



Mission Statement

We Train Today's Students for Tomorrow's Workplace!

ADULT TRAINING PROGRAM GUIDE

SCHOOL YEAR 2020-2021



CABELL COUNTY CAREER TECHNOLOGY CENTER

Administration	Name	Certifying School	Degree Earned
Director Adult Programs	Frank Barnett	Marshall University	M.A. Leadership Studies
High School Principal	Frank Barnett	Marshall University	M.A. Leadership Studies
High School Assistant Principal	David Baisden	Marshall University	M.A. Leadership Studies
Adult and LPN Admissions Secretary	Grace Vance	Barboursville High School	Diploma
Student Support Services	Andrea Voss	Marshall University	M.A. in Teaching

ADULT CLASSES AND INSTRUCTORS

Program	Name	Certifying School	Degree Earned
Automotive Technology (Evening)	Lonnie Watts	Collins Career Center Northwestern Auto Diesel College	CTE Endorsement, WVDE
Electrical Technician (Evening))	Tony Vaughn	WVU-Tech	CTE Endorsement, WVDE
HVAC Technician (Day)	Charles Vaughn	WVU-Tech	CTE Endorsement, WVDE
HVAC Technician Advanced (Day)	Charles Vaughn	WVU-Tech	CTE Endorsement, WVDE
Licensed Practical Nursing	Elizabeth Prichard	Kentucky Christian University	B.S. in Nursing, CTE Endorsement, WVDE
Licensed Practical Nursing	Staci Miller/Coordinator	Ohio University	B,S, in Nursing
Welding (Evening)	Jeremey Lewis	Ashland Community & Technical College Morehead State University	B.A. Process Engineer Assoc. Welding Technology & Applied Science CTE Endorsement, WVDE

**The Registration & Application fees are due when signing up for class.
The Registration fee is non-refundable.**

GENERAL STUDENT INFORMATION

SCHOOL ACCREDITATION

CCCTC is operated by Cabell County Schools. We are accredited by the Council on Occupational Education and approved by the West Virginia Department of Education, West Virginia Board of Education, Cabell County Board of Education, the West Virginia Department of Employment Security, Vocational Rehabilitation, Job Corps, Veteran's Administration and Workers Compensation.

REGISTRATION AND ADMISSION POLICY

Registration for classes is conducted Monday, Tuesday, Wednesday from 10:00a.m. to 6:00p.m., Thursday and Friday from 8:00a.m. to 3:00p.m. Registration for LPN is conducted Monday – Friday from 8:00a.m. to 3:00p.m. All fees must be paid at the time of registration and all registrations are accepted in the order received. To ensure successful completion of the course of study, students must meet course requirements and complete all enrollment procedures before being admitted to class. All adult students MUST have a high school diploma, TASC™ or GED®. Those who do not possess a high school diploma, TASC™ or GED® are referred to the Adult Learning Center and must earn a West Virginia High School Equivalency Diploma before enrolling. All students must take the TABE exam to determine math and reading levels and their potential for success prior to admission. Students must achieve a 9th grade equivalence in each TABE exam component before enrolling. Those who fail to achieve this level are referred to Adult Learning Center. Students must meet with the adult admissions secretary to officially enroll. All new enrollments start on Mondays of the week after all enrollment qualifications have been confirmed and paperwork is completed.

PRE-ENROLLMENT/ADMISSION PROCEDURES

1. Complete the *Tests of Adult Basic Education* (TABE) Exam in the Adult Learning Center (Room 128) and score a 9th grade level or above on 3 components of the test. (Reading, Language and Total Math) Students who do not meet the minimum academic requirements for their program must meet with the Learning Center instructor to discuss test results and available services. Potential LPN students will be administered the TEAS V and must score at the basic level.
2. Complete and file for FAFSA at FAFSA.gov. Once confirmation is received, meet with our Financial Aid Consultant to review your financial aid eligibility. Please call the Adult Office for office hours of our FAC. **Our school number is 013938.**
3. After TABE test and FAFSA are confirmed, meet with the Adult Programs Secretary to start the enrollment process. You must bring a copy of your passing TABE test scores and FAFSA/Pell/WIA/TAA, etc. confirmation.
4. Receive the New Student Packet and check off list showing requirements along with providing a copy of their high school diploma, TASC™ or GED®.
5. Review Adult Student Handbook Policies and Procedures and sign the Student Handbook Contract.
6. Adults enrolling in a day program that includes high school students will need to have a background scan, which is not included in the tuition and fees.
7. Attend the mandatory orientation

***General enrollment for Programs are based on a rolling enrollment. This is done through two (2) options**

- 1. Enrollment based on an every Monday start date between the listed Term dates listed below or,**
- 2. Based on approval by the instructor and upon successful completion of a competency exam**

***Term dates are July – December-Term 1 and January-June Term 2. Term 1 may begin in August if it is a Day Program.**

*Any additional program proficiency requirements are determined by the instructor.

*Adults enrolling in a day program that includes high school students will need to have a background scan which is not included in the tuition and fees.

*Please see the **13th Year Admission Application** and **Career Achievement Student Scholarship** for information regarding the qualifications for CCCTC's own version of the "Promise Scholarship." For current 12th grade seniors only. Completed applications are due upon graduating from High School. Applications accepted from surrounding counties. Veterans Administration benefits available to those who fall under current qualifications of Active Duty, Deceased due to active duty or 100% disabled parent(s). See Adult Office for applications and more information.

Any adult enrolled in a day program with high school students must complete the same requirements as the high school students. For example, Simulated Workplace requirements, Portfolio and the NOCTI Assessment.

TRANSFERS

The Cabell County Career Technology Center currently does not allow students to transfer from one program to another or from one institution to another with the exception of the Licensed Practical Nursing program which does allow transfers (see the LPN handbook for details) and VA Education Benefit students. The Cabell County Career Technology Center will accept, review, and maintain a written record of previous education and training submitted from students using VA education benefits. Such materials will be reviewed to determine if credit toward completion of the desired program is possible.



Automotive Technology

Instructor: Lonnie Watts

Program Length: 1215 Hours

Option 1

Full-Time	Duration: 51 weeks	Evening	Monday-Thursday	4:00 p.m.- 10:00 p.m.
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Option 2

Part-Time	Duration: 81 weeks	Evening	Monday-Wednesday	5:00 p.m.- 10:00 p.m.
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The Automotive Technology Specialization program features all the components listed in the Automotive Technology program with an additional 135 hours to master particular skills and earn a 1 year credit towards ASE certification. Careers in the Automotive Technology pathway include the maintenance, repair, and servicing of vehicles and transportation facilities, as well as the refueling of mobile equipment. All transportation relies on equipment which must function as designed, whenever needed. The people in this pathway keep the equipment and machinery running while looking for more efficient, safe, and cost-effective ways to do so.

Major Units of Study

Automotive Technology MLR-1 304 hours	Automotive Technology MLR-2 303 hours	Automotive Technology MLR-3 304 hours	Automotive Technology MLR-4 304 hours
<ul style="list-style-type: none">• Shop and Personal Safety• Tools and Equipment• Preparing Vehicles for Service• Electrical System Diagnosis• Service of Batteries• Engine Lubrication• Cooling Systems Diagnosis and Repair	<p>Diagnosis and Repair of:</p> <ul style="list-style-type: none">• Steering and Suspension• Wheels and Tires• Brakes• Hydraulic Systems• Drum Brake Systems• Disk Brake Systems• Power Assist Units• Antilock Brake Systems	<p>Demonstrate Diagnosis and Repair in:</p> <ul style="list-style-type: none">• Starting Systems• Charging Systems• Lighting Systems• Accessories System• Engines• Cylinder Head• Valve Train• Engine Performance	<ul style="list-style-type: none">• Computerized Engine Control• Fuel, Air Induction and Exhaust Systems• Emission Control Systems• Automatic Transmissions• Manual Drive Train• Heat and Air Conditioning

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – Auto mechanics are required to lift loads up to 40 pounds, and stand for long periods of time on concrete floors.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$4252.50	\$20	\$100	\$800	\$120	\$120*	\$5412.50

*Automotive Service Excellence (ASE)- Cost includes: 2 Exams and Registration fee.



Electrical Technician

Instructor: Tony Vaughn
Program Length: 1080 Hours

Option 2

Full-Time	Duration: 1 year	Evening	Monday-Thursday	4:00 p.m.- 10:00 p.m.
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Option 3

Part-Time	Duration: 2 years	Evening, YEAR 1	Monday-Wednesday	5:00 p.m.- 10:00 p.m.
		Evening, YEAR 2	Tuesday-Thursday	5:00 p.m.- 10:00 p.m.

The Electrical Technician program is designed to prepare students for employment in any one or all of the following occupational areas: Residential, Commercial, and Industrial Wiring. The student will be actively involved in classroom electrical theory and practical lab as well as field experience in various construction and industrial situations. The goals of the program are to prepare students for entry-level employment and provide them with the necessary knowledge of electrical theory and concepts; students will be able to keep pace with the rapidly changing electrical field. A positive work ethic is also stressed.

After successful completion of the course, the graduate will receive a certificate which enables him/her to take the WV State Fire Marshal's Test. After passing the test, the graduate will be licensed by the state of West Virginia as a **Journeyman Electrician**. Students enrolled in this program will also receive an OSHA 10 Safety card.

Basic Curriculum: Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Intro to Materials Handling

Major Units of Study

Electrical Trades I* 270 hours	Electrical Trades II* 270 hours	Electrical Trades III* 270 hours	Electrical Trades IV* 270 hours
<ul style="list-style-type: none"> Orientation to Electrical Trade Electrical Safety Intro to Electrical Circuits Electrical Theory Intro to National Electrical Code® Device Boxes Hand Bending Raceways and Fittings Conductors and Cables Basic Electrical Construction Drawings Residential Electrical Services Electrical Test Equipment 	<ul style="list-style-type: none"> Alternating current Motors: Theory and Application Electric Lighting Conduit Bending Pull and Junction Boxes Conductor Installations Cable Tray Conductor Terminations and Splices Grounding and Bonding Circuit Breakers and Fuses Control Systems and Fundamental Concepts 	<ul style="list-style-type: none"> Load Calculations- branch and feeder circuits Conductor Selection and Calculations Practical applications of Lighting Hazardous Locations Overcurrent Protection Distribution Equipment Transformers Commercial Electrical Services Motor Calculations Motor Controls 	<ul style="list-style-type: none"> Load Calculations- feeders and services Basic Electronic Theory Fire Alarm Systems Specialty Transformers Advanced Controls HVAC Controls Heating Tracing and Freeze Protection Motor Operation and Maintenance Medium-Voltage Terminations and Splices Special Locations

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – Electricians are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$3780	\$20	\$100	\$800	\$239	N/A	\$4939



Electrical Technician Advanced

Instructor: Tony Vaughn
Program Length: 675 Hours

Option 1

Part-Time	Duration: 1 year	Evening	Tuesday-Thursday	5:00 p.m.- 10:00 p.m.
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Option 2

Full-Time	Duration: 28 weeks	Evening	Monday-Thursday	4:00 p.m.- 10:00 p.m.
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The Electrical Technician Advanced program is only available to students who have previously completed an electrical training program or currently possess a journeyman's license. Components of the Electrical Technician Advanced program include theory, hands-on skills, and applications.

Major Units of Study

Rotating Devices and Control Circuitry 225 hours	Industrial and Commercial Wiring 225 hours	National Electrical Code 225 hours
<ul style="list-style-type: none"> Motor Control Circuits Interpretation of Electrical Diagrams Electrical Symbols Remove and Replace Defective Parts Rewire Electrical Systems Relays and Starters Automatic Circuits AC and DC Motors Pilot Devices Counter Circuits Jogging, Plugging, and Reversing Circuits Relay and Magnetic Starters Delay Relays Single-Phase and Three-Phase Motors Phase Rotation Meter 	<ul style="list-style-type: none"> Raceway Systems Conduit Bending Plan Layout and Installation Pull insulated wires or cables and place conduit, pipes, or tubing inside partitions, walls, or other concealed areas. Calculating Commercial Loads Single-Phase and Three-Phase Transformers Delta and Wye Configurations Calculating: Window Loads, Lighting Loads, Luminary Loads, Receptacle Loads Inspect connections, wiring, relays, charging resistance boxes, and storage batteries Connect Wires to Circuit Breakers and Transformers Terminate Dual-Voltage Transformers Inspect Electrical Systems, Equipment, or Components 	<ul style="list-style-type: none"> Read and navigate the NEC Explain History and Purpose Explain Chapter Layout Installations that the NEC lists Sequence of Organizational Components Steps for Finding Information Math Skills to Solve NEC Calculations Determine Conductor Size Steps for Calculating a Service Entrance for a residential and commercial buildings. Determine Box Fill

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – Electricians are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$2362.50	\$20	\$100	\$800	N/A	N/A	\$3282.50



HVAC Technician

Instructor: Charles Vaughn
Program Length: 1215 Hours

Option 1

Full-Time	Duration: 1 year	Day (7 hours per day)	Monday-Friday	7:45 a.m.- 2:45 p.m.
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Option 2

Full-Time	Duration: 1 year	Evening	Monday-Thursday	4:00 p.m.- 10:00 p.m.
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Option 3

Part-Time	Duration: 2 years	Evening	Monday-Wednesday	5:00 p.m.- 10:00 p.m.
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The HVAC Technician concentration focuses on careers that will build a knowledge base and technical skills in all aspects of the heating, ventilation, and air conditioning industry. The curriculum is divided into 40% theory and 60% application of theory through numerous demonstrations, labs, and in-class projects. Students will have the opportunity to earn Industry Credentials/NCCER certification for each skill set mastered and be exposed to skills to develop positive work ethics.

Students are required to take the EPA Certification exam. The exam is taken in class at a minimal cost, and most companies require an EPA certification. Students will also take the 410A Refrigerant Exam and apply for the Technician in Training permit. These exams are recognized nationally and add credence to a graduate's résumé.

Basic Curriculum: Basic Safety, Intro to Construction Math, Intro to Hand Tools, Intro to Power Tools, Intro to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Intro to Materials Handling

Major Units of Study

HVAC I* 304 hours	HVAC II* 304 hours	HVAC III* 303 hours	HVAC IV* 304 hours
<ul style="list-style-type: none"> Basic Safety Construction Math Hand Tools Power Tools Construction Drawing Basic Rigging Basic Communication Skills Basic Employability Skills Intro to HVAC Trade Mathematics 	<ul style="list-style-type: none"> Copper and Plastic Piping Practices Soldering and Brazing Ferrous Metal Piping Practices Basic Electricity Intro to Cooling Intro to Heating Air Distribution Systems 	<ul style="list-style-type: none"> Commercial Airside Systems Chimneys, Vents, and Flues Intro to Hydronic Systems Air Quality Equipment Intro to Control Circuit Troubleshooting 	<ul style="list-style-type: none"> Troubleshooting Gas Heating Troubleshooting cooling Heat Pumps Basic Installation and Maintenance Practices Sheet Metal Duct Systems Fiberglass and Flexible Duct Systems

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – HVAC installers and technicians are subject to severe weather conditions with temperatures ranging from below 0° to greater than 100°. They are required to use ladders, scaffolding, carry loads up to 100 pounds or more, and crawl around in crawl spaces and attics.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$4252.50	\$20	\$100	\$800	\$422	\$175 ea	\$5769.50



HVAC Technician Advanced

Instructor: Charles Vaughn

Program Length: 675 Hours

Option 1

Full-Time	Duration: less than 1 year	Day	Monday-Friday	7:45 a.m.- 2:45 p.m.
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Option 2

Full-Time	Duration: 28 weeks	Evening	Monday-Thursday	4:00 p.m.- 10:00 p.m.
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Option 3

Part-Time	Duration: 1 year	Evening	Monday-Wednesday	5:00 p.m.- 10:00 p.m.
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The HVAC Technician Advanced program is designed for students who have previously completed a HVAC training program or possess a HVAC certification. Students will study commercial refrigeration and air conditioning systems. This course of study includes reach-in refrigeration, walk-in refrigeration, defrost systems, ice machines, EPR and CPR control valves, multi-compressor and evaporator systems. Students will have the opportunity to earn NCCER certification for each skill set mastered.

Major Units of Study

Commercial Air Conditioning 225 hours	Basic Control Circuits 225 hours	Air Conditioning/Heating Systems 225 hours
<ul style="list-style-type: none">Commercial EvaporatorsDirect and Indirect Expansion EvaporatorsSingle and Multiple Circuit EvaporatorsAir and water cooled CondensersCharge SystemsCompressorsMetering Devices	<ul style="list-style-type: none">Electrical ComponentsSplit Phase Motors (PSC, RSIR, CSCR, CSIR and Shaded Pole)Motor Starting RelaysCapacitor ValuesElectrical DiagramsOhm's LawElectrical Faults on Series and Parallel Circuits	<ul style="list-style-type: none">Troubleshooting , test, service, install and repair Air Conditioning Systems and Heating SystemsElectrical and Mechanical ComponentsFossil Fuel Heating SystemsDesign Duct System from Blueprints

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – HVAC installers and technicians are subject to severe weather conditions with temperatures ranging from below 0° to greater than 100°. They are required to use ladders, scaffolding, carry loads up to 100 pounds or more, and crawl around in crawl spaces and attics.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$2365.50	\$20	\$100	\$800	N/A	\$175*	\$3285.50**

*Only students who need: EPA Universal Certification, 410A Refrigerant Certification, and Technician in Training Permit.

** Total cost does not include the testing fees. \$175 testing fee will be added to the total cost for students who have not taken the tests listed above.



Licensed Practical Nursing

Instructors: Instructors: Elizabeth Prichard and Staci Miller

Program Length: 1350 Hours

Option 1

Full-Time	Duration: 1 year	Day	Monday-Friday	7:45 a.m.- 3:15 p.m.
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The Licensed Practical Nursing Program prepares graduates to provide care in non-critical patient care settings. In critical care setting, the LPN becomes an assistant to the physician and/or registered nurse. Graduates are eligible for licensure by computerized examination (NCLEX-PN) Reciprocity (endorsement) is available by written application to other nursing boards.

Students work under the direction of registered nurses and doctors. Licensed practical nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices and private homes.

Major Units of Study

Level I 337 hours	Level II 338 hours	Level III 337 hours	Level IV 338 hours
<ul style="list-style-type: none"> • Social Sciences I • Fundamentals I • Body Structures and Function • Nutrition 	<ul style="list-style-type: none"> • Fundamentals II • Medical Surgical Nursing I • Pharmacology I • Geriatrics 	<ul style="list-style-type: none"> • Diet Therapy • Medical Surgical Nursing II • Pharmacology II • Mental Health 	<ul style="list-style-type: none"> • Medical Surgical Nursing III • Maternal-Newborn Nursing • Pediatric Nursing • Pharmacology III • Social Sciences II

*Teachers provide students with real-world learning opportunities and instruction.

*Selected clinical experiences are provided and mandatory.

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission testing. (**TEAS V**- score a Basic level or above)
3. Drug Screen
4. Criminal Background Check
5. Good Physical and Mental Health- Immunizations, Dental Exam, Physical Exam, Tuberculin Skin testing, etc. See LPN handbook for a complete list of requirements.

COSTS:

Tuition	Registration Fee	Entrance Exam Fee	Application Fee	Lab Fee	Activity Fee	Lap Top
\$4725	\$20	\$70	\$100	\$800	\$50	\$450

Club Fee	Uniform Fee	Text Books	Random Drug Test Fee	CPR Fee	Testing Fees	TOTAL
\$20	\$250	\$1750	\$100	\$30	\$1200	\$9565

*Additional costs for LPN program include: Vaccines/Boosters/Titers, Dental Exam, Physical and Lab Tests, Drug Screen, and Background Check. These additional costs are the responsibility of the student. See LPN handbook for details.



Welding

Instructor: Jeremy Lewis
Program Length: 1080 Hours

Option 2

Part-Time	Duration: 2 years	Evening	Monday-Wednesday	4:00 p.m.- 10:00 p.m.
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The Welding program educates students about the various processes of heating and melting metal parts to join them together permanently. The Welding program of Study focuses on careers that will build a knowledge base and technical skills in all aspects of the Welding industry.

Student will have the opportunity to earn both NCCER certification and the WV Welding Certification for each skill set mastered and be exposed to skills to develop positive work ethic.

Major Units of Study

Welding I 270 Hours	Welding II 270 Hours	Welding III 270 Hours	Welding IV 270 Hours
<ul style="list-style-type: none"> • Basic Safety • Construction Math • Welding Safety • Oxyfuel Cutting • Plasma Arc Cutting • Air-Carbon, Arc Cutting, and Gouging • Basic Metal Preparation 	<ul style="list-style-type: none"> • Intro to hand Tools • Intro to power Tools • Weld Quality • SMAW Equipment and Setup • SMAW Electrodes • Beads and Fillet Welds • Brazing • Joint Fit-Up and Alignment 	<ul style="list-style-type: none"> • Construction Drawings • Basic Communication Skills • SMAW Groove Welds with backing • SMAW Open Root Groove Welds-Plates • Pipe Welding & Beveling • Welding Symbols • Reading Welding Detail Drawings 	<ul style="list-style-type: none"> • Basic Employability Skills • Material Handling • Physical Characteristics of Mechanical Properties of Metals • Pre-heating and Post-heating of Metals • GMAW and FCAW Equipment and Filler Metals • GMAW-Plate • GTAW

*Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

*Teachers provide students with real-world learning opportunities and instruction. Off-site clinical instruction is mandatory.

- Gas Tungsten Arc Welding (GTAW)
- Flux Core Arc Welding (FCAW)
- Gas Metal Arc Welding (GMAW)

Admission Criteria

1. Must have a high school diploma or a West Virginia-accepted high school equivalency diploma such as the TASC™, or GED®.
2. Pre-admission test (TABE) and score a 9th grade level or above in all the required components of the test.
3. Health – Welders can occasionally be exposed to fumes, airborne particles, and extreme heat. Welders stand for long periods of time on concrete floors, therefore any students enrolling in this program must possess the strength and physical health to accomplish these tasks.

COSTS:

Tuition	Registration Fee	Application Fee	Lab Fee	Books	Tests	TOTAL
\$3780	\$20	\$100	\$900	NA	\$139	\$4939

Training and Student Services Coordination



Instructor: Andrea Voss

Program Length: Not Applicable

Option

Full-Time/Part-Time	Duration: Continuous	Monday - Friday	8:00 a.m. - 3:00 p.m.
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The training/student services coordinator assists instructors and students with job shadowing, cooperative work arrangements, and school-to-work related activities. This assistance is designed to provide students with reality-based work experiences to sharpen their understanding of classroom learning and the world of work. The training coordinator assists adults as well as high school students who are entering a 13th Year Program after High School graduation.

Cabell County area businesses can take advantage of workshops designed to improve the skills of their employees, increase productivity, and improve profitability. There are a variety of topics available and others can be developed upon request. Various workshops may include loss prevention, marketing, management, job interviews, resume, and job applications. Additional subjects may also be available including diversity topics, sales, and customer service.

COSTS:

Services are ***FREE***

Grade Scale

<i>A</i>	<i>93-100</i>
<i>B</i>	<i>85-92</i>
<i>C</i>	<i>75-84</i>
<i>D</i>	<i>65-74</i>

Financial Aid

Financial Aid is available through <ul style="list-style-type: none">• Pell Grants• Workforce Innovation and Opportunity Act (WIOA)• Higher Education of Adult Part-Time Students (HEAPS)• Trade Adjustment Act (TAA)• Veteran Benefits• Vocational Rehabilitation• United Mine Workers (UNWA)• Workers Compensation	VA Benefits <p>Any student who receives benefits from Veteran Affairs to attend a program offered at the Cabell County Career Technology Center will be required to attend a briefing and sign a form that indicates that the student WILL BE held responsible for their debt, if the student fails to complete the program. All Military Transcripts are required for review and possible credit hours. Benefits will NOT extend past the approved hours of any program. In cases of emergencies, program may be accelerated with approval from the Director of VA and the Instructor.</p>
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DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its education programs or activities. Inquiries may be directed to Tim Hardesty, Title IX Director and Human Rights Officer, Cabell County Board of Education, 2850 Fifth Avenue, Huntington, WV 25709, phone 304-528-5000

INSTITUTIONAL REFUND POLICY

The Cabell County Career Technology Center has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. The policy, as set forth in the Cabell County Career Technology Center's student handbook and the Cabell County Career Technology Center's program guide is uniformly administered for all students.

When a student withdraws from school prior to completion of the program, the student is responsible for all fees, books, and supplies issued to and accepted by the student. The student will also be responsible for the portion of tuition and lab fees due for scheduled hours in the period of enrollment for which they have been charged. The Cabell County Career Technology Center defines the period of enrollment as:

For courses **less than** 700 hours, the course length;

For courses 700 hours **and more**, ½ the course length.

Note: Lab Fees are assessed during the first enrollment period. Lab Fees will be prorated **ONLY** during the first period of enrollment.

Tuition will be prorated as follows:

1. When a student withdraws from school **PRIOR** to the first day of class, all paid tuition, lab fees and application fee will be refunded. The registration fee will not be refunded.
2. If the student withdraws from school **ON** or **AFTER** the first day of class but prior to the completion of 5% of the enrollment period, 10% of the enrollment period tuition and 10% of the lab fee is due to the school. The application fee and registration fee will not be refunded.
3. After 5% of the enrollment period through 20% of the enrollment period, 25% of the enrollment period tuition and 25% of the lab fee is due to the school.
4. After 20% of the enrollment period through 30% of the enrollment period, 50% of the tuition for the enrollment period and 50% of the lab fee is due to the school.
5. After the student completes more than 30% of the enrollment period, there is **NO** tuition or lab fee refund. **The full amount of tuition and lab fee for the enrollment period is due the school. There is no refund on textbooks.**
6. If the student withdraws from school after completing the first enrollment period, the percentages in items 2, 3, 4, and 5 are applied to **TUITION ONLY**.

Students receiving WV HEAPS/WFD funding should note that the Return of Federal Funds formula **WILL** be applied to the HEAPS/WFD award during the first enrollment period **ONLY**.

A non-refundable registration fee of \$20.00 is due upon registering for the program. A \$100.00 non-refundable application fee is due on the first day of class. Students applying for the Licensed Practical Nursing program are required to pay a non-refundable registration/entrance exam fee of \$90. Also a \$100.00 non-refundable application fee is due on the first day of class. The non-refundable registration/entrance exam fee includes the TEAS test, which is required for admission into the LPN program.

Any student who withdraws before the first class and has pre-paid the \$100.00 application fee, will receive a refund of the application fee. However, if the student attends a least one day of class, the \$100.00 application fee will **NOT** be refunded. Students may wait until the first day of class to pay the \$100.00 application fee.

Refunds do not require a request from the student and are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the Center by the student, or from the date the Center terminates the student or determines withdrawal by the student. A request from the student is recommended, but not required. A request from the student assists in processing the refund expeditiously as outlined in the Cabell County Career Technology Center's Refund Policy. A Student Withdraw/Termination Form is located in the Student Handbook.

All refund policies have been approved by the Cabell County Board of Education, the Cabell County Career Technology Center's governing board.

CABELL COUNTY CAREER TECHNOLOGY CENTER

2020-2021

ADULT EVENING CLASS SCHEDULES

MON, TUES AND WED NIGHTS - 5:00pm – 10:00pm – Part-time students

<u>MON, TUES, WED CLASSES</u>	<u>DAYS</u>	<u>HRS</u>	<u>10%</u>	
July	6,7,8,13,14,15,20,21,22,27,28,29	12	60	6.0
August	3,4,5,10,11,12,17,18,19,24,25,26,31	13	65	6.5
September	1,2,8,9,14,15,16,21,22,23,28,29,30	13	65	6.5
October	5,6,7,12,13,14,19,20,21,26,27,28	12	60	6.0
November	4,9,10,16,17,18,30	7	35	3.5
December	1,2,7,8,9,14,15,16,21,22,23	11	55	5.5
January	6,11,12,13,19,20,25,26,27	9	45	4.5
February	1,2,3,8,9,10,16,17,22,23,24	11	55	5.5
March	1,2,3,9,10,15,16,17,29,30,31	11	55	5.5
April	5,6,7,12,13,14,19,20,21,26,27,28	12	60	6.0
May	3,4,5,10,11,12,17,18,19,24,25	11	55	5.5
June	1,2,3,8,9,10	6	30	3.0
July	5,6,7,12,13,14,19,20,21,26,27,28	12	60	6.0
(Part-time Totals)	140	700	70.0	

MON, TUES, WED AND THURS NIGHTS - 4:00pm – 10:00pm Full-time students

<u>MON, TUES, WED, THURS CLASSES</u>		<u>DAYS</u>	<u>HRS</u>	<u>10%</u>
July	6,7,8,9,13,14,15,16,20,21,22,23,27,28,29,30	16	96	9.6
August	3,4,5,6,10,11,12,13,17,18,19,20,24,25,26,27,31	17	102	10.2
September	1,2,3,8,9,10,14,15,16,17,21,22,23,24,28,29,30	17	102	10.2
October	1,5,6,7,8,12,13,14,15,19,20,21,22,26,27,28,29	17	102	10.2
November	4,5,9,10,12,16,17,18,19,30,	10	60	6.0
December	1,2,3,7,8,9,10,14,15,16,17,21,22,23	14	84	8.4
January	6,7,11,12,13,14,19,20,21,25,26,27,28,	13	78	7.8
February	1,2,3,4,8,9,10,11,16,17,18,22,23,24,25	15	90	9.0
March	1,2,3,4,9,10,11,15,16,17,18,29,30,31	14	84	8.4
April	1,5,6,7,8,12,13,14,15,19,20,21,22,26,27,28,29	17	102	10.2
May	3,4,5,6,10,11,12,13,17,18,19,20,24,25,28	15	90	9.0
June	1,2,3,4,8,9,10,11	8	48	4.8
July	5,6,7,8,12,13,14,15,19,20,21,22,26,27,28,29	16	96	9.6
August	2,3,4,5,9,10,11,12,16,17,18,19,23,24,25,26,30,31	18	108	10.8
September	1,2,7,8,9,13,14,15,16,20,21,22,23,27,28,29,30	17	102	10.2
<i>(Full-time Totals)</i>		224	1344	134.40

August	13 th	1 st day for High School Students
September	7 th	Holiday – Labor Day
November	3 th	Holiday – Election Day
November	11 th	Holiday – Veterans Day
November	23 rd – 27 th	Thanksgiving Break
December	24 th – January 6 th	Christmas Break
January	18 th	Holiday – MLK Day
March	22 nd – 26 th	Spring Break
May	25 th	Last Scheduled Day of School for High School Students
May	31 st	Holiday – Memorial Day
July	4 th	Independence Day

THE ABOVE DATES ARE SUBJECT TO CHANGE