 3:30 p.m.** *(extended hours available upon request)*

**CVCC faculty and staff aim to provide an accessible educational experience for every student, regardless of disabilities. Our goal is to help provide equitable access and reasonable accommodations to students with disabilities, based on the individual needs identified in documentation provided by the student.*

Program Profile

EMERGENCY MEDICAL TECHNICIAN-BASIC

Industry Recognized Credentials:

- Basic Life Support CPR
- National Incident Management System (NIMS) 100
- National Incident Management System (NIMS) 700
- National Registry of Emergency Medical Technicians (NREMT) - Basic
- Rescue Task Force Awareness Training

College Credit CT2:

- EMT-1302 - Emergency Medical Technician (6 CH)
- EMT-130L - EMT Basic Practical Lab (1 CH)

Articulation Agreements:

- The University of Akron Block Credit Hours (15 CH)

Vince Vogt, Class of 2026

After completing the Emergency Medical Technician-Basic program, Vince accepted a full-time position with Put-In-Bay EMS, where every call presents unique challenges. Working on an island has strengthened his critical thinking and problem-solving skills as he navigates questions like how to transport patients when helicopters can't fly or rough weather makes boat transport impossible. "CVCC laid a great foundation of skills and knowledge that has boosted my confidence in the field," he said. "My instructor, Dan, was incredible, and his teaching style is one of the best that I've seen," said Vince.

EMERGENCY MEDICAL TECHNICIAN-BASIC

410001	CLOCK HOURS	172	INSTRUCTOR	Dan Zezena, EMT-P/EMS-1

This course offers training in the knowledge and skills needed to become a certified Emergency Medical Technician - Basic (OH-109). Course curriculum includes didactic and practical instruction in critical thinking skills, crisis intervention, emergency scene management, proper recognition and management of medical emergencies, trauma patient care and general ambulance operations.

The program is accredited by the State of Ohio Division of EMS (ODPS Accreditation #109) and will prepare students for certification by the National Registry of Emergency Medical Technicians (NREMT).

Tuition includes the state EMT practice test, AHA Basic Life Support CPR training, all course books, clinical fees, insurance coverage, uniform shirt and the NREMT exam fee (for one attempt).

Admission Requirements

- High school diploma or equivalent
- Valid driver's license
- Enrollment in the Adult Workforce Diploma Program is acceptable

Clinical Requirements

- Appropriate medical documentation
- Cleared background check

WINTER 2027	START DATE	02/18/27	CLASS TIMES START TIME	6:00 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	07/26/27	END TIME	10:00 PM	◆		◇	◆		◇

TUITION: $1,575
(Subject to change)

Registration Deadline
Two weeks prior

◇ *Some Wednesday & Saturday classes.*

BASIC LIFE SUPPORT CPR

400001	CLOCK HOURS	6	INSTRUCTOR	Lee Wester, A.A.S., FF/EMT-P

This American Heart Association (AHA) course trains students to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. The curriculum reflects the AHA's guidelines for CPR and Emergency Cardiovascular Care (ECC).

Scan the QR code to register.

ONGOING SESSIONS	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
		END TIME	10:00	PM		◇	◇	◇	◇	◇	◇

TUITION: $75
(Non-refundable)

Registration Deadline
Two days prior

**Classes vary. Please scan the QR code or visit our website (www.cvccworks.edu) for available dates.*

CUSTOMIZED TRAINING

CVCC instructors can also provide custom training for your organization, including technical rescue programs.

For more information, call
440.746.8242

DENTAL ASSISTING PROGRAM

900001	CLOCK HOURS	216	INSTRUCTOR	Betsy Klos

This course teaches the skills needed to work as a dental assistant. The four-module curriculum includes: dental assisting responsibilities and preventative dentistry; restorative dental materials and chairside assisting; dental assisting methods, radiology and related dental office procedures; and applied chairside assisting and dental lab processes.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID
- Successful completion of pre-entrance assessment
- Enrollment in the Adult Workforce Diploma Program is acceptable

Additional Requirements

- Acceptable physical exam and current vaccinations

FALL 2027	START DATE	SEPT. 2027	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	APRIL 2028		END TIME	10:00	PM		◆			◆		

TUITION: $4,359
(Subject to change)

Registration Deadline
Week prior

Program Profile

DENTAL ASSISTING PROGRAM

Industry Recognized Credentials:

- American Medical Technologists (AMT)
- BLS CPR
- Ohio State Dental Board - Dental Assistant Radiographer's Certificate

Articulation Agreements:

- The University of Akron Block Hours (20 CH)

Reonna Taruer, Class of 2024

Reonna completed the Dental Assisting Program in 2024 and has since begun her career at DentalWorks in Mayfield. Inspired by her coworkers and her experience working in a dental office, Reonna was motivated to earn her Dental Assisting certificate and take the next step in her career. Reonna says that CVCC helped her grow both personally and professionally. The program gave her the confidence to step outside of her comfort zone, making her a better person and strengthening her ability to work with patients and succeed in the dental field.

EKG TECHNICIAN

910001	CLOCK HOURS	75	INSTRUCTOR	Varies

This comprehensive program prepares students for a career as an EKG technician. Curriculum includes the anatomy of the heart, physiology, medical disease processes, medical terminology, medical ethics and legal aspects of patient contact, and electrocardiography. Hands-on exercises prepare students to transition from classroom practice to real-world employment.

Upon completion, students will be prepared to take the National Healthcareer Association (NHA) Certified EKG Technician exam and will have had the opportunity to earn BLS CPR.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID

	START DATE	END DATE	CLASS TIMES START TIME	END TIME	MON	TUE	WED	THU	FRI	SAT
WINTER 2027	01/05/27	04/13/27	6:00 PM	9:00 PM		◇	◇	◇		

TUITION: $1,445
Tuition includes BLS Healthcare Provider Certification, course textbook, NHA study materials and exam fee. Subject to change.

Registration Deadline
Week prior

**Class days vary week-by-week.*
**Class meets two nights every week.*

NURSE AIDE

950001	CLOCK HOURS	87	INSTRUCTOR	Lisa Green, RN

This course prepares students for a career as a Certified Nurse Aide (CNA). Upon completion, students will be eligible to take the certification exam, which opens up employment opportunities in a variety of health care settings – including nursing homes, hospitals and assisted living facilities.

Admission Requirements

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

Clinical Requirements

- Acceptable physical exam and current vaccinations
- Cleared background check

	START DATE	END DATE		START DATE	END DATE	CLASS TIMES START TIME	END TIME	SUN	MON	TUE	WED	THU	FRI	SAT
WINTER 2027	01/06/27	03/08/27	SPRING 2027	04/05/27	05/19/27	4:30 PM	9:30 PM	◇	◆		◆			◇

TUITION: $895
Tuition includes book and exam fee. Subject to change.

Registration Deadline
Week prior

◇ *Clinicals on some Saturdays and Sundays.*

PHLEBOTOMY

930002 | CLOCK HOURS 160 | INSTRUCTOR Jennifer Wester, MA

This course prepares students for a career as a phlebotomist. Curriculum includes the principles of obtaining peripheral and capillary blood samples, specimen collection and processing, communication skills, clerical, safety standards, legal, ethical and professional credentials. Laboratory simulators give a hands-on approach to enhance classroom learning.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID

Prerequisites

Students must successfully complete the following online courses before enrollment:

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

WINTER 2027	START DATE	02/01/27	CLASS TIMES	START TIME	5:30 PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/14/27		END TIME	9:00 PM		◆		◆			

TUITION: $1,499

Tuition includes BLS certification, book fee, student professional liability insurance, NHA study materials and exam fee. Subject to change.

Registration Deadline **Week prior**

PHLEBOTOMY (CONTINUED)

CLINICAL INFORMATION

93002 | CLOCK HOURS 160 | INSTRUCTOR Jennifer Wester, MA

Clinicals allow students to hone their new skills through supervised interactions with patients in a local health care facility. Acceptance of students into a clinical environment is at the discretion of each facility based on staff availability and facility needs. Students will be placed in clinical assignments as space is available immediately following completion of their classroom training.

Clinical Requirements

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

Prerequisites

- 80% attendance
- 80% academic standing
- Successful completion of a written, verbal and hands-on skills assessment
- Appropriate medical documentation
- Background check on file with the CVCC Adult Education Office

WINTER 2027	START DATE	02/01/27	CLASS TIMES	START TIME	Variable*	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	05/14/27		END TIME	Variable*		◆	◆	◆	◆	◆	

TUITION: Included in Program Price

Registration Deadline **Week prior**

** Hours are determined by the facility's clinical supervisor. Clinical dates are subject to change based on program and facility needs.*

PRACTICAL NURSING

800003	CLOCK HOURS	1,200	INSTRUCTOR	Multiple

This course will help you build the skills you need to become a Licensed Practical Nurse – opening up a new world of opportunities in the field of health care.

Upon completion of the program, you'll be prepared to take the State Board licensure examination for practical nursing (NCLEX).

Admission Requirements

- High school diploma or equivalent
- Acceptable physical exam with drug screen, background check and fingerprinting
- AHA Basic Life Support CPR card

FULL-TIME SESSION 2027	START DATE	AUG. 2027	CLASS TIMES	START TIME	7:30	AM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	JUNE 2028		END TIME	3:30	PM		END TIME	3:00	PM		◆	◆	◆	◆	◆	
PART-TIME SESSION 2027	START DATE	SEPT. 2027	CLASS TIMES	START TIME	4:30	PM	CLINICALS	START TIME	6:45	AM	CLASS DAYS	MON	TUE	WED	THU	SAT	SUN
	END DATE	JUNE 2029		END TIME	9:30	PM		END TIME	3:00	PM		◆		◆	◆	◆	◆

TUITION: $17,585

Administrative seat fee: *$200 (Non-refundable)*
Books and supplies: *$2,682.25 (Part-time); $2,666.25 (Full-time)*

Registration Deadline
Month prior

◆ *Clinicals every other weekend*
◆ *Classroom or clinicals*

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

Stay Connected with Practical Nursing!

Follow the CVCC Practical Nursing Facebook page to stay connected with our nursing community. Whether you're exploring the program, currently enrolled, or a proud graduate, you'll find important updates, program news, student and staff highlights, motivation and support, and a glimpse into life as a Practical Nursing student at CVCC.

NAIL TECHNICIAN

500002	CLOCK HOURS	200	INSTRUCTOR	Nancy Muscatello, Advanced Cosmetologist

This course prepares students for a career in cosmetology by meeting the licensing requirements of the Ohio State Board of Cosmetology.

Curriculum includes classroom instruction and hands-on lab experience in hair styling, hair coloring, makeup, facial services and manicures. Upon completion, students will be prepared to take the state cosmetology licensing exam.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2027	START DATE	03/15/27	CLASS TIMES START TIME	4:00 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	08/25/27	END TIME	9:00 PM	◆	◆	◆	◆		

TUITION: $2,750
(Subject to change)

Registration Deadline
Week prior

ESTHETICS

507015	CLOCK HOURS	600	INSTRUCTOR	Roberta Ritter, Advanced Esthetician

This course prepares students for a career as a state-licensed esthetician. Curriculum includes instruction on how to perform skin analysis, facials, waxing, and body treatments including relaxation massages. Instruction also includes salon management skills such as retail sales, inventory control and employee maintenance.

Upon completion, students will understand the rules and regulations of the Ohio State Cosmetology and Barber Board, and will be prepared to take the State of Ohio examination for their esthetician license.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2027	START DATE	01/06/27	CLASS TIMES START TIME	4:00 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	09/22/27	END TIME	9:00 PM	◆	◆	◆	◆		

TUITION: $8,000
Administrative seat fee: *$200 (Non-refundable)*
Textbooks: *$451.04* ***Other fees:*** *$850.00*

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

Registration Deadline
Week prior

A daytime class option in also available from 1:00 PM - 6:00 PM.

COSMETOLOGY

500002	CLOCK HOURS	1,500	INSTRUCTOR	Nancy Muscatello, Advanced Cosmetologist

This course prepares students for a career in cosmetology by meeting the licensing requirements of the Ohio State Board of Cosmetology.

Curriculum includes classroom instruction and hands-on lab experience in hair styling, hair coloring, makeup, facial services and manicures. Upon completion, students will be prepared to take the state cosmetology licensing exam.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2027	START DATE	02/01/27	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	09/21/28		END TIME	9:00	PM		◆	◆	◆	◆		

TUITION: $16,000

***Administrative seat fee**: $200 (Non-refundable)*
***Textbooks:** $603.64 **Other fees:** $1,182.00*

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

Registration Deadline
Month prior

Program Profile

COSMETOLOGY

Industry Recognized Credentials:

- Ohio State Board of Cosmetology-License of Cosmetology

Articulation Agreements:

- The University of Akron Block Credit Hours
- (30 CH)

Work-Based Learning:

- Non-Paid Internships

Joel Gonzales, Class of 2020

CVCC provided Joel with quality training as well as real world experience and support; this instilled great confidence, which added to his overall success. Due to the skills and experiences gained at CVCC, Joel was able to fulfill his goal of starting his own business in the cosmetology industry.

GRAPHIC DESIGN FOR PRINT AND WEB PRODUCTION

640011	CLOCK HOURS	129	INSTRUCTOR	Remington Phillips

This course trains students in graphic design skills for both print and online mediums. Curriculum includes instruction in design, typography, color use, vector images, page layout design, image manipulation and photo retouching, color adjustments and preparing files for production.

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

Admission Requirements

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

Prerequisites

- Working knowledge of Mac computers

ONGOING (AUGUST - FEBRUARY)	START DATE	2ND TUESDAY EVEN MONTHS	CLASS TIMES	START TIME	7:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	10:00	PM			◆		◆		

TUITION: $2,285

Textbook and Certiport exam fees are included in tuition. Subject to change.

Registration Deadline
Week prior

Program Profile

GRAPHIC DESIGN FOR PRINT & WEB PRODUCTION

Industry Recognized Credentials:

- Adobe Certified Associate Graphic Design & Illustration Using Adobe Illustrator
- Adobe Certified Associate Print & Digital Media Publication Using Adobe InDesign
- Adobe Certified Associate Visual Communication Using Photoshop

Joe Lupia, Class of 2022

CVCC's program was a perfect fit for Joe to learn quality, creative knowledge. Utilizing skills learned throughout his time at CVCC, Joe now does freelance graphic design work. He hopes to continue to grow his business.

Program Profile

HEATING, VENTILATION AND AIR CONDITIONING

Industry Recognized Credentials:

- Environmental Protection Agency (EPA) Refigeration Recovery Universal
- North American Technician Excellence (NATE) HVACR Certification
- North American Technician Excellence (NATE) HVAC Support Technician

Industry Recognized Credentials:

- Articulation Agreements: The University of Akron Block Credit Hours
- (30 CH)

Michael Jackson, Class of 2020

Being a working, adult student, the schedule and price of CVCC's HVAC program worked perfectly for Michael. He was able to acquire the certifications he needed to advance from an assistant HVAC position, to a technician. Because of the training he had at CVCC, Michael is now a working HVAC technician for a local county facility.

Customized Training

Are you looking to build and develop a stronger workforce?

At CVCC, we can develop customized training programs for your employees – built around the specific needs of your business.

Through the TechCred Program, the State of Ohio may provide reimbursement up to $2,000 per student ($30,000 per company) to help in your training efforts!

Approved TechCred training areas include:

- **Business Technology**
- **Construction Technology**
- **Multi-Craft Maintenance**
- **Health Care**
- **Information Technology**
- **Manufacturing Technology**

No two business training programs are the same. That's because we develop our course content and schedules around your unique needs. It's as easy as providing us your objectives. Our experienced faculty will develop the curriculum.

For more information, contact **customtraining@cvccworks.edu** or **440.746.8242**.

HEATING, VENTILATION AND AIR CONDITIONING

41289	CLOCK HOURS	200	INSTRUCTOR	Drew Hladky

This program includes a series of courses that will provide the foundational knowledge for a career as an HVAC Technician.

Curriculum emphasizes immersive, hands-on activities and problem-solving skills, and prepares students to earn their CFC Section 608 Certification.

Admission Requirements

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

	START DATE	END DATE		START DATE	END DATE
FALL 2027	SEPT. 2027	APRIL 2028	FALL 2027	OCT. 2027	MAY 2028

CLASS TIMES	START TIME	END TIME
	6:00 PM	10:00 PM

CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	◆	◇	◆	◇		

◆ September - April class

◇ October - May class

TUITION: $3,512

*Tuition is **$775 per course**, with a **$214 textbook** which is used for all courses. Course payments can be paid in full at registration or divided into two-part payment plans.*

Registration Deadline
Month prior

HVAC –

HEATING AND COOLING SUPPORT TECHNICIAN CERTIFICATE

This certification exam is designed to support HVAC technicians who have worked in the field for 6 to 12 months. Topics related to North American Technician Excellence (NATE) professional level certifications are covered at a fundamental level.

By earning this certificate, technicians demonstrate increased knowledge and skills, while strengthening the foundation needed to pursue NATE professional certifications in the future. The certificate exam is monitored or proctored, and must be taken at CVCC.

Exam cost and study guide: $150

TELECOMMUNICATION TOWER TECHNICIAN (TTT)

3700001	CLOCK HOURS	180	INSTRUCTOR	Jake Giesy, Authorized Trainer Competent Climber/Rescuer

This 180-hour training program prepares a student for an entry-level tower technician (working at heights) position in the telecommunication sector. Topics include safety, basic rigging and fall protection, principles of electricity, fiber optics, wireless technology, cell components, antenna basics, and spectrum management. Tower technicians are on the front lines of connecting America's rural, unserved, and underserved communities to broadband and high-speed communications services. As the need for broadband services grows across the globe, tower technicians and communications infrastructure contractors will be called upon to install communications and broadcast towers that connect rural, unserved, and underserved communities.

Admission Requirements

- High school diploma or equivalent
- Valid government-issues ID

FALL 2027	START DATE	OCT. 2027	CLASS TIMES	START TIME	5:30	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	JUNE 2028		END TIME	9:30	PM		◆		◇	◆		◇

TUITION: $3,999
(Subject to change)

Registration Deadline
Week prior

Program Profile

TELECOMMUNICATIONS TOWER TECHNICIAN (TTT)

Zaki, a recent graduate of CVCC's Telecommunications Tower Technician (TTT) program, is now working as a Climber at Speelman Electric LLC. With previous experience in telecommunications overseas in Afghanistan, enrolling in the Telecommunications Tower Technician (TTT) program at CVCC was a clear choice. Zaki credits the program, and especially the instructor Jake Giesy, for providing the hands-on training and industry certifications that prepared him for success after graduation.

Zaki Azizi, Class of 2025
Climber at Speelman Electric LLC

MACHINING TECHNOLOGY

340034	CLOCK HOURS	650	INSTRUCTOR	Richard Parrott

This 650-hour program includes skills for multi-level employment in the machining industry, including: machining fundamentals and tool introduction, computer numerical control (CNC) milling and turning, CAD/CAM systems, and advancing machining.

Admission Requirements

- High school diploma or equivalent
- Valid government-issued photo ID
- Enrollment in the Adult Workforce Diploma Program is acceptable
- Start any month, complete training within twelve months
- Earn 2 NIMS credentials, additional certificate opportunities are available
- Scholarships are accessible
- Federal Student Aid is available to those who qualify
- Eligible for TechCred and additional funding

ONGOING	START DATE	ROLLING START SECOND TUESDAY OF EVERY MONTH	CLASS TIMES	START TIME	4:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	9:00	PM			◆	◆	◆		

TUITION: $9,726
(Subject to change)

***Administrative seat fee**: $200 (Non-refundable)*

Registration Deadline
Week prior

Program Profile

MACHINING TECHNOLOGY

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

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

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

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

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

Emily Fisher, Class of 2024
CNC Operator at Stanley Black & Decker

FIBER OPTIC TECHNICIAN (FOT) PROGRAM

3600001	CLOCK HOURS	40	INSTRUCTOR	Jimmy Franko, Certified FOT Instructor

This 40-hour training program prepares a student to acquire entry-level skills to become a Fiber Optic Technician (FOT). An FOT member of a crew performs installation, troubleshooting, termination, splicing, testing, maintenance and repair of fiber optic cables for essential telecommunication systems; including, personal wireless communications, public safety communications, utility networks, and broadcasting. The FOT performs their job duties inside and outside of homes and buildings.

Admission Requirements:

- High school diploma or equivalent
- Valid government-issued ID

WINTER 2027	START DATE	01/05/27	CLASS TIMES START TIME	5:30 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	02/23/27	END TIME	9:30 PM		◆	◆			

TUITION: $795
(Subject to change)

Registration Deadline
Week prior

Program Profile

FIBER OPTIC TECHNICIAN (FOT) PROGRAM

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

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

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

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

Darlene Johnson, Class of 2024

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

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

CUYAHOGA VALLEY CAREER CENTER

QUALITY EDUCATION AFFORDABLE TUITION

LEVEL UP YOUR TEAM

Get training that can boost productivity, competence and advancement – affordably – through Cuyahoga Valley Career Center (CVCC).

Employers need to offer training – whether to acclimate new employees to equipment, keep existing employees up to date on the latest software or build career paths of promise for well-performing team members.

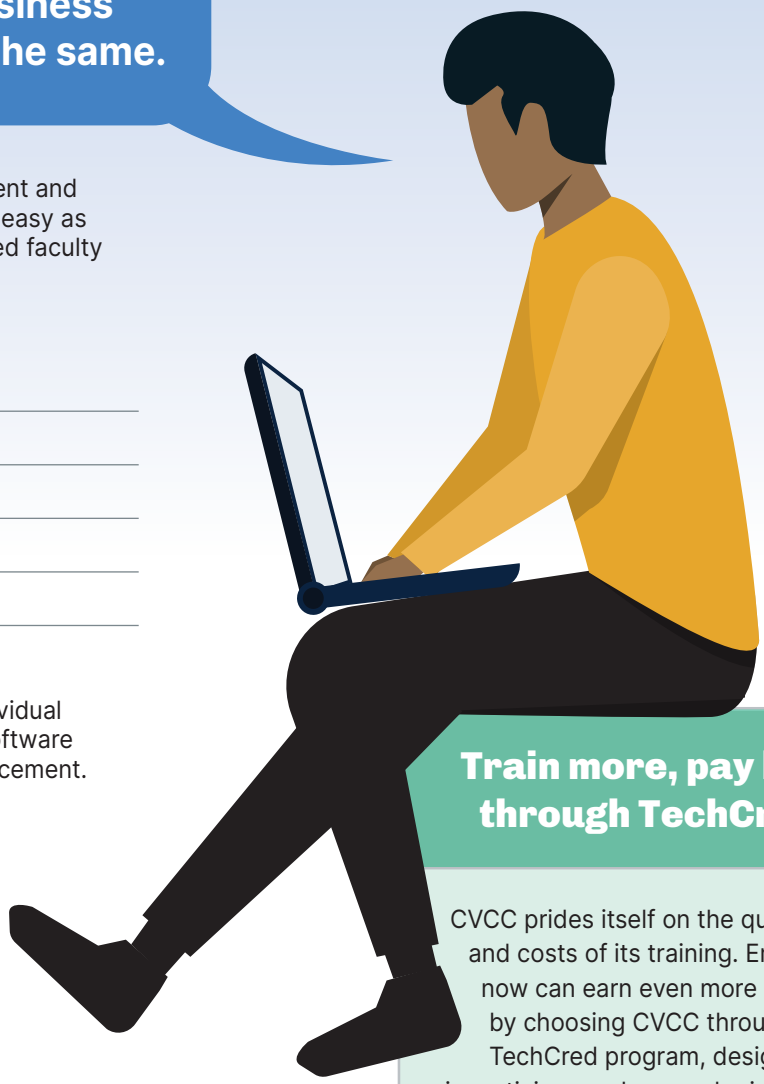
CVCC becomes an extension of your organization, giving you access to training in a broad range of technical topics ... at a much lower cost than other third-party trainers or in-house program.

or call

440.746.8242

WE DEVELOP CUSTOMIZED PROGRAMS FOR YOUR EMPLOYEES – BUILT AROUND THE SPECIFIC NEEDS OF YOUR BUSINESS.

At CVCC, no two business training programs are the same.



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

We provide training for the following fields:

- **Business Technology**
- **Construction Technology**
- **Electricity for HVAC and Buildings**
- **Health Care**
- **Information Technology**
- **Manufacturing Technology**

We create specific training programs for individual businesses that range from general office software to custom-machine operations to skill advancement.

Both the courses and the schedules are flexible, helping your organization remain productive while its people gain skills.

Train more, pay less through TechCred

CVCC prides itself on the quality and costs of its training. Employers now can earn even more benefits by choosing CVCC through Ohio's TechCred program, designed to incentivize employers who invest in technology-focused credentials.

Companies that submit successful TechCred applications to the state may be reimbursed. Use this reimbursement to cover or offset training costs. CVCC can show you how to properly register and use this program, which backs Ohio-based employers.

Take full advantage of the opportunities at CVCC and with the State of Ohio. Contact us today to learn more about how CVCC can deliver the training your organization needs to stay competitive and strong.

8001 Brecksville Rd. ◆ 440.526.5200 ◆ www.cvccworks.edu ◆ aeinfo@cvccworks.edu

Member of the Ohio Department of Higher Education

CUYAHOGA VALLEY CAREER CENTER

GET TRAINING. START YOUR CAREER AT CVCC!

Aging out of foster care? CVCC, in partnership with the Ohio Reach program, can help you build skills, earn a career credential, and take the next step toward independence.

All CVCC Adult Education programs are eligible! Many programs can be completed in just weeks or months, helping you gain the hands-on skills and credentials employers are looking for.

Need a high school diploma? We can help with that, too!

Take the first step toward a brighter future. Call 440.746.8230 to schedule a tour and explore your options.

Scan the QR code to learn more:

CARDIO STRENGTH DANCE FITNESS

170061	SESSIONS	6	INSTRUCTOR	Candice Price

Cardio Strength Dance Fitness is an effective workout; combines various dance styles into fun fitness routines. Intervals with hand weights are added to build muscle and bone strength. Burn calories, get stronger, improve balance and coordination. A beneficial, well-rounded, and enjoyable workout for all levels.

Requirements

- Wear comfortable workout clothing and tennis shoes/dance shoes
- Bring 3 lbs. or less hand weights and a water bottle
- *Not recommended for pregnant women*

WINTER 2027	START DATE	01/06/27	CLASS TIMES START TIME	5:00 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	02/10/27	END TIME	5:45 PM			◆			

TUITION: $55

Registration Deadline
Week Prior

STRENGTH COMBO

Combination of both Cardio Strength Dance Fitness and Pilates and More (5:00 PM - 7:00 PM).

WELLNESS WALK-INS

Did you miss the first few classes of your favorite wellness program? Or have you already signed up but would like to bring a friend? Take advantage of our Wellness Walk-Ins. Attend a single session of any regularly scheduled wellness class for only $15 with no obligation to attend further or commit to the full session.

PILATES AND MORE

170001	SESSIONS	6	INSTRUCTOR	Candice Price

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

Requirements

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

WINTER 2027	START DATE	01/06/27	CLASS TIMES START TIME	6:00 PM	CLASS DAYS MON	TUE	WED	THU	FRI	SAT
	END DATE	02/10/27	END TIME	7:00 PM			◆			

TUITION: $55

Registration Deadline
Week Prior

CARDIO STRENGTH DANCE FITNESS

170061	SESSIONS	6	INSTRUCTOR	Candice Price

Cardio Strength Dance Fitness is an effective workout; combines various dance styles into fun fitness routines. Intervals with hand weights are added to build muscle and bone strength. Burn calories, get stronger, improve balance and coordination. A beneficial, well-rounded, and enjoyable workout for all levels.

Requirements

- Wear comfortable workout clothing and tennis shoes/dance shoes
- Bring 3 lbs. or less hand weights and a water bottle
- *Not recommended for pregnant women*

WINTER 2027 (2)	START DATE	02/24/27	CLASS TIMES	START TIME	5:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/07/27		END TIME	5:45	PM				◆			

TUITION: $55

Registration Deadline
Week Prior

STRENGTH COMBO

Combination of both Cardio Strength Dance Fitness and Pilates and More (5:00 PM - 7:00 PM).

WELLNESS WALK-INS

Did you miss the first few classes of your favorite wellness program? Or have you already signed up but would like to bring a friend? Take advantage of our Wellness Walk-Ins. Attend a single session of any regularly scheduled wellness class for only $15 with no obligation to attend further or commit to the full session.

PILATES AND MORE

170001	SESSIONS	6	INSTRUCTOR	Candice Price

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

Requirements

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

WINTER 2027 (2)	START DATE	02/24/27	CLASS TIMES	START TIME	6:00	PM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
	END DATE	04/07/27		END TIME	7:00	PM				◆			

TUITION: $55

Registration Deadline
Week Prior

CUYAHOGA VALLEY
CAREER CENTER

JOIN NOW

FALL 2026 / PART II

COOKING CLASSES

Knife Skills, Chicken Fabrication and Soup

October 21 - 22

4:00PM - 6:00PM

Cost: $99.00
***Non-refundable**

Roulade Cake Class

November 12

4:00PM - 7:00PM

Cost: $59.00
***Non-refundable**

Mother Sauces Class

November 18

4:00PM - 6:00PM

Cost: $59.00
***Non-refundable**

Sugar Cookie Decorating Class

November 19

4:00PM - 6:00PM

Cost: $59.00
***Non-refundable**

More information & registration at: www.cvccworks.edu

- Hands-on experience with experts
- Easy-to-follow techniques
- Must be 16 years or older

Register now at:
Questions?
Cuyahoga Valley Career Center

www.cvccworks.edu
aeinfo@cvccworks.edu // 440.746.8230
8001 Brecksville Rd. Brecksville, OH 44141

ADULT WORKFORCE DIPLOMA PROGRAM

Didn't finish high school? No problem. Earn your diploma through CVCC's Adult Workforce Diploma Program while building the skills you need to start a new career. Best of all, our partnership with the Ohio Department of Education means you can enroll for free!

CVCC offers adult diploma options for the following programs:

- Dental Assisting Program
- Emergency Medical Technician-Basic
- Graphic Design for Print and Web Production
- Heating, Ventilation and Air Conditioning
- Machining Technology
- Nurse Aide

To enroll in our Adult Workforce Diploma Program, you must:

Be an Ohio resident

18

Be at least 18 years old

Complete a WorkKeys pre-assessment

For more information, visit:
https://cvccworks.edu/adult-education/adult-education-programs/adult-diploma-program/
or contact our Adult Education Office at **440.746.8230** or **aeinfo@cvccworks.edu**.

SAT TEST PREP - ONE-DAY INTENSIVE

3360001 | CLOCK HOURS 6 | INSTRUCTOR Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

FALL 2026	START DATE	10/31/26	CLASS TIMES	START TIME	8:00 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	1:30 PM							◆

TUITION: $135
All class materials included with tuition. Non-refundable.

Registration Deadline
Week prior

ACT TEST PREP - ONE-DAY INTENSIVE

7650005 | CLOCK HOURS 6 | INSTRUCTOR Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2026	START DATE	12/05/26	CLASS TIMES	START TIME	8:00 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	1:30 PM							◆

TUITION: $135
All class materials included with tuition. Non-refundable.

Registration Deadline
Week prior

IMAP Funding Available!

The Individual Microcredential Assistance Program (IMAP) helps eligible Ohio residents earn industry-recognized credentials at no cost for tuition, fees, or related expenses.

Interested in funding for your training? Contact CVCC Adult Education to learn more about eligibility and available programs.

Scan the QR code to learn more:

SAT TEST PREP - ONE-DAY INTENSIVE

3360001 | CLOCK HOURS 6 | INSTRUCTOR Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2027	START DATE	01/23/27	CLASS TIMES	START TIME	8:00 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	1:30 PM							◆

TUITION: $135
All class materials included with tuition. Non-refundable.

Registration Deadline
Week prior

ACT TEST PREP - ONE-DAY INTENSIVE

7650005 | CLOCK HOURS 6 | INSTRUCTOR Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

WINTER 2027	START DATE	01/23/27	CLASS TIMES	START TIME	8:00 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	1:30 PM							◆

TUITION: $135
All class materials included with tuition. Non-refundable.

Registration Deadline
Week prior

ACT TEST PREP - ONE-DAY INTENSIVE

7650005 | CLOCK HOURS 6 | INSTRUCTOR Varies

This one-day intensive course helps students prepare to take the ACT test. Curriculum includes testing-taking strategies, problem-solving techniques, subject area review and practice testing.

SUMMER 2026	START DATE	05/15/27	CLASS TIMES	START TIME	8:00 AM	CLASS DAYS	MON	TUE	WED	THU	FRI	SAT
				END TIME	1:30 PM							◆

TUITION: $135
All class materials included with tuition. Non-refundable.

Registration Deadline
Week prior

Guidelines and Policies

Accreditation:
Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: **800.917.2081**; **www.council.org**.

Consumer Information:
Refer to our website for admission guidelines, refund policies, graduation rates, gainful employment and other important information. See available student resources at **cvccworks.edu/adult-education/adult-education-resources/** and **cvccworks.edu/adult-education/adult-education-resources/financial-aid/.**

Harassment:
Complaints should be directed to one of the compliance officers: Michael McDade, business manager at **440.838.8909** or Marcy Green, assistant superintendent, at **440.746.8228**. An anonymous report may also be filed at **cvccworks.edu/district/communications/safety-and-harassment/.**

Statement of Liability:
The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.

Course Admission:
Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings.
High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on the program. Documentation will be required for programs that indicate a high school diploma or GED equivalent is a prerequisite. Contact the Adult Education Office at **440.746.8230** with program-specific questions.

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

Tuition:
All tuition and fees are due on or before the due date. Withdrawing from a program, even on payment plan, is subject to CVCC Refund and Withdrawal policies. All tuition is subject to change. Any outstanding balance remaining on an account will be referred to the Ohio Attorney General's Debt Collection Program.

Veterans Education Benefits:

- **Department of Veteran Affairs (VA):** VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. For eligibility, contact VA at **888-442-4551** or **www.va.gov/education.**

- **Veterans Receiving Benefit Late Fees:** In accordance with the Veterans Benefits and Transitions Act of 2018, Cuyahoga Valley Career Center does not charge late fees, restrict access or impose delayed payments by the VA. Late payments that are due from the student will follow the Tuition Payment Plan Policy.

- **Veterans Receiving Benefits Policy for Evaluation of Prior Credit:** Cuyahoga Valley Career Center (CVCC) will collect and evaluate academic and military transcripts, as well as any credentials held, from veterans and eligible recipients of veterans benefits and determine if credit is applicable to the student's program of study. A completed prior credit evaluation form, provided by the School Certifying Official, and academic and/or military transcripts from previous institutions of training must be provided to CVCC prior to the student enrolling for a VA-eligible program. Evaluations will take place by the School Certifying Official. The student will be notified via email if any prior credit will be applied. If credit is granted, the program will be shortened and the cost will be prorated accordingly.

- **Veterans Principles of Excellence:** Cuyahoga Valley Career Center (CVCC) will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veteran Affairs, the Department of Education, and the Department of Defense. CVCC currently complies with the Principles of Excellence in the following ways: • Veterans and eligible recipients of veterans benefits are provided with a written personal summary of the total cost of the program, including costs covered by VA benefits, financial aid you may qualify for, expected student loan debt • The School Certifying Official is the Veteran student's main contact for any VA educational benefit concerns • Veteran students are provided with an educational plan that shows how they can fulfill program requirements • Allows active-duty service members and Reservists to take time off to fulfill their service obligations • Enrolls students in only accredited (officially approved) programs • Adheres to all Title IV policies related to federal financial aid and refunds • Refrains from fraudulent methods and aggressive marketing practices and techniques.

District Senior Citizens:
Age 60 and above.

Services for Students with Disabilities:
The Student Support Services office is located inside the Adult Education department. Information and forms can be found on our website (**cvccworks.edu/adult-education/adult-education-resources/**) or by request from Student Support Services.

Student Conduct:
CVCC's goal is to provide a positive learning experience and a safe environment for students, faculty and staff. While at CVCC, you will be expected to observe building regulations. CVCC reserves the right to dismiss a student for behavioral issues, cheating or violating CVCC policies or guidelines.

Guidelines and Policies

Returned Checks:
A $35 fee is charged for each returned check.

School Closing:
When the building is closed due to inclement weather or an emergency, ALL on-campus classes are canceled. Consult local radio and/or television stations. An announcement will also be posted to our website.

Drug and Alcohol Use and Prevention:
CVCC adheres to federal regulations regarding drug use and prevention. Possession, use of and distribution of illicit drugs, and unlawful possession and use of alcohol are strictly prohibited. Anyone who violates this regulation will be subject to disciplinary action.

Internet Usage:
Students accessing the internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

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.

Other:
The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), or Section 504 (disability) should be directed to the Compliance Officer at 440.526.5200.

Cuyahoga Valley Career Center
Adult Education

8001 Brecksville Rd.
Brecksville, OH 44141

COUNCIL ON OCCUPATIONAL EDUCATION

CUYAHOGA VALLEY
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Revised October 2026