Indiana County Technology Center

POST-SECONDARY

COURSE CATALOG

2017-2018

Published Date: 06/27/2017

This catalog outlines the policies and procedures for Post-Secondary educational programs at the Indiana County Technology Center.

The Indiana County Technology Center (ICTC) reserves the right to change any provisions, offerings, or requirements at any time without prior notice for the purpose of fulfilling its mission and program objectives. Such changes will not conflict with those areas specifically governed by state and federal regulations.

The ICTC also reserves the right to make changes to its policies, tuition and fees, class schedules, academic calendars, and/or to change or modify a program's content, curricula, sequence of courses, equipment, staff, materials, or other such components as deemed necessary without prior notice, provided that such change is within the terms and conditions of the enrollment agreement between the school and the student and does not create an undue disruption to the student's course of study. In no event will any such changes result in additional tuition charges for the student.

In order to continually provide current information, as changes occur this catalog will be amended by addenda which will be distributed to all currently enrolled students. Such addenda are to be regarded as an integral part of this catalog.

This catalog is applicable to students attending all campuses of the ICTC. Students are also provided a Student Handbook at orientation that further defines program specific policies and rules governed by the Course Catalog. Additionally, all students must sign an Enrollment Agreement as part of the enrollment process, indicating their review and understanding of the content of this Catalog.

Publication Date: June 27, 2017

ICTC Post-Secondary Course Catalog

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Indiana County Technology Center
Post-Secondary Course Catalog

Section 1
About the ICTC

ABOUT THE ICTC

Mission Statement

Our mission is to educate all students for a competitive edge.

The Indiana County Technology Center is an innovative regional career development and technology center working in partnership with the community to provide a safe, caring environment that includes the integration of challenging vocational/technical skills and academic education. Emphasis is placed on the development of skills which provide pathways to further education and employment in an ever-changing world.

Accreditation

The Indiana County Technology Center is accredited for public postsecondary education under the authority of the Pennsylvania State Board for Vocational Education, under the:

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
(717) 783-6788

Other Program-Specific Accreditation Bodies:

The Cosmetology program is approved by:
PA State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2649
(717) 783-7130

The School of Practical Nursing is approved by:
PA State Board of Nursing
PO Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142

Enrollment by Ethnicity & Gender

Ethnicity	Students Enrolled
Asian	6.0%
Black or African American	5.0%
Hispanic or Latino	0.0%
American Indian or Alaskan Native	1.0%
Native Hawaiian or Other Pacific Islander	0.0%
Two or More Races	0.0%
White/Caucasian	80.0%
Race/Ethnicity Unknown	9.0%
Gender	
Female	77.0%
Male	23.0%
Pell Grant Recipients	**52.0%**

**Totals may not add to 100% due to rounding. Fall 2015 data.*

Statement of Nondiscrimination

The Indiana County Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the ICTC Title IX and Section 504 Coordinator, at 441 Hamill Road, Indiana, PA 15701, by phone 724-349-6700 or by email to titleIXcoordinator@ictc.edu.

School Facilities

The Indiana County Technology Center (ICTC) opened in 1980 as the Indiana County Area Vocational Technical School (ICAVTS). As the school's mission grew to encompass high-level technical training for adults, in 1999 the name was changed from ICAVTS to ICTC as it is known today. ICTC's main campus is located at 441 Hamill Road, Indiana, PA 15701. The modern, open design provides students with an atmosphere that is conducive to a positive educational experience.

The ICTC also holds classes and/or programs in satellite locations. In all locations, classrooms and computer labs are fully equipped with current software and equipment specifically geared toward the subject being taught. Buildings and classrooms are fully handicap accessible.

MAIN CAMPUS

Parking and Transportation: Student parking is provided in the main parking lot on the side of the building. Students are not permitted to park in the first row of this lot closest to the building between the hours of 7:00 a.m. and 3:30 p.m. Students are also not permitted to park in the administration/guest lot (located in front of the building) at any time.

There is currently a bus route servicing the Main Campus of the Indiana County Technology Center. However, route times are limited and may not provide transportation at all times necessary for class attendance. Students may also make use of taxi or ride share services for transportation to the facility. Transportation to and from the ICTC, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access: All doors into the Main Campus building are locked at all times Visitors are required to use the buzzer to gain access to the building at all times. All visitors must obtain a visitor pass from the front office between the hours of 8:00am and 3:30pm.

Students enrolled in programs governed by this catalog will be issued an ID Badge and key card to gain access during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main campus building at a time outside their specified period should use the buzzer located inside the front door. Please see the Student Identification & Key Cards section for more information.

NEW STANTON SATELLITE CAMPUS

The Central Westmoreland Career and Technology Center (CWCTC), located at 240 Arona Road in New Stanton, PA, is a satellite location for ICTC's Medical Assistant program.
Parking and Transportation: Student parking is provided in the main parking lot. Students should refrain from parking in reserved parking spots.

There is no bus route servicing the CWCTC campus. Transportation to and from the CWCTC, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access: To gain entry to the CWCTC building prior to 3:00 p.m., students should check in with a Security Guard stationed at the Guard House as you enter the parking lot. The guard will direct students where they should park. Students will enter in the Student Entrance and sign in with the Security Guard stationed at the desk. They will receive a Visitor's Badge, which they must wear so that it is visible. The badge should be returned to the guard when the student leaves the school.

After 3:00 p.m., students should enter the Student Entrance. If the door is locked, use the buzzer located to the right of the front door. After 5:30 p.m., a security guard will be at the Student Entrance door. Students are required to sign in when entering and sign out when leaving. Students should wear their ID badge at all times while in the building.

STEEL CENTER SATELLITE CAMPUS

The Steel Center Career and Technology Center, located at 565 Lewis Run Road in Jefferson Hills, PA, is a satellite location for ICTC's Practical Nursing program.

Parking and Transportation: Student parking at the Steel Center Satellite is provided in the upper lot across from the main entrance to the building in the evening. A lot is provided for daytime parking.

The Steel Center Satellite Campus is located on a bus route. Transportation to and from the Steel Center Satellite Campus, and all clinical community sites, is the sole responsibility of the student.

Building Access: Students may access the building through the main entrance door, which will be unlocked after 4:00 p.m. To access the building before 4:00 p.m. (if the door is locked), students should use the buzzer. Students should wear their ID badge at all times while in the building.

Governance & Joint Operating Committee

The Indiana County Technology Center (ICTC) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of the ICTC.

The Joint Operating Committee of the ICTC, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Joint Operating Committee and for the safe and orderly operation of the school.

JOC Members (as of the published date) are:

Ms. Vicki Smith	Homer-Center School District
Mr. Anthony Canzano	Blairsville/Saltsburg School District
Ms. Diana Paccapaniccia	Indiana Area School District
Mr. Gregg Sacco	Marion Center School District
Mr. John Hardesty	Penns Manor School District
Mr. William Pearce	Purchase Line School District
Ms. Tommey Heming	United School District

Programs at the ICTC also receive input from Occupational Advisory Committees (OACs). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers.

OACs serve to strengthen the programs at the ICTC by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for ICTC students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of ICTC's programs.

Staff Directory

Callers may dial **724-349-6700** to reach the **Main Campus** of the Indiana County Technology Center. To reach the Adult Education or Practical Nursing offices, contact the respective secretary's extension.

Administrative Director	Eric D. Palmer	ext. 101
Administrative/Board Secretary	Melinda Elbel	ext. 104
Business Manager	Robert Kanick	ext. 126
Financial Aid Coordinator	Jennifer Zeanchock	ext. 160
Adult Education Coordinator	Rachel L. Hrabovsky	ext. 141
Adult Education Secretary	Gina DelFavero	ext. 131

Practical Nursing Coordinator	Diana Rupert	ext. 155
Practical Nursing Secretary	Linda Wheeler	ext. 217
Cosmetology Program Supervisor	Lisa Dunmire	ext. 219
Medical Assistant Program Supervisor	TBA	ext. 169
Automotive Technology Instructor	Jim Shuman	ext. 113
Cosmetology Instructor	Simone Marcus	ext. 116
Carpentry Instructor	Timothy Bash	ext. 114
Collision Repair Tech. Instructor	Mike Miller	ext. 112
Computer Systems Tech. Instructor	Russ Messenger	ext. 119
Culinary Arts Instructor	Dennis Gehly	ext. 118
Digital Media Tech. Instructor	Melanie Brubaker	ext. 124
Graphics/Electronic Media Instructor	Jon Krecota	ext. 152
HVAC & Plumbing Instructor	James Gould	ext. 161
Machining Technology Instructor	Michael Rescenete	ext. 108
Masonry Instructor	Christopher Shirley	ext. 115
Medical Assistant Instructor	Lynne Adams	ext. 169
Medical Assistant Instructor	Patricia Curren	ext. 169
Medical Assistant Instructor	Kelly Shriver	ext. 169
Practical Nursing Instructor	Sharon Hankey	ext. 216
Practical Nursing Instructor	Kathy Young	ext. 216
Welding Technology Instructor	Adam Peterson	ext. 111
Welding Technology Instructor	Louis Toth	ext. 111

New Stanton Satellite (Medical Assistant) 724-925-3532

Business Industry School Coordinator	Michelle L. DeLuca	ext. 1309
Evening School Facilitator	Amanda Markle	ext. 1304

Steel Center Satellite (Practical Nursing) 412-469-3200

Workforce Development Office	ext. 6742
Practical Nursing Instructor(s)	ext. 2553

The ICTC also employees Instructional Aids in various program areas to assist instructors and ensure an effective student/staff ratio.

Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day the Indiana County Technology Center receives a request for access.**

   A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.**

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint Procedure section of this Catalog.

3. **The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Indiana County Technology Center in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Indiana County Technology Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the ICTC.

   Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

   Directory Information: The school will also disclose items from a student's educational record that are considered "directory information". The Indiana County Technology Center designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended. The school may disclose any Directory Information without prior written consent from the student unless the student has provided notification in writing denying the ICTC the right to disclose such information.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Indiana County Technology Center to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA).

Tuition & Fees

Tuition is charged on a payment period basis for the student's respective program at the Indiana County Technology Center (ICTC). Students are not obligated beyond the payment period they are currently attending.

Tuition and related program fees for new students become due 10 days prior to the first day of class unless the student has made alternate arrangements with the financial aid office. Alternate arrangements may include various forms of financial aid or entering into a payment plan with the ICTC. (See the Financial Aid section of this Catalog for more information).

Thereafter, tuition and fees for each succeeding payment period of a student's selected program become due 10 days prior to the start of that payment period. Students may not proceed onto a subsequent payment period unless all tuition and fees that are due have been paid or the student has made alternate arrangements with the financial aid office.

Failure to address program charges will result in dismissal by the ICTC. Students in the Practical Nursing program will not be permitted to sit for final exams if any current tuition and fees are unpaid. Students who are up-to-date with their payment arrangements (i.e. monthly payment plan, financial aid requirement) are considered paid for testing purposes.

Tuition and fees per program of study as of the published date are outlined in the following chart. Please note that tuition and fees are subject to periodic adjustment. For additional information regarding tuition and/or fees, contact the Adult Education/Practical Nursing office.

Program	Tuition	Lab Fee	Books & Supplies Fee	Graduation Fee
Automotive Technology	$6,960	$650	$700	$75
Carpentry	$6,960	$650	$700	$75
Collision Repair Technology	$6,960	$650	$700	$75
Commercial Driver (CDL)	$5,250	N/A	N/A	N/A
Computer Systems Technology	$6,960	$650	$700	$75
General Cosmetology	$12,190	$650	$1,000	$75
Cosmetology Teacher	$6,280	$650	$800	$75
Culinary Arts	$6,960	$650	$700	$75
Digital Media Technology	$6,960	$650	$700	$75
Graphics & Electronic Media	$6,960	$650	$700	$75
HVAC/R	$6,960	$650	$700	$75
Machining Technology	$6,960	$650	$700	$75
Masonry	$6,960	$650	$700	$75
Medical Assistant	$12,360	$1,600	$2,200	$75
Practical Nursing*	$15,802	$200	$2,079	$340
Welding Technology	$7,220	$850	$1,000	$75

**See Appendix 1 of this catalog for a detailed breakdown of Tuition, fees, and expenses for the Practical Nursing Program.*

Indiana County Technology Center
Post-Secondary Course Catalog

Section 2
Academic Policies, Procedures & Resources

ACADEMIC POLICIES, PROCEDURES & RESOURCES

Application Process & Enrollment

General Information

Please note that this section of the catalog provides a thorough overview of the application and enrollment process. Individual programs may have additional, program-specific application requirements. See the appropriate subsection, visit www.ictc.edu, or contact the school at 724-349-6700 with any questions to ensure your application is processed.

Indiana County Technology Center actively recruits men and women of diverse backgrounds to create a varied student body. Those who wish to enroll in a program at the Indiana County Technology Center (ICTC) should first **choose a Program of Study.** The program of interest will dictate the application process. Persons needing assistance in program selection may set up an appointment with the admissions office to discuss enrollment options.

For most programs, applications are processed in date order of receipt. It should also be noted that only paid applications will classify a potential student as an applicant. The application fee is waived for applicants who have graduated from any ICTC Secondary Program within the past three (3) years.

For those applying to the ICTC Medical Assistant program at the New Stanton Satellite branch, the application fee will be waived if they have graduated from a Central Westmoreland Career and Technology Center secondary program within the past three (3) years. The application fee will also be waived for those applying to the ICTC School of Practical Nursing at the Steel City Satellite branch who have graduated from a Steel Center for Career and Technical Education secondary program within the past three (3) years.

To be considered for admission, applicants must be citizens of the United States or in good standing with the United States Department of Immigration AND a high school graduate or hold a General Educational Development (GED) certificate. Students. All students must have a Social Security Number prior to entering a program at the ICTC.

Documentation of high school graduation or GED receipt must be submitted to the ICTC. For most programs, providing an original high school diploma or GED to the Adult Education Office for copying is acceptable. Students may also have an Official High School Transcript sent to the ICTC to meet this requirement. For the Practical Nursing program, an Official High School transcript sent from your High School or a GED is required (diploma not accepted).

If the school has a reason to believe that there is an issue with the student's qualifications, or if the Department of Education considers the student's high school questionable, the school will take steps to validate the applicant's high school completion. A student's self-certification is not sufficient to validate the credential(s) in question.

If an applicant's educational credentials are issued by a country other than the United States, the applicant may need to obtain and submit a General Report from Educational Credential Evaluators (ECE) to verify that their educational credentials are equivalent to a high school diploma or GED as required for admission by the ICTC.

For all programs except Practical Nursing, in lieu of documenting high school graduation/GED receipt, applicants who have graduated with a Bachelor's Degree or higher earned at an accredited institution of post-secondary education can provide official college transcripts showing degree granted.

The test of English as a Foreign Language [TOEFL CB, TOEFL iBT] with a composite score above 500, a standard of 55 for the Pearson Test of English Academic [PTE Academic], or the International English Language Testing System [IELTS] with a score of 7.5 may be required during enrollment in some cases.

The Indiana County Technology Center reserves the right to test incoming students as to their preparedness to undertake postsecondary course work. If the test serves as an entrance requirement, students may be deemed ineligible for admission based upon the results of testing. Otherwise, students found to be deficient in any area will be notified of the deficiency and counseled as to its impact on their potential success in their program. Additionally, for some programs, an in-person interview may be required prior to acceptance.

If accepted for admission, applicants will receive notification of acceptance in writing. After acceptance, the school will distribute enrollment paperwork which will include the ICTC Enrollment Agreement. The applicant should complete all paperwork as directed to finalize their enrollment and hold their seat in their selected program of study. An enrollment fee, as specified for the selected program of study, will be required at the time the Enrollment Agreement is signed and submitted to the school. Enrollment is not considered complete until the school has received the required enrollment fee, and a seat in the student's desired program will not be held until this fee is paid in full and a signed Enrollment Agreement is on file. Applicants who have completed all enrollment requirements are considered students.

For most programs, enrollments are processed in date order of receipt of all required paperwork from the student. Therefore, it is highly recommended that accepted applicants complete their enrollment requirements early in order to ensure a seat in their program of choice.

For most programs, paid applications are held on file for one (1) calendar year from the application date. Practical Nursing applications are held for two (2) years. Applicants who do not enroll in the initial cohort to which they applied AND initiate the enrollment process prior to the end of the application hold period will not be required to repay the application fee. Any prior applicant wishing to enroll in a program after the application hold period will be required to reapply.

The school reserves the right to postpone, limit enrollment into, cancel, split or combine classes and programs and/or change instructors when necessary.

Background Checks

For many programs at the Indiana County Technology Center (ICTC), an offer of acceptance is conditioned upon the successful completion of criminal background checks, which are required prior to matriculation into the program. **Enrollment is not considered final until the results of all required background checks have been returned to the school and are non-prohibitory.** The cost associated with any required background checks is the responsibility of the student (please see the Current Schedule of Charges in your Enrollment Agreement for an estimation of cost). A criminal offense does not necessarily bar a potential student from enrollment, however, if the offense is on the school's list of reportable offenses it will bar the student from enrolling in some programs. (Please see Reportable Criminal Offenses section for a listing of reportable offenses).

If an applicant has concerns about an offense on their record being prohibitory to enrollment, they may request advance review of their record by the ICTC at the time of application. It is the applicant's responsibility to request this from the ICTC, and to pay for the criminal record check. The application fee must be paid prior to any review by the ICTC.

Students should be aware that there may be offenses not on the ICTC Reportable Offenses list that are prohibitory to licensure for their field of study. Students should fully explore the requirements of their field prior to enrollment to ensure they are able to work in their chosen career. The ICTC makes every effort to make students aware of such requirements, however, these agencies are not within the control of the ICTC and can make changes at any time.

When background checks are an enrollment requirement for the student's selected program, the student must obtain new clearances specific to their enrollment. Copies of required clearances which are dated no more than six (6) months prior to the scheduled program start date may be accepted at the school's discretion with a signed statement from the student.

The ICTC must also abide by requirements of other agencies in which students may have clinical/cooperative experiences. Clinical/cooperative agencies used for external experiences may have the same requirements for students as those required of employees (criminal background checks and, in some cases, drug screens). These often are more involved than the requirements for general admission into a program, and will be extended as requirements of students enrolled in that program. Such requirements will be identified to the student at orientation. Students may also inquire at any time in the Adult Education/Practical Nursing office about any such requirements during the application/enrollment process.

Admission Process – Adult Education Department

In order to apply to a program through the Adult Education Department, visit www.ictc.edu to download an Application for Admission OR contact the Adult Education office at 724-349-6700 x131 to request an Application Form.

Interested individuals must submit the following:

- Complete Application Form along with application fee
- Official High School Diploma or Official transcript or original GED certificate
- Cosmetology Teacher applicants ONLY: Official transcript(s) from the school(s) where General Cosmetology Training was completed, an admissions essay, and professional resume.

Adult Education staff will notify students if any additional application items are needed for their selected program once the above items are received.

Once all necessary application items are received by the school, a review of education credentials and the application form is conducted by ICTC administration, and a determination for acceptance is made. Applications are reviewed in the date order of complete application receipt. Accepted applicants will be notified in writing.

Accepted applicants will be sent additional enrollment paperwork and instructions to secure their seat in their program via mail. Failure to submit all enrollment paperwork and pay the designated enrollment fee by indicated deadlines may result in the applicant's seat being forfeited.

Students who complete enrollment will then be required to complete background checks as dictated by their program of study. Enrollment is ALWAYS CONTINGENT UPON a student's background checks being void of any reportable criminal offenses that are prohibitory to enrollment (see the Background Checks subsection or Reportable Criminal Offenses section of this catalog for additional information).

Students should be aware that for programs with the goal of state or national licensure, the licensing agency may have specific requirements to qualify for a license. Admission into a program does not necessarily indicate qualification for licensure. The student should inquire as to such possible requirements during enrollment.

Admission Process – School of Practical Nursing

In order to apply to the Practical Nursing program, interested individuals must submit the following application items:

- Complete Practical Nursing Application Form along with application fee
- Two (2) letters of reference. References cannot be from family members.
- Official High school transcript or GED
- A transcript from any post-secondary school(s) that you been attended previously

All forms required to apply to the Practical Nursing program can be found on the school's website at www.ictc.edu. It is important to note that an application will not be processed until all required items have been received.

Once all application items are received by the school, the applicant will be required to complete pre-entrance testing (TEAS test). There is a fee for testing which is the responsibility of the applicant. A score of the 50th percentile overall on the TEAS test, or the 50th in the math and reading portion, is considered a passing score for admission. Applicants will be allowed two opportunities per admission year to pass

the test. will be made. Applicants will be exempt from the TEAS entrance testing requirement if they have any of the following: a degree at the Associate's level or higher, thirty (30) credits from an accredited college/ university with a cumulative GPA of at least 2.2, or a combination score of 850 on the math and reading portion of the SAT.

Once the applicant has successfully passed the TEAS test and has submitted all required application documents to the school, an interview will be scheduled with the Practical Nursing Coordinator or an Admission Committee member.

An Admission Committee, comprised of the Practical Nursing Coordinator and faculty, reviews all applicant materials for students after the in-person interview is completed. Admission to the program is granted by the Admission Committee based on all admission data available. Every effort is made to select the best overall applicant in terms of academic and testing performance and personal qualities assessed during the scheduled interview, including warmth, kindness, compassion and demonstrated commitment to community service. The School of Nursing reserves the right to select only those candidates who give evidence that they will be able to fully meet the requirements and standards of the nursing program. Preference is given to those applicants who best demonstrate an overall aptitude for nursing.

The Admission Committee will take one of the following actions:

- Accept into the program
- Accept for the waiting list
- Accept with admission committee stipulations
- Decline admission

Applicants will be notified in writing of the Admission Committee's decision. Applicants offered acceptance must notify the school in writing of their desire to accept the offer, and pay the enrollment fee to hold their seat in the class.

Students should be aware that the following are required for the Practical Nursing program, and positive results may prevent a student from remaining in the nursing program, since the student would be unable to meet clinical objectives:

- Urine Drug Screen - mandatory and required on a specific date to be determined. A student may be required to submit to a urine drug test at any time. Positive test results will nullify enrollment. Refusal will result in immediate termination.
- Criminal Background Checks - the purpose of performing a criminal background check is:
  1. To identify students who will not be allowed to practice in a clinical site due to a criminal background.
  2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
  3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

  Students are required to provide a verification of residency form or Department of Aging clearance, Federal Cogent Criminal Clearance, A Criminal History and Record Information Check (Act 34 Clearance) and a Pennsylvania Child Abuse History Clearance (Act 33Clearance) prior to enrollment. The applicant must disclose if ever convicted of, pled guilty or nolo contendere to or accepted ARD or probation without verdict in connection with any crime or unlawful act. The offenses that will result in non-admission or program termination may obtained upon request from the Practical Nursing Coordinator.

Any offer of acceptance or enrollment is ALWAYS CONTINGENT UPON a student's background checks being void of any reportable criminal offenses that are prohibitory to enrollment (see the Background Checks subsection or Reportable Criminal Offenses section of this catalog for additional information).

Practical Nursing students are also required to complete a cumulative health record, including a pre-entrance health examination, laboratory testing, skin testing and verification of immunizations**. Some of these are required prior to the start of class, while others are completed during the course of enrollment in preparation for clinical.** Detailed information regarding these requirements will be provided at orientation

STUDENT MUST BE AWARE that failure of a drug test, a criminal record, or results of health screening can prohibit them from completing clinical, thus requiring their withdraw from the program.

Students should also be aware that there are specific requirements in order to qualify for Licensure as a Practical Nurse, which are not set by the ICTC, and there may be other convictions that could lead to denial of licensure.

The following questions asked by the Pennsylvania State Board of Nursing should be able to be answered as "No" (if the answer is "Yes", the applicant should contact the Pennsylvania State Board of Nursing for guidance):

- "Have you ever been convicted, pleaded guilty or entered a plea of nolo-contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor including drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court."
- "Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?"
- "Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?"

Felonious acts prohibit licensure as a practical nurse by the State Board of Nursing at any time. Conviction of a felony includes judgment, and admission of guilt or a plea of nolo contendere. Ten (10) years must have elapsed from the date

of conviction and/or an applicant for licensure satisfies the qualifications contained in the Act of the State Board of Nursing. (Refer to "The Controlled Substance Drug, Device and Cosmetic Act" Act of April 14, 1971, P.L. 233, No 64.)

A PERSON CONVICTED OF ANY FELONIOUS ACT MAY BE PROHIBITED FROM LICENSURE BY THE STATE BOARD OF NURSING AT ANY TIME

For additional information on Licensure requirements, please see the Practical Nursing Student Handbook or contact the State Board of Nursing. Potential students should also be aware that prohibitive offenses (as identified by the Department of Health, Act 169, or 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them even if they obtained a license from the State Board of Nursing.

Orientation

Orientation is essential for student professional and personal growth. It is also a crucial factor for success in the students selected program. These sessions are designed to ensure students are informed about their rights and responsibilities. For most programs, an orientation session is held on the first scheduled day of class. For the Practical Nursing Program, small group sessions are scheduled prior to the beginning of formal classes.

Transferability of Hours

Transfer of Hours to Other Schools: The Pennsylvania Department of Education is a State accrediting agency recognized by the U.S. Department of Education. However, the fact that a school is accredited is not necessarily an indication that hours earned at that school will be accepted by another school. In the U.S. higher education system, transferability of hours is always determined by the receiving institution. The Indiana County Technology Center (ICTC) does not imply, promise or guarantee that any hours earned at the ICTC will transfer to or be accepted by any other institution. If considering transfer to another school, it is the student's responsibility to determine whether that school will accept the education experience at the ICTC. Students are encouraged to make this determination as early as possible.

Transfer of Hours to the ICTC (Advanced Placement): Students previously attending an accredited postsecondary institution recognized by the U.S. Department of Education may be granted transfer hours into their program at the sole discretion of the ICTC.

Applicants seeking to receive transfer credit for previously completed training must notify the Adult Education/Practical Nursing office at the time of application. Official transcripts, catalog descriptions/syllabi for each completed course are required to make a determination. It is the responsibility of the student to secure these documents for the ICTC, and any cost associated with this is the responsibility of the student.

Transfer credit into a program through the Adult Education Department is evaluated on a case-by-case basis except in cases where an articulation agreement is in place (see the Articulation Agreements section of this catalog for a listing of articulations currently in place with the ICTC).

With appropriate documentation, ***the Practical Nursing program offers advanced placement*** for the following courses to students who qualify:

- ***Anatomy & Physiology*** - completion of 6 – 8 credits of Anatomy and Physiology from a college or university with an earned grade of "B" or higher within the past *two years*.
- ***Nutrition*** - completion of a Diet Therapy For Nursing course from a college or university with an earned grade of "C" or higher within the past ten years.
- ***General Psychology -*** completion of a General Psychology course from a college or university with an earned grade of "C" or higher within the past ten years.
- ***Principles of Sociology -*** completion of an Introduction to Sociology course from a college or university with an earned grade of "C" or higher within the past ten years.
- ***Human Growth & Development -*** Completion of a Human Development Across the Life Span course from a college or university with an earned grade of "C" or higher within the past ten years.
- ***Fundamentals of Nursing -*** completion of a Nursing Fundamentals course from a registered nursing program with an earned grade of "C" or higher within the past two years. The student will also complete the Indiana County Technology Center's School of Practical Nursing Fundamental's course final exam with a minimum grade of 75% and obtain satisfactory performance on selected clinical skills as assessed by the School of Practical Nursing.
- ***Nursing Pharmacology*** - Completion of a Nursing Pharmacology course from a college or university with an earned grade of "B" or higher within the last two years.

Additionally, students seeking advanced placement in the Practical Nursing program with completion of an accredited Health Occupations Technology (HOT) program in the State of Pennsylvania must submit the following:

- verification that the HOT education was completed within the past 2 years.
- that at least an 84% or B equivalence was maintained throughout the course of study.
- A letter of recommendation from the HOT educator or guidance counselor at the participating technology school.

If advanced placement is granted by the School of Practical Nursing, the student may be exempt from 58.5 hours of study in the Fundamentals of nursing course. The specific details of which portion of the course the student will be exempt from will be provided by the Practical Nursing Coordinator. The student will be responsible for knowing the information that is exempt, and must demonstrate competencies in any skills not attended.

Clock to Credit Hour Conversion

To comply with the U.S. Department of Education and PA State Board of Vocational Education (PSBVE) requirements, the Indiana County Technology Center (ICTC) has applied clock hour-to-credit hour conversions to its Title IV eligible programs. The formula used to determine the number of credit hours meets the Higher Education Act of 2010 definition. Credit hours awarded for programs are compliant with the definition of a credit hour in 34 CFR 600.2. The ICTC uses the following conversion method:

10 theory hours = 1 credit hour
20 lab hours = 1 credit hour
30 internship/externship hours = 1 credit hour

A complete clock hour-to-credit hour conversion breakdown by program is available in the Adult Education office upon request.

Articulation Agreements

The Indiana County Technology Center has entered into Articulation Agreements with various institutions to provide eligible students the opportunity to receive credit at the ICTC for specified previous coursework and to expand educational opportunities for students who complete a program at the ICTC and wish to further their education.

Articulation TO the ICTC

Eligible students enrolling in eligible programs at the ICTC that have completed training at an articulated institution may be able to receive credit towards their program at the ICTC.

The following is a summary of the current articulation agreements in place with the following institutions. Additional details regarding these articulations can be obtained by request from the Adult Education/Practical Nursing office.

Central Westmoreland Career & Technology Center

Eligible Coursework at Articulated Institution:

- Health Occupations Technology – Secondary Only

Eligible ICTC Program(s):

- Medical Assisting

Indiana County Technology Center Secondary Programs

Eligible Coursework at Articulated Institution:

- Health Occupations Technology

Eligible ICTC Program(s):

- Medical Assistant
- Practical Nursing

Lenape Tech – Adult Education

Eligible Coursework at Articulated Institution:

- Phlebotomy Certification
- Pharmacy Technician Program
- Billing and Coding

Eligible ICTC Program(s):

- Medical Assisting

Articulation FROM the ICTC:

The ICTC also works to form articulation agreements that allow graduates from specific programs to receive credit at other post-secondary institutions. Each articulated institution has specific entrance requirements for their programs that students must also meet in order to receive articulated credit.

As of the publish date, the ICTC has agreements with the following institutions for post-secondary programs:

- Saint Francis University for Various Programs
- Westmoreland County Community College for School of Practical Nursing ONLY

For more information about any Articulation Agreement, please visit or contact the Adult Education/Practical Nursing Office at 724-349-6700 x131/ x217.

Readmission

Readmission is when a student is allowed to reenter their program of study at the point where academic performance became unsatisfactory. Students who withdraw or are terminated from their program for academic reasons may apply to be considered for readmission under the following guidelines.

A student seeking readmission must submit a written request to ICTC, Admissions: Adult Education/Practical Nursing, 441 Hamill Road, Indiana PA 15701.

The written request should include:

- the student's full name and program;
- a clearly indicated request for readmission;
- the student's signature and date, and;
- a description of what changes will allow the student to perform better under readmission than was the case during original enrollment
- Encouraged but optional, students may also include third-party documentation of activities/events that would improve their likelihood of academic success with the written request (i.e. evidence of remediation or other training during their withdrawal).

There is a $30.00 charge to process a readmission request. The fee must be submitted with the written request in order for it to be processed. The student seeking readmission must meet current admission standards. Readmission is not guaranteed. When making decisions for readmission, ICTC administration will review all documentation submitted in the request, and the student's academic and performance record during the previous enrollment, along with the program's enrollment capacity. During the period of withdrawal, the applicant for readmission must demonstrate continued academic ability, be viewed by the school as possessing an aptitude for their program, and evidence of commitment to the learning process.

The ICTC determines the placement and conditions under which the student may reenter their program. Those seeking readmission may be required to demonstrate competence in clinical/hands-on areas in order for readmission to be granted.

Readmission is granted only once, and only into the cohort immediately following the date of withdraw/termination. If readmission is approved, the student will reenter the program at the beginning of the term in which performance was unsatisfactory. If it is determined that a deficiency in the understanding of previous course content interfered with a student's progress, a student will either be required to audit selected courses from previous terms OR repeat selected courses. Current tuition and fees will be charged at a proration for repeating courses.

In some cases, re-entering students may not be required to repeat all courses in the term where performance was unsatisfactory. This determination is at the sole discretion of ICTC Administration, with the goal of ensuring, as much as possible, the success of the student in the program. Students will only be charged tuition for the hours they are required to repeat.

Student readmitted to the Practical Nursing program will also be required to re-complete the following requirements:

- Physical Exam
- Urine Drug Screen
- 1 Step PPD
- Criminal, Child Abuse and FBI Clearances

A former student who wishes to reenroll in a cohort other than the cohort immediately following the failed term will be required to apply for admission as a regular applicant, and, if selected for admission, enter the program at the beginning.

Cancellation of Start Date

In the case that insufficient enrollment for a program at the Indiana County Technology Center results in a cancellation of start date, enrollees will be notified on or before the first scheduled date of class. If a start date is canceled, the enrollee shall be entitled to either: (1) a reserved seat in the next scheduled class for that program or (2) cancellation of enrollment with a full refund of all monies paid less the application fee.

Attendance Policy

Programs at the Indiana County Technology Center (ICTC) require regular and punctual class attendance. Absences prevent students from receiving full course benefit, disrupt orderly course progress, and diminish the quality of group interaction in class. The ICTC Attendance Policy is outlined herein. Students should note that ICTC considers both tardiness and early departure from class as forms of absenteeism.

Important Definitions:

- ***Marking Periods:*** For the purposes of tracking and marking attendance, a Marking Period is defined for most programs. For some programs the Marking Period may be the entire class day while for others it may be a specific number of hours during the class day, depending on the regularly scheduled length of class. The Marking Period for a program of study will be disclosed to students in their Program Handbook. If a Marking Period is not defined in the Program Handbook, these specific definitions do not apply to students enrolled in that program. In such cases, a specific methodology for tracking attendance will be outlined in the Program Handbook and/or discussed at orientation. All other components of this section are relevant to all students unless otherwise noted.
- ***Tardiness*** is defined as coming into class once the instructor has started. If a student arrives more than five (5) minutes late to class, the tardiness will be recorded as missing one half hour (30 minutes) of class. If a student arrives to class more than thirty (30) minutes late, the student will be marked absent for the marking period. If a student knows they will be tardy to class, they should notify their instructor ahead of time, however, the tardiness will still be recorded as described above. When attending externship/clinical sites, the student is considered late if they report to their site after the scheduled start time.
- ***Early Departure*** is defined as leaving class prior to the instructor verbally dismissing the class. Students are not permitted to leave class early without receiving instructor approval to do so PRIOR to the start of class. With approval, an early departure will be marked in actual time rounded to the nearest quarter hour (i.e. leaving 13 minutes early will be marked as .25 absent hour). Unapproved early departures will result in the student being marked absent for the entire marking period.

Attendance Requirements:

Students are expected to attend all scheduled hours, and are not permitted to have excessive absences on their record.

For programs in the Adult Education Department, excessive absences is defined as having absent hours in excess of five percent (5%) of a program's total scheduled hours. The exact number of allowable absent hours is determined by multiplying the program's scheduled hours (as outlined in the Enrollment Agreement) by .05 and is pre-calculated for each program in the program's Student Handbook.

For the Practical Nursing Program, excessive absences is defined as missing more than 50 hours during the duration of the program. Additionally, students can miss no more than one

(1) clinical day per term without being required to complete a make-up day, and are only permitted to make up one day at the student's expense (for a total of (2) clinical days per term prior to program dismissal). Please refer to the Practical Nursing Student Handbook for additional information regarding program attendance requirements.

If a student's **absent hours exceed the maximum number allowable for their program, they will be terminated** effective the date on which the maximum absent hours was exceeded. If a student believes their attendance has been incorrectly recorded, they should notify the Adult Education/Practical Nursing Office within three (3) business days. The student should be able to outline the specific date(s) in question for review by Administration.

In the case that an anticipated event will cause the student to miss class time, students are highly encouraged to notify the instructor in advance and to make prior arrangements with classmates to obtain notes/materials/assignments from the missed class(es). When an absence is unforeseen, students should call off from class as directed for their program of study, and then discuss the absence with their instructor as soon as possible after its occurrence.

Students absent from class for ANY reason, even absences classified as excused (see Excused Absences), are responsible for all work missed. It is at the sole discretion of the instructor what, if any, in-class activities, exams, etc. the student may make up outside of class time.

Important Notice: Although a student remains within ICTC attendance policy, some programs may require the student to complete all program hours due to regulatory requirements. In such cases, the student must purchase hours at the prevailing tuition rate. These hours must be completed immediately following the student's scheduled end date.

Excused Absences:

For most programs (CDL and Practical Nursing programs excluded) students may request that an absence be marked as Excused by submitting the Student Request for Excused Absence Form. Only absences due to the following specified circumstances will be considered:

- Illness, Injury or Health Issue
- Mandatory Court Appearance
- Bereavement
- Pre-Approved Special Circumstances

Students are responsible for submitting the Form either before an anticipated absence occurs or within three days of an unexpected absence. **Documentation to substantiate the absence must be attached to the Form**. For a request to be processed, the Form must be completed in its entirety, and submitted to the instructor.

It should be noted that submitting the Form does NOT guarantee that the absence will be marked as Excused. Until a determination is made, the student's absence will be marked as unexcused. If an absence is determined to be for a permissible reason in an applicable program and the request is approved, the student's attendance record will be updated.

Approved excused absences are calculated independently, up to a maximum of three percent (3%) of the student's scheduled program hours. In the case where an excused absent day pushes a student above the three percent (3%), the full day will still be marked as excused. If a student misses class for a valid, excusable reason but have exceeded the three percent (3%) maximum, the absent hours would be calculated into the student's regular absences. (Please see the Leave of Absence section of this Catalog for information on requesting a leave if circumstances are causing a significant disruption in the ability to attend scheduled classes).

For programs that require students to complete all scheduled hours, make-up for Excused Absent Hours will be granted immediately following the program's scheduled end date at no charge to the student.

Class Breaks and Lunch Periods

Breaks during scheduled class hours are given to promote good academic performance. The timing, frequency and availability of breaks is directed by the instructor. All breaks should be considered floating, indicating that there is no specific time at which breaks must be given and that they may be different each day. Students should remain engaged in class activity until verbally dismissed from class for breaks or lunch periods by the instructor.

Lunch periods are scheduled for classes with five (5) or more hours of instruction in one twelve-hour period. The length and timing of these periods will vary among programs depending on their structure. If applicable, students will be notified of their lunch period during orientation or on their first day of class.

Homework

In addition to attendance for all scheduled classes, students will be required to devote additional time each week outside the classroom studying and working on assigned projects. The amount of time required for such activities will vary through the student's program.

Academic Integrity Standards

The Indiana County Technology Center (ICTC) seeks to develop an environment where trust, honesty, ethical principles and personal integrity guide interactions with others. Students are expected to be honest in meeting the requirements of the program in which they are enrolled. Therefore, it is the policy of the ICTC to be pro-active in dealing with issues that are not in line with standard academic practices, such as cheating or plagiarism, and to impose sanctions on students who violate these standards.

Academic integrity is the expectation that a student's grade will reflect only that student's achievement. Academic dishonesty is participating in deceptive practices regarding one's academic work. Actions in violation of the ICTC's Academic Integrity Standards include but are not limited to:

- Providing or receiving unauthorized assistance in assigned work;
- Using unauthorized materials or devices during exams or quizzes;

- Plagiarism on any assignment by misrepresenting or passing off the ideas, words, formulas or data of another's as one's own;
- Using the same paper or work more than once without authorization of the Instructor to whom the work is being submitted;
- Possessing course examination materials before administration of the exam, without prior knowledge or consent of the instructor;
- Falsifying information, including forging signatures on various forms/documents or altering/adding answers on academic exercises or exams after work has been graded;
- Lying, which is defined as verbalizing an untrue statement;
- Computer dishonesty, including obtaining or using a computer/email account of another student;
- Buying, selling, stealing or engaging in unauthorized exchange or improper use of any assignments, papers, projects, or exams.

The ICTC reserves the right to discipline any student for the above acts and any other act that would compromise the Academic Integrity of the school. Students who observe or become aware of a violation are strongly encouraged to report it to their Instructor. Students who engage in any such acts will be subject to academic sanctions, such as a lowered or failing grade in a course, probation or suspension. The ICTC also reserves the right to terminate any students who has violated the Academic Integrity Standards as outlined above.

Grades, Transcripts & Diplomas

Grades: Grades are assigned for each ICTC course in a program to inform students of their academic performance. Grades are determined by the student's performance in the course on various assignments, including but not limited to tests, quizzes, class projects, and presentations.

The Indiana County Technology Center's grading scale is provided below. **Students must earn a C or better in each course**. (Please refer to the ICTC Standards of Academic Progress section for additional information).

ICTC Grading Scale

Grade	Percentage	
A	93 – 100	Superior Achievement
B+	89 – 92	Excellent Achievement
B	84- 88	Above Average Achievement
C+	80 – 83	Average Achievement
C	75 – 79	Passing
D	70 – 74	Unsatisfactory Performance
F	0 – 69	Failure

In addition to the letter grade, some courses may have required competencies and/or clinical components. Competencies are technical, hands-on skill demonstrations that a student must perform under the observation of an instructor. All competencies/clinical components are Pass/Fail. Students must pass all competencies/clinical components within the term to move to the next term, regardless of overall GPA or individual course grade.

The grades for any college courses integrated into the student's program at the ICTC are determined by the college's grading scale, not the ICTC Grading Scale.

For each letter grade there is a corresponding number of grade points. The grades and their grade point equivalents are:

Grade		Grade Point Value
A	=	4.0
B+	=	3.3
B	=	3.0
C+	=	2.3
C	=	2.0
D	=	1.0
F	=	0.0
P	=	4.0
I (incomplete)	=	0.0

The Grade Point Average (GPA) is computed by multiplying the grade point value by the number of hours in the class for which the grade is received to determine Grade Points. Total Grade Points for the term are then divided by the number of hours in the term. An example calculation is provided below.

Example

Class Hours	Grade	Grade Point Value	Grade Points
16	A	4.0	64.0
32	C	2.0	64.0
36	A	4.0	144.0
60	C	2.0	120.0
32	B	3.0	96.0
176	divided into		488

= 2.77 Term GPA

A student who is unable to meet the course requirements within the scheduled time may request an **Incomplete (I)**. The request for consideration to receive an (I) is granted only at the completion of a course and is reserved for those students whose work is satisfactory, but who for a good reason, have requirements to complete. The request is granted by the Adult Education/Practical Nursing Coordinator after consultation with the appropriate faculty. The method and time limit for removal of the (I) grade will be determined by the faculty. If the conditions for removal are not met, the grade becomes an "F" (Failure).

Issuance of Grades: Term grades are distributed at the close of each term in the form of an unofficial transcript or report card. A final letter grade is placed on the student's transcript once a course is completed. A final transcript will be issued to the student after program completion. Additional information regarding grading specific to a program is provided in each program's Student Handbook.

Official Transcripts: Official Transcripts bear an authorizing signature from the Indiana County Technology Center and printed on security paper. Transcripts can only be requested by the student themselves, however, once requested they will be sent directly to a third party at the student's request.

To request an Official Transcript, former students should complete a Transcript Request Form and submit it to the Adult Education/Practical Nursing Office at the ICTC. The Request Form must be signed in the presence of ICTC staff or the signed form must accompanied by a notarized statement. This is to confirm the student's identity and protect the confidentially of student records. There is a $5.00 processing charge for each Official Transcript, due at the time of request. Transcript requests are processed as quickly as possible, and usually leave the Adult Education/Practical Nursing Office within two (2) business days of receiving the request. However, processing may take more time due to other circumstances.

A transcript will not be released for any student who owes money to the school or has not returned all ICTC property to the school (i.e. key cards, library books, etc.) until the account is settled and/or item(s) are returned.

One (1) Official Transcript is issued to the student at no charge upon completion of their program.

Diplomas: Diplomas will bear the signature of the School Director and another authorizing signature from the Indiana County Technology Center. Students are automatically issued a Diploma upon completion of their program. Diplomas will not, however, be issued to any student with a balance on their student account until that balance has been paid in full.

To request a Duplicate Diploma, graduated students should complete a Duplicate Diploma Request Form and submit it to the Adult Education/Practical Nursing Office at the ICTC. There is a $20.00 fee for a duplicate diploma. Duplicate Diploma requests are typically processed within ten (10) to fourteen (14) business days from the date the request is received at the school.

The student's name on the diploma will appear as it does on the ICTC student record unless a Change in Student Information Form has been submitted and processed. All duplicate Diplomas will have the notation "Duplicate Diploma issued" with the issue date in the lower left corner.

Standards of Academic Progress

Students must meet outlined academic and attendance requirements in order to be considered as meeting the ICTC's Standards of Academic Progress. The ICTC's Standards for Academic Progress are designed to ensure students make sufficient progress towards completion of their program. The criteria and standards of this policy are set to recognize exemplary academic achievements and to detect problems for which actions of early intervention, probation and/or remediation can be taken.

To maintain good standing and be considered as making satisfactory academic progress, students are required to:

- Earn a grade of C or better in <u>each course</u>. For competencies and courses that are Pass/Fail, students must earn a passing grade.
- Maintain satisfactory attendance as outlined in the ICTC Attendance Policy.

It is the responsibility of the student to attend classes as scheduled, and to ensure that the permissible number of absent hours is not exceeded. Students should be aware that attendance requirements for externships/clinical hours may differ from those for in-class training. It is also the student's responsibility to ensure their academic performance remains within stated standards throughout each term.

It is the responsibility of the school to track and keep record of student attendance. If a student exhibits a pattern of excessive absenteeism, an instructor may meet with the student to discuss ways to solve the problem. The school may also work with students who identify and express a concern about their academic performance, and assist them in developing a plan to correct it.

Academic Progress Review

The Adult Education/Practical Nursing Office conducts a review related to academic performance of each student at the close of each term. This review is to determine if the student is making satisfactory progress in their program of study. Students will be notified if a determination is made that they are not meeting the standards. In such cases, eligible students will be placed on Academic Probation and/or subject to Remediation.

For competencies, students who do not pass all competencies in the term will be placed on probation, and must successfully complete those competencies within the subsequent term in order to remain enrolled.

Some programs do not have the option of probation or remediation, and failure to meet academic standards will result in dismissal. Both Probation and Remediation are discussed in detail in the Academic Probation and Remediation section of this Catalog.

Attendance is tracked on an ongoing basis to ensure students are meeting the ICTC Attendance Requirements. If at any point a student exceeds the permitted number of absent hours, the student will be terminated.

Students should be aware that failure to meet the Standards for Academic Progress in their program may impact eligibility for financial aid (see the Satisfactory Academic Progress for Financial Aid section of this Catalog or contact the ICTC Financial Aid Office for additional information).

Academic Probation and Remediation

Please note: the Practical Nursing program does not offer probation/remediation as outlined in this section due to structural constraints. Please see the Practical Nursing Student Handbook for information on academic support for students not meeting academic/attendance standards.

Students who fail to meet the ICTC Standards for Academic Progress in any term for academic reasons will be placed on Academic Probation for the subsequent term. Students who

are placed on probation will be notified in writing. This notification will outline the actions required of the student as pertains to their probation.

For Core courses, the option of probation and/or remediation may not be available to students that earn an "F". In such cases, students earning a grade of "F" will be terminated effective the last day of the Term, except in the case of documented extenuating circumstances. For some programs, all courses are considered Core.

Students earning a grade of "F" in any Non-Core course will be subject to remediation, and must earn a passing grade in that course within the next term. Non-Core courses will be specified in the program's Student Handbook.

During a probationary term, the student must meet all academic requirements for their program of study. Students who meet their program's requirements during the probationary term, as well as any additional terms outlined in their probation notification, will be removed from probation at the end of the term.

In some cases, upon a review of the student's record, it may be determined that the student cannot reasonably correct their performance within the boundaries of a probationary term OR that the student's academic performance is egregiously poor. In such cases, the student's probation may be amended with Remediation for the probationary term. The terms and conditions of the Remediation Plan must be met in addition to the regular requirements of probation in order to remain enrolled.

Students failing to meet conditions of probation will be terminated effective the last day of the probationary term.

If a student fails to meet the academic requirements of their program in their final term, or the term immediately preceding an externship (when applicable) the student may be subject to remediation at the discretion of the school. In such cases, it is not guaranteed that a student will be able to remediate after the final term or a term immediately preceding an externship. It is less likely that remediation will be made available to a student who performs unsatisfactorily in a final term or term preceding an Externship if it is their second consecutive unsatisfactory term.

In cases where remediation is offered to the student, any costs associated with such remediation requirements and the increased length of the program are the responsibility of the student. The student will also experience an extended date of graduation.

The student may elect not to participate in remediation if offered. Electing not to participate or noncompliance with remediation mandates will result in termination.

Appealing Academic Probation and/or Remediation Determinations

Students enrolled in a program through the Adult Education Department who feel they have been placed on academic probation or terminated after probation without just cause may appeal in writing to the Adult Education Coordinator. Such an appeal must state the reason why such a finding was improper or should be reversed. The student will be notified of the Adult Education Coordinator's decision in writing. If a student is not satisfied with the results of their appeal, they should follow the steps as outlined in the ICTC Student Complaint Procedure.

Please note that the School of Practical Nursing does not offer standard Probation/Remediation as laid out in the previous section due to structural constraints. Students should refer to the Practical Nursing Student Handbook for information on support available, and follow the grievance procedure as outlined therein for any concerns.

Mitigating Circumstances Relevant to Academic Probation/Remediation Appeal: Students experiencing special or mitigating circumstances they feel have resulted in a failure to perform at a satisfactory academic level should include this information in their probation/remediation appeal to the Adult Education Coordinator, who has the authority to use discretion in waiving the standards for academic progress in such special circumstances. Appeals on the basis of mitigating circumstances must describe the mitigating circumstances and should include documentation of these circumstances.

Leave of Absence (LOA)

A leave of absence is defined as a temporary interruption in a student's education. An approved leave of absence extends the time allowed to complete a program of study. A leave of absence is approved for a specified number of days not to exceed 180 days. The Indiana County Technology Center (ICTC) may grant either a Medical or Personal LOA. For some programs and/or in some cases, a LOA is not possible due to curriculum and/or schedule.

A student wishing to take a leave of absence must see the Adult Education/Practical Nursing Coordinator to apply for a LOA. Certain conditions must be met for a student to be eligible. All paperwork documenting and approving a student's LOA must be in the student's file prior to any absent days.

A Leave of Absence request that is submitted after a determination that a student has been absent fourteen (14) or more consecutively scheduled school days will not be approved. In the case fourteen (14) class days is reached prior to a documented LOA, the student would be terminated in accordance with the ICTC withdraw policy.

If a student is granted a LOA, the student's funding agency(s), if any, will be notified of the change in student status. Please note that a LOA may impact a student's financial aid.

Cancellation of Enrollment and Withdrawal

Once an applicant has signed an Enrollment Agreement, and paid the enrollment fee for their program of study, they are considered a student.

Students may cancel enrollment (withdraw) without any

penalty or obligation at any time prior to 5:00 p.m. of the fifth business day after the enrollment agreement is signed. Enrollment may also be canceled if, upon a doctor's order, the student cannot physically receive the services. (Please refer to the Cancellation/Withdrawal & Refund Calculation section of this catalog for more information on financial implications of cancellation under other circumstances).

A student who wishes to officially withdraw from the school should notify the Adult Education/Practical Nursing Office in writing via a signed notice of withdraw. This notification should include the student's full name, program of study and date. The date the letter of withdraw is postmarked or, in cases where the notice is hand-carried, the date that the notice is delivered to the Indiana County Technology Center (ICTC), will be the date the school determines the student has withdrawn. The Official Withdraw Date of the student will be their last date of attendance.

Upon receipt of a withdraw notice from the student, the Adult Education/Practical Nursing Coordinator will schedule a meeting with the student to validate the student's request and to complete withdrawal documentation. Timely and accurate completion of the withdrawal process is important as it impacts financial aid. Failure of the student to properly withdraw may affect future financial aid decisions as well as decisions on re-admittance.

For students who are involuntarily withdrawn or who fail to provide proper notification (unofficial withdrawal), the best available information will be utilized to process the withdraw.

1. For a student on an approved leave of absence who fails to arrive for class following conclusion of their leave, the Official Withdraw Date will be the last date of attendance.
2. If a student does not formally notify the Indiana County Technology Center of their intent to withdraw, the determination that the student withdrew will be made after the student fails to attend classes for fourteen (14) consecutive regularly scheduled class days. The last date of attendance will become the student's Official Withdraw Date.

Termination of Enrollment by the Indiana County Technology Center

The Indiana County Technology Center (ICTC) reserves the right to terminate the enrollment of a student who does not meet academic standards or financial obligations. Termination of enrollment by ICTC administration may occur for any of the following reasons:

- Failure to meet ICTC Standards for Academic Progress.
- Failure to maintain regular class attendance.
- Failure to meet financial obligations to the school.
- Malicious damage to school property.
- Insubordinate acts against staff or other ICTC employees or vendors.
- Failure to abide by ICTC policies, procedures, and regulations as outlined during the admissions process, in the Enrollment Agreement, in this Course Catalog (including updated information distributed in addenda), and in the student's program-specific Student Handbook.

Last Date of Attendance

When a student withdraws or is dismissed from the Indiana County Technology Center (ICTC), his/her official date of separation from the school is determined to be the Last Date of Attendance (LDA), that is, the last date on which he/she attended a class. This date is determined after the student has failed to attend class for fourteen (14) consecutive regularly scheduled school days or upon notification from the student. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to the ICTC.

Graduation

A student will be eligible for graduation and to receive a diploma from the Indiana County Technology Center upon completion of:

- the designated number of clock hours as stated for their program within the ICTC attendance policy;
- all clinical and/or classroom requirements related to their program of study with a passing final grade in all courses/components;
- all program-specified requirements in addition to those listed above;

Students should also be aware that all financial obligations to the school must be paid in full and/or any items that are ICTC property returned to the school in order to receive their Diploma.

Students should refer to their program-specific Student Handbook for any additional information regarding eligibility requirements for graduation from their program of study, as well as eligibility for examinations and certifications upon completion of their program at the Indiana County Technology Center.

Graduation Ceremony

The ICTC Adult Education Department holds a ceremony to recognize graduates once annually in the fall. Students who are enrolled in fully adult programs who have completed their program of study since the last ceremony are eligible to participate. Students who have an anticipated graduation date within three (3) calendar months of the ceremony date may also elect to participate in the ceremony occurring the fall prior to their graduation.

Students enrolled in blended programs are encouraged to participate in the Senior Ceremony held in the spring, as their instructors are present for this ceremony. If preferred, however, they will be permitted to participate in the fall ceremony.

The School of Practical Nursing holds a graduation ceremony at each campus at the end of each cohort.

Students should notify the Adult Education/Practical Nursing Office if they wish to participate in the ceremony for which they are eligible. The school will also make a reasonable attempt to reach out to eligible students regarding upcoming ceremonial activities, however, it is the student's responsibility to contact the School.

Students should note that participation in a graduation ceremony does not necessarily indicate successful completion of their program. All Graduation requirements must be met in order to be considered a graduate of the ICTC. It is possible for a student to participate in the ceremony and not graduate from their program of study.

Graduation Awards – Adult Education Department
The Adult Education confers awards annually for those demonstrating excellent academic performance or attendance. These are awarded on a cohort basis per program.

- Academic Excellence - recognition for those students who perform academically in the top 10% of their cohort.
- Exemplary Attendance - recognition for those who maintained zero (0) unexcused absent hours. Special recognition is given to students who have not missed any hours (excused or unexcused).

Graduation Awards – School of Practical Nursing
Awards are conferred annually upon students who best demonstrate outstanding excellence and competence in nursing and commitment to professional organizations and community service.

- Class Valedictorian - presented to the graduate with the highest quality point average.
- Student Scholar Certificates - presented to graduates with a quality point average of 3.0 or higher.
- Bedside Nurse Award - presented to the graduate who exemplifies care, compassion and excellent clinical skills at the bedside.
- Attendance Certificates - presented to graduates who have missed less than 1% of the total program hours. Special recognition is given to graduates with perfect attendance.

Post-Graduation Follow-Up

The Indiana County Technology Center (ICTC) may survey graduates to gather feedback regarding the facilities, education and the student's program as a whole. After graduation students may also receive a brief survey inquiring as to their current employment status and their level of preparedness for their position. The information gathered through these surveys is utilized to improve the value of ICTC's educational programs.

The ICTC may also send surveys to your employer to gather their feedback with regard to your preparedness as an employee through completion of our program.

Unlawful Harassment Policy

Including Sexual Harassment

It is the policy of the Indiana County Technology Center (ICTC) to promote a productive educational environment and not to tolerate verbal or physical conduct by any student or member of the ICTC staff that constitutes unlawful harassment or sexual harassment. Students and the ICTC staff are expected to act in a positive manner and contribute to a productive educational environment that is free from unlawful harassment or sexual harassment.

For purposes of this policy, **unlawful harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

If any such physical or verbal conduct takes places, the offended student must inform the Adult Education Coordinator, Practical Nursing Coordinator or Administrative Director, as provided in the complaint procedure for unlawful harassment set forth in this Course Catalog and the Enrollment Agreement, so that the problem can be investigated immediately.

Any student who believes that a student's or an ICTC staff member's actions or words constitute unlawful harassment or sexual harassment has a responsibility to make a written report or written complaint about the situation immediately. The ICTC will then investigate all allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted. The student must cooperate in the investigation to the extent deemed necessary by the ICTC. Any student or ICTC staff member who is found, as a result of such an investigation, to have engaged in unlawful or sexual harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment or enrollment. Furthermore, retaliation in any form against a student who exercises his or her right to make a complaint under this policy or any student or ICTC staff member who cooperates in the investigation of any such complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any questions regarding this policy should be addressed either to

the Adult Education/Practical Nursing Coordinator or Administrative Director.

If a student believes they have been subjected to unlawful or sexual harassment while at an external training site, a written report of the matter must be made immediately to the Adult Education/Practical Nursing Coordinator or Administrative Director.

Complaint Procedure for Unlawful Harassment (including sexual harassment)

Step 1 – Reporting
A student who believes she/he has been subject to conduct that constitutes a violation of this policy must submit a written Complaint of Unlawful Harassment to the Adult Education/Practical Nursing Coordinator. The student is encouraged to use the report form available in the Adult Education office, but written complaints in other formats will be accepted.

If the Adult Education/Practical Nursing Coordinator is the subject of the unlawful harassment complaint, the written complaint must be submitted directly to the Administrative Director.

An employee of the ICTC who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Adult Education/Practical Nursing Coordinator.

Step 2 – Investigation
Upon receiving a written complaint of unlawful harassment, the Adult Education/Practical Nursing Coordinator shall immediately notify the Administrative Director. The Administrative Director shall authorize the Adult Education/Practical Nursing Coordinator to investigate the complaint, unless the Adult Education/Practical Nursing Coordinator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the student, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The student must cooperate with the investigation to the extent deemed necessary by the investigator.

Step 3 – Investigative Report
The Adult Education/Practical Nursing Coordinator shall prepare a written disposition of the complaint within fifteen (15) days, unless additional time to complete the investigation is required. The written disposition shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and any recommended disciplinary or remedial action. The findings of the investigation shall be provided to the student, the accused and the Administrative Director.

Step 4 – Action to the Complaint
If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the ICTC shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary or remedial actions shall be consistent with the Discipline Code, Joint Operating Committee policies and the Center's procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the student is not satisfied with a finding of the written disposition from the Adult Education/Practical Nursing Coordinator, she/he may submit a written appeal to the Administrative Director within fifteen (15) days of the issuance of the written disposition.
2. The Administrative Director shall review the investigation and the written disposition from the Adult Education/Practical Nursing Coordinator, and may also conduct further investigation. The student must cooperate with the investigation to the extent deemed necessary by the Investigator.
3. The Administrative Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the student, the accused and the Adult Education/Practical Nursing Coordinator who conducted the initial investigation. The decision of the Administrative Director in the written response shall be final.

Student Complaint Procedure

The Indiana County Technology Center (ICTC) and the Joint Operating Committee recognizes that students have the right to request redress of complaints. A **student complaint** is defined as one that arises from actions that directly affect the student's participation in an approved educational program.

In general, students who have a complaint or problem should initiate the following Student Complaint Procedure in order to seek resolution:

1. The student should discuss the complaint(s)/concern with the individual(s) most closely involved or with whom the issues has occurred. If the concern is related to the student's program of study, initial discussion should be held with the person most knowledgeable of the issues involved or with immediate decision-making responsibility, such as an instructor. These parties should attempt to resolve the issue informally and directly.

2. If the complaint has not been resolved after Step 1, the student must prepare a formal written complaint and submit it to the Adult Education/Practical Nursing Coordinator. The written complaint should include the following:
   - ✓ student's name and phone number
   - ✓ specific nature of the complaint and brief statement of relevant facts

- ✓ manner and extent to which the student believes she/he has been adversely affected
- ✓ steps the student has already taken to remedy the situation
- ✓ relief sought by the student and why the student feels entitled to the relief sought.

Upon receipt of a written complaint, the Adult Education/Practical Nursing Coordinator will notify the appropriate Indiana County Technology Center staff member(s) or department of the complaint as well as Administration. A meeting will be scheduled with the student within a reasonable period of time from the date of the written complaint in an effort to resolve the issue.

3. If the student is not satisfied with the results of the meeting with the Adult Education/Practical Nursing Coordinator, an appeal may be filed with the school's Director. The appeal should be in writing and contain the student's name and phone number. The student should summarize the steps taken since the written complaint to remedy the situation and indicate why the results are not satisfactory. The original written complaint should be attached to the appeal. The student will be notified in writing of the results of appeal to the school's Director within a reasonable period of time from the date the appeal is received by the Director. The result of the appeal to the Director shall be generally considered final.

4. If the student feels the school's Director has not handled their complaint in a thorough and appropriate manner, it is their right to bring their complaint to the ICTC Superintendent of Record and the Joint Operating Committee as the stewards of the school. In such cases, the student must outline their concern in writing and ensure it contains the student's name and phone number. The student should summarize the outcomes of all previous steps in the complaint procedure, and indicate why they believe the decision of the Director is not appropriate. All previous written complaints should be attached. The student will be notified in writing of the Superintendent opinion, and if necessary a date to bring their complaint in person before the JOC. The JOC will either support the Director's opinion or override with alternative action

Program Specific Complaint Procedures: The School of Practical Nursing, in line with the National Student Nursing Association, has a Grievance Committee for **non-academic complaints** that is comprised of a faculty member and a fellow student.

The purpose of the Grievance Committee is to:

- Provide communication between faculty and students.
- Promote individual freedom and responsibility.
- Promote an opportunity to verbalize non-academic grievances.

The function of the Committee is to:

- Protect the individual rights of students as outlined in the NSNA Student Bill of Rights and Responsibilities.
- Provide an objective means of handling non-academic grievances.
- Incorporate the NSNA Student Bill of Rights into the educational system of the School of Practical Nursing.

Protocol:

- Student attempts to resolve grievances with involved parties within three (3) days.
- If unable to resolve the issue, student must notify the faculty member of this committee in writing within three (3) days indicating the grievance and the attempts to resolve it with involved parties. Grievance committee will convene within three (3) days of notification.
- A decision will be rendered within twenty- four (24) hours.

If the student is not satisfied with the committee's decision, an appeal can be filed the Practical Nursing Coordinator following the guidelines in Step 2 of the ICTC Student Complaint Procedure. For additional information on this committee, please see the Practical Nursing Student Handbook.

Indiana County Technology Center
Post-Secondary Course Catalog

Section 3
Financial Aid

FINANCIAL AID

The Indiana County Technology Center (ICTC) participates in a variety of financial aid programs. Students must meet the eligibility requirements of these programs in order to participate. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on a yearly basis; therefore, depending on the length of the program and date of enrollment it may be necessary to reapply for aid for each award year, or to apply for financial aid more than once during the calendar year.

Please note that all financial aid programs and agencies, including Federal Financial Aid, have their own independent criteria for eligibility. Not all programs and/or students will qualify for all types of financial aid.

Questions can be directed to the Financial Aid Office at 724-349-6700 x160.

FA Department Privacy Policy

The Indiana County Technology Center (ICTC) is committed to providing students (and prospective students) with the most protection possible to safeguard their personal information. To this effect, the ICTC utilizes secure computer operations and a confidential filing system.

The ICTC collects information from students for enrollment or financial aid purposes that may require disclosure to other parties, such as student loan lenders, the U.S. Department of Education, and others. The ICTC will only share personal student information that is required by our accrediting agency or by law, and does so within the guidelines of Family Education Rights & Privacy Act (FERPA) regulations.

Student Eligibility for Federal Aid

Students seeking enrollment at the Indiana County Technology Center (ICTC) are advised to complete the Free Application for Federal Student Aid (FAFSA). Completion of the FAFSA allows the ICTC to determine eligibility for Federal PELL Grants and/or Federal Direct Student Loans. The FAFSA may be completed online at www.fafsa.ed.gov.

Federal Financial Aid recipients, in addition to demonstrating need, must meet the following minimum eligibility requirements:

1. High school diploma or GED recipient
2. Enrolled as a regular student working toward a certificate or diploma in an eligible program
3. U.S. citizen, national or permanent resident, or other eligible noncitizen
4. Valid social security number
5. Satisfactory academic progress maintained for program of study
6. Satisfactory attendance maintained for program of study
7. Registration with Selective Service (if required)

A past drug conviction may or may not affect aid eligibility. Applicants should still file a FAFSA. Students who are in default on a previous student loan or owe an overpayment to the U.S. Department of Education must resolve the default or overpayment prior to being eligible to receive aid.

FAFSA Application Process

1. Apply to the Indiana County Technology Center (ICTC) for your selected program of study, indicating that you intend to seek financial assistance.
2. Complete the appropriate Free Application for Federal Student Aid (FAFSA) with the ICTC School Code **023502** at ***www.fafsa.ed.gov.*** *You will be prompted to create an Federal Student Aid (FSA) ID in order to complete the FAFSA if you do not have one already.*
3. Respond promptly to any request for verification of the information on your FAFSA.

Once You're Awarded:

1. Complete the Master Promissory Note (MPN) and Direct Loan Entrance Counseling by visiting ***www.studentloans.gov*** for any Federal Direct Loans you have been awarded.
2. If you are a dependent student needing additional financial assistance to cover your cost of attendance, your parent(s) or legal guardian may submit a completed Parent PLUS Loan Application at ***www.studentloans.gov.*** This Application must be completed every year your parent/legal guardian wishes to be considered for this loan. Your parent borrower must also complete the online MPN.

Federal Student Aid Resources

Agency	For questions regarding:	Phone/Website
IRS	Tax Return Transcripts	800-908-9946 www.irs.gov
Selective Services	Status Information Letter or Waiver	www.sss.gov
Social Security Administration	Correction of Social Security discrepancies	800-772-1213
National Student Loan Data System	Information on all of your FSA Funding	www.nslds.ed.gov

Verification

Upon student's completion of the Free Application for Federal Student Aid (FAFSA), a student may be selected for Verification by the Department of Education. This means that the school is required to verify information that has been submitted on the FAFSA.

The Financial Aid Office at the Indiana County Technology Center (ICTC) will notify the student if he/she is selected for verification and the elements that require documentation, as specified by the Department. **Students should respond promptly to verification requests.** The student's promptness in completing verification will expedite the financial aid determination process.

If corrections need to be made to the student's FAFSA based on the documentation provided, the Financial Aid Office will submit the corrections. The Financial Aid Office will notify the student of any change in financial aid eligibility resulting from verification. The student will also receive an updated Student Aid Report from the Department of Education.

Incomplete verification will result in ineligibility for federal student aid. The student will be fully responsible for all school charges.

Cost of Attendance

Cost of Attendance is comprised of the tuition, books, supplies and fees and the estimated Cost of Living during enrollment. The school determines the estimated Cost of Living which is uniform for all students based upon their categorization.

The ICTC Cost of Living allowances are:

- Independent Student - $1,200/Month
- Dependent Student - $500/Month

How Financial Need is Determined

Financial need is determined using the student's and parents' financial information or the student's (and spousal information if applicable) information as specified on the FAFSA. The Department of Education receives and processes the information that the student has submitted on the FAFSA. The Department of Education then provides the student with a Student Aid Report and the school with an Institutional Student Information Record. The Expected Family Contribution (EFC), as calculated by the Department of Education, establishes student financial aid eligibility. Calculation of student's financial need is described below.

Cost of Attendance
- Expected Family Contribution
= Financial Need

Special Circumstances and Appeal:
If the student has experienced an extreme change in their financial situation, the student may contact the Financial Aid Office. It may be possible to reevaluate the student's financial aid eligibility.

Student Rights & Responsibilities

With regard to Financial Aid, you have the right to:

- Privacy. All information submitted with your financial aid application will be treated as confidential.
- An explanation of the financial aid process. If you do not understand how your financial aid award was determined, please contact the Financial Aid Office.
- Appeal. Please contact the Financial Aid Office if you have any concerns about the results from your application for financial aid.
- Request that your financial aid package be reconsidered if your financial circumstances change.
- Know the effect of withdrawal/ceased attendance from the School and the impact it will have on your financial aid.
- Know where to go for advice regarding other financial aid alternatives.

You Are Responsible For:

- Submitting honest and accurate information on all forms.
- Promptly responding to requests and inquiries from the Financial Aid Office for documentation or additional information.
- Using financial assistance solely for expenses related to education at the Indiana County Technology Center (ICTC).
- Reporting any financial assistance, such as scholarships, loans or grants, received from sources outside the ICTC promptly upon notification of the award. The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.
- Maintaining Satisfactory Academic Progress (SAP) as defined in ICTC Policy.
- Reporting changes in status. If there is an address change, a drop below full time, change in marital status, a withdrawal from school, or other like change, the student must notify the Adult Education/Practical Nursing Office immediately.
- Repaying your loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the student's credit rating and may prohibit the student from receiving federal financial aid in the future.

Federal Pell Grant

The U.S. Department of Education determines the student's eligibility for Pell Grants based on completion of the Free Application for Federal Student Aid (FAFSA). Federal Pell Grants do not have to be repaid unless a student withdraws from the program and is determined to owe an over award to the government. The Financial Aid Office will notify the student of their Federal Pell Grant award in their Estimated Financial Award letter. Students who have earned a Bachelor's degree are not eligible for Federal Pell Grants. Students enrolled in programs that are less than an academic year in length will have their Pell award prorated.

Federal Direct Student Loans

Federal Direct Student Loans are funds that students are eligible to borrow while attending school. Direct Loans must be repaid.

The student, as the borrower, should be aware that:

- They have up to 10 years to repay the loan depending on the size of the student's debt.
- Amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less.
- The loan MUST BE REPAID to the U.S. Department of Education.
- Payments are deferred while students are attending school.
- They will enter repayment six months following graduation or date of withdraw.
- During the repayment period, under certain circumstances, the U.S. Department of Education may grant deferments or forbearances. A list of deferments and forbearances is provided at the time the student signs their Master Promissory Note.

- The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing.
- Loan Origination fees are charged by the Federal Direct Loan Program and are deducted from the total loan amount at the time of disbursement.

Types of Federal Direct Student Loans: There are two types of Direct Loans: Subsidized and Unsubsidized.

Federal Subsidized Student Loan	Federal Unsubsidized Student Loan
Eligibility based on financial need as determined by criteria set forth by the Federal Government.	Eligibility is NOT based on financial need.
The Federal Government pays the interest on the loan during the student's enrollment.	The Federal Government DOES NOT pay the interest on the loan. Interest is charged from the time the loan is disbursed until it is paid in full.
Repayment begins SIX months after the student graduates or withdraws from training.	

Federal Direct Loan Entrance Counseling Requirement: The Federal Government requires that Federal Direct Loan borrowers complete an entrance counseling session before they receive loan funds. This session is designed to provide the borrower with important information about the Federal Direct Loan program, including your rights and responsibilities as a borrower.

This counseling session is provided through a link on the U.S. Department of Education's Direct Loan website, www.studentloans.gov.

Federal Direct Student Loan Master Promissory Note: Direct Loan borrowers must complete the Master Promissory Note to be eligible for Federal Student Loan disbursements. Borrowers Rights and Responsibilities and loan disclosures are acknowledged and agreed upon by the borrower through completion of the MPN online. Students must complete eMPN at www.studentloans.gov. Completion of the eMPN initiates the Direct Loan process.

Loan Limits: Independent students are eligible to borrow up to a total of $9,500 in their first academic year. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than $5,500 in their first year. However, parents of dependent students may obtain a Federal Direct PLUS loan if additional funds are needed (See the Federal Direct PLUS Loan Section for more information). If a parent is denied a Federal Direct PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

There is a limit on the maximum period of time (measured in academic years) that new loan borrowers can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.

At the ICTC, a student's year in school is specifically defined by the number of hours the student is scheduled to attend at the time of loan processing. The financial aid office will notify the student of the Federal Direct Loan awards in their Estimated Financial Aid Award letter. Students enrolled in programs that are less than an academic year in length will have their awards prorated.

Eligible students enrolled in programs that are greater than one academic year in length, upon successful completion of their first academic year, may borrow prorated student loans for their second academic year. Financial aid for the second year of training will be prorated based upon the remaining period of enrollment within the program.

See the academic year definition for your program to determine the published length of your program of study.

Loan Limits for Transfer Students: Students who are granted transfer hours into a Certificate or Diploma program at the Indiana County Technology Center (ICTC) may see lower loan amounts available to them for the completion of the first academic year. This occurs when the academic year at the school from which the student is transferring overlaps the academic year at ICTC. In this situation, the student is restricted to receiving only the remainder of the original annual loan limit until the completion of the first academic year.

Loan Cancellation: Students must notify the Financial Aid Office in writing within 30 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan disbursement. If students request this cancellation after the 30-day period, the school is not required to cancel the loan proceeds. The school will notify students in writing of the outcome of the cancellation request.

Federal Direct Student Loan Exit Counseling Requirement: The Federal Government requires that all Federal Direct Loan borrowers who withdraw or graduate complete an exit counseling session. This session is designed to provide borrowers with important information regarding rights and responsibilities as well as repayment information.

Exit Counseling MUST be completed before students complete their program of study. This session is provided through a link available when you visit www.studentloans.gov.

BEFORE BEGINNING THIS PROCESS, gather the following information you will need to enter:

- Your permanent address and phone number (Please note: If this is new information, you must contact your servicer to update your record.) Data entered on this form is for tracking purposes only.
- Your driver's license number.
- The complete name, address and phone number of your next of kin.
- The complete name, addresses and phone numbers of two other references.

At the end of the exit counseling session, you will be asked to complete a Student Information Form. You must provide all

required information. When you have entered the required information and it has been accepted, you will receive a congratulations page stating that you have successfully completed your exit counseling. You can print this page for your records. At this point, you have successfully completed the session and your information is available to the Financial Aid Office.

You should receive repayment information from your loan servicer approximately three months after you leave school. If you do not receive this information, it is your responsibility to contact your servicer before the end of your six-month grace period to arrange for the repayment of your loan. It is important that you plan for the repayment of your loan. You will have the opportunity to estimate your monthly payment as you proceed through the online exit counseling session. If you don't know your outstanding Direct Loan balance but know who your loan is serviced through, you can contact them directly to receive your outstanding balance. If you do not know the name of your loan servicer and/or guarantor, you may search using the National Student Loan Data Services website at: www.nslds.ed.gov. You may also contact the ICTC Financial Aid office with questions.

Federal Student Loan Delinquency and Default: You are responsible for making your monthly payments to your lender ON TIME. Your loan becomes "delinquent" if your monthly payment is not received by the due date. If you fail to make a payment, you will receive a reminder that your payment is late. If your account remains delinquent, you'll receive warning notices reminding you of the consequences of default and of your obligation to repay your loans.

If you are delinquent on your loan payments, contact your loan servicer immediately to find out how to bring your account current. Make every effort to make your payment on time and not allow your account to DEFAULT. If you default:

- You will be required to immediately repay the entire unpaid amount of your loan.
- The government may take all or part of your federal and state tax refunds and other federal or state payments, and/or garnish your wages so that your employer is required to send to the Federal Loan Program part of your salary to pay off your loan.
- You will be required to pay collection fees and costs, plus court costs and attorney fees.
- You may be denied a professional license.
- You will lose eligibility for other federal student aid and assistance under most federal benefit programs.
- You will lose eligibility for loan deferments.
- Your default will reported to national consumer reporting agencies (credit bureaus).

Federal Direct PLUS Loans

Federal Direct PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Parents of dependent students may complete a PLUS application and Master Promissory Note at www.studentloans.gov. To be eligible for a Federal PLUS Loan, parents must not have an adverse credit history. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can request to have their payments deferred until the student completes their training.

Other Options for Financial Assistance

PA CareerLink of Indiana County 724-471-7220

- CareerT.R.A.C.K., Inc. www.tricountyct.com
- Trade Readjustment Act www.doleta.gov/tradeact

Office of Vocational Rehabilitation 814-255-6771
(Cambria, Indiana, Somerset and Westmoreland counties)

These agencies should be contacted directly to obtain information regarding their specific funding options, as ICTC does not handle the processing of aid through these venues. Any funding secured through outside sources will be applied to the student's account.

Veterans Affairs www.gibill.va.gov

For select programs, eligible students may be able to utilize VA Educational benefits for their program.

SallieMae www.sallieMae.com/CTSmartloan

The Indiana County Technology Center is eligible to offer private student loans through SallieMae's Career Training Smart Option Loan program. Students can apply for a SallieMae Student Loan through their online application. Application for these loans will include a credit check.

For more information, please see the Financial Aid page on the ICTC website: www.ictc.edu OR contact the ICTC Financial Aid Office at 724-349-6700 x160.

Disbursement of Federal Financial Aid

Federal Pell Grants and Direct Student Loan proceeds are disbursed to students in multiple installments aligning with payment periods. The first payment period begins at the start of the student's program and ends when the student reaches the Mid-Point of the scheduled academic year at which time the second payment period begins. The Mid-Point is defined as the student successfully completing half of the scheduled hours AND half of the weeks in the scheduled academic year.

The first disbursement of federal financial aid funds occurs approximately thirty (30) days after the first day of enrollment. Disbursements are transferred electronically to the school and credited directly to the student's account card. Students are notified in writing when loan funds have been disbursed and posted to their account. ***Students then have 30 days in which they can cancel all or a part of their loan. Students must make this notification in writing to the Financial Aid Office.***

Scholarships and payments from other sources are posted to the student's account as they arrive at the school.

To be eligible for the second disbursement of federal grant and/or loan proceeds, students MUST have successfully reached the Mid-Point of the program's academic year AND meet the Satisfactory Academic Progress guidelines for Financial Aid. Failure to meet both requirements will result in financial aid funds being either delayed or cancelled.

Federal Financial Aid Penalties for Drug Law Violations

A student who has a drug conviction for any offense, during a period of enrollment for which the student was receiving Title IV program funds (Federal Pell, Federal Direct Loans, Federal PLUS Loans) under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any Title IV program funds.

Over-award of Federal Student Aid

An over-award is created whenever a student receives Federal Student Aid (FSA) funds that exceed his/her eligibility. Over-awards can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for repayment of the over-award, the school will immediately restore an amount equal to the over-award to the appropriate FSA account. If the restoration of the over-award leaves a balance due to the school from the student, the student will be responsible to pay the balance due. In the case where the student is responsible for repaying the over-award, the student will be notified in writing requesting full reimbursement of the over-award. If, after notification, the student has not repaid or made satisfactory arrangements to repay the over-award, the school will refer the over-award to the U.S. Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS. At this point, the student becomes ineligible to receive Title IV funds until the over-award is resolved.

Credit Balances

Credit balances occur when funds posted to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living and/or transportation expenses. A credit balance will be refunded to the student in the form of a check from the school unless the school has been directed otherwise in writing.

Refunds to students will be processed through the school's Business Office. When refund checks are ready, they are available for pick up by students from the Adult Education/Practical Nursing office. All checks not picked up are mailed to the student's address on file.

Student Lending Code of Conduct

The Indiana County Technology Center (ICTC) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between ICTC officers, employees or agents and education loan lenders, ICTC has adopted the following:

- Indiana County Technology Center does not participate in any revenue-sharing arrangements with any lender.
- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Indiana County Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Indiana County Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Indiana County Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Indiana County Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Indiana County Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Indiana County Technology Center will not request or accept any assistance with call center or financial aid office staffing.

Scholarships

Scholarships can help to defray the costs of attending school. The Indiana County Technology Center (ICTC) encourages students to search and apply for scholarships as applicable. The following are suggestions for actions that may help students locate and secure scholarships for their program of study:

- Check with local organizations such as religious- and community-based organizations.
- If you volunteer for an organization, check with the organization's leadership.
- Talk to your high school guidance counselor.
- Search online at www.educationplanner.org for scholarships and review important messages regarding the awareness of scholarship scams.

As the ICTC Financial Aid Office becomes informed of scholarships for which students may apply, the information will be distributed to students.

Payment Plan

If a student elects not to receive financial aid or has a financial aid award that does not cover the cost of their program, they may enter into a payment plan with the Indiana County Technology Center (ICTC). These payment plans are offered at no interest to the student, and are considered part of the student's enrollment agreement with the school.

The payment plan will outline a minimum payment amount, which is due the fifteenth (15th) of each month. Students will not receive bills or reminders, and it is the responsibility of the student to make timely payments. Students may pay more than the minimum payment at any time. These payments reduce the student's total balance due, and may shorten the length of their payment plan. However, they do not reduce the monthly payment amount in the sequential month. The minimum payment is always due the fifteenth (15th) of each month until the total balance due is zero (0).

A student's payment plan will remain in effect until ALL payments as outlined are received by the ICTC or upon receipt of payment for the entire balance due. Failure by the student to comply with a payment plan, including but not limited to making an incomplete or late payment, may nullify the payment plan at which point any unpaid balance will be due immediately. If a student's account at any point becomes more than thirty (30) days delinquent from a failure to comply with a payment plan, the student will be withdrawn from their program of study (see withdraw sections of this catalog for more information).

Any balance remaining on a student's account at the end of their program will make them ineligible for graduation.

Satisfactory Academic Progress for Financial Aid

Students are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV financial aid funds (Pell grants and Direct loans). The standard includes a quantitative measure (minimum standards of completion) as well as a qualitative measure (grade point average).

Students must earn a cumulative grade point average of 2.0 (C average) or above AND successfully complete 67% of the clock hours attempted in order to remain eligible for subsequent disbursements of financial aid.

Academic progress will be reviewed at the close of each payment period, as scheduled, in order to ensure the above are met and determine eligibility for continued financial aid. Classes with a grade of Incomplete or that are currently in progress will not be used in the determination of GPA. A grade of F will be considered as clock hours attempted but not successfully completed.

Programs may have more stringent policies regarding satisfactory academic performance which impact enrollment.

Financial Aid Warning and Probation

Students who fail to meet the standards for Satisfactory Academic Progress for Financial Aid at the close of the payment period will be placed on Financial Aid Warning. Financial Aid Warning allows the student to continue to receive federal student aid for one payment period.

Students who fail to meet the standards after the warning period **must appeal to be eligible to continue receiving financial aid.**

Such an appeal should be made in writing to the Adult Education/Practical Nursing Coordinator and must outline a plan to improve their performance in the subsequent period. Documentation to substantiate extenuating circumstances impacting their performance should be attached to the appeal. Examples of such extenuating circumstances are:

- An extended illness
- Death in the family
- Personal injury

The student should also discuss what has changed that will allow them to meet SAP standards.

The Adult Education/Practical Nursing Coordinator will review the appeal, along with any current academic probation/remediation requirements in place for the student, to determine that the student will in fact be able to meet SAP standards. If so, documentation will be forwarded to the Financial Aid Coordinator for review. The approval of both the Adult Education/Practical Nursing Coordinator and the Financial Aid Coordinator are required.

If the appeal is successful, the student will be placed on Financial Aid Probation. Students on Financial Aid Probation will continue to receive financial aid for one additional payment period. If at the close of that payment period the student fails to meet the Standards of Academic Progress for Financial Aid, they will lose eligibility for federal financial aid.

Maximum Time to Complete

According to federal regulations, the maximum time frame allowed for successful completion of any program must not exceed 150% of the normal length of time to complete a program. All students are evaluated on a regular basis to determine that satisfactory progress is being made toward timely program completion. ICTC's Standards for Academic Progress Policy is designed to ensure that students progress at a rate at which they will complete their program within the maximum allowable time frame.

Students should be aware that the ability to complete a program beyond 100% of scheduled program length is not guaranteed. Such ability is dependent on the availability of courses and is offered at the discretion of administration.

Cancellation/Withdrawal & Refund Calculation

Students may voluntarily withdraw from the Indiana County Technology Center (ICTC) at any time. A student may also be terminated from their program of study by the ICTC (refer to

the Termination of Enrollment section in this catalog for more information). The refund policies outlined herein shall apply in the event that a student voluntarily withdraws or is terminated (involuntarily withdrawn) from the ICTC. Students should refer to "Withdraw from School" in this catalog for information on withdraw procedures and how the Official Withdraw Date is determined.

Withdraw/Refund Prior to Matriculation:

If a student officially withdraws from their program prior to Matriculation:

1. All monies paid by the applicant, less the application fee, will be refunded if he/she is not admitted to their program by a school official's binding signature on the Enrollment Agreement.
2. If withdraw notification is made in writing to the Adult Education/Practical Nursing Coordinator and mailed or delivered to the Indiana County Technology Center at 441 Hamill Road, Indiana, PA 15701 within five business days after the date of signature on the enrollment agreement, the applicant will receive a full refund of all monies paid to date, less the application fee.
3. Enrollees requesting withdraw more than five business days after signing the Enrollment Agreement will receive a refund of any monies paid, less the application fee and the program designated enrollment fee.

Refunds will be made within 30 calendar days after the applicant/student request or within 30 calendar days after his/her first scheduled class day.

Students should note that refund of the enrollment fee is based on the date the student signs the enrollment agreement and is not dependent on when the agreement is accepted by the Indiana County Technology Center.

Withdraw/Refund after Matriculation:
In the event of a voluntary withdrawal by the student or an involuntary withdraw of the student by the ICTC during any segment of study at the school:

1. Prepaid tuition and fees for any period beyond the current payment period will be refunded in full.
2. In the event of a fully-documented extreme illness or personal emergency that makes it impractical for the student to complete the program the Indiana County Technology Center may modify the tuition refund policy as deemed appropriate to the circumstances for that student.
3. In the event the Indiana County Technology Center cancels or changes a course or program of study in such a way that a student who had started the program is unable to complete it, the Indiana County Technology Center will refund all monies paid for the course or program, less the application fee.
4. Adjustments to a student's account as a result of withdraw from the school, whether voluntary or involuntary, is based upon the student's Official Withdraw Date and the Institutional Refund Policy.
   - If the net calculation results in a refund due, the refund shall be paid directly to the student unless payment to the lender or other entity is required. In the case of an official withdraw, the school shall issue any refund due within 30 calendar days of the Official Withdraw Date. In the case of an unofficial withdraw, refunds will be issued within 30 calendar days of the date of determination.
   - If the net calculation results in a balance due the school, a bill will be sent to the student with the balance being due immediately. Students should contact school administration with questions or concerns about their balance as a result of withdraw/termination. If a student's account becomes more than ninety (90) days delinquent, it will be sent to collections. The withdrawn student will be responsible for any collection and/or legal fees associated with the account being sent to collections in addition to their balance.

Student who fail to remain in good financial standing with the school may make them ineligible for any future enrollment at the school in any program.

Return of Title IV Aid

When a student withdraws from the Indiana County Technology Center (ICTC), the school is required to determine the amount of Federal Student Aid earned based on the Return of Title IV Aid Calculation. The amount of aid earned will be based on the percentage of the payment period that was completed in hours up to and including the Official Withdraw Date. The school will divide the clock hours scheduled to have been completed at the Official Withdraw Date by the total number of clock hours in the payment period.

If the student's account received more financial assistance than earned prior to withdrawal, the difference must be returned to the appropriate parties in the order listed below until all required amounts have been returned.

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PLUS Loan
- Federal Pell Grant
- Sponsoring Agency
- Student

Funds that must be returned by the school will be processed within 45 days of the date that the school determines the student has withdrawn.

If there are additional funds that must be returned to a funding source, in excess of funds returned by the school, the student will be required to return the remaining amount. Direct Loan funds that must be returned by the student (or the parent PLUS Loan borrower) must be repaid in accordance with the terms of the original loan agreement. If the student is responsible for returning any portion of Pell Grant funds, the student must repay the U.S. Department of Education.

If the Return of Title IV Aid calculation indicates that the student is due a post-withdrawal disbursement, the student will be notified and informed of any additional steps that need to be taken to receive the disbursement.

The requirement of the Return of Title IV Calculation when a student withdraws from school is separate from the school's Institutional Refund Policy. The Return of Title IV Calculation determines how much financial aid the student has earned for the current payment period, whereas the school's Tuition Refund Policy determines the amount of tuition and/or fees owed for the current payment period. Therefore, the student may owe the school any unpaid balance. The student is responsible for paying the balance in full. Refer to the school's Institutional Refund Policy for additional information.

Return of Other Financial Aid

In addition to the procedures of the Return of Title IV Calculation, the Indiana County Technology Center (ICTC) will comply with directives given by funding agencies, such as OVR, CareerTrack, TAA, when the sponsored student withdraws from school. If the school is required to return additional agency funds, resulting in a balance on the student's account, that balance will become the responsibility of the student and be due to the school immediately. If any balance becomes more than ninety (90) days delinquent, it will be sent to collections. The student will be responsible for any collection and/or legal fees associated with the account being sent to collections in addition to their balance.

Institutional Refund Policy

Students withdrawing from their program may be eligible for partial tuition refunds. For the purposes of calculating refunds, the payment period begins on the first full class day for the current payment period. Refund calculations take into account the scheduled clock hours between the start of the payment period and the student's Official Withdraw Date.

The following refund schedule is used when calculating any refund of tuition only:

Withdrawal during the first 7 calendar days of the payment period 100%

Withdrawal after the first 7 calendar days but within the first 15% of the start of the payment period.....75%

Withdrawal after 15% but within 25% of the start of the payment period 50%

Withdrawal after 25% but within 50% of the start of the payment period 30%

Withdrawal after 50% of the payment period is complete .....0% (no refund)

With regard to the refund of fees, for withdraws that occur during the first seven (7) calendar days of a student's program, lab fees will be prorated based on the number of hours attended. All other fees for the current payment period will not ordinarily be refunded. During this time period, however, in special circumstances, certain fees may be adjusted based on the items that have been distributed to the student at the school's discretion. For withdraws occurring after seven (7) calendar days, all fees incurred for the current payment period will not be refunded.

Any balance on a student's account as a result of a withdraw is due immediately. Students may request a payment plan to address their balance. Any balance more than ninety (90) days delinquent will be sent to collections. The withdrawn student is responsible for any collection and/or legal fees incurred by the ICTC due to the account being sent to collections (in addition to their balance).

Academic Year Definition

All clock-hour certificate or diploma programs must meet certain requirements in order for students to be eligible to receive Federal Financial Aid. A program must have an academic year with a minimum length of 15 weeks and 600 clock hours or provide at least 300 but less than 600 clock hours of instruction offered during a minimum of 10 weeks of instruction. Students are considered attending on a full-time basis for financial aid purposes if they attend class at least 24 hours per week.

An Academic Year is defined by Federal Student Aid regulations as a minimum of 900 hours and 26 weeks.

Academic Year Definitions* for post-secondary programs at the Indiana County Technology Center that qualify for Federal Financial Aid are outlined in the following chart:

Program of Study	Hours	Weeks
Automotive Technology	900	40
Carpentry	900	40
Collision Repair Technology	900	40
Computer Systems Technology	900	40
Cosmetology	900	28
Cosmetology Teacher	900	26
Culinary Arts	900	40
Digital Media Technology	900	40
Electrical Occupations	900	40
Graphics & Electronic Media	900	40
HVAC	900	40
Machining Technology	900	40
Masonry	900	40
Medical Assistant	1030	63
Practical Nursing – Indiana	950	30
Practical Nursing – Steel Center	950	40
Welding Technology	900	40

**The Academic Year Definition is not necessarily the program's length. Please refer to the Program in this catalog for information on program length.*

Consumer Disclosures

For information about graduation rates, median debt of students who completed the program, and other important consumer disclosures, please contact the Adult Education/Practical Nursing Coordinator or visit the Indiana County Technology Center website at *www.ictc.edu*.

Students can also visit **http://nces.ed.gov/collegenavigator** for information regarding the ICTC.

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Section 4
Student Resources

STUDENT RESOURCES

Career Services

The Indiana County Technology Center does not guarantee employment or any particular level of compensation following graduation or completion of your program of study.

Career guidance is provided in many programs in the form of guest speakers, mock interviews, facility tours, and other such activities that expose students to the opportunities in their career field.

Library Services

The Indiana County Technology Center provides library resources to students in their program area. Resources in program libraries are tailored to the discipline of the program/course. Any additional library resources available to students in a particular program will be outlined in their student handbook.

School Property & Equipment

The Indiana County Technology Center (ICTC) provides a variety of clinical, clerical and technical equipment for student use. It is the expectation that students will treat this equipment with respect and care. Failure to demonstrate appropriate care, resulting in damage to any property or equipment on the school premises, will not be tolerated. Such misconduct will result in the student's account being charged for the cost of repairing/replacing the equipment, and may also result in the student being banned from further use of ICTC equipment.

Required Equipment: Students will be given guidance on the necessary and appropriate equipment required to perform stated program/course objectives in addition to equipment provided for use at the ICTC. Students who choose to use or purchase equipment that does not meet the stated requirements of the program/course may have difficulty meeting the requirements of a program/course. Difficulties arising from having inappropriate equipment will not be a consideration in the grading of student assignments.

Facility: Students will be notified where their classes are scheduled during their course of study. With the exception of common areas, such as the lobby, restrooms, etc., students are not permitted to enter other program areas without being accompanied by ICTC Personnel.

Appropriate Use: Equipment located in the student's classroom is provided for student use in completing the educational requirements of their program/course. It is anticipated that students will be respectful in the use of this equipment. All copiers/scanners/fax machines in the building are for use by ICTC personnel ONLY, and should not be used by students at any time. All clinical and classroom equipment should be used at the direction of ICTC instructors.

Use of School Logo/Brand

Students are not permitted to use Indiana County Technology Center (ICTC) Logos or any other branding materials, including fonts, statements, or other identifying content, for any reason without prior authorization from the Adult Education/Practical Nursing Office.

Student Organizations

The Indiana County Technology Center provides a variety of avenues for students to organize collectively for activities. These are provided in the form of student clubs and organizations, both those nationally recognized and those internal to the school.

PA Builders Association (PBA) Student Chapter: With the cooperation and support of the Indiana-Armstrong Builders Association, students enrolled in carpentry, electrical occupations, HVAC/R and masonry are eligible to become members of the PBA. The goal of membership is to maintain high technical and academic standards while exchanging information and experience with members of the local, state and national builder's organizations.

SkillsUSA/Interact: Adult students in specific programs are eligible to participate in SkillsUSA. SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled workforce. This organization helps students who are preparing for careers in trade, industrial, technical and skill service occupations to excel. Various SkillsUSA activities, as well as local, state and national SkillsUSA leadership conferences and competitions, assist students in developing leadership qualities, excellence in scholarship and craftsmanship.

Practical Nursing - Student Service Association: All students enrolled in the Practical Nursing program are members of the Student Service Association that is governed by elected student officers. The Student Service Association plans educational programs, social activities and organizes community service projects. Student representatives, elected by their peers to serve on school committees, have full voting privileges and are presented with the opportunity to develop leadership skills. (Refer to Rules and Regulations for Student Service Organization section of the Practical Nursing Student Handbook for additional information).

Additional Program Specific Student Clubs: Students may have the opportunity to form a student club within their program. Such student clubs function as an avenue for students to pursue further educational development opportunities not already provided by their program. Students also learn valuable leadership skills as they serve in the elected offices of President, Vice President, Treasurer and Secretary. These offices must be filled in order for the club to be recognized. Regular meetings must be held. Each club will be assigned an advisor, and all events organized by the club must be approved by the Club Advisor, as well as ICTC Administration when necessary. Inquire in the Adult Education Office for additional information on the structure and function of program specific ICTC student clubs.

Student E-Mail

Most students enrolled in a post-secondary program at the Indiana County Technology Center (ICTC) are assigned an email address for school communications. The ICTC utilizes the email system as the official communication avenue to students. Administration, financial aid and instructors will use this venue to distribute important information to students. It is the responsibility of the student to check their email account regularly. Information sent via the school's email system is considered to have been delivered to the student. Students will be held accountable for deadlines communicate through this venue.

Disability Services

The Indiana County Technology Center seeks to acquire reasonable and appropriate accommodations for and support the scholastic success of those who have disabilities. The ICTC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students wishing to utilize these services must self-disclose their disability, and provide current and comprehensive documentation from a qualified professional to support their claim, to school administration. Services should be requested in a timely manner to allow staff sufficient time for evaluation of the request and implementation of reasonable accommodations and/or services. It is recommended that self-disclosure be done at least six weeks prior to the beginning of a term/course so that accommodations can be in place when classes begin.

Those needing to disclose a disability for accommodation consideration should request additional information and appropriate forms from the Adult Education/Practical Nursing office.

For more information about our facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the Title IX and Section 504 Coordinator at ICTC, at 441 Hamill Road, Indiana, PA 15701, 724-349-6700. titleIXcoordinator@ictc.edu.

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Section 5
Student Conduct

STUDENT CONDUCT

Professional Dress and Appearance

Appearance is an important indication of professionalism. Many educational programs at the Indiana County Technology Center (ICTC) have specific dress requirements. Students are required to abide by these requirements. The ICTC reserves the right to advise any student that his/her appearance is immodest, offensive or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action. All students will receive a copy of the dress code specific to their program/course of study during orientation or on the first day of class.

Audio/Visual Recording

Audio/Visual recording is not permitted at the Indiana County Technology Center (ICTC) as a general rule. Students may request an exception to this rule by completing a Recording Permission Form to the Adult Education/Practical Nursing Office. Such a request should be accompanied by any documentation that would support a valid reason why tape recording is necessary to the student's academic success.

Students who are granted an exception will adhere to the following conditions for tape recording:

1. Audio/visual recording of lectures is permitted ONLY with the permission of the instructor and ALL students present
2. Audio/visual recorders must be within full view and not concealed.
3. Audio/visual recording lecture material does not constitute class attendance.
4. Students are NOT permitted to record test review, case study presentations, audio/visual materials, department meetings, or any other form of communication not specified in the request.
5. Any student or instructor has the right to request the audio/visual recorder to be turned off for any material or discussion perceived as personal and/or confidential.

Acceptable Use of Technology

Usage of technology while enrolled at the school is subject to the terms and conditions of the Indiana County Technology Center (ICTC) Email and Local Area Network (LAN) Access Acceptable Use Policy. Failure to abide by the guidelines outlined in this policy will result in suspension of the student's right to utilize technology at school, including but not limited to the internet and email, and may result in further disciplinary action. The ICTC Adult Education/Practical Nursing Office can be contacted with questions regarding this policy.

Email and Local Area Network (LAN) Access Acceptable Usage Policy

All access to the Internet and LAN (Local Area Network) is limited to school-related activities and purposes and is restricted to faculty members and students. Student access will only be permitted after the student has signed their Enrollment Agreement. Once this agreement has been turned in to the Adult Education/Practical Nursing Office, the student will be issued a password. Access will be permitted under the direct supervision of the instructor and will be limited to educationally related activities and purposes. All Internet and LAN access is to be accomplished only through school-owned and/or authorized equipment. The ICTC prohibits possession and/or use of any personally owned equipment for these purposes within the ICTC school zone without prior permission.

The following rules and regulations also apply to Internet access and usage:

1. The use of telecommunications and/or electronic devices is a privilege, not a right; and inappropriate use will result in the cancellation of those privileges. Administration shall have the authority to determine when misuse has occurred. When it has been determined that misuse has occurred, appropriate disciplinary action will be taken. Administration may also deny access at any time for inappropriate behavior.
2. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, but not limited to, the following uses are prohibited:
   - Attempting to invade or damage facilities, equipment or software.
   - Stealing equipment, time, services, software or supplies.
   - Use of the technology resources for purposes not directly related to class or class assignments.
   - Use of another person's network account or sharing of your account ID and password with another user. Instructors may enable a student to log in with a generic account.
   - Use of the technology resources for personal or private business.
   - Use of the technology resources for product advertisement or personal gain.
   - Use of the technology resources for political lobbying.
   - Use of the technology resources or the Internet to produce or reproduce copyrighted material (music, graphics or text).
   - Use of technology resources or the Internet to play games unless they are used for educational purposes and have been assigned by a teacher.
   - Use of technology resources or the Internet to access inappropriate or pornographic material.
   - Use of technology resources or the Internet for entertainment/personal purposes (gaming, chat rooms, listening to music, viewing streaming video, watching network broadcast sporting events, tracking personal financial information, etc.)
   - Making or using threatening, obscene or harassing remarks or obscene language.
   - Building, maintaining or supporting Web sites that are not ICTC related.
   - Attempting to violate or circumvent security procedures.

- Trespassing in, copying, changing or sharing another's folders or files (teachers/administrators have full access to student files).
- Intentionally wasting resources, such as disk space, bandwidth or printing capacity.
- Downloading, installing or using unauthorized software, including but not limited to: shareware, freeware, games, audio/video files, and network snooping software.
- Attempting to evade or ignore any ICTC policies and procedures for the protection of technology resources (i.e. not following anti-virus policies, ignoring warnings and/or directions published by the technology department).
- Use of chat rooms, Internet Messaging, blogging, etc.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, it is illegal to tamper with, interfere with or intercept another user's e-mail.

3. If the user can identify a security problem on the system, he/she must notify administration immediately. Please do not demonstrate this problem to others. Attempts to login to any system under assumed identification will result in the cancellation of the user's privileges. Any user identified as a security risk or identified as having a history of problems with other computer systems may be denied access to any additional system.

4. The ICTC utilizes a "technology protection measure" with respect to any of its computers with Internet access. Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, harmful to minors and/or known to be considered to be objectionable sites. In addition, the procedure shall include, but not be limited to, maintaining and securing a usage log and monitoring online activities of minors.

5. The ICTC shall not be responsible for any unauthorized charges or fees that are a result of access to the Internet. The ICTC reserves the right to log network use and to monitor fileserver space utilization by users. All files on the network are considered property of the ICTC and are subject to normal review and will be deleted if deemed necessary.

6. Users are responsible for any damage to the equipment, systems or software resulting from the user's deliberate or willful act. Discipline action will be in accordance with the Student Conduct Policy and/or other applicable laws or policies. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible criminal or legal action. General rules for behavior and communications apply with using the Internet, in addition to the stipulations of this policy.

7. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Administration, in consultation with the instructor, shall have the final authority to determine what is inappropriate use and the consequences of the determined misuse.

8. Adult students may be given email accounts depending on class(es) enrolled. The student understands that the ICTC owns all communication sent via email through their ICTC account. Administration and other authorized staff have the right to access any material in a student's email at any time. By enrolling at the ICTC, the student indicates intent and willingness to use their email account in a manner consistent with its intent and to refrain from any misuse.

   If an email account is provided the following apply:
   - Do Not consider your electronic communication, storage or access to be private.
   - Do Not send pornographic jokes or stories via email.
   - Do Not discriminate against anyone via email; whether for race, gender, nationality, religion, etc. Such behavior will be dealt with according to the Student Conduct Policy and Sanctions as outlined.
   - Do Not use your school email account for non-school-related communications or activities.
   - Do Not use your email account for any illegal activities, conducting a business unless part of the curriculum or to misrepresent your position other than that of a student of ICTC.
   - All email is stored and can be accessed by administration or their designee to verify compliance with this policy.

Electronic Devices

All personal electronic devices (cell phones, IPods, etc.) must be turned off while students are in class. (See Visitors and Messages section for information on unexpected emergency situations). Failure to comply with this regulation may result in disciplinary action, including but not limited to removal from class for the day (hours must be made up). Use of electronic devices may be required as part of classroom instruction in certain programs. This will be identified and specified by the instructor.

Social Media Policy

The Indiana County Technology Center (ICTC) recognizes that social media can be a useful tool. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist students in making responsible decisions about the use of social media, the following guidelines are established for appropriate use of social media.

Students should carefully read these guidelines, as well as the policies outlined in the ICTC Course Catalog, Enrollment Agreement, and the program-specific Student Handbook, and ensure that all postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the student to disciplinary action up to and including termination.

Definition: When referring to social media, it includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether

or not associated or affiliated with the ICTC, as well as any other form of electronic communication.

The same principles and guidelines found in the Student Conduct Policy and three basic principles apply to activities online:

1. You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects a student's performance or that of their peers or others associated with the ICTC, or otherwise adversely affects affiliates and/or partners of the ICTC, may result in disciplinary action up to and including termination. Also be aware that you are legally liable for anything you post on the Internet that violates Federal or State laws.

2. Always be fair and courteous. Keep in mind that complaints are more likely to be resolved by speaking directly with the ICTC Staff than by posting complaints to a social media outlet. Nevertheless, if a student decides to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages the ICTC or those associated with the ICTC, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment at school on the basis of race, sex, disability, religion or any other status protected by law or ICTC policy.

3. Be honest and accurate. When posting information or news, make sure to always be honest and accurate, and if a mistake is made correct it quickly. Be open about any previous posts that have been altered. When appropriate, students should direct others to the official website and social media accounts of the ICTC for information. Students are discouraged from posting online anonymously, or using pseudonyms or false screen names. Never post any information or rumors that are known to be false about the ICTC or those associated with the ICTC.

Students should be aware that the ICTC may observe content and information made available by students through social media. Students should also keep in mind that the Internet archives almost everything; therefore, even deleted postings can be searched.

Students should also adhere to the following guidelines when posting via social media:

- Express only your personal opinions. Never represent yourself as a spokesperson for the ICTC. If the ICTC is a subject of content, be clear and open about the fact that you are a student and make it clear that your views do not represent those of the ICTC or those associated with the ICTC. Make it clear that the words and thoughts written online are your own and not those of the ICTC, other ICTC students, or others affiliated with the ICTC. If a student chooses to publish online content regarding school-related activities or topics associated with the ICTC, to make it clear they are not speaking on behalf of the ICTC it is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the ICTC".
- Do not create a link from your blog, website or other social networking site to an ICTC website without identifying yourself as a student at the ICTC.
- Students are not permitted to use social media while class is in session or on school equipment, unless it is school-related and authorized by the instructor. DO NOT use an ICTC email address to register on social networking sites, blogs or other online tools utilized for personal use.
- Never release any confidential or proprietary information via social media venues.
- Do not speak to the media on the ICTC's behalf. Direct all media inquiries to the ICTC administration.

The ICTC prohibits a student from taking negative action against any student and/or associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any individual who retaliates against another for reporting a possible deviation or cooperating with an investigation will be subject to disciplinary action up to and including termination.

Copyright Material

The Indiana County Technology Center (ICTC) emphasizes that Federal Law makes it illegal for anyone to duplicate copyrighted material without permission unless the use falls within the bounds of the Fair Use Doctrine. The ICTC acknowledges that severe penalties are provided for anyone engaging in Copyright Infringement.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Audio, visual, software, online and printed materials are all protected by copyright law.

Computer Use and File Sharing

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. File sharing, through popular peer-to-peer (P2P) networks, or the direct download of copyrighted works can be used in legal and enriching ways; however, these services can also be utilized to obtain and share content to which users have no legal right. United States copyright law protects the creators of this content (often the media of music and film) against infringement by providing severe penalties in cases of copyright violation. Students who engage in unauthorized distribution of copyrighted material, through downloading and sharing, are subject to the full extent of U.S. copyright law; including both civil and criminal penalties. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a

court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Reportable Criminal Offenses

For programs where Background Check clearance is required as a component of enrollment, these checks are crossed against the Reportable Offenses List (below). Once enrolled, it is the responsibility of the student to notify the school's administration within seventy-two (72) hours if arrested for or convicted of a Reportable Offense which occurs after the time of enrollment. A student can be required to submit current Background Checks at any time during enrollment if the school has a reasonable belief that the student was arrested for or convicted of a Reportable Offense but has not reported it. Such occurrences may affect the student's ability to remain enrolled.

Students should be aware that there may be offenses not on the ICTC Reportable Offenses list that are prohibitory to licensure for their field of study. Students should fully explore the requirements of their field prior to enrollment to ensure they are able to work in their chosen career. The ICTC makes every effort to make student's aware of such requirements, however, these agencies are not within the control of the ICTC and can make changes at any time.

Reportable Offenses for ICTC Enrollment

Any offenses listed below, or those which are similar in nature, must be reported to the school within the guidelines listed above.

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with an animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312(relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
- The United States; or
- One of its territories or possessions; or
- Another state; or
- The District of Columbia; or
- The Commonwealth of Puerto Rico; or
- A foreign nation; or
- Under a former law of this Commonwealth

Non-Fraternization Policy

Because of the unequal status that exists between faculty/staff and students, as well as the possibility of favoritism, personal relationships between Indiana County Technology Center administration/faculty/staff and students or potential students is strictly prohibited.

Student Conduct Policy

The Indiana County Technology Center (ICTC) recognizes its post-secondary students as responsible and dedicated individuals who are preparing for career employment. An integral part of career and professional development is the expectation that students conduct themselves at the ICTC in the same manner as will be expected in the workforce.

Students of the ICTC have responsibilities and duties commensurate with their rights and privileges. The ICTC's Student Conduct Policy provides guidance to students regarding those standards of student conduct and behavior that are considered essential to its educational mission. This policy also provides guidance regarding the types of conduct that the ICTC finds disruptive to its educational mission.

All students are expected to embody the following characteristics:
- Initiative, enthusiasm and cooperation related to their learning experiences.
- Respect and courtesy toward instructors, staff, administration and classmates.
- Responsibility and dependability.
- Professionalism in appearance and attitude at all times.
- Appropriate response to constructive criticism.

- Behavior that contributes to a positive learning environment for all.
- Uphold high standards of integrity which will reflect positively upon him/her and the ICTC.
- Adherence to all policies and procedures of the ICTC.

Students must also adhere to the Ethical Codes and Standards of Conduct in their program of study (which are designed around the student's intended profession). The following are examples of behaviors that would be considered to be in violation of the ICTC's Student Conduct Policy. This list is not comprehensive.

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery or any other form of physical abuse of a student or school employee.
- Verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Theft, attempted theft, vandalism/damage or defacing of school property or the property of another student, faculty or staff member.
- Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other school activities).
- Use of cell phones or other electronic devises during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration or misuse of school documents, records or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession or distribution of illegal or controlled substances, drugs or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
- Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
- Possession or use of firearms, explosives, dangerous chemicals or other weapons on school property or at school-sponsored functions.
- Tobacco possession and/or use on the ICTC campus.
- Failure to comply with direction of school officials, faculty or staff who are acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties.
- Violation of federal, state or local laws and school rules and regulations on school property or at school-sanctioned or school sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of the ICTC and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Students should be aware that guests are considered the responsibility of the student who has them on campus, therefore, violations by a guest will affect the student. Students are responsible for the actions of their guests.

Disciplinary Procedures

Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Complaint

- Any member of the Indiana County Technology Center (ICTC) (i.e. faculty, staff, student) may file a complaint against any student for misconduct or for otherwise being in violation of ICTC's policies. The complaint shall be submitted, in writing, to the Adult Education/Practical Nursing Coordinator. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Adult Education/Practical Nursing Coordinator shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, the ICTC generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, the Adult Education/Practical Nursing Coordinator will notify the student of the complaint and the alleged violation of the Student Conduct Policy. This

notification may be in written form or through oral communication. The student will meet with the Coordinator to discuss the complaint and alleged violation. The Coordinator will render and communicate the decision to the student.

- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Adult Education/Practical; Nursing Coordinator may make a determination of violations of the ICTC policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- The Adult Education/Practical Nursing Coordinator's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of the ICTC.

Interim Suspension
The Indiana County Technology Center (ICTC) may immediately remove or suspend a student from school when, in the ICTC's sole judgment, the student poses a threat of harm to himself, to others, or to property of the ICTC. During an interim suspension, the student shall be denied access to the school and/or all other school activities, facilities or privileges for which the student might otherwise be eligible as the Coordinator may determine to be appropriate.

Sanctions

The Indiana County Technology Center (ICTC) may impose sanctions for violations of the ICTC's policies for student conduct. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ICTC reserves the right to immediately impose the most severe sanction if the circumstances merit.

The following list of possible sanctions that may be imposed upon any student found to have violated ICTC's policies for student conduct is only a general guideline, and is not intended to be an exhaustive list. Some sanctions may be omitted, and other sanctions not listed may be used.

Warning - a notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

Suspension - Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities or participate in/ attend school activities during his/her suspension.

Termination - Termination removes all rights from the individual as a student. The student will not be permitted to continue his/her studies at the school.

Restitution - Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

Discretionary Sanctions - The student will be required to complete an educational service, attend counseling or have restricted privileges.

Appeal Procedure for Disciplinary Action

Students wishing to appeal a disciplinary decision may do so following the ICTC Student Complaint Procedure.

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Post-Secondary Course Catalog

Section 6
Health & Safety

HEALTH AND SAFETY

Campus Security

The Indiana County Technology Center (ICTC) is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes promptly to the Adult Education/Practical Nursing Coordinator.

The ICTC is not responsible for loss or damage to any personal possessions and/or property. Students' personal property is not covered by the school's insurance.

Information concerning campus crime statistics is available by request from the Adult Education/Practical Nursing Coordinator. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

Student Identification & Key Cards

Students in certain programs and courses are supplied with photo identification cards that must be visibly worn at all times. The first identification card issued will be at no charge. However, if the identification card is lost or stolen, there is a Badge Replacement Fee of $10.00 per card.

Students attending the Main Campus will also be issued a Key Card for access to the building through the student entrance located near the student parking lot. It is expected that students will use their Key Card for personal access only. Lending a Key Card to anyone or allowing another access to the building is not permitted, and is considered a violation of the ICTC policy.

If a Key Card is lost or stolen the student should contact the Adult Education/Practical Nursing Office immediately to have it deactivated and to obtain a Replacement Key Card. If the student's key card is broken, they are also required to obtain a Replacement Key Card. Replacement Key Cards will incur a $20.00 Replacement Fee.

Students must remember that ID badges and Key Cards are the property of the school.

In the case of a withdraw/termination or upon completion of their program, students are required to ***return their ID badge and Key Card to the Adult Education/Practical Nursing Office within three (3) days of the last date the student attended school***. Returned Key Cards must be in working order and only display reasonable wear. Failure to adhere to the specified timeframe or returning a Key Card that is broken/non-functional will result in a $20.00 non-refundable fee and a hold being placed on the student's account. Please note: for graduates, a diploma will not be processed until the student has returned their ID Badge/Key Card to the Adult Education/Practical Nursing Office and/or their account balance is paid in full.

Drug & Alcohol Free Facility

The Indiana County Technology Center (ICTC) is committed to protecting the safety, health and wellbeing of all students. It is recognized that alcohol and drug use presents a significant threat to our school and to the safety of students.

The ICTC is a drug free/alcohol free school. Students are not permitted to possess, consume or distribute alcohol or illegal drugs while on school property. Students are also not permitted to attend class while under the influence of any illegal substance or alcohol. If a student is visibly under the influence, they will be required to leave class immediately. The ICTC staff will assist such student in securing transportation off of the premises. Any hours missed will be the responsibility of the student to make up in accordance with their program's makeup policy.

Although one of the goals of having a drug free/alcohol free environment is to encourage students to seek help with alcohol and/or drug problems, if an individual violates this policy the consequences are serious. Treatment for alcoholism and/or other drugs use is mandatory for the student as a requirement to return to class. The financial responsibility for treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the State of Pennsylvania.

Tobacco Free Facility

It is illegal to possess or use tobacco on the Indiana County Technology Center (ICTC) premises or in/on any property, buses, vans, and vehicles that are owned, leased or controlled by the school. Violating this policy will result in a fine. Any reports of student violation of this policy will be explored by the ICTC administration. Disciplinary action for violation of this policy may not be limited to legal ramifications and may include school disciplinary action such as suspension or termination.

Search of Student Property

The Indiana County Technology Center (ICTC) reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the ICTC staff that a serious risk to the health, safety and welfare of students and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks and clothing.

Injuries and Accidents

No healthcare facilities are available at the Indiana County Technology Center (ICTC). Basic first aid supplies are available through the Adult Education/practical nursing office. Students with health problems should consult their family physician. The ICTC cannot assume responsibility for personal illness, injuries, or losses sustained on or off campus by any student.

Notification: Students/visitors should notify the Adult Education/Practical Nursing Coordinator immediately of all injuries and/or accidents that occur on the property of the ICTC. Students with preexisting conditions/chronic health issues are encouraged to provide related information and an emergency contact in the event an incident occurs. An incident report will be completed for any occurrence.

Weapons

Possession of any weapon is prohibited on Indiana County Technology Center (ICTC) property and at school-sponsored events. This policy applies to employees, students and individuals visiting or conducting business on ICTC property. Weapons stored in vehicles are considered to be on ICTC property, and therefore are in violation of this policy.

A Weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearms, BB/pellet guns, flare guns, stun guns, or dart guns and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm, including but not limited to any hunting knife, fixed-blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Any weapon on campus in violation of this policy will be confiscated. Violation of this policy by students will be adjudicated in accordance with ICTC's policies for student conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from ICTC.

Children on Campus

The presence of children on the Indiana County Technology Center (ICTC) campus can be a disruption to the education process; therefore, students are not permitted to bring their child/children to the school when reporting for class under any circumstances. Students should also refrain from leaving their children unattended in the halls, offices or any other location on school property.

Visitors & Messages

Visitors are not permitted in the Indiana County Technology Center (ICTC) main campus or any satellite campus during scheduled class time without prior permission from administration. It is a main priority of the ICTC to provide an uninterrupted atmosphere for class and studies.

The ICTC cannot operate a telephone message service for a student. However, if a call does come in, the caller will be asked to describe the nature of the call and a determination will be made by the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their family/friends of this policy and provide them contact information for the school. Contact information for the school is located in the Staff Directory section of this catalog.

Weather Delays & Cancellations

School closing due to inclement weather or other school schedule changes or cancellations will be posted on the Indiana County Technology Center (ICTC) website under Closings/Delays. Students should be aware that although they may receive notification of weather cancellations via other means and delays/cancellations may also be announced on local TV and/or radio stations, **postings on ICTC Website are the official method of notification**.

It is important to note that class may be canceled during the day, but open in the evening (and vice versa). It is the student's responsibility to check the ICTC Website for updates on class status, and to contact the school with any questions. Failure to attend class due to incorrectly determining class is canceled will not be excused and will be marked according to the ICTC Attendance Policy.

Students attending a satellite location may experience additional methods of communication for site-specific weather delays and cancellations. Any such systems will be discussed with affected students at orientation.

Indiana County Technology Center
Post-Secondary Course Catalog

Section 7
Programs of Study/Courses

PROGRAMS OF STUDY/COURSES

Academic Schedule

Program Title	Schedule		
Blended* Programs	Day	M-Th.	8:00 am to 1:30 pm
Commercial Driver's License	Day Occasional	M-F Sat.	7:00 am to 5:00 pm 7:00 am to 5:00pm
General Cosmetology	Day	M-Th. F	9:00 am to 5:00 pm 9:00 am to 3:45 pm
Cosmetology Teacher	Day	M-W	9:00 am to 5:00 pm
Medical Assistant *Indiana & New Stanton*	Evening Occasional	M-Th. Sat.	4:00 pm to 9:00 pm 8:00 am to 4:00 pm
Practical Nursing *Indiana Campus*	Day	M-Th.	8:0am to 3:00pm
Practical Nursing *Steel Center Campus*	Evening Day	M – Th. F E.O. Sat. (terms 2-4)	5:00pm – 9:00pm 8:00am – 3:00pm 8:00am – 3:00pm
Welding Technology	Evening	M-Th.	4:30 pm - 9:00 pm

* ***Blended*** *programs are programs where instructors and classroom resources are shared by adult and secondary students. The ability to place adult students in these programs is contingent upon secondary enrollment.*

Program Descriptions

In this section we have provided for your review descriptions of our programs, designed to give you an overview of their content, scope, and outcomes. Students will receive additional information about their program at orientation, and can at any time inquire at the Adult Education/Practical Nursing office for additional information.

Automotive Technology (Blended)

The Bureau of Labor Statistics projects over 23,000 job opening annually in the field through 2024. Automotive Technicians inspect, diagnose, repair and maintain cars and light trucks. Automotive Technicians work in a variety of settings, such as dealerships, service stations, motor vehicle manufacturers, or for companies that maintain fleets of vehicles. The automotive industry is a field of change, giving those who are willing to pursue continuous education a distinct career advantage. The Automotive Technology program at the ICTC will prepare students to enter this growing field.

Program Description: At ICTC, students enjoy the benefits of a ***fully comprehensive Automotive Service Excellence (ASE) certified program***. The course of study, facilities, and program equipment have been evaluated by the National Automotive Technician's Education Foundation (NATEF) and meet the ASE standards of quality for the training of automobile technicians. Students learn the skills to repair and maintain internal combustion engines, including ignition, cooling, fuel injection, fuel systems, computer diagnostics, and electrical systems. They will also be exposed to various repair procedures that accommodate the computer-monitored, fuel-efficient, environmentally friendly automobiles encountered in today's automotive industry.

Employment Opportunities: Our program prepares students to work in entry-level positions such as automobile technician, automobile mechanic helper, brake repair, front-end mechanic, automotive service manager/writer, heavy-duty truck technician and automotive retail salesperson.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- Pennsylvania Safety Inspection Mechanic Certification
- SP/2 CERTIFICATION (Safety & Pollution Prevention)

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Carpentry (Blended)

According to the Bureau of Labor Statistics, ***employment of carpenters is expected to grow 24 percent through 2022 – much faster than average***. Carpenters are skilled in all phases of residential construction beginning with design and layout and working through the final stages of interior and exterior finishing and trim installations.

Program Description: ICTC's Carpentry program is ***endorsed by the Pennsylvania Builders Association and the National Association of Home Builders.*** Students receive hands-on instruction providing the skills necessary to enter the Carpentry field. Students will learn carpentry-related theory and skills through a competency-based instructional framework where they demonstrate their ability to safely preform specific job-related tasks. Students will also be exposed to the

advancing technology that impacts Carpentry through improved tools, equipment, and materials. Field trips, on-site project experiences, and repeated training in primary skill areas help ensure they're well-prepared for their career.

Employment Opportunities: Students will be prepared to apply for entry-level positions such as carpenter, construction carpenter, construction management, and carpenter helper.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- OSHA ten-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Collision Repair Technology (Blended)

The Collision Repair field is expected to **grow faster than average through 2022** according to the Bureau of Labor Statistics. Collision Repair Technicians restore, refinish, and replace the bodies, frames, windshields, and window glass of damaged automotive vehicles, and may also engage in exciting projects with the restoration of classic vehicles and other such jobs.

Program Description: At the ICTC, students will be fully equipped to begin a new career as a Collision Repair Technician, learning the skills of cost estimating, frame straightening, reshaping metal parts and replacing body component parts. They will be exposed to automotive paint systems, overall paint and blending procedure, and the art of air brushing and customizing. Among other valuable hands-on skills, students will learn to apply automotive finishes in a high-quality paint booth. They may also be exposed to Metal-Inert-Gas (MIG) welding, plasma cutting, automotive panel replacement, frame and unibody diagnosis, measuring and repair, and computerized estimating, as well as glass procedures with urethane, gasket-sealed glass, and fixed and movable replacement procedures.

Employment Opportunities: After completing the CRT program, students will be ready to enter the field in entry-level positions such as collision repair technician, automobile detailer, collision estimator, or refinish technician assistant.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- SP/2 CERTIFICATION (Safety & Pollution Prevention)

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Commercial Drivers' License (CDL) Training Program

Every day, all across the United States, tractor-trailers are delivering the goods that power our nation. The freight industry continues to grow, with trucking companies predicted to experience high-level growth over the next ten years. This makes the trucking industry a reliable area for job security providing job opportunities everywhere in the country. Local trucking routes get individuals working and back home again every day. Regional truckers are on the road all week, but home again each weekend. Over-the-road truckers get to really live the trucking experience, seeing the entire nation and meeting new people along the way.

Program Description: ICTC offers CDL training in partnership with the CTS Driving Academy. In the CDL program, students will learn basic control and several different driving techniques including: backing maneuvers, identifying road hazards, vehicle systems, diagnosing malfunctions, transporting cargo safely and performing commercial vehicle safety inspection. They will be engaged with classroom lectures, discussions, range and road experience, and maneuvers demonstrations. Some of the course topics include preventative maintenance and servicing, special situations, driving course, commercial driver's license skills test prep, general knowledge of the vehicle, and proficiency development. These, along with the other course topics, prepare drivers to receive their CDL license.

Employment Opportunities: Students who complete the program and pass their licensure exam are qualified to apply for entry-level opportunities in one of our area's most active industries — commercial truck driving as a Class A CDL driver.

Industry Certification(s): Students who complete the ICTC Commercial Driver's License Training program will be qualified for the Class A CDL Licensure exam through the Pennsylvania Department of Transportation.

Duration of Program:	3 Weeks
Hours:	180
Total Program Cost:	See Tuition & Fees Section

Computer Systems Technology (Blended)

Computer and information technology occupations are projected to grow faster than other occupations through 2024, according to the Bureau of Labor Statistics. Students who desire a career in this field can gain valuable experience through the Computer Systems Technology program at Indiana County Technology Center.

Program Description: The ICTC is a CompTIA Authorized Academy. Through the program, students are prepared to pursue certification and a wide array of employment opportunities. Computer Systems Technicians are skilled in building and maintaining computer networks used for business, educational, personal, government and healthcare related

purposes. Employers look for employees who have professional credentials. Students in our CST program gain the practical experience and knowledge needed to perform functions as assessed by CompTIA certification exams.

Employment Opportunities: Upon completion of the CST program, students will be qualified for jobs such as PC support, PC helpdesk, PC bench technician, computer/network/security technician, and network administrator.
**Additional education may be required for some positions.*

Industry Certification(s): Students enrolled in the CST program may qualify to obtain the following in-demand industry certifications, depending upon the competencies achieved:

- CompTIA A+ Certification – demonstrates proficiency in computer hardware and software upgrades, installation, and trouble-shooting
- CompTIA Network+ Certification – demonstrates proficiency in basic networking, including maintaining, managing, troubleshooting, and configuring.

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Cosmetology - General

According to the Bureau of Labor Statistics, ***job openings in the cosmetology field are expected to grow at a rate of 10 percent from 2014 to 2024***. Those interested in hair and makeup, and who like to make others look good, combine talent, art, science and business for a flexible career in cosmetology!

Program Description: At ICTC, cosmetology students learn the fundamentals of anatomy, cosmetic chemistry, bacteriology, and sanitation, as well as professional hair, skin, and nail procedures. In the student-operated salon, students work with real customers to cut, style and color hair, apply skin care treatments and makeup, and perform manicures and pedicures – as well as manage the operation. ***It's a hands-on way to learn this licensed profession.*** They also gain experience with product inventory, point-of-sale systems, and selling product. The General Cosmetology program fully prepares students for the Pennsylvania State Board of Cosmetology Licensure Exam, and the ***exam fee is included in tuition***. Students will also receive a kit of industry tools and equipment so they are ready for their first job!

Employment Opportunities: Graduates who pass their state licensure exam will be prepared to pursue jobs such as hairdresser, hairstylist, cosmetologist, general and operations manager, and salon owner.
**Additional education may be required for some positions.*

Industry Certification(s): Students who complete the cosmetology or cosmetology instructor programs will be qualified to sit for the relevant Pennsylvania State Board of Cosmetology licensure exams.

Duration of Program:	10 Months: August & January Starts
Hours:	1260
Total Program Cost:	See Tuition & Fees Section

Cosmetology Teacher

After graduating from a cosmetology program, an individual can further their education with the Cosmetology Teacher program. Cosmetology Teachers share with others the skills they have acquired through previous schooling and experience in formal or informal instructional venues. People with a passion for helping others succeed who like working with people may enjoy career as a Cosmetology Teacher.

Program Description: Through the Cosmetology Teacher program, students learn to develop and deliver quality instruction to student cosmetologists, and how to prepare, organize, and present lessons and courses to students of various learning styles. The Cosmetology Teacher program at the ICTC prepares students to become a licensed instructor in the state of Pennsylvania. A review of general cosmetology is also included.

Employment Opportunities: Students who complete the Cosmetology Teacher program and pass their state licensure exam will be prepared to work as a cosmetology instructor. Those holding a teacher license can also perform platform work at hair shows or work in sales or training for major professional product companies.

Industry Certification(s): Students who complete the ICTC Cosmetology Teacher Program will be qualified to sit for the Pennsylvania State Board of Cosmetology Licensure Exam to become a licensed Cosmetology Teacher.

Duration of Program:	8 Months: November & June Starts
Hours:	630
Total Program Cost:	See Tuition & Fees Section

Culinary Arts (Blended)

According to the Bureau of Labor Statistics, ***jobs for Chefs and Head Cooks are expected to grow faster than most jobs over the next eight years***. For those who enjoy preparing exciting cuisines and have an eye towards business ventures, culinary training is the foundation to begin a career in this industry. The National Restaurant Association reports that the food service industry continues to grow, making Culinary Arts an excellent career choice.

Program Description: The ICTC Culinary Arts program is ***certified by the American Culinary Federation Foundation***, which means it meets key standards and competencies set for faculty, curriculum and student services. Our Culinary Arts program provides students with training that can be utilized in many settings, such as restaurants, resorts, country clubs, hotels, cruise ships and airlines.
Experienced instructors help students learn the fundamentals of safety, sanitation, nutrition, food preparation, and menu

planning. Further, they gain practical work experience at our full-service restaurant and through various catering projects, allowing them to refine their table service skills as well as dining room management techniques.

Employment Opportunities: Upon graduation, students will be prepared to work in positions such as cook, pastry chef, kitchen helper, food service manager, chef, and baker.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- ServSafe Sanitation Certification

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Digital Media Technology (Blended)

From social networking sites like Facebook to games on a mobile device, digital media is found just about everywhere and in almost every business. The evolution of digital media has created a demand for trained professionals, and the ***Bureau of Labor Statistics expects jobs in the digital media technology industry to continue to grow!*** Students in the Digital Media Technology program at the Indiana County Technology Center (ICTC) will be provided with an educational starting point to pursue exciting careers in this exciting field!

Program Description: The Digital Media Technology (DMT) program at ICTC provides students with fundamental skills through hands-on activities and exposure to the diverse career paths in the DMT field, including Video Production, Web Development, Image Editing, and Photography. Experienced instructors will provide students with fundamental skills through classroom exercises, as well as hands-on, real-world activities where they will apply their skills on school-wide or nonprofit organization projects. They will use Adobe Photoshop software to prepare graphics for web or video productions and will create a digital portfolio to showcase their work.

Employment Opportunities: Upon graduation, students will be prepared for careers such as web page designer, video editor, producer/director, multimedia artist/animator, and camera operator.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- Adobe Certified Associate (ACA) – demonstrates proficiency in Adobe digital communications tools.

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Electrical Occupations (Blended) – Not offered for the 17/18 Year

Electricians are essential in today's illuminated world – and, according to the Bureau of Labor Statistics, ***employment of electricians is projected to grow 14 percent from 2014 to 2024***. At ICTC, students learn to install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security, and communications. At the Indiana County Technology Center (ICTC), students gain the necessary foundational skills to become residential and/or commercial electricians. The program focuses on the technical skills required to perform electrical installations.

Program Description: ICTC's Electrical Occupations program ***is endorsed by the Pennsylvania Builders Association.*** Instruction is based on the National Electric Code (NEC), and students learn basic electrical theory for residential wiring, including 100- and 200-amp services and branch circuits. A modern residence blueprint serves as the basis for the wiring schematics and cable layouts, as students learn Arc Fault Circuit Interrupter and Ground Fault Circuit Interrupter NEC requirements, calculating conductor sizes and voltage drop, determining appliance circuit requirements, sizing service, grounding service and equipment. The program also covers the basics of three-phase wiring for commercial environments. Students will learn to apply the latest NEC for wiring a commercial building in a step-by-step process, and apply electrical standards to appliance circuits, branch-circuit installation, special systems, reading electrical and architectural drawings and calculating circuit loads for on-the-job assessments.

Employment Opportunities: The Electrical Occupations program will prepare students to pursue jobs such as electrician's helper, electrician-residential, electrician-commercial, electrician-maintenance, manufactured housing, lineman apprentice, and electrical engineering.
**Additional education may be required.*

Industry Certification(s): Students who qualify may obtain the following:

- OSHA ten-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Graphics and Electronic Media (Blended)

Skilled graphic artists have a creative flair they use to produce eye-catching publications in a variety of media formats. Those who are creative, motivated by change, and intrigued by technology may find the Graphics and Electronic Media field to be the perfect choice.

Program Description: The Graphics and Electronic Media (GEM) Program at ICTC gives students a foundation in many areas of creative graphic design and production technologies. Program instructors are professionals in the field, and

provide real-world insight for students. The GEM program is an excellent introduction into this exciting field and prepares students to begin entry-level work or pursue further education. Students will utilize Adobe Photoshop and other industry software to design creative advertising and marketing materials, and learn the fundamentals of desktop publishing, graphic design, photo editing, and illustration. They will also learn how to use a digital press, large format printer and sign plotter. Combining art, design, and technology, students will develop the skills to effectively communicate messages in a wide variety of media formats. They are encouraged to enhance their own creativity utilizing the most modern technology available.

Employment Opportunities: Upon completion, students will be prepared to for careers such as a graphic designer, advertising sales agent, desktop publisher, art director, electronic illustrator, printing press operator, tender/binary person.
**Additional education may be required for some positions.*

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Heating, Ventilation, Air Conditioning & Refrigeration (Blended)

A rising demand for trained technicians will result in excellent employment opportunities, as the U.S. Bureau of Labor Statics projects that ***HVAC/R occupations will grow faster than average for all other occupations through 2024***. HVAC/R is a great field for those who enjoy hands-on work and have experience with construction. ICTC's program will give students the edge needed to begin a successful career in this growing field.

Program Description: ICTC's HVAC/R program ***is endorsed by the Pennsylvania Builders Association and the National Association of Home Builders.*** HVAC technicians are trained to install, maintain and repair the heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in residential and commercial buildings. Students receive hands-on instruction providing the skills necessary to begin work in the field upon graduation. Students will learn how to install and maintain fuel and water supply lines, air ducts, pumps, and other important components, and to connect electrical wiring and controls and check the unit for proper operation. Instruction will include hands-on experience with a variety of tools used in the industry to work with refrigerant lines and air ducts – such as voltmeters, thermometers, pressure gauges, and other testing devices used to check air flow, refrigerant pressure, electrical circuits, burners and other HVAC/R components.

Employment Opportunities: Students who successfully complete the program will be prepared for jobs such as controls technician, electrician, sheet metal worker, HVAC service technician, refrigeration technician, and business owner.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- Refrigerant Recovery #608 Certification.

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Machining Technology (Blended)

The Machining Technology program at the Indiana County Technology Center provides students with the technological skills needed for entry in the metalworking occupations. ***The Bureau of Labor Statistics expects employment of machinists to continue to grow through 2024.***

Program Description: ICTC's Machining Technology program is ***the only Society of Manufacturing Engineers (SME) Prime School in Pennsylvania.*** It is also a ***fully accredited NIMS (National Institute for Metalworking Skills) training and certification site***, allowing students to earn NIMS Level I machining credentials as part of the program. Students learn to operate standard machining tools such as drill presses, metal saws, lathes, milling machines, and surface grinders, as well as have opportunity to operate state-of-the-art equipment, such as a Computer Numeric Controlled (CNC) machine. They also receive a solid foundation in related theory, including metal cutting applications, material properties, layout work, assembly of machinery, and more. The application of math and blueprint reading is also essential an component of this program.

Employment Opportunities: Students who successfully complete the program will be qualified for positions such as machinist apprentice, tool and die maker apprentice, and CNC operator.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- OSHA ten-hour "General Industry" Certification
- NIMs Level I Credentials (multiple credentials available)

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Masonry (Blended)

According to the Bureau of Labor Statistics, ***employment in masonry is expected to grow 15 percent from 2014 to 2024 – much faster than average***. Just look around – every home, school, mall, church and sidewalk is a product of a mason's creative genius. ICTC's Masonry Program is a great starting point for a rewarding career as a mason.

Program Description: The Masonry program ***is endorsed by the Pennsylvania Builders Association and the National Association of Home Builders.*** Students in the Indiana

County Technology Center (ICTC) Masonry program learn the basic skills necessary to begin work in the masonry field. At ICTC, they learn the basic skills needed to start a masonry career, and may choose to specialize in bricklaying, stone masonry, or cement masonry. Students will develop the skills to take units of brick, block, or stone, and use a trowel and mortar to create long-lasting structures. The Masonry program also provides an excellent foundation for a future in architecture and architectural engineering or owning a masonry business.

Employment Opportunities: Students who complete the Masonry program are prepared to pursue careers such as bricklayer, bricklayer supervisor, cement mason, mason helper, stonemason, estimator, building inspector, contractor, or landscape designer.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- OSHA ten-hour "Construction Safety and Health" Certification
- Bobcat VersaHandler Telescopic Forklift Certification

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Medical Assistant

The Medical Assistant is an integral member of the healthcare delivery team, working in the administrative office, the examining room, and the laboratory setting, and is of vital importance to the success of any medical practice. According to the Bureau of Labor Statistics, ***employment in the Medical Assistant field is expected to grow 23 percent between 2014 to 2024 – much faster than average***. The ICTC Medical Assistant program is designed to fully equip students for success in a healthcare career.

Students can select to attend in one of two locations: ICTC Main Indiana, PA Campus or in New Stanton, PA at ICTC's satellite program through Central Westmoreland Career and Technology Center (CWCTC).

Program Description: The ICTC Medical Assistant program is designed to prepare students as multi-skilled individuals able to assist physicians in offices, hospitals, and clinics. Students will take courses in human behavior, anatomy and physiology, medical law and ethics, medical terminology, basic pharmacology, and ICD-10-CM and CPT coding, just to name a few. They will also be trained in phlebotomy and administering medications, and gain necessary skills to become a versatile healthcare professional through administrative and clinical procedures courses. Exposure to Electronic Medical Record (EMR) systems which are being utilized increasingly in healthcare facilities will also equip them for success.

Once students successfully complete all program requirements and all competencies, they will participate in an unpaid Externship in a physician's office or clinical setting. The Indiana County Technology Center has affiliate sites for student externships in five different counties with organizations like Excela Health, Indiana Regional Medical Center, Indiana Physician Services, Armstrong County Hospital, Conemaugh Memorial Physician's Group, Allegheny Health Network and many more!

****It is recommended that students have experience in keyboarding/typing, basic grammar, and math prior to enrolling in this program.*** *Students will be tested at the beginning of the program for competency in these areas. If deficient, they will be encouraged to engage in remedial courses to develop these skills (at own expense).*

Employment Opportunities: The rapidly growing health care industry offers medical assistants excellent career opportunities in a variety of settings, such as ambulatory care, the insurance industry, hospitals, laboratories, outpatient clinics, and doctor's offices. Examples of some work areas available to graduates are: medical assistant, laboratory assistant, phlebotomist, hospital unit secretary, medical records in hospitals (HIM), medical billing (hospital or office), physicians' medical assistant, office manager; urgent care centers, and EKG Technician.
**Additional education may be required for some positions.*

Industry Certification(s): Graduates of the ICTC Medical Assistant program will have the opportunity to sit for the American Medical Technologist certification to become a Registered Medical Assistant (RMA), and be eligible to select one of the following National Healthcareer Association (NHA) certification exams:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Phlebotomy Technician (CPT)

The cost of these exams is included in tuition!

Graduates may choose to sit for a variety of other certification exams through the National Healthcareer Association (NHA) and National Center for Competency Testing (NCCT) (not included in program), which may include Phlebotomy certification, Administrative Medical Assisting or many other certification opportunities.

Duration of Program:	12 months: August to August, plus Externship
Hours:	1,030
Total Program Cost:	See Tuition & Fees Section

Practical Nursing

The ICTC School of Practical Nursing offers a 48-week program covering a 52-week calendar year. There are 4 weeks of scheduled recess time throughout the program. The plan of study involves a 12-month program comprising 48 academic weeks and 4 recess weeks. It is divided into 4 terms comprising of 12 weeks per term. There are 1550 hours in total program with 700 theory hours and 850 clinical hours.

The part-time Steel Center Satellite program offers the same curriculum over a 16-month period.

Program Description: Term I provides an introduction to nursing for the student as well as preparing the student in the humanities as they begin to encounter patients in the clinical setting. Structure and Function of the Human Body enable the student to understand how the body works. Term II builds on the first nursing course as the students develop their skill base for nursing practice, care planning skills and medication administration. Nursing Pharmacology is presented to enable the student to begin to understand how the body works and how medications impact the body systems.

Term III provides students the opportunity to study man and the family throughout the life cycle. The nursing course focuses on changes and varying health needs of families and providing holistic and compassionate care.

In Term IV, the last clinical nursing course, students are provided the opportunity to explore more advanced concepts of medical/surgical nursing and leadership skills. A leadership class is also integrated. Experience is provided on a monitored unit and with unit managers. The transition from student to beginning practitioner is facilitated in the course Professionalism, Diet Therapy and Mental Health Concepts are integrated throughout the nursing courses.

Graduates earn a total of 12 transferable college credits through Pennsylvania Highlands Community College. Every effort is made to allow the delivery of college classes as online courses.

College/University courses are threaded throughout the curriculum as follows:

- Diet Therapy for Nursing
- General Psychology
- Human Development Across the LifeSpan
- Intro to Sociology

*****Please see Appendix II for a curriculum outline.*****

Employment Opportunities: Graduates from the Practical Nursing program who obtain their PN license can work as an LPN in various settings, including long-term care facilities, home health, hospitals/clinics, and community sites.

Industry Certification(s): Upon completion of the program, the graduate will receive a diploma and will be eligible to take the Practical Nurse Licensure Examination (NCLEX-PN).

Duration of Program:	Indiana Campus: 12 months, August through July Steel Center Campus: 16 months, August through November
Hours:	1,550
Total Program Cost:	See Tuition & Fees Section

Welding Technology

Skilled welders are needed in manufacturing, construction, computers, electronics, and automobile/aircraft production, and employment is expected to continue to grow. The Indiana County Technology Center's (ICTC) Welding Program provides training that equips students with the skills to begin a career as a welder.

Program Description: Our program ***follows American Welding Society (AWS) curriculum guidelines for entry-level welders.*** AWS is a professional, international organization that guides the welding industry. This structure provides qualified students the opportunity to earn industry credentials endorsed by the AWS. Students will learn entry-level skills in Shield Metal Arc Welding (SMAW, STICK), Gas Tungsten Arc Welding (GTAW, TIG), Flux Cored Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW, MIG), and different cutting processes such as Oxy-Fuel Cutting, Plasma Arc Cutting, as well as Air Carbon Arc Cutting (ACAC). They will also gain a solid foundation in safety, occupational orientation, and fabrication. ICTC's Welding Program equips students to begin a career as a welder or pursue advanced welding courses to further develop their skills.

Employment Opportunities: Students who successfully complete the program will be able to compete for jobs such as arc welder apprentice, combination welder apprentice, welder fitter apprentice, welding engineer, experimental welder (R&D), weld inspector, and welding technician.
**Additional education may be required for some positions.*

Industry Certification(s): Students who qualify may obtain the following:

- AWS Level 1 Credentials
- OSHA ten-hour "General Industry" Certification
- AWS D1.1 FCAW 3G Certification

Duration of Program:	10 Months: August – June
Hours:	720
Total Program Cost:	See Tuition & Fees Section

Course Descriptions

Courses at the ICTC are part of a cohesive program of study. Students are automatically enrolled into relevant courses when enrollment into their program is complete. Students cannot individually enroll in a specific course.

Course numbers starting with CG are for the General Cosmetology program, those starting with CT are for the Cosmetology Teacher program, those starting with MA are for the Medical Assistant program, and those starting with PN are for the Practical Nursing program.

CG100 - Professional Development
This course emphasizes the importance of following policies, applying yourself constantly and working towards meeting goals. Students are taught the importance of a professional image along with how to communicate for success. The importance of safety and sanitation are discussed throughout this course, as well as what responsibilities the students will have as professionals working in the cosmetology field. (14 hours)

CG101 - General Science I
This course teaches the growth, structure, disease and disorders of hair, nails and skin. Students will understand the importance of anatomy and how it will impact the outcome of services performed in a salon. Upon completion of this course students will have the knowledge to safely sanitize and disinfect various salon tools and equipment. (20 hours)

CG102 - Introduction to Hair Design
Students will learn to identify different facial shapes and demonstrate how to design styles to enhance or camouflage facial features. They will gain knowledge of the benefits of scalp massage, how to treat the hair and scalp, and the differences and advantages of various shampoos and conditioners. Students will be involved with identifying reference points on the head and understanding their role in haircutting. (34 hours)

CG103 - Chemical Texture Services I
This course teaches chemical texture services including both the physical and chemical actions occurring in permanent waving and hair relaxing as well as numerous wrapping procedures used in permanent waving. Students will engage in hands on learning of basic wrapping techniques and how to apply relaxers. (36 hours)

CG104 - Color Fundamentals
During this course, students will be taught the chemistry of hair color and its application. In relation to these materials, chemical procedures for mixing and applying hair color will be covered. Students will gain knowledge of the different types of hair colors and which one to use for each individual client. (44 hours)

CG105 - Basic Facials
This course teaches essential information regarding facials, including skin types and conditions, massage movements, product types and uses, electrical equipment and the procedure for a basic facial. (12 hours)

CG106 - Basic Manicures
This course provides students with the skills necessary for performing a full manicure service. Students will learn the proper use of implements, massage techniques, and supplies used in a manicure service. Creative application will be taught to satisfy their client's unique personality. (14 hours)

CG112 - Principles of Hair Design
This course introduces students to basic roller setting techniques and how to complete the look in a salon. Students will understand how to set a head for directional purposes, and different techniques to help achieve a client's desired outcome. (33 hours)

CG120 - State Law I
This course focuses on Pennsylvania state laws and regulations. It teaches the student sanitation and sterilization regulations and the state laws that pertain to schools, salon ownership and a variety of licensing. (3 hours)

CG201 - General Science II
This course will cover the basics of chemistry PH and different forms of matter. Students will also learn the basics of electricity, electrical measurement, modalities and the electromagnetic spectrum. Students will be taught about the different types of electrical equipment that cosmetologists use and how to safely handle those tools. (12 hours)
Prerequisites: General Science I

CG202 - Basic Hair Design
Students are taught the essential skills of haircutting, including angles, elevations, guidelines, proper use of tools, and the four basic haircuts. Identifying reference points on the head form and maintaining good posture is reviewed throughout this course. (30 hours)
Prerequisites: Principles of Hair Design

CG203 - Chemical Texture Services II
This course has a hands-on approach to specialty wrapping permanent waves. Specialty waves include halo, spiral, "E" wrap, brick lay, ponytail, explosion and helicopter. Students are taught the difference in acid and alkaline waves and the purpose of neutralization. (35 hours)
Prerequisites: Chemical Texture Services I

CG204 - Basic Color
In this course, students will be taught categories of hair color. Students will learn to define a stand test and explain why it is used. Single- and double-process hair color procedures will also be covered, along with different highlighting techniques. (38 hours)
Prerequisites: Color Fundamentals

CG205 - Advanced Facial/Make-up
This course reinforces basic facial procedures with a hands-on approach. Facial make-up including product types, color theory, theatrical make-up and safe application procedures are taught throughout this course. (12 hours)
Prerequisites: Basic Facials

CG206 - Basic Pedicures
Students will learn the proper procedure and precautions for a basic pedicure service, including foot and leg massage. Disinfecting and cleaning of whirlpool foot spas and air jet basins are reinforced. (14 hours)
Prerequisites: Basic Manicures

CG207 - Hair Removal
Temporary hair removal is the focus in this course. Consultation procedures, safety measures, hair removal method and techniques are all covered. This course also provides students with an understanding of the value of extra add-on services in salons. (6 hours)

CG208 - Basic Hairstyling
Students learn via hands-on demonstration finger waving, pin curls, roller setting and blow-dry styles. Students are also introduced to various thermal iron manipulations and how to use them safely and properly. (29 hours)

CG220 - State Law II
This course is a review of State Law and expands into the importance of keeping up to date with state law changes. It teaches the student the importance of following state law and the penalties involved. (6 hours)
Prerequisites: State Law I

CG250 - Clinic I
Students gain experience as they get to perform a variety of salon services on the public. Instructors closely monitor all services that are performed to help students hone their skills. Students will also build confidence and improve customer service skills. (28 hours)

CG302 - Intermediate Hair Design
Along with reinforcing all haircuts, this course will help the student master a basic men's clipper cut and other basic men's styles. Hands-on training with a male mannequin will provide experience cutting men's facial hair and trimming around ears and neckline. (53 hours)
Prerequisites: Basic Hair Design

CG303 - Chemical Texture Services III
Relaxers are a focus during this course. Students are taught how to analyze a client's hair to determine the correct product to use and what strength. During this course, students will perform many different types of relaxer applications to strengthen their practical skill and speed for application. (63 hours)
Prerequisites: Chemical Texture Services I & II

CG304 - Advanced Color I
This course builds on color foundations taught previously. Students will gain a deeper understanding of hair color tone and how and when to properly fill hair when doing a color service. Covering grey hair successfully will be taught as well as a variety of quick foiling techniques. (58 hours)
Prerequisites: Basic Color

CG306 - Nail Enhancement
This course provides the skills necessary for applying nail tips, gel nails, acrylic overlays and sculptured nails. Nail art will be included in this course. Students will learn proper use of product and implements, along with all the safety and sanitation procedures associated with these services. (30 hours)

CG307 - Specialty Hair Services
This course introduces students to wigs and additions. Students are taught the two basic categories of wigs and extensions, a few different methods of attaching extensions, how to prepare the hair for braiding, and the procedure for cornrowing is also discussed in this course. (28 hours)

CG308 - Intermediate Hairstyling
This course teaches hairstyling techniques and procedures for wet styling, blow-dry styling, styling long hair and thermal styling. Students are taught various thermal iron and flat iron manipulations and how to use them safely and properly. (27 hours)
Prerequisites: Basic Hairstyling

CG310 - Spa Services I
In this course, students are taught the importance of hair removal as a spa service and proper analysis of the skin. A review of the basics of temporary facial hair removal is also included. Students will learn the importance of knowing the various methods used, and will become familiar with consultation procedures and safety measures. All other spa services that learned in Term I and Term II are built on to gain experience and confidence. (42 hours)

CG318 - State Board Prep I
This course is designed to prepare students for taking the Pennsylvania State Board Examination. Students review the theory and situational aspects of the test. They are given multiple mock tests to help improve their confidence to test well. (10 hours)

CG320 - State Law III
This course continues the focus on Pennsylvania state laws, reviewing those covered in State Law I and II. The student will be tested on their knowledge and understanding of state law, as well as understanding law changes. (3 hours)
Prerequisites: State Law I & II

CG324 - Customer Connections I
This course's mission is to build a solid foundation for outstanding customer service. Customer Connections breaks apart each different aspect during contact with clients in a salon to help give students the knowledge to professionally interact with clients. (10 hours)

CG350 - Clinic II
In this course students will build on the skills acquired in Clinic I. Students spend more time in customer relations, and will formulate and work as though in a salon. The instructor approves all decisions and checks the students work before the client leaves. The student will build confidence and customer service skills. (96 hours)
Prerequisites: Clinic I

CG401 - Business Skills
This course focuses on gaining employment in the field of Cosmetology or a related discipline. Topics covered include establishing effective test taking skills, preparing for employment, writing a resume and completing successful interviews. (36 hours)

CG402 - Advanced Hair Design
During this course, students will demonstrate the mastery skills of cutting a 45 degree graduated elevation haircut, 90 degree uniform layered haircut, 180 degree long layered haircut and a 0 degree solid haircut. Students will also strengthen other advanced haircutting techniques. (63 hours)
Prerequisites: Principles of Hair Design & Intermediate Hair Design

CG403 - Chemical Texture Services IV
Students will increase their speed and confidence in wrapping permanent waves and applying relaxers. Skills previously learned will be built upon in this hands-on course, where actual applications of products will help students visually see the outcomes of products used. (63 hours)
Prerequisites: Chemical Texture Services I, II & III

CG404 - Advanced Color II
Students are given real life scenarios from different clients' hair types. They will need to rely on their color knowledge to come up with creative solutions to fix clients' problems and achieve beautiful results. This course will hone student's skills in all areas of color application and formulation. (38 hours)
Prerequisites: Color Fundamentals, Basic Color & Advanced Color I

CG408 - Advanced Hairstyling
This is an all hands-on course that will help perfect techniques and increase speed with hairstyling skills. Techniques include: wet styling, blow-dry styling, styling long hair, pressing hair and extension. Students will leave this course with confidence in their styling abilities. (38 hours)
Prerequisites: Basic Hairstyling & Intermediate Hairstyling

CG410 - Spa Services II
This course builds on manicuring, pedicures, waxing, facials and makeup application procedures. Students will have hands-on experience performing these services and having them performed on themselves. Leaving this course will strengthen their practical techniques in the spa aspect of cosmetology. (66 hours)
Prerequisites: Spa Services I

CG418 - State Board Prep II
This course builds on State Board Prep I to include mock state board testing. This course will prepare the student in all areas of cosmetology to pass the state board examination. (15 hours)
Prerequisites: State Board Prep I

CG424 - Customer Connections II
Customer Connections II is a continuation of Customer Connections I. The student will be taught customer service skills, from answering the phone to check out and rebooking. Students will learn the importance of customer relations and proper interactions with the client. (5 hours)
Prerequisites: Customer Connections I

CG450 - Clinic III
This course is structured to bring together Clinic I and II. The student will be in control of the client from consultation to check out and rebooking. The student will use computer software to check the customer in, cash out and rebook. The teacher will be available for questions and will approve all work. This course will prepare the student for daily customer contact in a salon. (96 hours)
Prerequisites: Clinic I & II

CT102 - Basic Methods of Teaching/Learning
This course will help develop characteristics desired in master educators. There will be review of the administrative tasks required of educators. Student teachers are taught essential techniques to help study and test take. All master educators will learn how to reach all intelligences and allow learners to use their full brain power. (42 hours)

CT103 - Classroom Management
Student teachers will learn effective communication strategies and how to develop a powerful presentation. This course will also cover how to deal with difficult learner behaviors and how to alleviate learner anxiety. (50 hours)

CT104 - Program Development
This course will explain the steps in curriculum development and how to conduct a sound orientation program for new students. Student teachers are taught effective uses for multiple visual aids, applying various categories and procedures of grading, and when to apply grades with a variety of grading styles. Students will develop successful habits that contribute to success in future positions in a work environment. (58 hours)

CT105 - Lesson Planning I
Lesson planning serves as a road map of each class session and will ensure that students receive the detailed information needed in each unit of study. Student teachers are taught to consider the selection of subject matter, procedures, and the preparation of tests to determine students' progress. (15 hours)

CT120 - State Law I
This course focuses on Pennsylvania State Laws and Regulations. It teaches the student sanitation and sterilization regulations and the state laws that pertain to schools, salon ownership and a variety of licensing. (7 hours)

CT150 - Clinic Supervision I
This course gives our student teachers a significant amount of their career training in a "hands-on" learning environment that is very similar to that of the actual salons and clinics in which they will become employed. (38 hours)

CT202 - Teaching Success Strategies
This course teaches the art of retaining students. Student teachers will become great team players and ambassadors of goodwill for their colleagues, students and the school that they will eventually become employed by. Evaluating professional performances will round out this course. (58 hours)

CT203 - Career & Employment Prep
Educators must learn not only how to prepare for their own state licensing examination but also how to teach learners to prepare for their practitioner licensing examination. This course also explains the importance of preparing for employment and how to successfully maintain employment once it's achieved. (13 hours)

CT205 - Lesson Planning II
Students will build on the skills learned in Lesson Planning I. Student teachers will learn and understand the advantages and importance of lesson planning to ensure the student has a thorough understanding of material and progress academically. (45 hours)
Prerequisites: Lesson Planning I

CT210 - Student Teaching I
Student teachers will be responsible for using a variety of teaching methods in order to produce or achieve desired educational objectives and facilitate learning for all students. Student teachers will lead various lectures and demonstrations in actual classroom settings while being observed by licensed cosmetology instructors. (50 hours)

CT220 - State Law II
This course will build on the knowledge acquired from State Law I. The student will learn to use state laws within their lesson plans. This course also reiterates the importance of following and being aware of changes that pertain to all licensing in this industry. (4 hours)
Prerequisites: State Law I

CT250 - Clinic Supervision II
This course will allow the student teacher more flexibility to make sound decisions and work independently in a salon setting. They will apply "hands-on" training more freely without direct supervision from the instructor. (40 hours)
Prerequisites: Clinic Supervision I

CT301 - Milady Review
This course will give students a reinforcement of textbook definitions and improve their knowledge of classroom situational management. (20 hours)

CT305 - Lesson Planning III
This course brings together the knowledge acquired in Lesson Planning I and II. Students will learn to appropriately pull together the introduction, the main body and the conclusion of the lesson plan, and will learn to include all the minimum components needed for a complete and sequential lesson plan. (40 hours)
Prerequisites: Lesson Planning I & II

CT310 - Student Teaching II
This course focuses on generational skills. The student will learn to stay current and educate themselves on diverse backgrounds. Student teachers will learn to adjust lesson plans to accommodate all learners in the classroom and the responsibility of creating an educational atmosphere for everyone. Students will learn to communicate and be understood by all learners. (107 hours)
Prerequisites: Student Teaching I

CT318 - State Board Prep
This course is designed to prepare students for taking the Pennsylvania State Board Examination. Students review the theory and situational aspect of the test. Students are given multiple mock tests to help improve their confidence to test well. (3 hours)

CT350 - Clinic Supervision III
This course allows the student teacher to take control of the student salon. The student teacher will oversee all aspects of the student salon from the consultation of the client to the use of salon software and handling of money. It is designed to give the student teacher the full effect of the daily operations of a student clinic. (40 hours)
Prerequisites: Clinic Supervision I & II

MA100 - Introduction to Medical Assisting
This course takes a deeper look into the profession of medical assisting. The many job descriptions that medical assistants do on a daily basis are explored. Students will have a working knowledge of what skills they will be performing as a medical assistant. Certifications that are available to eligible graduate medical assistants are also discussed. (8 hours)

MA101 - Medical Terminology
This course will teach the student the basic design of medical terminology. The ultimate goal of the course is retention of 350 Latin and Greek word parts or elements. The course follows the Dean Vaughn DVD series that uses abstract images to help the student associate them with the subject for total retention of the terms. This course is considered the main "building block" for the program. As the year progresses, students will discover how the terminology is related to day-to-day use in the medical environment. (40 hours)

MA102 - Math Review
In this course, the student will review basic math functions. Students will also begin calculating doses calculations for medications administration. Students are encouraged to seek additional math worksheets from the instructor to help achieve 75% or higher in this course. (20 hours)

MA103 - Introduction to Microsoft Office
This course is designed to give the student an introduction to the following: Word, Excel, and PowerPoint. After completing this course, the student should have a working knowledge of each program and be able to navigate through each effectively. (32 hours)

MA104 - Professional Writing I
This course will teach the student the importance of writing clear and effective business documents. Through numerous document examples and applications, students will master basic skills and apply them in specific, real-world business situations. (16 hours)

MA105 - Administrative Medical Assisting I
This course will teach the student correct telephone technique, how to handle emergency calls, handling of difficult callers and the protocol for taking messages. Students will learn the different types of appointment scheduling and guidelines. This course will introduce students to the world of Electronic Health Records using software for a hands-on approach. The EHR exercises will allow students to simulate work in a real physician's office, helping them understand theory as they put what they learn to practice. (14 hours)

MA112 - Anatomy & Physiology
This course covers the basic structure and function of the human body, including body systems, cavities, relative terms and key vocabulary words. This course will also include training in identifying body structures and functions as they relate to each body system. (64 hours)

MA110, 210 & 310 - Career Development I, II & III
These courses will help the student prepare for job interviews, job searching, and resume building. The student will develop his/her resume throughout the course of the year. The will also prepare for and participate in Mock interviews, and learn to compile a "job search" and send thank-you notes. (4/8/8 hours)

MA115 - Interpersonal Skills & Human Behavior
This course will teach students the basic principles of human behavior as it relates to the healthcare field. Students will learn how to effectively communicate with patients and their families and how to handle different obstacles that may arise in patients' lives. (24 hours)

MA120/121 - Clinical Medical Assisting I/Clinical Lab
This course will prepare students for the fundamentals of clinical medical assisting. The following areas will be discussed in this course: infection control, patient assessment, patient education, nutrition and health promotion, vital signs and assisting with the primary physical examination. Students will be expected to master all clinical skills by the end of Term I and receive a grade of 75% or above in all competencies and theory exams. (38/20 hours)

MA202 - Pharmacology
Students will learn the fundamentals of pharmacology, including patient safety regulations, reading prescription labels, e-prescribing, acceptable abbreviations on the medication order and allergies to medications. Students will become familiar with a wide variety of drug classifications by body systems and how drugs can have an adverse effect on the body. (40 hours)

MA204 - Professional Writing II
This course will expand the skills learned in Professional Writing I. Students will learn the importance of basic writing skills as applied in the medical assistant field. (16 hours)
Prerequisites: Professional Writing I

MA205 - Administrative Medical Assisting II
This course teaches students to become proficient in front office procedures and tasks that include: mail handling, daily operations, controlling the office environment, written communication, managing medical records and using the EMR system. (29 hours)
Prerequisites: Administrative Medical Assisting I

MA206 - Billing & Coding Procedures I
The focus of this class is learning the basic coding rules for the ICD-10-CM coding system and then applying the rules to code patient services. Every effort will be made to equip you with the skills and tools you will need to succeed. (40 hours)

MA212 - Administering Medication
Students will learn the guidelines to properly administer oral and parenteral medications to patients. Students will be shown the proper technique and procedures to administer injectable medications, how to calculate adult and pediatric dosages, proper placement for injections, correct documentation when administering medications, the parts of syringes and needles and how to select the correct equipment needed to administer the proper medication. (20 hours)

MA220/221 - Clinical Medical Assisting II/Clinical Lab
This course is designed to instruct students on assisting with medical specialties. The medical assistant student will learn: what to do in an emergency situation/emergency preparedness, how to assist, prepare and perform tasks related to ophthalmology, otolaryngology, dermatology, gastroenterology, urology, obstetrics, gynecology, pediatrics, orthopedic, neurology, endocrinology, pulmonary, cardiology and geriatric examinations. (89/48 hours)
Prerequisites: Clinical Medical Assisting I/Clinical Lab

MA301 - Billing & Coding Procedures II
The focus of this class is learning basic coding rules for the CPT and HCPCS Level II coding systems, and applying the rules to code patient services. (40 hours)
Prerequisites: Billing & Coding Procedures I

MA302 - Phlebotomy
This course will teach students the proper technique for specimen collections in the healthcare field. Students will be shown how to perform venipuncture with the vacutainer system and the butterfly system. The course also reviews capillary punctures, pediatric and elderly collections for blood and other body fluid samples, standard precautions that must be observed, specimen handling and transporting specimens. Students will receive a Bloodborne Pathogens card from the American Heart Association once the Bloodborne Pathogens course is completed. (48 hours)

MA303 - Medical Law & Ethics
This course covers medical law and ethics and its role in the healthcare field. Students will have a working knowledge of laws that healthcare providers must abide by on a day-to-day basis and the ramifications if the law is broken. The course also takes a closer look into the United States Justice System and how the courts operate. HIPAA compliance and EMR use are discussed in length. (40 hours)

MA305 - Administrative Medical Assisting III
This course will cover banking procedures, financial record keeping, practice management and the human resources aspect of the medical practice. Students will have hands-on activities to complete using the EMR system. (35 hours)
Prerequisites: Administrative Medical Assisting I & II

MA312 - Assisting with Surgeries
The focus of this class is learning the basic fundamental concepts and principles necessary to participate in minor surgery. Topics in this course cover orientation to surgical technology, biomedical principles, asepsis and the surgical environment, basic instrumentation and equipment, and learning and applying principles of the sterilization process. (23 hours)

MA315 - AHA BLS for the Healthcare Provider (CPR)
Students learn basic life saving techniques as it relates to cardiac arrest. Students must perform and demonstrate the guidelines to perform correct CPR as dictated by the American Heart Association. Upon completion of this course, students will receive the AHA BLS CPR card. (8 hours)

MA320/321 - Clinical Medical Assisting III/Clinical Lab
This course teaches the student the fundamentals of using and performing EKGs, how to collect and perform urinalyses and how to perform various laboratory skills and procedures such as blood smears and SED rates. Students are shown how to operate various laboratory equipment like the centrifuge, incubator and the microscopes. (56/30 hours)
Prerequisites: Clinical Medical Assisting I & II/Clinical Labs

MA401 - Test Preparatory Workshop
Test Prep is a mandatory 20-hour review of all Medical Assisting courses. Upon completion of Test Prep, the student should be able to pass the HESI Medical Assisting Exit Exam with a "C." A 75% or higher is required in order to be eligible for the Externship portion of the program. Test Prep also helps prepare the student for certification testing with the National Health Career Association and the American Medical Technologist. (20 hours)

MA410 - Unpaid Externship
The 160-hour unpaid externship takes place in a medical facility. Externship sites are available in five different counties to accommodate the student. Students meet with the Externship Coordinator for site placement and recommendations. Students are required to complete all Certified Profile requirements and site-specific requirements in order to be eligible to begin their externship. Once a student has been cleared to begin their externship, they are able to observe, and in some cases are able to perform their skills, at the site location. The students are only permitted to perform skills that the site supervisor has approved. Most externship sites prefer for the student to complete both administrative and a clinical rotation. There is no guarantee of employment from the externship site. (160 hours)
Prerequisites: Test Preparatory Workshop

PN090 - Diet Therapy for Nursing
The student learns the nutrients, their sources and their relation to body function. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will use a computer analysis to evaluate their daily nutritional intake against recommended daily allowances. (45 Theory hours)

PN091 - General Psychology
An introduction to the study of human behavior. Psychology is presented as both a biological and a social science. Facts, principles, processes, theories, and research are explored in the course of study. Practice in the application of scientific methods, analysis of human behavior, and synthesis of the components of human behavior. (45 Theory hours)

PN092 - Human Development Across the Life Span
Using a developmental lifespan approach to human development, focus is on biological, cognitive, and social domains of development and their interplay. Emphasis is placed on the importance of maintaining an ecological perspective. Major theories of human development at all stages of the lifespan are discussed. (45 Theory hours)
Prerequisites: PN091 - General Psychology

PN093 & PN094 - Introduction to Sociology
Methods, fields, and vocabulary of sociology: the social interaction of persons and groups; the process of socialization and social structures; social institutions as the family, religion, and education are included. (45 Theory hours)

PN101 - Fundamentals of Nursing
This course introduces the student to the discipline of nursing and traces the history of practical nursing. Ethical-legal aspects are discussed. Basic principles of infection control necessary to provide safe nursing care are explained. Basic tenets of professionalism, communication, and planning nursing care are emphasized. The clinical practicum is designed to introduce the student to the hospital and long-term care setting, to develop effective communication techniques, and to begin to understand the process of delivering safe, compassionate nursing care. (75 Theory hours + 160 Clinical hours)

PN102 - Anatomy and Physiology
This course is designed to provide a study of the basic structure (Anatomy) and function (Physiology) of the human body. Pertinent fundamental principles of chemistry, microbiology, and physics are also included in the study. Emphasis is placed on the interaction of all body systems in the maintenance of life and health. (60 Theory hours)

PN201 - Medical Surgical Nursing
This course builds upon the theory presented in the Fundamental of Nursing I course. Students are introduced to the nursing process via data collection and fundamental nursing skills. An overview of planning nursing care is presented. Emphasis is placed on basic comfort measures necessary to provide quality, compassionate patient care. Medication administration and IV therapy concepts are explored. A geriatric component is also included. The clinical practicum provides the student the opportunity to develop care planning skills and provide basic nursing care in the acute and long-term care setting. (90 Theory hours + 210 Clinical hours)
Prerequisites: Term I courses

PN202 - Nursing Pharmacology
This course is designed as an overview of the role of the nurse in drug therapy. Federal and state laws with hospital policies are presented. Pharmacokinetics, drug action and side effects are discussed. Over-the-counter drugs, analgesics, and antipyretics are included. Medication administration related to systemic use and disease process is stressed. (60 Theory hours)

PN301 - Family Centered Nursing
This course focuses on the needs of the individual from conception through adulthood. The uniqueness of the physical and psychological changes experienced by a woman during the childbearing period and the impact of the family is explored. Emphasis is also placed on pediatric health concerns. Male and female reproductive changes are also discussed. The clinical practicum is designed to allow compassionate nursing care to meet the holistic needs of individuals throughout the lifespan. (110 Theory hours + 210 Clinical hours)
Prerequisites: All Term I & II courses

PN401 - Advanced Medical/Surgical Nursing
This course focuses on utilizing the nursing process to meet holistic health needs of the patient experiencing surgery and other acute and chronic illnesses. Students will use previously learned knowledge and skills to provide compassionate, holistic care in a healing environment to patients and families. The clinical assignments are to promote independence, organization, and accountability through multiple patient assignments. High acuity units will be utilized.
(100 Theory hours + 270 Clinical hours)
Prerequisites: Term I, Term II, Term III courses.

PN402 - Leadership and Delegation in Practical Nursing
This course is designed to address issues of leadership and delegation while adhering to the guidelines within the Nurse Practice Act. Critical thinking, prioritizing patient acuity and dealing with labor issues utilizing the chain of command will be addressed. (25 Theory hours)
Prerequisites: All courses

WT100 - Introduction to AWS Sense
The Welding Program follows American Welding Society (AWS) SENSE (Schools Excelling through National Skills Standards Education) curriculum guidelines for Entry Level Welders. AWS is a professional, international organization that guides the welding industry. This course introduces students to the SENSE curriculum and sets the expectations for upcoming training.

The AWS SENSE training standards are designed to provide quality education that will assist the student in acquiring, maintaining, and improving competence in welding related tasks. The ICTC's goal is to prepare competent entry-level welders who have excellent work ethic and professional values, as well as the necessary skills for a successful welding career. (9 hours)

WT101 - Welding Safety
Students will learn the different work related hazards that are involved in the Welding field and beyond, as well as the different types of hazards inside of the shop environment. Training will prepare students to correctly identify unsafe conditions, and the proper set up and use of welding equipment. (30 hours)

WT103 - Cutting and Brazing (Lecture/Lab)
Students will learn how to properly handle Oxy-Fuel Cutting Torches (OFC), Air Carbon Arc Cutters (ACAC), and Plasma Arc Cutters (PAC), cutting/gouging various thickness of metal ranging from 0.125" to 1.0". Students will also learn to properly set up, check for leaks, and dismantle a Portable Oxy-Fuel torch assembly as well as proper set up of an Air Carbon Arc Cutter and Plasma Arc Cutter. (18/27 hours)

WT104 - Shielded Metal Arc Welding SMAW I (Lecture/Lab)
Students will learn the basics of the SMAW (Stick) Welding process, including proper machine set up, polarity settings, and AWS electrode classification. Students will begin to weld in the Flat Position and Horizontal Position. (22/44 hours)

WT106 - Gas Metal Arc Welding GMAW (Lecture/Lab)
Students will learn the GMAW (MIG) Welding process. Also covered are proper machine set-up, Polarity settings, and the AWS electrode classifications. Students will begin to weld in the Flat Position, moving onto the Horizontal, Vertical, and Overhead positions. (15/43 hours)

WT105 - Blueprint Reading I
Students will learn the basics of blueprint reading, including types of lines and views. Students will also learn how to sketch and draw a blueprint in an Oblique and Isometric View, different types of dimensioning, Structural Shapes, and how to quote for cost of materials. (26 hours)

WT202 - Flux Core Arc Welding FCAW I (Lecture/Lab)
Students will learn the basics of the FCAW (Flux Core) Welding process, including proper machine set-up, polarity settings, and AWS electrode classifications. Students will begin to weld in the Flat and Horizontal Positions. (22/42 hours)

WT203 - Structural Welding I (Lecture/Lab)
Students will learn the basics of Structural Welding, including layout and fabrication terminology used in Structural Welding. Students will learn basic structural shapes and how they relate to the construction field. Through observation of buildings, ships, and bridges students will learn how structural welding is used in industry. (14/21 hours)

WT204 - Shielded Metal Arc Welding SMAW II (Lecture/Lab)
Students will learn more advanced processes in SMAW Welding, including proper machine set-up, positioning, and different types of welding joints. Students will begin to weld in the Vertical position with different types of joint designs. (21/42 hours)
Prerequisites: Shielded Metal Arc Welding SMAW I

WT212 - Flux Core Arc Welding FCAW II (Lecture/Lab)
Students will learn more advanced processes in FCAW (Flux Core) Welding. Proper machine set-up for welding in the Vertical and Overhead position using various joint designs is covered. (9/36 hours)
Prerequisites: Flux Core Arc Welding FCAW I

WT205 - Blueprint Reading II
Students will learn more advanced concepts of blueprint reading, including sectioning, assemblies, Welding Symbols and Abbreviations, and tolerancing. (36 hours)
Prerequisites: Blueprint Reading I

WT304 - Gas Tungsten Arc Welding GTAW I (Lecture/Lab)
Students will learn the basics of Gas Tungsten Arc Welding (TIG). Students will begin to weld in the flat position on steel while progressing through the different types of weld joints. As students progress, they will move onto different types of material, including stainless steel and aluminum. (21/42 hours)

WT303 - Structural Welding II (Lecture/Lab)
In this section of the course, students will be using knowledge learned from Structural Welding I to complete a project built from their own design to be put to a test to determine the loads it can withstand. (7/14 hours)
Prerequisites: Structural Welding I

WT324 - Shielded Metal Arc Welding SMAW III (Lecture/Lab)
Students will use skills learned from SMAW I and SMAW II to learn welding in the Overhead Position. Students will learn proper machine set-up, positioning, and different types of welding joints. Students will also weld with different types of joint designs. (8/30 hours)
Prerequisites: Shielded Metal Arc Welding SMAW I & II

WT314 - Gas Tungsten Arc Welding GTAW II (Lecture/Lab)
Using the skills acquired in GTAW I, students will learn more advanced welding concepts in GTAW. Students will progress to using various types of joint designs while welding on steel, stainless steel, and aluminum. (18/52 hours)
Prerequisites: Gas Tungsten Arc Welding GTAW I

WT310 - Career Development
Students will have an opportunity to learn and develop the necessary skills to engage in life/career planning. Students will also learn the fundamentals of planning and organizing a job search, and how to write cover letters and resumes as it applies to the job. (22 hours)

WT305 - Blueprint Reading III
In this section of the course, students will learn welding symbol information, welding tolerance, and specifications. (29 hours)
Prerequisites: Blueprint Reading I & II

Indiana County Technology Center
Post-Secondary Course Catalog

Section 8
Appendixes

Indiana County Technology Center
School of Practical Nursing

Tuition and Expenses Sheet
All Prices Subject to Change

	Books, Fees, and Other Costs	Tuition	Total
Pre-Entrance Expenses (Estimated):			
Pre-Entrance Test	70.00		70.00
Registration Fee	150.00		150.00
Physical Examination	50.00		50.00
Medical Laboratory Test	200.00		200.00
Uniform, Shoes and Supplies	250.00		250.00
Castle Branch Check – (Pkg, Child Abuse, Criminal, FBI Fingerprint, 16 panel Drug Screen)	222.00		222.00
Total	**942.00**		**942.00**

Note: All pre-entrance expenses must be paid prior to the start of classes.

Program Tuition and Expenses:

Tuition – ICTC		12,610.00	12,610.00
Tuition – Pennsylvania Highlands Community College		3,192.00	3,192.00
CPR for the Healthcare Provider	40.00		40.00
Textbooks – (Excluding PHCC Textbooks)	915.00		915.00
Clinical Tote	94.00		94.00
Assessment Technologies and Review Program	630.00		630.00
Shadow Health Computerized Instruction	200.00		200.00
Instructional Fees	200.00		200.00
Stat Nursing Review/NCLEX Prep Instruction	200.00		200.00
Graduation Fees	340.00		340.00
Total	**2,619.00**	**15,802.00**	**18,421.00**
Grand Totals of Program Tuition and Expenses and Pre-Entrance (estimated) Expenses			**19,363.00**

Updated 6/2017

Indiana County Technology Center
School of Practical Nursing
Tuition Plan – Full-time Program
(Tuition costs and fees are subject to change)

Community College - $266.00 per credit
Indiana County Technology Center - $235.00 per unit

Term I		Term II		Term III		Term IV	
Fundamentals of Nursing (8.6 u)	2,023	Medical/Surgical Nursing (10.7 u)	2,518	Family Centered Nursing (12 u)	2,820	Advanced Medical/ Surgical Nursing/	3,360
Diet Therapy for Nursing (3 cr)	798	Nursing Pharmacology (4 u)	944	Human Development across the Lifespan (3 cr)	798	Leadership And Delegation in Practical Nursing (14.3 u)	
Anatomy & Physiology (4 u)	945	General Psychology (3 cr)	798			Introduction to Sociology (3 cr)	798
TOTALS:	**$3,766**		**$4,260**		**$3,618**		**$4,158**

Total Tuition and Fees - $15,802

Indiana County Technology Center
School of Practical Nursing
Steel Center Satellite
Tuition Plan – Part-time Program
(Tuition costs and fees are subject to change)

Community College - $266.00 per credit
Indiana County Technology Center - $235.00 per unit

Term I		Term II		Term III		Term IV	
Fundamentals of Nursing (8.6 u)	2,023	Medical/Surgical Nursing (10.7 u)	2,518	Family Centered Nursing (12 u)	2,820	Advanced Medical/ Surgical Nursing/ Leadership (14.3 u) and Delegation in Practical Nursing	3,360
Diet Therapy for Nursing (3 cr)	798	Nursing Pharmacology (4 u)	944	Human Development Across the Lifespan (3 cr)	798		
Anatomy & Physiology (4 u)	945	General Psychology (3 cr)	798	Introduction to Sociology (3 cr)	798		
TOTAL:	**$3,766**		**$4,260**		**$4,416**		**$3,360**

Total Tuition and Fees - $15,802

Revised 6/17

Indiana County Technology Center
School of Practical Nursing Curriculum
Full Time Program
2017 – 2018

48 ACADEMIC WEEKS

Key: **15hr. college theory = 1 college credit**
15 hr. nursing theory = 1 unit (u)

45 hr.

Term I			**Term II**			**Term III**			**Term IV**		
	Theory	**Clinical**		**Theory**	**Clinical**		**Theory**	**Clinical**		**Theory**	**Clinical**
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210	Advanced Medical Surgical Nursing	100	270
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45		Leadership	25	
Anatomy & Physiology	60		General Psychology	45					Introduction to Sociology	45	
Average week: Ratio:1:2.1	28 hours		Average week: Ratio:1:2.2	34 hours		Average week: Ratio:1:2.0	34 hours		Average week: Ratio:1:2.1	32 hours	

clinical practice = 1 unit (u)

Indiana County Technology Center
School of Practical Nursing Curriculum
Steel Center Satellite campus
Curriculum – Part Time Program
2017 – 2018

64 ACADEMIC WEEKS

Key: **15hr. college theory = 1 college credit**
15 hr. nursing theory = 1 unit (u)
45 hr. clinical practice = 1 unit (u)

Term I	Theory	Clinical	Term II	Theory	Clinical	Term III	Theory	Clinical	Term IV	Theory	Clinical
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210	Advanced Medical Surgical Nursing	100	270
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45		Leadership	25	
Anatomy & Physiology	60		General Psychology	45		Introduction to Sociology	45				
Average week: 20 hours Ratio:1:2.1			Average week: 20/29 hours Ratio: 1:2.3			Average week: 20/29 hours Ratio: 1:2.2			Average week: 20/29 hours Ratio: 1:2.7		

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Course Catalog
2017–2018